

HOLMESBURG
CHRISTIAN ACADEMY



Big Thinking. Small School.

School Policy Handbook

2017-18

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ACADEMIC INFORMATION

HISTORY

The Holmesburg Christian Academy began as a Nursery School with one class in 1975. As the Nursery School expanded, interest grew in developing an Elementary School. The first Kindergarten class began in September, 1978 and first grade was added in the next school year. Each year a class was added until the present status of PreSchool through Eighth Grade was established.

HCA is located within and is sponsored by the Holmesburg Baptist Church. During the summer of 1985, property located adjacent to the church on Decatur Street was purchased. The property was renovated and now houses Middle School students and the computer lab. In May of 1994 the Academy added two new rooms on to the Decatur Street facility. Enrollment has grown from 16 in 1975, to our current enrollment of approximately 200 students.

HCA VISION

We fuse discipleship and creative thinking into every aspect of our rigorous curriculum and school culture to individually shape students from all different walks of life who ate both inspired and prepared to make a meaningful difference for Christ’s glory in an ever-changing world.

SPONSOR AND BOARD

The School is sponsored by the Holmesburg Baptist Church and is a mission of the Church and to the community at large. The School is directed by a School Board made up of parents of students, members of the Church and the community at large.

The basic elements of theology and beliefs that we teach are contained in the School’s *STATEMENT OF FAITH*. Within that context, HCA offers an education that recognizes other evangelical positions of faith and practice that derive their convictions from the Holy Scriptures and root their faith in Jesus Christ.

STATEMENT OF PURPOSE

It is the purpose of the Holmesburg Christian Academy to provide a private, Christ-centered academic education. The Christian approach to education is rooted in the authority and instruction of the Bible and accepts God’s truth as the standard for all truth. These principles are expressed in the *PHILOSOPHY* of the School and come from the *STATEMENT OF FAITH*.

The School desires to facilitate the development of each student academically, physically, spiritually and socially. Students are guided toward college-preparatory studies, leadership roles, a Christian life style and a Biblical world view. It is the aim of the School to prepare each student for personal responsibility, employment, citizenship, and service to God at home, in the church, the community and the world. The School supports parents who are committed to a personal faith in the Lord Jesus Christ and seek to obey the Biblical

instruction which gives them ultimate responsibility for the education of their child(ren).

The School employs qualified and trained faculty and administrators who serve as role models in their Christian walk, and who are maturing in both their professional life and their Christian faith. The School addresses educational practices from a Christian viewpoint, and offers a curriculum in which the Biblical perspective is applied to every area of life.

PHILOSOPHY

The educational philosophy of the Holmesburg Christian Academy is founded on the Bible which provides the viewpoint for interpreting any subject or any school activity. [2 Timothy 3:15-17; 2 Peter 1:20-21] Education has its highest meaning and purpose only as it relates to God's sovereign plan and purpose. God, being the Creator and foundation of all wisdom, is the source and authority of all truth. [John 1:1-3] Because the Christian approach to learning differs significantly from the secular viewpoint, the curriculum of the School is rooted in the authoritative and inerrant truths of the Word of God. Bible study is not just a subject added to the curriculum, but is the foundation from which all truth is understood; ". . . that they may know the mystery of God, namely Christ, in whom are hidden all the treasures of wisdom and knowledge" [Colossians 2:2-3].

We endeavor to bring every student to a personal relationship with Jesus Christ and to guide them to a place of maturity in Him while developing the whole individual. The School desires to provide its students with a college-preparatory education set in the framework of Christian instruction and example. This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creativity and critical thinking. We strive to prepare students to be responsible, participating citizens and workers, and to serve God throughout their lives.

In order to implement this educational process, the teacher is the essential instrument. Teachers shall be skilled in their subject areas and have clear objectives supporting the position of the School. The School employees shall seek to instill a desire for excellence in every student and treat each as an individual. All teachers, administrators and staff members shall be born-again Christians.

Parents who have committed themselves to a personal faith in Jesus Christ as Savior and Lord and who foster a sense of individual responsibility at home will find these same values promoted in the School. While teachers represent parents during the school day, this representation does not relieve the parents of their primary responsibility for the total development of their child(ren). [Deuteronomy 6:7-8 and Proverbs 22:6] The School will be known by the family for its caring environment. The School endeavors to function as an extension of the Christian home and to work with parents in the education of each child.

STATEMENT OF FAITH

1. We believe and teach that there is one true and living God, the Creator and Sustainer of all things. He is infinite, eternal, unchangeable, and is revealed to us as the Godhead existent in three persons - the Father, the Son, and the Holy Spirit - and that these three are all one God, having the same nature, attributes, and perfections, thus being worthy of the same exact homage, confidence and obedience. [Genesis 1:1; Ephesians 1:3-6, 13-14; John

1:1, 3, 14, 18; Philippians 2:5-8; Matthew 28:19; Isaiah 9:6; 1 Corinthians 15]

God the Father - The first person of the Trinity who orders and disposes all things according to His own purpose and grace, continually upholds, directs, and governs all creatures and events for His own glory. Fatherhood denotes spiritual relationship, first within the Trinity, second within mankind, creatively in relation to all men, but spiritually only in relation to those who have been saved by His grace from their sin and come to Him through Jesus Christ.

God the Son - Jesus Christ is the second person of the Trinity and possesses all of the divine excellencies and is co-equal, and consubstantial with the Father. The Son is the promised Messiah of the Old Testament, Jesus Christ, born of a virgin in the fullness of time, who died on the cross to redeem man from sin, rose from the dead in physical form to provide justification for every believer, and ascended to the right hand of God where He is exalted at the right hand of God the Father fulfilling the ministry of Representative, Intercessor and Advocate for all believers, and will again in the fullness of the Father's time, return in visible triumphant personal form to overthrow sin, judge the world, and establish His kingdom in its millennial manifestation.

God the Spirit - The Holy Spirit of God is the third person of the Trinity, possessing all of the divine excellencies, thus co-equal, co-eternal, and consubstantial with Father and Son. He was sent from God to convict the world of sin, righteousness and judgment, and to regenerate, cleanse and secure from sin. He is the indwelling guide, teacher and strengthener of the believer.

2. We believe and teach that the Bible is the inerrant, verbally inspired Word of God, infallible as originally given by God, and that the Bible's absolute truth and trustworthiness extend equally to all parts of the writings - historical, poetical, doctrinal, and prophetic - thus constituting our only standard of faith and practice. [2 Timothy 3:16-17; Hebrews 4:12; 2 Peter 1:20-21; Matthew 5:18]

3. We believe and teach that man was created in innocence directly and immediately by God for the purpose of fellowship with Him and for His glory. Man was tempted by Satan and sinned, and because of this all men have been born in sin since that time and are by choice, by practice, and by nature sinners. We believe that Satan is a created being, the highest created angel who fell through pride, the author of sin and the cause of the Fall, the spiritual father of all who do not believe in Jesus Christ as their personal Savior, and the open and declared enemy of God and man. Satan with his angels continually wages war against the godly and their God to thwart His purposes. Satan and his angels will be eternally punished in the Lake of Fire. Sin is basically rebellion against God and the end of sin is eternal separation from God. [Genesis 1:26-28, 3:1-19; Romans 5:12; Revelation 20:10; Isaiah 14:12-17]

4. We believe and teach that Jesus Christ is the only Savior from sin. He provided forgiveness and accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice and that all who trust Jesus Christ as their personal Savior are cleansed of all their sin and given eternal life at the moment they receive Him. He rose from the grave in physical body to provide life and justification. Apart from Christ, there is no salvation. All men are under condemnation through personal sin, and deliverance from condemnation comes only by grace through faith. The Spirit

regenerates or gives new life to the one who makes this life commitment to Jesus. This salvation is complete in Heaven where the believer, in resurrected and glorified body, will live eternally and rejoice in the Lord Jesus Christ. [Acts 4:12; Ephesians 2:8,9; John 3:16-19, 5:24, 6:47, 10:28-30; 1 John 3:2-3]

5. We believe that the universal Church of Jesus Christ is a spiritual organism made up of all born again persons of this age and that every believer is placed into this Church at the moment of his conversion by the baptism of the Holy Spirit. We believe that a New Testament church is a voluntary association of baptized believers in Christ who have covenanted together to follow the teachings of the New Testament in doctrine, worship and practice. [Ephesians 1:22-23; 1 Corinthians 12:13; 1 Timothy 3:15, 4:13-16; Hebrews 10:25]

6. We believe and teach the spiritual unity of believers in our Lord Jesus Christ. [John 17:21-23; Ephesians 2:14-22, 4:1-6]

GOALS OF THE SCHOOL

- 1.To teach that the Bible is the inspired and the only infallible authoritative Word of God, thus developing attitudes of love and respect toward it. (II Tim. 3:15,16,17; II Pet. 1:20,21)
- 2.To teach the basic doctrines of the Bible. (Titus 2:1)
- 3.To provide opportunities for the student to confess Christ as Savior and Lord. (Rom. 10:9,10)
- 4.To teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily. (Rom. 12:1,2; II Tim. 2:15; Deut. 26:16,17)
- 5.To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task. (Eph. 4:12; I Cor. 12:1-31; Matt. 28:19,20)
- 6.To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities. (I Sam. 16:7, Gal 5:22,23)
- 7.To teach the student how to develop the mind of Christ towards Godliness. (Phil. 2:5; I Tim. 4:7)
- 8.To encourage the student to develop self-discipline and responsibility from God's perspective (I Tim. 4:7; I Cor. 9:24-27)
- 9.To teach the student the respect for and submission to authority from God's perspective. (Rom. 13:1-7; Heb. 13:17; Eph. 6:1-3)
- 10.To help the student develop a Christian world view by integrating life, and all studies, with the Bible. (II Pet. 1:3)
- 11.To teach the student to hide God's Word in his heart through memorization and meditation. (Ps. 119:11; Ps. 1:1-3)
- 12.To teach the student how to study God's Word. (II Tim. 2:15)
- 13.To help the student develop his self-image as a unique individual created in the image of God and to attain his fullest potential. (Ps. 139:13-16)
- 14.To teach the student to treat everyone with love and respect as unique individuals created In God's image. (Phil. 2:1-4; Eph. 5:21)
- 15.To teach the student how to become a contributing member of his society by realizing his need to serve others. (Gal. 5:13; Rom. 12:10)

16.To teach the student Biblical skills for personal and social relationships. (Ps.119:9; Eph. 4:12)

17.To teach the student the Biblical view of dating, marriage and the family. (I Thess. 4:1-7; I Tim. 4:12; Gen. 2:18-25; Eph. 5:22-33)

18.To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God. (I Cor. 6:19,20)

19.To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory. (I Tim. 6:17-19; Matt. 6:19,20; I Cor. 10:31)

20.To teach the student an appreciation of the Fine Arts.

21. To teach the student to understand and use the fundamental processes in communicating and dealing with others (such as reading, writing, speaking, listening, and mathematics). (II Cor. 5:20)

22.To teach and encourage the student to use good study skills and habits. (II Tim. 2:3-7)

23.To teach the student how to research and to reason logically from a Biblical perspective. (Heb. 5:14; Rom. 12:2)

24.To teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation. (II Tim. 3:14-17)

25.To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages (home, church, nation). (I Cor. 10:11; Rom. 13:1-7)

26.Use current affairs in all areas, teaching the student how they can relate to God's plan for man.

27.To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use and preserve it properly. (Ps. 8:6; Heb. 2:6-8)

In addition, in working with the homes from which the students come, the school aims:

- 1.To bring those whom we find that are not Christians to the saving knowledge of Jesus Christ. (II Pet. 3:9; I Tim. 2:4)
- 2.To aid families in Christian growth and to help them develop Christ-centered homes. (Eph. 5:22-33; II Pet. 3:18)
- 3.To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program. (Mark 10:45)
- 4.To help the parents to understand the school's purpose and program.
- 5.To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
- 6.To encourage regular attendance and involvement in the local church. (Heb. 10:24,25)
- 7.To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children. (Deut. 6:4-7; Prov. 22:6)
- 8.To help young men and women realize their full potential. Teaching them that God has a plan for their lives, plans of good not evil, plans that hold hope for their future. (Jer. 29:11)

AFFILIATION

The Holmesburg Christian Academy (HCA) is recognized and registered with the Department of Education, Commonwealth of Pennsylvania as a non-public, non-profit religious institution. The School is a member of the Mid-Atlantic Christian School

Association (MACSA). HCA is accredited by the Commission on Elementary Schools of the Middle States Association of Colleges.

FACULTY

Administration and teachers are degreed professionals. All teachers are certified by the Commonwealth of Pennsylvania and/or the Association of Christian Schools International. Each Staff member is a born-again Christian, and collectively they represent a diversity of evangelical churches. Several faculty members hold a masters degree, others are working toward their masters degree and all faculty members continue with studies applicable to their teaching assignments.

CURRICULUM

Our curriculum is designed to meet the educational needs of our children. Due to the developmental stages of children, there are different principles taught at different ages. The program is designed not only for the acquisition of knowledge but also for the development of thinking skills. The teacher is responsible for presenting subject material as it is seen through the truths of God's Word. The curriculum includes all major subjects recommended by the Department of Education.

Reading is considered a critical skill and emphasized throughout all grades and subjects. The Language Arts program includes phonics, vocabulary, comprehension skills, memorization, Bible, Christian and classical literature, poetry and a strong emphasis on writing skills.

Pre-School classes are designed to build social, psycho-motor and academic skills, while preparing children for Kindergarten. Readiness includes working with numbers, letters, and word recognition. Activities include art, Bible stories, music and physical education.

The **Elementary** (K-5) curriculum contains Bible, reading, phonics, spelling, arithmetic, science, English, social studies, handwriting, music, art, Spanish, computer literacy, and physical education.

The **Middle School** (6-8) program includes major subject areas of Bible, English, mathematics, pre-algebra, algebra, geography, American history, civics, earth and space science, introduction to biology and introduction to physical science. Minor studies comprise Spanish, music, health, physical education and computer instruction.

ADMISSIONS

Any parent who desires to have their child enroll at HCA may apply for admission by completing our *Online Application*. For grades K-8, a \$40 application fee and \$60 entrance exam fee must be paid upon submission of the application. Applications will not be reviewed until these fees have been received.

To apply, go to the *Admissions* page of our website:

www.holmesburgchristian.org/admissions

Scroll down to the "Apply" section, and click the "Apply Now" button.

If for some reason you are unable to complete the Online Application at home, you are welcome to come to HCA to apply on the computer in our Front Office with assistance from our Office Manager. If you would like to use our computer, please call 215-335-4324. If necessary, paper applications are available upon request in the school office. To submit a paper application, complete all the required forms and supplemental documentation, attach the application fee, and send it to:

H.C.A.
c/o Admissions
7927 Frankford Avenue
Philadelphia, PA 19136-3124

All forms must be received by the School Office before acceptance is granted. The non-refundable application fee must accompany the *Application Form*, and a non-refundable evaluation fee is due at the time of pre-admission testing.

Enrollment is open to any Christian parent or guardian who wants their child(ren) to have a Christ-centered education. Acceptance depends on meeting School standards in the following:

- submission of a completed Student Application form (new student) or Student
- Re-registration Application form (returning student), with appropriate fees
- the parents' agreement to the Statement of Faith,
- the parents' signature on the Parent & School Agreement;
- the parents' testimony of faith and interview with the Admissions Committee;
- academic strength of the child as determined by testing;
- submission of academic records (report grades, teacher comments, and standardized test scores) as applicable;
- submission of required immunization records and medical records of conditions potentially affecting the health and/or education of the child and the Health
- Statement- Parent's Report;
- submission of psychological or educational records which would potentially
- relate to the education of the child.

Children from non-Christian or un-churched homes may be considered for enrollment on an individual basis.

All new school families entering grades K-8th will be required to have a family interview with the Admissions Committee or a committee representative. Fourth through grade students will also be interviewed separately. All students in K-8th will be required to take an entrance exam in order to determine placement of students. Students entering Kindergarten from the HCA's preschool are also required to participate in the testing and interview process.

Families should be active in a community church and should desire that all of their children attend HCA if possible.

Applicants will be accepted for testing in the order of the date of receipt of *Application*

Form and evaluation fee. Acceptance or rejection of applicants will be made by written notice.

Prospective Pre-School children must be three years of age by September 30th of the school year to be admitted to the 3-year old program; prospective Pre-School children must be four years of age by September 30th of the school year to be admitted to the 4-year old program. Prospective Kindergarten students must be five years old by September 30th of the school year; prospective first grade students must be six years old by September 30th of the school year.

Pre-School children are accepted for a trial period of nine (9) weeks to determine their ability to adjust and benefit from the program. All children must be toilet trained before admission.

Prospective students to Kindergarten through 8th grade are accepted for a trial period to extend to the end of the first semester. The student will be monitored by the teachers and administration.

Holmesburg Christian Academy does not discriminate on the basis of any race, color, gender at birth, national and ethnic origin to the School. The School does maintain the right to refuse admittance to a student with educational, disciplinary, psychological, and/or physical problems as determined by the School to be of a nature that H.C.A.'s program will not benefit or meet the child's educational needs.

Holmesburg Christian Academy's Biblical role is to work in conjunction with the home to mold students to be Christ like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, homosexual sexual orientation, or inability to support the moral principles of the school. In such cases, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

HEALTH REQUIREMENTS

To comply with Commonwealth and city laws, the school requires all children entering school to have proper medical records. All students must have proper immunization. (Commonwealth law requires immunization against Diphtheria Toxoid, Tetanus Toxoid, Poliomyelitis, Rubella [Measles], Rubella [German Measles], Mumps, Hepatitis B and Varicella. A signed medical form must verify these shots. **Improper or lack of health records will cause exclusion from School.** Physical reports from a family doctor are needed at intervals during the school years. All newly admitted students from out of State, and Kindergarten and sixth grade students must have a physical examination. A copy of each child's birth certificate must be on file in the School Office.

RE-REGISTRATION

The School will have a re-registration week in late winter/early spring for families of students currently attending HCA. Enrollment will be on a first-come, first-served basis. After the re-registration period enrollment will be open to families from outside. Each student will be evaluated on the basis of academic performance, spiritual growth, financial

standing with school, and behavior to determine if they should be registered for the next year. Parental cooperation will be a factor in the consideration of re-enrollment. Students who have not had a good performance based on the previously mentioned characteristics may be denied re-registration for the following year.

In addition, acceptance of re-registering students depends on complete re-registration materials and fees received by the announced deadline and depends on meeting School standards in the following:

- submission of a completed *Student Re-registration Application* form (returning student), and re-registration fee
- the parents' signature on the *Parent & School Agreement*;
- the parent's completion of the *Financial Computation Schedule*,
- submission of updated records on educational and/or psychological testing done outside of HCA.
- Parent/Health Statement
- Immunizations as required by the Commonwealth of PA

WITHDRAWAL

Parents wishing to withdraw their child(ren) must make arrangements through the School Office. Written notification must be provided to the School Office. Teachers will provide grades to the point of withdrawal. All financial arrangements are detailed in the *Financial Policy* which is supplied to the parents. No academic records will be released until all accounts and fees are paid.

PHOTOGRAPHIC RELEASE

Parents/legal guardians are asked to sign a "Photographic Release Form" giving HCA the right to use photographs and videos of HCA students for reproduction in any medium for the purposes of advertising, trade, display, exhibitions, editorial use or website.

PROMOTION AND RETENTION

All students who have successfully completed the grade level curriculum will be promoted to the next grade. Notice will be given at the final report card. In certain cases, a child may be retained, or held back to repeat the grade. This can be a result of academic performance or social and behavioral performance. Retention is recognized to be a serious action with long term meaning. For that reason, retention is decided upon carefully. Parents will be notified in the early spring of possible retention. Conferences will be set up between the teacher(s) and parents to explain retention. As the student is monitored throughout the year, the administration will make the final decision with the aid of the parents and teacher(s). Written notice of potential retention will be given before the last report date. The general policy will be to retain a child no more than one time while enrolled at HCA. This would include being put back one grade as a result of admission testing.

SUMMER SCHOOL

H.C.A. will accept grades submitted to the School for passing/failing subjects over the

summer months with the following criteria:

1. Summer School Programs in Christian/Public Schools:

A. Summer School approved by the Head of School and School Board;

B. Curricula must be similar to grade level at HCA and properly

suit the student's needs to advance to another grade or provide enrichment in weak subject disciplines;

C. Final testing and/or grades achieved in Summer School must be

submitted to HCA by the end of August.

2. Home Schooling:

A. Parent/Teacher approved by State of Pennsylvania or accrediting organization.

B. Final testing to be given by HCA's Head of School to meet HCA standards and on grade level, by the end of August.

C. Curricula approved by HCA.

PARENT RESPONSIBILITIES

THE PARENT

The Academy and the teacher are an outreach of the family. Just as you raise and mold your child, so do we. The responsibility of parenting remains with the parent. Parents should lift the school up in prayer. Be positive about the school with your children. Work closely with the teachers and staff. Develop good habits in your children such as doing all assigned work and being punctual. Parents are responsible to make sure that their student comes to school well groomed and dressed appropriately according to the dress code. See *PHILOSOPHY* and *STATEMENT OF PURPOSE*. Parents are encouraged to participate in school functions and the Parent Teacher Fellowship (PTF).

The School buildings and grounds are all non-smoking areas. Parents are expected to refrain from smoking at all School related activities even though not held on School grounds.

Parents have a responsibility to see that their student attends class regularly, that they arrive before 8:30 AM, and are picked up from school at 3:15 PM or the scheduled dismissal time. Fifteen minutes past the scheduled dismissal the student will be placed in *EXTENDED CARE*. Parents are responsible for their students who remain on the School grounds after school hours unless involved in a School supervised activity, which begins at dismissal. Students may not remain at school unsupervised for an event later in the day or evening. See the *Parent & School Agreement* and *Extended Care* arrangements. See also *SCHOOL HOURS*.

It is appropriate and important for parents to check daily that their student has completed the homework assignments and is keeping current with upcoming reports and projects. For some students it is necessary for a parent to check that the bookbag has been packed with the supplies needed for the next class day. Notes are often sent home for the parents to inform them of events, needs, and missing work.

Parents must assure that School records are kept current with respect to changes in name, address, phone number(s), emergency contact, health, medical and/or psychological conditions. The school must be aware of, and have a copy of, all custody orders. It is important that the information on file at the School be correct and accurate at all times. In certain cases failure to notify the School of these changes in writing could result in terminating the student's attending the School.

Parents should avoid taking their children out of school for doctor's appointments, vacations, etc. Medical appointments should be made after school if at all possible.

We strongly recommend that parents read the monthly Newsletter, *The Paw Print*, to keep up with the School activities and any adjustments to the schedule or policies. Calendar events and important information may be found on the HCA website www.holmesburgchristian.org.

PARENT-TEACHER-SCHOOL RELATIONSHIP

The relationship between the parent and teacher is a unique one that can be very rewarding. We encourage parents to communicate with the teachers when there are questions or concerns that could affect the learning process of a student. Also there are many opportunities for parents to be involved in their student's activities and events at school as indicated and invited by the teaching staff. Other than those times when school staff have requested parental participation or arranged for a conference, parents should not be present in the school. Younger children in the family should not be present without the company of a parent. We have a responsibility to maintain safety, security and proper operation throughout the building. Parents are required to sign in at the office when going to the classroom for volunteer service or a meeting.

Should a parent have a concern or problem regarding a school matter, please communicate with the teacher. Remember not to discuss problems with your child. The Biblical principle of Matthew 18 states that we should confront one another with our problems. A kind word between two people of differing views can often be very effective.

In the event that you cannot resolve a problem with the teacher, then arrange a conference with the Head of School. If the concern is still not resolved after discussion with the Head of School and time for an appropriate reply, then the parent may write a detailed letter to the Chair of the School Board. These steps must be followed in problem resolution with the School. The School Board will not consider an issue until these steps have been fully followed.

Parents agree to make every effort to live at peace and to resolve disputes with each other in private or within the Christian community in conformity with the Biblical injunctions of

1 Corinthians 6:1-8, Matthew 5:23-24 and Matthew 18:15-20. See the signed *Parent & School Agreement*.

HOME AND SCHOOL COOPERATION AND COMMUNICATION

During the year, your child's teacher will need to notify you of the progress of your child. Please sign and return all forms to the teacher that need your attention. We strongly urge notes and email communication between teacher and parent to keep the line of communication open and current. Contact the office if you need help contacting a staff member. Conferences may be arranged before or after school or at a mutually agreed upon time.

STUDENT-TEACHER COMMUNICATIONS

It is the policy of H.C.A. that employees will not communicate with any student of H.C.A. on any social networks such as, Facebook, Twitter, MySpace or I.M. It is appropriate for teachers to communicate electronically with students through Engrade or teacher homework blogs regarding homework and school related activities only.

VISITORS

All visitors are to enter and leave the school building via the ramp door. The intercom should be used when the security system is on. The security system will be on from 8:00 AM -11:30 AM and from 12:30 PM to 3:15 PM. The ramp gate is kept closed between 11:30 AM and 12:30 PM when the alarm is off. This allows children to easily access the building during their lunch periods.

All parents and visitors are to sign in with the Secretary to receive a VISITOR'S PASS. No one is permitted to move about the building without a pass. School staff will escort late arriving students to class.

Teachers are instructed not to engage in mini-conferences or conversations with anyone who does not have an appointment and/or a visitor's pass. This policy will be strictly enforced.

Parents are asked to dress appropriately and modestly when entering the school during school hours or attending a school function.

PARENT TEACHER FELLOWSHIP (PTF)

Parent Teacher Fellowship meetings are held throughout the year usually in the evenings. All school families are urged to become active members. The Membership Drive is held at the beginning of each school year.

The Parent Teacher Fellowship exists to assist and enhance the school in the spiritual and educational development of our children. PFA sponsors, with the cooperation of members, such programs as: School Lunches, Spring Fair, Christmas Shop, Holiday Treats and much more. There will be fund raisers during the year to support extra-curricular activities and other functions. Funds raised benefit the students of H.C.A.

Active family membership is essential in order for our school to provide the most well rounded program for our children. Only those who are members are eligible for voting privileges and may serve in any capacity as an officer or member of the Executive Committee. We look forward to your involvement. Parental attendance at association meetings is essential to a successful organization. Visit the PTF page on the website for upcoming events and volunteer opportunities.

ROOM PARENT

During the first month of school, each class will designate a room mother or father. Each room parent will need to be available during school hours, willing to accept responsibilities, and be consciences of their speech and actions in the classroom.

Room parent responsibilities may include the following:

- assist the teacher with special classroom projects and events as requested.
- activate the classroom snow-chain and prayer-chain when needed.
- assist the teacher in planning classroom parties.
- contacting other parents for help as needed for parties and trips.

There are many projects in the school which can be completed with the involvement of parents. This involvement will serve to help increase the fellowship among the school family, and to hold down tuition costs. Remember, this is your child's school and your involvement will enhance your child's total school experience.

NON-REGISTRERED CHILDERN

Parents bringing children to the School who are not registered at HCA accept the full responsibility for their safety in the Parking Lot and any part of the Church or School grounds. Special attention is needed if the child(ren) is allowed to play in the yard. Yard play for non-registered children is not approved by the Church or the School. No responsibility is accepted or assumed by the Church or the School for injuries or problems incurred by non-registered children or adults accompanying them.

FINANCIAL RESPONSIBILITY

See "Tuition" and "Financial Policy".

LATE STUDENT PICK UPS

School dismisses at 3:15 PM. We understand that occasionally a parent or assigned person may be delayed in traffic or have automobile problems; however, repeated late pickups will not be allowed. Students not picked up by 3:30 PM or 15 minutes after the dismissal time will be placed in Extended Care and the parents will be charged the afternoon weekly fee for Extended Care use. See the *Parent – School Agreement*, item #7. If you are delayed because of traffic or other reasons, please call the school office. Children often become upset when a parent is not on time.

OPEN HOUSE AND SHARING YOUR SCHOOL

Each year the Holmesburg Christian Academy holds an Open House for prospective parents and students. Dates are announced on the *School Calendar* for the year. Tours are available from 9:00 AM through 2:00 PM on Open House days and 7:00 PM in the evenings. The evening Open House begins with a time to “meet and greet” and light refreshments. This is an opportunity for you to share your School with parents looking for a Bible centered Christian education for their child. Flyers and bulletin inserts are also available if you are able to place them in your church. You may call the School Office if you would like bulletin inserts or packets for new students.

GENERAL POLICY

ACHIEVEMENT TESTS

Each spring, the students in grades First through Eighth inclusive, are given standardized achievement tests; testing generally takes one week to complete. These tests measure strengths and weaknesses in the student's development. They also give the school a guide to compare scholastic achievement locally and nationally.

Some children may become alarmed and nervous during this time. Parents should not create pressure upon the child at this time. Children should always be properly rested and eat a good breakfast especially on test dates. Parents should make every reasonable attempt to have students present for each day during the time of testing. It is difficult and at times not possible to make up missed tests.

ATHLETIC PROGRAM

The school operates both intramural and inter-school athletic programs. These programs are designed to promote physical growth and social interaction. All students involved should maintain the highest standards of Christian sportsmanship. Any student involved in the athletic program must be free from both academic and disciplinary probations. The athletic program includes soccer, basketball, cheerleading, softball and track and field. Transportation after games and practice is the parent's responsibility. A student may be removed from the team if transportation becomes a problem or repeated late pick-up occurs.

CELL PHONES

Many students utilize cell phones to keep in contact with their parents before and after school. This contact is important for their safety and the ability to communicate. However, when used during the school day the privacy and safety of students and staff is jeopardized. As technology has increased so has cell phone usage. To help ensure our staff and students privacy the following policy will be strictly enforced. If a student in K-3rd is found with a cell phone, the phone will be confiscated and held in the office until a parent picks up the phone. A second violation will result in a detention. Students in 4th-8th who bring cell phones to school must turn them into their classroom teacher or advisor upon entering the classroom. All phones must be turned off when on school property during the hours between 8:25 AM and 3:20 PM. Phones will be returned at dismissal. Students must sign their phones in and out every day. Students found to have a cell phone in their possession during the school day will have their phone confiscated and receive a detention for non-compliance of the policy. The phone will be held in the office until a parent or guardian

picks the phone up from the office. Additional violations will result in additional penalties (pages 47-50). This policy will be strictly enforced to ensure the privacy and safety of the students and staff. The school is not responsible for lost or stolen phones. Parents who need to contact their child during the school day may call the office at 215-335-4323. Important messages will be delivered to the student. (see page 28 for telephone use)

COMPUTER AND TECHNOLOGY POLICY

Purpose:

Technology is a necessary tool in most aspects of today's education and social arena. Holmesburg Christian Academy is committed to teach its faculty, staff, students, and school community to utilize technology and to ensure responsible and safe use.

Goals:

HCA's goal is to prepare its students for life in an electronic, global community. To this end, the school will:

1. provide a variety of electronic tools
2. teach technology skills
3. integrate technology with curriculum
4. encourage critical thinking and problem solving skills
5. facilitate evaluation and synthesis of information
6. encourage ethical practices
7. encourage safe procedures through education

Responsibility of User:

HCA will make every effort to provide a safe environment for learning with technology including Internet safeguards. The faculty, staff, students, and school community are granted the privilege of using the computer hardware and software, peripherals, and electronic communication tools including the Internet. With this privilege comes the responsibility to use the equipment correctly, respect the name and intellectual property of others, and follow the policies outlined below.

General Rules:

1. Students are NOT permitted to be in the Computer Lab for any reason without the presence of a Holmesburg Christian Academy (HCA) Staff member.
2. The Computer Lab will be kept locked at all times when not attended by a HCA Staff member.
3. Students are not permitted to use laptops from the mobile lab unsupervised.

Computer Lab Operating Rules:

1. Students will follow instructions exactly as printed or told to do. If you are not sure of the instructions, ask for help from the teacher; and know what you are doing before doing anything.

2. Students are not permitted to touch, turn on or turn off any computer equipment until directed to do so by a teacher.
3. Students may not sit or lean on the computer tables or desks holding lap top computers.
4. Students may not touch or change electrical or signal connections or rearrange equipment in the Computer Labs.
5. Students may bring only necessary notebooks, books, and writing instruments into the Computer Labs. Book bags and articles not part of the class work are not permitted.
6. Students may not bring food or drinks of any kind into the Labs.
7. Magnets and magnetized objects may not be brought into the Computer Labs.
8. Only fingers may touch the keyboard and mouse. Hands must be clean.
9. Students are not to leave finger marks on or smear the CRT screen. If the screen is dirty, report it to the teacher.
10. Pencils, pens or other objects (except the appropriate flash drives and disks) are not to be inserted into any computer or support equipment. Sharp objects are not permitted in the Lab.
11. Paper or transparency film brought in by a student for printing must be approved by the teacher **BEFORE** being used in a printer.
12. Students may not throw objects of any kind.
13. Students may not run or "horse around" in the Computer Labs.
14. When students are working in groups only one student may touch and control the computer and support equipment. Others will watch and participate in discussion. Students will rotate and take turns.
15. Student conversation will be kept at a normal conversation level. Shouting is not allowed.
16. If computer sound speakers are used, the volume level must be adjusted low to start and then gradually increased to a level which avoids disturbing others in the Computer Labs. The use of headsets is preferred.
17. The same School rules and regulations that apply to appropriate language apply to written language, graphics, and pictures on the computer systems.
18. Any time a computer or other piece of equipment seems not to be working properly, let the teacher know immediately about the problem.
19. Even benign use of computers may distract from school work.

Technology Guidelines:

- Training: All users are required to take simple training on the proper use and handling of school's hardware/software.
- Authorization: Students will use the computers during technology class. Permission must be received before using any hardware/software in any area of the school.
- Monitoring: The school has the right to monitor all activities.
- Security: Any attempt to circumvent system security, guess passwords, or in any way gain access to secured resources or another's files is forbidden.
- Integrity: Users are to respect the rights of others. Users are not to cut, copy, or plagiarize Internet content. Assume everything is copyrighted unless it specifically indicates otherwise.
- Use of Software: Users will not install, move, delete, download, upload, reconfigure, or modify any software or files on school equipment without permission.
- Use of Hardware: Users will not move, repair, reconfigure, modify, or attach external devices to the systems without permission.

- Misuse: Use of equipment to harass, threaten, deceive, intimidate, offend, embarrass, or annoy anyone is strictly forbidden and will result in discipline action.
- Violations: Violating license agreements protected media, is strictly forbidden.
- Reporting: Any damage or change to the school's hardware/software that is noted by the user should be immediately reported.

Electronic Devices:

- Use of additional electronic devices including but not limited to personal digital assistants (PDA), calculators, gaming devices, cellular phones, and pagers will be determined by the administrator of the school. The school's technology policy regarding authorization, use, responsibility, integrity, intellectual property, and monitoring will be applied to these devices.

Administrative Rights:

Holmesburg Christian Academy's administration at any time may add additional rules and restrictions.

Internet/Communications Guidelines:

- Internet Training: All users in the lab are required to take simple Internet training (how to sign on, log off, etc.).
- Educational Purpose: Internet use is for educational research purposes. A teacher assignment is expected. Expressed permission is required.
- Intellectual Property: Transferring copyrighted material to or from the school without expressed permission of the owner is a violation of Federal Law. The user is deemed responsible to see that this does not occur. Assume everything is copyrighted unless the source specifically indicates otherwise. Always cite the sources.
- Personal Responsibility: The user is responsible for the sites he or she visits. He or she may not deliberately visit a site known for unacceptable material or encourage others to do so.
- Reporting: In the event that the user encounters an unacceptable site for material, the user is required to turn the monitor off and tell the teacher immediately.
- Unauthorized Use: Use of the Internet for commercial gains or profits is not allowed from an educational site.
- Monitor Activities: The school has the right to monitor all Internet/Telecommunication activities.
- Administrative Rights: The administration or School Board of Holmesburg Christian Academy at any time may add additional rules and restrictions.
- Email: Use of the Internet for faculty, staff, students or school community email will be at the discretion of the school administration. All of the above rules and restrictions also apply to use of the Internet for email.

Violation of the above rules will be dealt with by the administration of the school.

Violation of these rules may result in any or all of the following:

- Issuance of detentions
- Loss of privilege to use school hardware/software

- Loss of privilege to use the school network, including Internet access. The student will be expected to complete work on a non-networked, stand-alone computer system.
- The cost of repairing equipment or media damage done purposely will be charged to parent(s).

Note: Occasionally, whole classes with their teachers will use the Internet as one of the many tools in the research process. If the student has not successfully completed the Internet training, he/she will always be under the direct supervision of a teacher or librarian. No student will be allowed to use the Internet without the censorware in place unless under the direct supervision of a teacher for specific research. (Example: sites with tobacco or alcohol would be censored, but a student doing a report on such a topic would be able to access appropriate materials with a teacher present.) Students who have not completed the Internet training cannot use the Internet on days when the Computer Teacher is not present. Students who have completed the Internet training could use the Internet when the Librarian or another teacher is supervising.

HEAD LICE

Students who encounter Pediculosis (head lice) must be treated with an appropriate shampoo. The student may not return to school without a note from their physician stating the child is free of lice and able to return to school or proof of treatment (empty box or bottle) must be presented to the nurse or in the front office. Home cleaning must also take place to eliminate the possibility of reoccurrence.

If your child contacts head lice it is not a condition to be embarrassed by and is not caused by poor hygiene. It is however, contagious and a nuisance. Therefore, the above measure has been approved to help lessen the possibility of spreading this pesty problem. Your cooperation and understanding will be appreciated by everyone. Ongoing re-occurrence may result in an extended period of exclusion from school.

HONOR ROLL

The Honor Roll is determined at the end of each report period. The list will be published in the school newsletter. Students in grades 3rd – 8th must have all A's and are allowed (1) B or S in a minor subject for High Honors. Students must have all A's and B's and are allowed (1) C in a minor subject for Honors. Students with a conduct or subject grade lower than S (S- is lower than S in grades 3 through 5) or a C in grades 6 through 8 (C- is lower than C) will not be considered for Honor Roll, (approved May, 2012). The average will be a compilation of all subjects for the marking period. Midterms and Final exams will be included in the Middle School scores. A student will not be considered for the Honor Roll with any grade lower than 70. A student who achieves Honor Roll all four marking periods are recognized at the end-of-the-year Awards Chapel.

LIBRARY

The library located in the Middle School building is open to MS students under staff supervision. Elementary classes visit the library once a week with their teacher. HCA does not endorse the contents of every book in the library. While each book is examined before it is admitted, there are certain books, that due to academic content, are admitted even

though they contain material not in agreement with HCA standards and values.

A fine will be issued for overdue books. The fine will be \$.10 per day. Overdue books may be returned to the library. Damaged books will cost the student a damage fee. Lost books will cost the student the cost of the book plus \$ 1.50 for handling. Report cards will be held back for fines not paid.

LOST AND FOUND

The school keeps a lost and found in the Main Building. All students and parents should check it periodically for their belongings. Articles will be disposed of every 30 days.

Middle School students are responsible to secure their books, clothing and other materials in the lockers and with H.C.A. issued locks. The School will not be responsible for losses when the locks and lockers are not properly secured. Problems with locks or lockers must be reported immediately to the Middle School Principal or homeroom teacher.

LUNCH

All students have a lunch period of twenty minutes followed by a recess period outside (weather permitting). Lunch will be held in the lunchroom unless otherwise noted. Students are required to bring a lunch. Students without a lunch will not have permission to leave campus to get lunch. Students who forget their lunch may have it brought to the School Office by their parent. It will be the responsibility of the student to get their lunch from the office. There are no refrigerators. The following rules will be observed:

1. The lunchroom aides are to be respected and obeyed at all times.
2. All students are to bring and eat their own lunch. All lunch boxes and thermoses are to be marked with the student's name and grade. HCA does not provide utensils. Please send proper utensils.
3. The teacher will have grace said in the classroom, and will provide the opportunity for the students to use the restroom prior to having the students seated in the lunchroom and under the care of the lunchroom supervisor.
4. **Do not** send soda as a beverage.
5. Students are to remain seated until dismissed by the lunchroom supervisor. Conversation between students is permitted at acceptable volume levels and proper subject matter.
6. Students are responsible for cleaning their own area and throwing their trash away.
7. Students are responsible for their own lunch boxes, thermos bottles, utensils, etc.
8. No one will be permitted to go to recess until cleanup is finished. Everyone will remain seated quietly until dismissed to the play yard. Children are not permitted back into the building until they are dismissed from lunch recess.
9. Improper conduct, including that which causes spills or other untidiness at the table will not be permitted and will result in discipline as outlined below:
10. Specific lunchroom discipline will include, but not be limited to:
 - a. sitting with the supervisor or in a designated place during recess.
 - b. isolation from the rest of the group during lunch (a separate table is provided).
11. Repeat or serious breaches of the lunchroom policy will result in discipline as

provided for by the school's policy on discipline.

MEDICATION

The school will dispense Tylenol only as appropriate, unless notified in writing by the parent. Office Staff will only administer non-aspirin pain reliever. Body temperatures over 100° F in school will be cause for parents to be notified to come and pick up the child.

In the event that your child needs to take medicine on a regular or semi-regular basis, it is best if doctors can prescribe medications on a three dose a day schedule (before school, after school and bedtime).

For approval to administer medication during school hours for students in grades **K-8**, Parents must supply a *Request for Medication Administration (Parent form)*. If the student will be on a prescription medication, or use medical equipment long-term, the school nurse will send home a State Form that must be completed by the Physician and Parent, For approval to administer medication for **preschool students**, parents must supply Request for Medication Administration (*Parent form*) and Physician Statement of Need (*doctor form*).

A separate set of forms (parent/physician) must be completed for administration of each medication and whenever changes are made in the medication dose, or child's reaction. It is the parent's responsibility to assure that these forms are current and complete. New forms (parent/physician) must be submitted at least once a year. Any medicine brought to School must be in their original containers and stored according to the physician's request. The medicine should be brought to the School Office where it can be dispensed to the child when needed. All medication will be logged in our medical records.

For the safety of the children the Academy does not allow students to carry medications with them. Medications must be stored by the Office Staff and the student may use the medication as directed under the supervision of the office staff.

OFFICE HOURS

The School Office is open from 7:45 AM to 3:45 PM. For your convenience the office will remain open until 6 PM on Thursday. Much work takes place in the office, and to provide the best atmosphere, the doors will be closed. Parents are strongly urged to make appointments for conferences with the teacher and administration directly. The telephone number is 215-335-4323. This number can be used to contact the Secretary and to address financial questions. The Transportation Coordinator can be reached at 215-335-4326.

Summer hours (after the close of school in June and before the start of the fall semester) for the School Office are 9:00 AM to 12 Noon. Always call ahead during the summer if you need to stop in the office.

PARKING LOT AND DROP OFF SAFETY

The parking lot is an extremely busy area, and can be very dangerous. Motorized vehicles should move at not more than 8 miles per hour in this area. Park in appropriate parking space to keep the flow of traffic moving. Please observe the reserved parking spaces for

School and Church personnel.

When dropping-off or picking-up students, parents should wait along the parking/yard fence and leave clear the ramp area for students and staff to move. Before and after regular school hours the yard should be clear of non-school children. The yard is needed for students gathering and for extended care activities.

Incidents of damage done to cars or injury to persons in the parking lot are reported to the Philadelphia Police Department. All witnessed incidents are reported to the Philadelphia Police Department.

1.The parking lot behind the school will be closed to vehicular traffic between the hours of

8:00 AM and **8:50 AM** and then again between the hours of **2:45 PM** and **3:30 PM** on school days. On days with early dismissal, the parking lot will be closed between the hours of **11:15 AM** and **11:45 AM**. The parking lot will be chained off.

2.All vehicles will travel **Southbound on Charles Street** from Rhawn Street.

3.Parents may drop off their children along the sidewalk in the 7900 block of Charles Street. The children will be dropped off on the **passenger side of the vehicle** onto the sidewalk and then enter through the gate onto the school grounds (K-8th grade students will proceed to the yard or gymnasium, depending on weather conditions). Parents will need to drop their children off quickly and safely to ensure that all children arrive at school on time.

Note:School buses will continue to discharge and pick up students in the 7900 block of Charles Street. Cars parked in the bus pick up and discharge area may be ticketed.

4.The school driveway from Frankford Avenue is **One Way, Eastbound**.

5.Parents who wish to park their vehicles and walk their children to school or pick them up, can park legally on the east side of Charles Street, by Aldworth's Funeral Home, and along Decatur Street. Parents may not park on the sidewalk.

6.At dismissal time parents may meet the students in the parking lot and escort them to their car.

Middle School students using the school bus or joining younger children will be escorted to the school yard or gymnasium depending on weather conditions. Middle School students using SEPTA will be dismissed from the Decatur Street door of the Middle School building.

PRESCHOOL DROP-OFF AND PICK UP:

Half-day preschool children will be met at the grass area, **North** side of the building and enter the building as a class. Parents are responsible for staying with the children until a School Staff person takes them into the school. Full Day preschool children should also enter from the north side of the building upon arrival.

During inclement weather, preschool children and their parents will meet in the school gym to be met by their teachers at 8:45 A.M. During inclement weather, parents will enter and exit the building through the ramp door on the ground floor. Parents may also wait in the Parent Resource Room located on the second floor in room 213 if they arrive prior to 8:30 A.M.

Dismissal of Half day students to parents/guardians with ID will be from this same area. School day and Full day students are dismissed from the classroom. Parents must sign children out.

In inclement weather, half-day preschool children will be dismissed to their parents/guardians in the school gym. Parents will enter the building through the ramp door.

PARTIES

During the year the class will have parties. These parties are for special occasions. Teachers are told not to plan school birthday parties. Parents may send in special food items with their child on their birthday to share with the class on prior approval of the classroom teacher.

PHYSICAL EDUCATION

Every student at HCA is required to take Physical Education. A medical excuse from a physician is needed for long term illness. Notes from home will excuse students for short term illness. All students are to come to class ready to participate each day. Students with disabilities that keep them from participating will be required to complete other assigned work for a grade.

SCHOOL SPIRIT

Students of HCA are expected to be loyal to their School. School spirit involves pride, sportsmanship, courtesy and humility. Students are encouraged to become involved in school programs. A positive attitude that rewards others is expected, but a negative attitude is dangerous and rebellious. Students or parents with a negative attitude towards the H.C.A. should examine their purpose in remaining at the School. Parents or students with a negative attitude that cannot be resolved will be asked to leave.

The School Colors are "Green & White"

The School Mascot is the "Bear"

The School Verse is Psalm 127:3

"Children Are a Heritage From The Lord"

SCHOOL YARD RULES

Students in the Elementary School will have recess during the day and a recess after lunch. Recess gives the child a much needed break and time to socialize. The time is valuable to each child but needs to be used properly. Students need to follow the following rules at recess, at AM arrival and waiting for school buses.

1. The only balls to be used for K-5th are Nerf balls. Middle School may use basketballs for playing basketball only in the Middle School yard.
2. Children must stay in the school yard unless excused by a teacher or the aide.
3. Once outside, children are not to come back into the building to get a drink or use the bathrooms. This will be done before or after recess.
4. When the bell rings or the teacher in charge calls for students to line-up, children will line up quickly and quietly. There will be no talking in the lines.
5. When classes enter the building, there will be no talking in the halls.
6. Rough play, pushing, hitting, play resulting in injury (intentional or accidental) or name calling will result in disciplinary action and temporary loss of recess privileges.
7. Fighting may be grounds for immediate suspension of all children involved.
8. Children are responsible for returning all equipment used to its proper place.
9. Children are not to climb on the school yard fences or retainer wall, but are permitted to sit on the low section of the wall.
10. Students are not to pick up or throw snow at any time on the school grounds.
11. Trash containers are provided in the play yard and should be used to keep the yard clean.
12. In case of inclement weather the following rules will apply; children will be supervised in Smithgall Fellowship Hall (Lunch Room) during bad weather (rain, snow, cold) and are expected to bring a quiet activity to do. There will be absolutely no ball playing or running around, children are expected to sit and play quietly. Anyone not playing quietly will face disciplinary action.
13. Parents may not accompany children to Smithgall Fellowship Hall in the morning due to space limitations. Parents are requested to wait for students at the close of School in the parking area next to the yard fence. This area should be kept clear of vehicles both at the opening and closing of School. This will help reduce the congestion in the parking area.

SENDING MONEY TO SCHOOL

Any money sent to school for activities, pictures, fund raisers, etc. should be sent in a sealed envelope. The envelope should be labeled with the student's name, teacher, amount and purpose. If you are sending money for different events, please send it in different envelopes. Tuition should not be sent with children. Please send exact amount as the school cannot give change.

SUMMER READING AND MATH PACKETS

Reading is a critical skill and foundational to all education. We support an active reading program to maintain that skill throughout the student's time at the School. Students planning to attend the School in September are given a reading list of suggested or required books (generally available at the local public libraries) for the Summer. Reading requirements vary and are explained on the Summer Reading List for the next grade level. For most grades the Summer Reading List must be returned signed by a parent. When school opens in September it is part of the first report grade. Summer math packets are distributed to each child at the end of the school year.

SUSPECTED CHILD ABUSE

The Commonwealth of Pennsylvania requires Holmesburg Christian Academy to report allegations of suspected child abuse to the proper governmental authority when there is a reasonable suspicion or reasonable basis for believing that physical or emotional abuse, sexual abuse and exploitation, inadequate supervision, neglect or other forms of abuse have occurred. While the School is expected to communicate with parents regarding the well-being of their children, the administration is placed between the parent and the Commonwealth, acting on behalf of the parent and in accordance with Commonwealth law. It is the School's policy not to contact parents in advance of making a report to legal authorities. Appropriate School staff will make such reports in the best interests of the affected child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review. As a mandated reporter it is not the school's responsibility to investigate suspicions of abuse, it is the school's responsibility to report it to the proper authorities.

TEXTBOOKS

Students are issued textbooks which are school property. They are provided for the year and must be returned at the conclusion of the year. A textbook that is lost or damaged will be replaced at the expense of the student.

The school determines its own curriculum. We use materials from some Christian publishers that make use of the Bible. In other situations secular texts are used. Remember that a textbook is primarily a tool for the teacher. New textbooks are purchased when appropriate and when texts are of academic quality and sufficiently balanced for use in a Christian environment. **Books are to be covered at all times with a non-sticky material. Book socks are not to be used as they break the spine of the textbooks.**

TUITION

Tuition and other fees are to be paid on time. The school operates primarily on tuition making a constant cash flow necessary to meet the financial obligations of HCA.

Although we do not wish to penalize the children, parents must realize that failure to keep an up-to-date account can keep your child from attending school. The Financial Secretary is available for questions at 215-335-4324. All tuition information is mailed to the parents prior to the date of the first tuition payment.

FINANCIAL POLICY

1. Payment of the registration fee will hold your child's place in the class only until July 1st.
2. Tuition must be received by July 1st.
3. Tuition and fees may be paid in one of four ways.

ONE PAYMENT - Entire balance plus all fees due by July 1st. A 3 discount may be taken on the tuition portion of the payment. If the payment is made after

July 1st, the 4% discount is not applicable. If payment is more than 3 weeks late, a late fee of \$35.00 late fee will be charged.

TWO PAYMENTS - Half of the total tuition balance and fees are due by July 1st. Balance of tuition and fees are due by February 1st. A \$35.00 late fee will be charged for any payment received after the due date.

FOUR PAYMENTS - There is a \$25.00 service charge for quarterly payments (\$6.25/payment). Payments are due by July 1st, October 1st, February 1st, and April 1st. A \$30.00 late fee will be charged for any payment received after the due date.

TEN/ELEVEN MONTHLY PAYMENTS - There is a \$75.00 OR \$82.50 service charge for monthly payments (\$7.50/payment). Payments are due by the first of each month, July through May. A \$30.00 late fee will be charged for any payment received after the due date.

4. Students will not be permitted to attend classes when their account is four (4) weeks past due.
5. There will be a \$30.00 service charge made for any check returned by the bank to the school, for any reason. The applicable late fee will also be charged if the check is not replaced by the tuition due date. After two (2) returned checks in one school year, payments must be made in cash, money order or certified check.
6. All checks should be made payable to "Holmesburg Christian Academy" or "HCA". Checks may be turned in or mailed to the school office.
7. Cash payments will be accepted by the School Office only.
 - A. The School will not be responsible for any cash tuition payment unless you can show a receipt from the School Office.
 - B. You must have the EXACT AMOUNT DUE; THE SCHOOL OFFICE WILL NOT GIVE CHANGE.
8. VISA, MASTERCARD, DEBIT CARDS and online PayPal are an acceptable form of payment. A convenience fee is charged for debit or charge payments to cover the expenses imposed by our service provider.
9. It is your responsibility to talk with the Financial Administrator before the due date of payment if you have a financial problem. She may be reached at 215-335-4324.
10. Final Report Cards and/or records for transferring students will not be released unless all financial responsibilities have been satisfied.
11. Students will not be permitted to return if the School Board deems financial problems and tuition payment lateness to be chronic and in excess.

12. For a more detailed explanation, see your current year *Financial Policy*.

REFUND POLICIES

1. Application, Evaluation, Registration and other fees are non-refundable.
2. After July 1st, 10% of the total balance is non-refundable (equivalent to one month's tuition).
3. Refunds will be made according to the following schedule. Please note that you are responsible for the balance due regardless of the payment plan chosen. All computations are on the total balance due for the year.

WITHDRAWAL/DISMISSAL DURING FIRST SEMESTER

- A. After 1st week of classes - 20% of entire yearly balance must be paid
- B. After 2nd week of classes - 30% of entire yearly balance must be paid
- C. After 3rd week of classes - 40% of entire yearly balance must be paid
- D. After 4th week of classes - 50% of entire yearly balance must be paid

WITHDRAWAL/DISMISSAL AFTER START OF SECOND SEMESTER

- A. After 1st week of classes - 70% of entire yearly balance must be paid
 - B. After 2nd week of classes - 80% of entire yearly balance must be paid
 - C. After 3rd week of classes - 90% of entire yearly balance must be paid
 - D. After 4th week of classes - TOTAL balance must be paid
4. A withdrawal becomes effective the day the Financial Secretary receives written notice from the parent.
5. Academic records for any student who has withdrawn from the school will not be released until all financial responsibilities have been satisfied. This includes any balance due the school in the implementation of this refund policy.

PROGRAMS AND FUNCTIONS

ATHLETIC BANQUET

Student athletes and their parents are invited to the annual Spring Athletic Banquet to celebrate good sportsmanship and athletic achievement. The expected and appropriate attire for this banquet activity will be for girls to wear tasteful and conservative dress wear such as; skirt and top or dress at the appropriate school length, 1" above the knee. Boys may wear a suit or dress shirt and tie.

AWARDS

A Student-of-the-Month Award is announced in the last Chapel/Assembly of each month. Athletic achievement is acknowledged at the annual Athletic Banquet. Science Fair and Project Fair Awards are distributed the evening of competition. An Awards Assembly will

take place during the final days of the school year. Students are recognized for their achievements. Awards given include Citizenship, Perfect Attendance, Choir, Honor Roll, The Principal's Award, and other exceptional achievements. Awards are generally not made public in advance.

BACK TO SCHOOL NIGHT

At the beginning of the school year, a Back to School Night will be held. The Middle School and Elementary School will have separate meetings. The purpose of these nights is to introduce the teachers, review course materials, and to communicate important information. This is not a time for Parent-Teacher Conferences. Parents will meet in the student's classroom.

CHAPEL

Weekly Chapels will be held for all students in K-8th grade. The Chapel service is generally held separately for elementary students and middle school students. The Chapel is set aside for the purpose of worship. This is a time for students to develop a deeper relationship with God. Students enter Chapel quietly, respectfully and remain quiet during the program. Certain dress is required for Chapel attendance (see **DRESS CODE**). As students enter chapel they should begin to prepare their hearts for corporate worship.

CLUBS

Club sessions and offerings will vary from year to year as the faculty develops and introduces new options for the students. Depending upon the club fee, students may be charged for participation.

ENRICHMENT

EXTENDED CARE

Working parent(s) and those with special time limitations may have their student participate in an Extended Care program which is available for both before-school hours and after-school hours. Extended Care service is available in the morning from 6:30 AM to 8:30 AM and after school from 3:15 PM to 6:00 PM.

Parents commit to morning and/or afternoon service on a weekly or monthly basis. Daily rates are not available. The fee must be paid on the first day of the month (if monthly) or on the first day of the week (if selected weekly). There is a registration fee for each child using the Extended Care service. See the *Extended Care* form for current costs. Families with three or more children should contact the Financial Secretary for family rates.

The Extended Care services offered at HCA is limited by building facilities. Please note that there is a limit to the number of students who can access this service. Student participation is assigned on a first-come, first-served basis. Places cannot be held for convenience, so participation must be used. If not used for five days within the first two full weeks of school, the student's name will be removed from the roster of Extended Care service. Thereafter the student must be in Extended Care at least 70% of each school month

the service is available, or the student's name will be removed from the roster of service. Exceptions are made for extended illness.

Late Pick-up Policy for Elementary and Middle School Students:

Parents picking up children after 6:00 PM will be assessed a late fee for every ten minutes. See the *Extended Care* form for current costs. Late fees are assessed per child. All assessed fees are due the next school day and are paid directly to the caregiver. **Repeated late pick-up of a student may result in removal of the student from Extended Care.**

Late Pick-up Policy for Pre-School Students:

Pre-School teachers have limited time between their classes. In this time they must clear the room and prepare for their next class. They also deserve a lunch time after the morning classes. Often following the afternoon classes the teachers have other obligations and therefore must leave promptly. To ensure that our Staff has ample time to complete their duties it is necessary to establish fees for late pick up.

Pre-School students must be picked up at 11:30 AM from morning sessions, 3:15 PM from school day sessions, and 6 PM from full day sessions. If pick-up is delayed the parents will be charged according to the costs listed on the *Pre-School Late Pick-up Policy* form. The fee is due the next school day or the late fee will be doubled. Late fees outstanding after two (2) weeks will precipitate School Board action. Repeated late pick-up of a student may result in removal of the student from Pre-School Care.

EXTRACURRICULAR ACTIVITIES

The process of education involves the development of the total person. School is more than an intellectual arena. The total need of people must be met by developing the spiritual intellectual, physical, emotional and social needs of our students. Extra-curricular activities play an important role in developing these needs.

Extra-Curricular Activities develop the following qualities in students:

1. Self-Discipline
4. Cooperation
7. Leadership 10. School Spirit
2. Fellowship 5. Perseverance 8. Humility
3. Respect for Authority 6. Confidence
9. Loyalty

All eligible students are encouraged to participate in these activities. Students and parents must realize that class work is to be kept as a higher priority than activities. Homework and studies are not reduced for students participating in these activities. Personal schedules have to be adjusted to set times for the studies and activities. A student may be forced to drop the extracurricular activities if school work is not acceptable. Students not maintaining

proper grades will be placed on Academic Probation. Academic or Disciplinary Probation will result in the student's removal from any sports teams, clubs or organizations. Certificates of participation, when appropriate, are given for the completion of a season or activity.

FIELD TRIPS

Field trips are a valuable off-campus experience. They are usually related to classroom study, but on some occasions they are an addition to the curriculum. Each student must have a signed parent permission slip before they can go on the trip. Students without written permission will not participate. Telephone permission will not be acceptable but forms may be faxed. Transportation will be provided through bus or by parents. Parents who drive must have proper insurance and the vehicle must be equipped with operable seat belts. Seat belts are to be worn at all times. The dress code will be announced before the trip. Money for field trips must be in cash only, no checks or money orders or other form of payment is accepted.

Field trips are a privilege, not a right. Students may be denied participation due to poor behavior. Disciplinary action involving any field trip shall be at the discretion of the classroom teacher, with the approval of the Head of School. Students who do not participate in a trip for disciplinary reasons must remain home under parental supervision. This will be considered an unexcused absence.

GRADUATION

A graduation worship service is held at the end of each school year for members of the Eighth grade class. Parents, family and friends are invited to attend, students will be issued tickets depending upon the size of the class. Awards for achievement and a challenge to the students are part of this service that honors our Lord and recognizes the achievements of our young people. A small reception follows the service for the graduates and their families.

HOME SCHOOL CONNECTION

H.C.A. recognizes each child's journey is different to reach their God given potential. The Home School Connection is a hybrid educational program that establishes a partnership between home school parents and the Academy. Parents may choose from a variety of offerings and options that meet the needs of their child and their family. The Academy offers academic, spiritual and social support within the framework of a Christ-centered program.

LEARNING CENTER

The learning center works closely with the classroom teacher to provide appropriate instructional accommodations and strategies for enhancing academic success. Every child learns differently. The learning center staff is comprised of trained professionals who are experienced in the area of educational support and special needs.

The Learning Center also offers a program designed to expand and enrich the learning

opportunities for qualifying students. The Enrichment Program challenges academically talented students to expand their visions and think critically from a biblical worldview. Participation in the Enrichment Program is by invitation and is offered to students following a qualification process for students who have completed second grade and beyond.

MIDDLE SCHOOL RETREAT

In the Fall of each year the Middle School students and their teachers attend a retreat. This is a time of getting acquainted with new Middle School students and a time of spiritual refreshment, relaxation, sports and a lot of fun. All Middle School students are expected to attend. Non-attendance is an unexcused absence unless a doctor's note is provided for illness.

OUTDOOR EDUCATION

Each spring the 5th grade class participates in a program at Camp Sankanac or another facility. Camp Sankanac, is located in Spring City, PA. Our program enriches the science curriculum as students explore God's creation. Camp Sankanac is dedicated to the purpose of encouraging youth to accept Christ as their Savior. The camp provides instructors, meals, and

housing. Several parent chaperons will be invited to help. Non-attendance is an unexcused absence unless a doctor's note is provided for illness. Students who do not attend may be required to do additional work to compensate for the missed science work completed at camp.

REPORT CARD CONFERENCES

Parents are required to attend a Report Card Conference at the end of the first marking period for all students in K-8th grade. Other conferences may be arranged during the year. Parents may call the School Office or contact the teacher to schedule a time. No conferences will be held without an appointment. Please respect a teacher's personal time, do not attempt to call teachers at home. Some teachers may provide their phone number to you, but this is not school policy.

In addition to the first marking period conference, teachers are available for an optional report card conference, at the end of the second quarter. Check your calendar for the date and time. Other conferences may be scheduled at the discretion of the teacher or the parent any student who needs temporary but significant help in attaining grade level achievement, in core subject areas such as Reading and Math. It provides a comfortable environment where a student can receive individualized academic support.

SCHOOL DIRECTORY

The school will publish an annual *Family Directory*. The Directory will include family name, address, phone number, names of children and class grades. The Directory is not to be used for solicitation in or outside of the school family. The Directory also includes a listing of faculty, staff and School Board members. Families not wanting to be included in

the *Directory* should contact the School Office in September.

Parents should notify the School Office immediately concerning any phone number or address changes. The School Office must have an updated address and telephone number.

SCHOOL NURSE

Nurse service is provided to H.C.A. in a mandated program. This program consists of an annual vision screening for all students, hearing screening in K, 1st, 2nd, 3rd and 6th grades. You will be notified of any hearing or vision difficulty. It is important that you have these problems checked by your doctor.

Children entering Kindergarten, 6th grade and all new students are required to have a physical examination by their doctor. Forms will be issued and it is imperative that these are returned to the nurse. See HEALTH REQUIREMENTS PG. 9. Illness cannot be treated in school. When your child is sick, please keep him/her home.

Parents should also check their children's hair for lice on a weekly basis. Should you find

lice, please notify the school immediately so that we can avoid a wide spread problem. (see head lice pg. 21)

We want the best health care for your children. Your cooperation will help that take place. Always notify the school of any chronic problems such as asthma, diabetes, or epilepsy.

SCIENCE/ACADEMIC FAIRS

Middle School holds a Science or Academic/Project Fair in the Spring to explore the elements of research, develop creative thinking skills, excite students about learning and to have the students experience the competition. Projects are submitted for evaluation and grading at the Fair. Awards are given in each grade for top projects. Participation is mandatory for Middle School students; Failure to adhere to project timelines and required work may result in a failing grade.

To encourage an appreciation for Science and capitalize on the younger child's natural curiosity about "life" and "how things work", an Elementary Science Fair is also held. Grades K-2 work together, within their classroom, to present a group presentation. Grades 3-5 participate individually. This experience prepares students for advanced presentations associated with Middle School project presentations.

SERVICE PROJECTS

Each year the students will participate in a class service project. The idea is to help the children develop a servant's heart and realize that when serving others we serve Christ. Projects will vary both in intensity and time and will be age appropriate. Colossians 3:23-24

SPIRITUAL EMPHASIS MONTH

Spiritual Emphasis Month offers special Chapel services to place emphasis on the spiritual growth of the students. A guest speaker addresses the need for salvation and dedication of one's life to the Lord Jesus as a prime objective for each student.

STUDENT COUNCIL

The Student Council develops leaders, promotes school spirit, and allows students to serve others. The Council consists of a President, Vice President, Secretary, Treasurer, and six class representatives (two from each Middle School grade). The members of the Council plan activities (skiing, ice skating, bowling, parties, etc.), special days, and service projects in which the whole Middle School may participate.

YEARBOOK

A Yearbook is produced and may be purchased by all students. The yearbook is a compilation by many people. The cost is kept to a minimum by advertising and is available to students in grades Preschool through 8th. 8th graders receive a yearbook as a gift and do not need to purchase a book.

DAILY ROUTINE

ATTENDANCE

Attendance is a key to successful academics. All parents are urged to encourage their children to have perfect attendance. All absences should be carefully evaluated by parents. The educational process is interrupted by even the shortest of absences. Any student who misses more than nine days in one 9-week marking period will be given a marking period grade of F in all daily subjects. A student who misses more than 20 days in one semester will be given a semester grade of F in all daily subjects. Exceptions can only be made in cases of extended illness accompanied by a Doctor's statement. Extended illness is generally considered to be five consecutive school days or more of school time. The Administrator will have the final decision in all cases.

Parents are required to evaluate carefully a student's physical health after an illness before that student returns to school. A student who has displayed an oral temperature of 100.5°F or more must not return to school until that temperature has returned to normal. If the fever responds to medication, returns to normal and does not rise again; it may be permissible for the student to return to school provided s/he is free of other symptoms of illness. Students with vomiting and/or diarrhea should be symptom free for 24-hours before returning to school. Students with contagious conditions will not be permitted in school without a physician's written note indicating the child may return to school. Precautions are necessary to protect the health of all students. Parents have a mutual responsibility to guard the health of other students as well as their own child/ren.

When students are sent home from school with a fever or serious illness two consecutive school days, they may be evaluated on returning the next day and, if not properly recovered, required to obtain a physician's note indicating that the student may return to school.

ABSENCES

Following an absence, a student must bring a note from a parent stating the reason for the absence. An absence of five consecutive days or more must have a Doctor's note on returning to school. Parents are responsible for calling the School to report an absence that exceeds two consecutive school days by the morning of the third day. Failure to bring a note within 2 days of the student's return will result in the absence being designated as unexcused. Absences will be noted as follows:

EXCUSED ABSENCES

1. Illness or injury
2. Death in immediate family
3. Doctor's Appointment
4. Family Emergency
5. Transportation problems
6. Approved Vacation (up to 5 days)

UNEXCUSED ABSENCES

1. Any excuse not listed as an excused absence
2. Suspensions
3. Failure to bring notice of absence within 2 day
4. Vacation more than 5 days

An unexcused absence means that the student must make up the work although credit is not given. One point per class will be deducted from the marking period grade for each unexcused absence. This stringent measure was deliberately set in place in order to highly discourage any excessive absences during the school year. As you know, assignments can never replace class instruction.

Parents of students (taken on vacation during the regular school year) must apply by letter to the Administrator four weeks in advance of the absence to have the absence recorded as excused. Parents must be able to show in writing the educational values of that vacation, and have the School Administrator approve the absence as valid educational time before the time of absence. Approved educational absence will be for one vacation time only and not exceed five school days in the school calendar year. The absence must be consecutive days only. Without the approval of the School Administrator in advance of the absence, the absence will be recorded as unexcused. Students must make up missed work within one week of return to school.

Extended absence may be listed as truancy, especially if the School has not been appropriately informed of the student's absence. The school will report excessive, unexcused absences to the Department of Human Services for investigation. All missed school work is to be made up by the time required by the teacher.

Effort should be made to be in attendance during Stanford Achievement testing in April. Vacation and doctor appointments should not be scheduled during this time.

EARLY DISMISSALS

Students who need to leave School early due to doctor's appointments or other valid reasons, must bring a note from their parents and present it to their teacher in the morning. The note should indicate the time the student is to be dismissed, the reason for the dismissal and the person who will be picking up the child. All students must be signed out at the School Office. Children who leave school early because they have become ill during the school day are to be picked up at the School Office where they will be signed out. Any student leaving before 1:00 PM will be marked absent for a half day.

LATE ARRIVAL

When students arrive at school after 8:30 AM, because of doctor's appointments or other personal issues, they must report to the School Office. They should have a note explaining their tardiness. Students arriving after 10:00AM will be marked absent for a half day.

TARDINESS

The school whistle will sound at 8:25 AM. All children arriving after 8:35 AM must sign in at the School Office. The student will receive a late pass. Failure to have a note explaining the lateness, will cause the lateness to be unexcused. A total of 3 unexcused lateness, within one marking period, will result in a detention.

SCHOOL HOURS

The school day begins at 8:30 AM and ends at 3:15 PM. No students should arrive before 8:00 AM, unless enrolled in Extended Care, and no student should be on school property after 3:20 PM unless staying for an extra-curricular activity, serving an arranged Detention or if enrolled in Extended Care.

Children arriving before 8:30 AM must report to the school yard. All students must remain in the school yard. Once on school property, no student is authorized to leave the property until the end of the school day. In case of inclement weather, students may go straight to the designated area where they are to remain. Parents are not to accompany children to their classes (with the exception of Pre-School Children).

At the conclusion of the day, students are to leave promptly. Children in K-5th will wait, to be picked up outside the school play yard with their classroom teacher. No one is permitted to leave the area until the parent or bus is present. During inclement weather students wait in the designated area until transportation arrives. Parents are asked not to come to the class to pick up children (with the exception of Pre-School children).

Students and/or parents are NOT permitted back into the classrooms beyond 20 minutes after the class has been dismissed. Each student is responsible for taking all materials needed for assigned work with them when they leave the classroom. This is necessary to assure security in the building and not have students in rooms without Staff supervision. Only parents (and students accompanying parents) who have a prearranged appointment to meet with a teacher are permitted in the classroom more than 20 minutes after classes have been dismissed. Only students who participate in Extended Care or are in an extra-

curricular activity may be in the building(s), but are not permitted back into the classroom(s). No Teacher or Staff member is permitted to make exception to this rule.

Students not picked up by 3:30 PM or 15 minutes after dismissal will be placed in Extended Care and parents will be charged the afternoon weekly fee for that service. See *EXTENDED CARE*.

See also PARENT RESPONSIBILITIES.

BUS TRANSPORTATION

Bus transportation is provided by the School District of Philadelphia for students in grades 1-8 who live at least one and a half miles from the School. Transportation and route assignments are at the discretion of the School District. Bus forms will be filled out by the parents at registration. Any student who is not taking the bus home must notify the Transportation Coordinator by note or by phone. All children must comply with the following rules or face the loss of bus privileges.

1. Children should be alert and aware of traffic when entering or leaving the bus, noting that all traffic has stopped before crossing a street.
2. After boarding the bus, students are to remain seated until they have reached their destination. Students are to remain seated until the bus has come to a full stop.
3. There is to be no excessively loud noise or fighting.
4. Hands, arms, heads, etc. must be kept inside the bus at all times.
5. There is to be nothing thrown from the windows.
6. There is to be no eating or chewing (including gum) on the buses.
7. Students are to be on time. The bus will not be able to wait for tardy students. It is your child's responsibility to be on time.
8. Parents will be held responsible for any damage done to the bus by their child(ren).
9. If seats are assigned, students must remain in those seats.
10. If sharing the bus with another school, students are not to leave the bus for any reason before arriving at their proper stops. Please make sure your child knows his/her stop and street name.
11. Students are forbidden to sit in the driver's seat or touch any equipment pertaining to the operation of the bus.
12. Each student is directly responsible to the driver for all of his/her behavior on the bus, and shall respect the driver's authority.
13. Students are to remember that they are to maintain a Christian testimony at all times.
14. Failure to obey proper bus policy could result in suspension or loss of bus privileges.

SNOW DAYS

Our snow number is #159. KYW (1060 AM dial) is the only station to which we relay closing information. Information regarding school closing may be found by:

- Checking our website www.holmesburgchristian.org
- KYW's web site: www.kyw1060.com
- Call KYW @ 215-925-1060
- Listening to KYW for school closing number
- Watching CBS 3, school name is scrolled on the bottom of the television

The School may not be closed when Philadelphia Public and/or Parochial Schools are closed. It is the parent's responsibility to assess the travel conditions and ultimately decide if it is safe to send a child to School. For the child who is absent on days when School is open and the normally provided school bus is not running, the absence will be recorded as "excused" provided the parent requests this in writing.

The Administrator will make decisions regarding early dismissals due to inclement weather. Please do not call the school asking for this information. You will be notified via the school phone relay or you may check our website.

Snow chain forms are sent out early in the school year to be filled out by parents and returned to school. Each child must have a phone number and a backup phone number where someone can be reached in case of an early closing. If you work, please make sure the school has your work number and cell number.

PLEDGES

Each morning, class will open with the recital of pledges. We will recite the Pledge of Allegiance to the American Flag and the Pledge of Allegiance to the Christian Flag. This will be followed by opening prayer and scripture reading.

FIRE DRILLS

These drills are held monthly as required by the State. These drills prepare students for a real emergency and teach self-control. Drills should be taken seriously by all involved. A fire drill diagram is posted in each classroom. When the fire alarm sounds, the following should occur:

1. All work stops immediately.
2. No student talks at any time.
3. Doors are to be closed.
4. Turn off lights.
5. Exit in single file to the proper place.
6. Teacher will take roll.
7. When the return signal is given, students enter quietly.

SECURITY DRILLS

Our first priority is the safety of our students and staff. To that end, in addition to the routine fire drills the school has established both a "lockdown" procedure and a "shelter-in-place" procedure. Practice drills for these procedures take place several times during the school year. Students are required to fill a Crisis emergency preparedness bag should an actual lockdown or shelter in place be required for an extended period of time. Bags are to

be sent at the start of the school year and will be returned to students at the end of the school year.

WRITTEN WORK

All written work is to be done in the best penmanship possible. As a standard, all written work to be turned in should be on a composition paper without ragged edges. Elementary students should use blue or black pen, or pencil as specified by the teacher. A general heading should be used by all students. The heading should be in the upper right hand corner of the page. The heading shall include student name, date, class title, and page:

- Name - Frank Smith
- Date - September 9, 1998
- Class - History

A margin should be left on both sides of the paper. Start a new paragraph by indenting five (5) spaces. Skip one line between each paragraph. Middle School students will receive additional instructions.

TESTS

During a test there is to be no talking. Students should not get out of their seats. Students will raise their hand to address the teacher. Any talking, movement or use of sources other than memory will be considered cheating. A student caught cheating will receive a zero for the work. In addition, a detention and parental notification will follow.

HOMEWORK

Homework is a vital part of the educational process at HCA. Homework strengthens the subject matter presented in the class and gives the student the chance to practice. Students will repeat procedures learned and improve areas in which they are weak.

Each teacher will assign homework. The amount of homework will vary every day. Students should do the work themselves in a quiet and secluded area. Parents should check to see if work is done, but not help the child to the point that the child becomes dependent on their help. If your child is not bringing the homework home, please contact the teacher. Equip your child with an assignment book to record all homework. Parents should ask to see the assignment book each night. The following guidelines are approximate lengths of time for homework. Remember, the time will vary daily.

- Kindergarten 15 minutes
- Grades 5-6 40 - 60 minutes
- Grades 1-2 20 minutes
- Grades 7-8 1 - 1 1/2 hours
- Grades 3-4 30 - 40 minutes

A limited amount of homework will be given on Wednesdays to encourage attendance at local church services. Weekends and holidays will also have limited homework.

Homework that is not turned in on the proper day will be given a zero. If it is brought in the next day, it will be moved up to the lowest D- (70). If it is not turned in on the second day, it

will be permanently recorded as a zero. The teacher has the option of holding the student after school or from an activity to get the work done.

A student will have one day for each day absent to get work made up, unless other arrangements are made.

Excessive amounts of work not finished can result in an incomplete report card grade and cause the student to face disciplinary action. See *DISCIPLINARY CODE*.

RESEARCH WORK

Students will have the opportunity to do research work. This work is essential to academics. The student becomes familiar with gathering information and writing. The student needs to give proper credit for information gathered. Work should never be quoted word for word without using quotes and recognizing the author. **Plagiarism** is a serious offense that does not reflect high academics. Our policy is when a student turns in a project, proper references to the sources used to gather information must be included. Teachers will inform students of the proper format to reference websites, reference books, textbooks or interviews. **NO** paper or project will be accepted if turned in without references. Please note, **“Wikipedia” is never an acceptable source of information for a research report.** A bibliography should be included in all research work. A bibliography lists sources of information in alphabetical order. Our goal is that we will help each student learn how to research and to effectively and honestly communicate **THEIR** thoughts and ideas. Failure to follow this policy will have a negative effect on the student’s grade. A zero will be given for the research project.

REPORT CARDS

Report Cards will be sent home every nine weeks. The purpose of these reports is for the parents to see progress or lack of progress. Parents are to look at the report card, sign it, and return it to the teacher. They should be returned within 5 days of being issued. It is important to remember not to compare students with their peers. Each child needs to be examined in regard to their own ability.

PROGRESS REPORTS

A mid-quarter report will be sent home in the middle of the first and third marking periods to indicate that a student is struggling or improving during the marking period. It is sent to parents on an as needed basis during the second and fourth marking periods.

GRADING SCALE

The scale for letter grades seen on tests and report cards represents the following numerical scale:

A+	98	A-	90	B	82.5	C+	78
A	92.5	B+	88	B-	80	C	72.5

C-	70
D+	68

D	66
D-	65

F	64.9
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O	S	N	U	I	NA
Outstand-ing	Satis-factory	Need Improvement	Unsatis-factory	In-complete	Not applicable

ACADEMIC PROBATION

Probation is invoked when a student has a problem academically. It is intended to make the student and parent aware of the need to improve. Academic Probation will keep a student from being involved in any extracurricular activity. Students are expected to remove themselves from probationary status within one semester or be mandated to participate, at a separate cost, in the Resource Program (an individualized prescribed academic support program) to help them improve in the subject(s) of deficiency or are to enroll in a tutoring program, providing the school with appropriate documentation of attendance or received support in the remediation area(s). If, however, it is determined by consistent poor effort evaluations on report cards and/or progress reports, that a student is responsible for creating his/her own probationary status, the student in question will be referred to the administrator for more serious action. Students who cannot get off probation will be dismissed or asked to leave.

Students will be placed on probation if they receive an F on their report card. This will be an automatic probation lasting a maximum of one full marking period, or at the discretion of the Administrator until improvement is seen within that marking period. A student will also be placed on probation for performing below C level in any combination of two classes (major or minor). Students placed on probation forfeit any fees paid toward extracurricular activities which they are not permitted to participate in as a result of the probation. A student may request to be removed from Academic Probation after four weeks, by submitting a letter to the Administrator, accompanied by a support letter from their classroom teacher or advisor, indicating they are supporting the request. This request will only be granted one time during the school year.

RECORDS

The School maintains a very complete set of records to assist in pupil guidance. The cumulative permanent record for each pupil enrolled lists complete personal data concerning the pupil and can include his/her complete scholastic and citizenship grades, a full report of the student's attendance, activities, honors, scores on performance tests, achievement, aptitude, vocational interests tests, and a health record. Records are kept secured to maintain confidentiality. The records of academic summary, attendance summary and health are transferred to the student’s next school if all financial obligations have been met.

Copies of additional records can be provided as available at the written request of the parent(s) and the school to which the student has been accepted. Itemized requirements are to be in writing. The cost of the duplication is \$ 5.00 (minimum) per student for one school per year and the record set must be picked up by the parent(s).

DISCIPLINE

PURPOSE

The parent is given the responsibility of discipline in the home. Since the school is the acting parent during the school day, the school does have the responsibility to discipline students. The school and home need to work together to form a strong discipline system. The quality of education can be greatly reduced with poor discipline.

Discipline is not for the purpose of punishment and humiliation. Although punishment is involved, the principle involves correction, submission to authority, and self-discipline to uphold righteousness. Discipline will be conducted with love and respect. The outcome should be a positive result.

STANDARD FOR CONDUCT

Students are expected to be courteous and respectful to all other students, teachers and staff. Respect involves taking care of the building and property. Proper manners should be used. The following should be observed:

- Students are to respect the authority of the School, the teachers and the staff.
- Students are not to leave their class or the School grounds without permission.
- There is to be no running, shouting, wandering or loitering in the School buildings.
- Students are to place all trash in waste baskets and receptacles.
- There is to be no writing on or defacing of desks, walls, pews, books or other equipment.
- Students are to turn off water faucets and lights when finished with them.
- Students are to move and use equipment carefully; returning equipment to its proper place.
- Use all things carefully and properly, realizing that they belong to the Lord.
- Conversations should not be interrupted by talking or by walking between those talking.
- A door shall be held open for the person following.
- A student entering another classroom should knock on the door, step inside, and wait to be recognized by the teacher before proceeding into the classroom.

RULES AND GUIDELINES

- Horseplay or rowdiness will not be tolerated in the classrooms, gym, hallways, school yard or on the buses.
- Scuffing, pushing, hitting or fighting are not allowed.
- Students are to refrain from showing disrespect, insolence or other negative mannerisms to any teacher, or any adult.
- Bullying of any nature will not be tolerated.

- Gum chewing is not permitted in classes, within the School buildings, on the grounds or on the buses.
- Eating is allowed only at snack, recess and lunch periods, and in designated areas of the School. Students are not to eat in the hall or the classrooms without permission. Students need to bring their lunch and beverage daily.
- Students will enter and leave classrooms in an orderly fashion, be attentive in class and follow the teacher's classroom rules.
- All books and other items are to be stored neatly in the student's desk or locker.
- Students are to be in their seats unless otherwise directed by the teacher.
- Students are not to talk without the teacher's permission or interrupt the class when someone else is talking.
- Students are not to write or pass notes, throw objects, play with irrelevant objects, call out or annoy classmates.
- Each teacher will make and enforce specific rules for his/her room. The students are asked to cheerfully accept and obey them.
- Students are to come to class prepared with material assigned by their teacher. Sharpening of pencils or use of wastebaskets should be limited to allotted time.
- The use of proper language is expected of all students at all times.
- Students are asked and encouraged to conduct themselves in a Christ-like manner at all times.
- Students are expected to maintain School dress requirements. Hats may not be worn in the School buildings.
- Inappropriate websites, obscene magazines / books / posters, skateboards, roller skates, and weapons are prohibited from school.
- Cigarettes, drugs, and alcohol are strictly forbidden on or off School grounds. The glorification of these items will also cause a student to face disciplinary action

DISCIPLINE POLICY LIMITS

The discipline policy applies to students while on campus, or on school buses, or at school functions. However, behavior that damages the reputation of the student, another student and/or the School cannot be ignored. Offenses will be dealt with at the discretion of the Head of School. Discipline may range from detention to expulsion.

DISCIPLINARY CODE

The teacher or aide has the primary responsibility to maintain the rules and order of the classroom. The teacher is instructed to use their own type of discipline and correction in the room. The teacher is instructed first to recognize the problems before they arise. Once an infraction has occurred, the teacher will distinguish between the type of disobedience and immature behavior. The teacher can use any of the following depending on incident and age:

- Head on desk
- Parent conference
- Loss of recess
- Silent lunch
- Isolation from class Writing assignments
- Extra Work

- Clean up responsibilities
- Conduct Referral (3 result in a detention)
- Detention

A teacher or staff person can issue a uniform notice for a dress code violation. The demerit will be sent home to be signed. After three uniform notices, the student will receive a detention. See DRESS CODE VIOLATIONS.

Teachers will handle problems in the classroom or will assign an after school detention if it is warranted. When a student receives a third detention, the parents of that student will be required to meet with the Head of School for a conference to discuss the problems. This conference will work towards correcting behavior, and serve as a warning of impending suspension. After a student receives and serves their third detention, and if they have 20 consecutive school days of good behavior/work habits following the third detention, then one detention is not counted towards any accumulation of detentions leading to a suspension. This reduction in accumulated detentions happens only once in the school calendar year. Hopefully this should give the student an incentive to work toward improving their behavior/work habits and thus avoid further disciplinary action. At the fourth detention, the student will be assigned a Suspension. Further detentions will lead to further disciplinary action by the Head of School and the School Board.

The following list of serious offenses can lead to automatic detention:

- 3 Dress Code Violations (uniform notices)
- Lying
- 3 Unexcused lateness to School or to class-in one marking period
- Defiance and/or arguing with a member of the faculty or staff
- Leaving School without permission
- Rough physical contact that has the potential for bodily injury
- Use of offensive language
- Continued repetitive action or noise which results in disturbance to a class and/or interrupts the educational process
- Possession or display of sexually suggestive material
- Serious breach of lunchroom rules homework assignments.
- Destruction of Property
- Bullying of any sort
- Three missing assignments per class
- Cutting class
- Possession of cell phone during the school day
- The following major offenses on or off campus can lead to **automatic suspension and/or expulsion from school:**
- Possession of Illegal substance
- Cheating
- Sexual immorality
- Stealing
- Use of drugs or alcohol
- Smoking
- Possession of weapons
- Fighting

- Habitual offenses of lesser nature
- Slander
- Inappropriate Internet Activity
- Bullying

DETENTIONS

Detentions will be a time of correction and reproof. Students will either sit quietly in isolation, or do a writing assignment. The detention will last 30 minutes for students in grades Kindergarten through 3, and one hour for students in grades 4 through 8. Detention periods are scheduled for Thursday afternoons. All students must be present in the detention room by 3:25 PM and all detentions will be over by 4:25 PM.

Notice of date and time of detention will be sent home prior to execution of the detention. The detention notice must be signed by a parent and returned to School on the first school day after the detention notice is received. If a signed detention is not returned to the School Office, the Office Staff will contact the parents by phone or email to confirm receipt of notice. Detention periods begin at 3:25 PM for all students; closing at 3:55 PM for students in grades Kindergarten through 3, and closing at 4:25 PM for students in grades 4 through 8. Children receiving a detention notice on Monday through Friday will serve their detention the following Thursday. Extra detentions can be arranged at the discretion of the Administrator.

Transportation must be provided or the child may be placed in Extended Care and charge a \$10.00 late fee. **Students may not participate or attend extracurricular activities on days they are serving a detention.** Failure to comply with these procedures could result in suspension.

SUSPENSIONS

Suspension will be assigned by the Head of School. Teachers may recommend but not assign a suspension. The length of time that the suspension lasts will depend on the Head of School.

The parent will be notified by phone and letter of the suspension. In severe cases, the parent will be asked to pick up the child during the day. At the time the student receives a fourth detention, the student will be assigned a one day Suspension. As a minimum every fourth detention to follow will result in a higher level of suspension leading to expulsion. Suspensions will generally be assigned in the following order:

1 DAY OUT OF SCHOOL SUSPENSION

- 1 day in length
- The student will take assigned work home that must be completed that day. All work must be returned to School on the next school day.
- Student will be kept at home and under adult supervision.
- Student will be placed on disciplinary probation.

2 DAY OUT OF SCHOOL SUSPENSION

- 2 days in length
- The student will take assigned work home to be completed on those days. All work must be returned to School on the next school day.
- Student will be kept at home and under adult supervision.
- Parent/Student/Administrator conference will be held.
- Student will be placed on disciplinary probation.

3 DAY OUT OF SCHOOL SUSPENSION

- 3 days in length
- The student will take assigned work home to be completed on those days. All work must be returned to School on the next school day.
- Student will be kept at home and under adult supervision.
- Parent/Student/Administrator conference will be held.
- Student will be placed on disciplinary probation.

A suspension of greater length might be assigned for severe situations.

EXPULSIONS

Expulsion will be executed by the Head of School on a provisional basis pending permanent action by the School Board. Parents will receive written notification of the Board's Action.

Expulsion will be used only when all other means of correcting a problem have been exhausted. The following are possible reasons for expulsion:

1. After suspensions have been used to handle discipline and other problems.
2. For a student's behavior that is damaging to the School's reputation, even when this does not happen at a School function.
3. Failure of parents to comply with discipline measures.
4. Failure of parents to pay tuition or fees. In this case, the student may be readmitted after finances are brought up to date.
5. A negative, threatening, or detrimental attitude by parents or students towards the School or School personnel.
6. Failure or inability of a student to keep up with the academic responsibilities.

A hearing can be arranged through the Chair of the School Board for the student and parent to appeal any expulsion executed by the School Board.

DISCIPLINARY PROBATION

Any student who receives a suspension will be placed on Disciplinary Probation. This probation will last for one full marking period (or 45 consecutive school days) for each suspension. During that time, the student may not participate in extracurricular activities. Fees paid for extracurricular activities will be forfeited, if a student is placed on Disciplinary Probation.

DRESS CODE

PURPOSE

The Academy has a designated uniform dress code for all students in Kindergarten through 8th grades. Homes schooled children, enrolled in the *The Home School Connection*, are asked to honor the dress code. The purpose of the dress code is to promote modesty and uniformity. Clothes that are too casual tend to set a mood of recreation which does not create a positive learning atmosphere. We expect our students to be dressed in a manner that lends itself to an atmosphere of Christian learning. The responsibility of dress code compliance is in the home. When the home does not properly monitor student's dress, the Academy must get involved.

It is not possible to cover every possible hairstyle or clothing combination. If you have any questions regarding the dress code, please contact the school office, your child's teacher or administration for clarification. Ask before you purchase any item you are uncertain may not comply with dress code.

Parents need to purchase the necessary clothing to outfit their children for the school year. The dress code applies to daily outfits and gym classes, and dress down days. All components, except nylon gym athletic pants and jacket, of the daily uniform are available at DiGiulio's Uniforms at 6948 Frankford Avenue. (215-335-5512)

The Head of School or his/her appointee reserves the right to make all final decisions in regard to the dress code. Non compliance will result in Uniform Violation and additional consequences. See Dress Code Violation.

PERSONAL APPEARANCE

The Following guidelines will be enforced:

- Hair styles must be traditional, neat and well groomed. (See specifics listed according to gender and grade)
- No excessive make-up or jewelry (See specifics listed according to gender and grade)
- Shirts and blouses must be tucked in
- Shoelaces must be tied
- No jackets or sweatshirts worn in the classroom
- No hats may be worn in the buildings

DRESS CODE VIOLATIONS

The dress code will be strictly enforced. Teachers are primarily responsible to make sure that the dress code is strictly enforced. Students that do not meet the dress code will be given a dress code/uniform notice. Students who are unprepared for Gym will receive a dress code/uniform notice. After a student receives 2 violations the student may not be permitted to participate in the next school or PTF sponsored dress down, including class trip dress downs when appropriate. After three dress code/uniform notices, a detention will be served. Any student that is severely violating the dress code will be sent to the School

Office. At the school office, they will have to call their parents and wait until the parents bring satisfactory clothing. Any class time missed will be unexcused.

SPECIAL CONDITIONS (RECITALS OR SPECIAL PERFORMANCES)

ELEMENTARY STUDENTS

Girls:

- **Jumper** - Hunter/Classic Navy Plaid, Drop Waist – length not more than one inch above the knee.
- **Blouse** - White Button Down Uniform, Long or Short Sleeve Oxford Shirt or Pinpoint Blouse – worn on Chapel Days
 - White Turtleneck
 - White or Evergreen Short Sleeve Golf Shirts - (No monograms or designs on shirts)
 - White or Evergreen Long Sleeve Golf Shirts – (no monograms or designs on shirts) Not acceptable on Chapel Days
- **Slacks** - Khaki Uniform Slacks (No Cargo Pants or Stretch Pants) may be worn December 1st – March 31st only. Not acceptable on Chapel Days.
- **Socks** - Solid White, Navy or Evergreen, Ankle or Knee Socks
- **Tights** - White, Navy or Evergreen
- **Leggings** - Solid Navy Blue – May be worn under Jumpers or Kilts
- **Shoes** -
 - Girl's Athletic Mary Janes in Solid Brown or Black
 - Solid Brown or Black Oxford Shoes – with Brown or Black shoelaces
 - Brown or Black T-strap or Mary Jane style buckle shoes (Casual shoes, i.e. sneakers, may be worn with Uniform Shorts, No Sandals, Clogs, Flip Flops or Boots)
- **Sneakers** - Worn from start of school until – Sept. 30th and April 15th – June 30th with Khaki Uniform Shorts only.
- **Shorts** - Khaki Uniform Shorts (No Cargo Shorts) – worn from start of school until – Sept. 30th and April 15th – June 30th
- **Belt** - Brown, Black, or Hunter/Classic Plaid must be worn with Khaki Uniform Shorts or Slacks
- **Sweaters/Vest** - Evergreen Fine Gauge Cardigan or Evergreen Drifter Sweater Vest Monogrammed HCA Crest Mandatory
- **Jewelry** - Earrings (one in each ear) may be worn, but may not dangle more than 1” inch in length. Body piercing is not permitted.
- **Hair** - Traditional, neat and well groomed - no multi-colored hair or shaved heads are permitted. Hair coloring must be students' own natural color.
- **Make-up** - Not Permitted
- **Nail Polish** - Clear or light colors only
- **Tattoos** - Not Permitted

Boys:

- **Pants** - Khaki Uniform (Absolutely No Cargo Pants)
- **Belt** - Black or Brown – must be worn with uniform pants or shorts
- **Shirt** - White, Long or Short Sleeve, Oxford or Pinpoint Dress Shirt - Chapel Days
 - White Turtleneck
 - White or Evergreen Long or Short Sleeve, Golf Shirt (No monograms or designs on shirts)
- **Tie** - Hunter/Classic Navy Plaid – To be worn all day on Chapel Days.
- **Socks** - Solid White or Black
- **Shoes** –
 - Classic Bucks tan or brown
 - Tie Dress Shoes with Rubber Soles in Black or Brown with matching shoelaces
 - All Black Athletic Style Sneakers with Black Laces (Casual Shoes, i.e. sneakers, may be worn with Uniform Khaki Shorts, No sandals)
- **Sneakers** - Worn from start of school until – Sept. 30th and April 15th – June 30th only.
- **Shorts** - Khaki Uniform Shorts (No Cargo Shorts) – worn from start of school until – Sept. 30th and April 15th – June 30th
- **Sweater/Vest** - Evergreen Fine Gauge Sweater - Monogrammed HCA Crest Mandatory
- **Jewelry** - Boys are not permitted to wear earrings. Body piercing is not permitted.
- **Tattoos** - Not Permitted.
- **Hair** - Traditional, neat and well groomed. All hairstyles must be off the ears and not touching the collar, bangs must be above the eyebrows. Sideburns should be no longer than mid-ear. Tails, Mohawks, Afros, writing in the hair, non-traditional or fad styles are not permitted. Hair color must be students' own natural color. Students with braids or cornrows must keep their hair neatly maintained and groomed. Braids may not touch the collar. Boys must be cleaned shaven.

MIDDLE SCHOOL STUDENTS

Girls:

- **Kilt** - Hunter/Classic Navy Plaid Kilt – length not more than one inch above the knee.
- **Blouse** - White Oxford Cloth, Button Down Collar, Long or Short Sleeves
 - White Turtleneck
 - White or Evergreen, Long and Short Sleeve, Golf Shirt (No monograms or designs on shirts)
- **Slacks** - Khaki Uniform Slacks may be worn December 1st through March 31st only (No Cargo Pants or Stretch Pants). Not acceptable on Chapel Days.
- **Socks** - Solid White, Navy or Evergreen, Ankle, Athletic, or Knee Socks
- **Tights** - White, Navy, Evergreen Tights or Skin Tone Stockings
- **Leggings** - Solid Navy Blue
- **Shoes** -
 - Solid Brown or Black Oxfords with Brown or Black Shoelaces
 - Brown Dockersiders with Brown Shoelaces
 - Mary Janes in Brown or Black
 - Heels on shoes may be not more than one inch in height
 - (Casual Shoes, i.e. sneakers, may be worn with Uniform Khaki Shorts,
 - No Sandals, Clogs, Flip Flops or Boots)

- Sneakers -Worn from Sept. 1st – Sept. 30th and April 15th – June 30th.
- **Shorts** - Khaki Uniform Shorts (No Cargo Shorts) – worn from start of school until – Sept. 30th and April 15th – June 30th
- **Belt** - Brown, Black, or Hunter/Classic Navy – must be worn with Khaki Uniform Shorts or Slacks
- **Sweater/Vest**- Evergreen Fine Gauge V-Neck Sweater or Evergreen Fine Gauge Monogrammed HCA Crest is Mandatory
- **Jewelry** -Earrings (only one in each ear) may be worn but may not dangle more than 1” inch in length. Body piercing is not permitted.
- **Hair** - Traditional, neat and well groomed. Multi-colored hair and shaved heads are not permitted. Hair coloring must be students’ own natural color. Fad styles are not permitted.
- **Make-up** - Light make-up limited to blush, lip-gloss and mascara.
- **Nail Polish** - Clear or light colors only
- **Tattoos** - Not Permitted

Boys:

- **Pants** - Khaki Uniform (No Cargo Pants)
- **Belt** - Brown or Black – must be worn with pants and shorts
- **Shirts** - White, Long or Short Sleeve, Oxford or Pinpoint Dress Shirt – Chapel Days
 - White Turtleneck
 - White or Evergreen Long or Short Sleeve, Golf Shirt
 - (No monograms or designs on shirts)
- **Tie** - Hunter/Classic Navy Plaid To Be Tied Tie. Ties must be worn tight to the collar and are to be worn all day on Chapel Days.
- **Socks** - Solid White or Black
- **Shoes** -
 - Solid Black or Brown, Tie Dress Shoes with matching shoelaces
 - Brown Docksidors with brown shoelaces
 - Lands End Classic Bucks Tan or Brown
 - All black athletic style sneakers with black shoelaces.
 - (Casual Shoes, i.e. sneakers, may be worn with Khaki Uniform Shorts, no sandals)
- **Shorts** - Khaki Uniform Shorts (No Cargo Shorts) – worn from start of school – Sept. 30th and April 15th – June 30th
- **Sneakers** -Worn from start of school – September 30th and April 15th – June 30th, worn with Khaki Uniform Shorts
- **Sweaters** - Evergreen Fine Gauge V-Neck Sweater or Evergreen Fine Gauge Sweater Vest – Monogrammed HCA Crest is mandatory
- **Jewelry** – Earrings are not permitted. Body piercing is not permitted.
- **Hair** - Traditional, neat and well groomed. All hairstyles must be off the ears and not touching the collar, bangs must be above the eyebrows. Sideburns should be no longer than mid-ear. Tails, Mohawks, Afros, writing in the hair, non-traditional or fad styles are not permitted. Hair color must be students' own natural color. Students with braids or cornrows must keep their hair neatly maintained and groomed. Braids may not touch the collar. Boys must be cleaned shaven.

Tattoos - Not Permitted

GYM ATTIRE: GRADES K - 5

Children are to wear their gym uniforms to school on their assigned gym day. From Oct. 1st – April 14th they must wear the black Nylon HCA Athletic Pants (a matching HCA Athletic Jacket is optional) A gray sweatshirt with logo is also available from Land’s End but is not mandatory). From the start of school until – Sept 30th and April 15th – June 30th they may wear their uniform gym shorts.

Students are to wear evergreen HCA shorts and gray HCA T-shirts. All children are to wear white socks for gym. The black nylon athletic pants may have one, two, or three white stripes down the outside of the leg. They may be purchased at Modells, Kohls, Lloyd Sixsmith, etc. Optional Jacket may be purchased separately. Sixsmiths will monogram the HCA logo for \$7.00 on the jacket.

SNEAKERS – Low cut styles are preferred. High tops must be laced to the top on the outside of the tongue whenever worn. Violation will result in the student having to wear low cut sneakers.

SOCKS – White Ankle Socks, Crew Socks or Athletic Style Socks are permitted with gym wear.

Being unprepared for gym will result in a dress code uniform notice. Three uniform notices will result in a detention. After a student receives 2 violations the student may not be permitted to participate in the next school or PTF sponsored dress down, including class trip dress downs when appropriate.

GYM ATTIRE: GRADES 6 - 8

Middle School students will change into their gym uniforms prior to the start of their PE class and change back into their uniforms after their class. This applies to all classes regardless of the time their class is scheduled.

Students are to wear evergreen HCA shorts and gray HCA T-shirts. During winter weather they are permitted to wear nylon athletic pants for gym. Students are not permitted to wear for PE, tight or form fitting sweatpants. All students are to wear white socks; Ankle Crew or Athletic Style socks are permitted with gym wear. Students are to take their gym clothing home to be washed weekly. Parents are to **label all clothing to alleviate any problem with “mixed up” clothing.**

SNEAKERS - Low cut styles are preferred. High tops must be laced to the top on the outside of the tongue whenever worn. Violation will result in the student having to wear low cut sneakers. All students must bring sneakers to change for gym.

Being unprepared for gym will result in a dress code uniform notice. Three uniform notices will result in a detention. After a student receives 2 violations the student may not be permitted to participate in the next school or PTF sponsored dress down, including class trip dress downs when appropriate.

WARM WEATHER DRESS OPTION

The warm weather dress option may be worn during the entire month of September and from April 15th through the end of the school year. During these set periods of time, all students will be permitted to wear Khaki Uniform Shorts (No Cargo Shorts or Stretch Pants) with a belt and a white, or evergreen short-sleeve golf shirt. This is the only acceptable casual wear for students during warm weather. Sneakers with socks may also be worn. No sandals, flip flops, slingbacks or clogs are permitted. This change does not pertain to Chapel Days when the regular uniforms must be worn. Students may be prohibited from participating in a casual dress event if they have received 2 dress code violations.

CASUAL OR SPECIAL DRESS CODE

During the school year there are certain days when the students are not required to wear their school uniforms. These days include some field trips as designated by the teacher, overnight retreats, school Spirit Days, and the Spring Fair. On these days the following dress code will be followed by all students. Any student that violates the dress code will be sent to the School Office and may not participate in the school activity. At the school Office, the student will have to call his/her parent and wait until the parent brings satisfactory clothing.

Tops - Appropriately fitting short/long sleeve shirts or sweaters. See **WARM WEATHER DRESS OPTION**.

- No exposed bra straps
- Tops must cover shoulders
- No low cut tops
- No writing or pictures of any kind that conflicts with the standards of the Academy may be displayed on the clothing.

Pants -Appropriately fitting casual pants or shorts. No tight or form fitting shorts or pants,

Skirts - May not be shorter than 1” above the knee

Shorts – Shorts may be no more than 2” above the knee. No pants with rips, tears, or fringed hems. Girls may wear Capris during the warm weather dress period for casual dress.

Shoes - Sneakers with socks, crew, athletic or ankle.

- No Sandals, Flip Flops, Clogs.
- No Dress Shoes with heels over 1”

Dresses – No exposed bra straps. Shoulders must be covered by the dress or by a sweater. No low cut dresses. May not be shorter than 2” above the knee.

For special dress events boys may be asked to wear a tie and jacket depending on the occasion.

WARM WEATHER DRESS OPTION

The warm weather dress option may be worn from the start of school through September and from April 15th through the end of the school year. During these set periods of time, all students will be permitted to wear Khaki Uniform Shorts (No Cargo Shorts or Stretch Shorts) with a belt and a white, or evergreen short-sleeve golf shirt. This is the only

acceptable casual wear for students during warm weather. This change does not pertain to Chapel Days when the regular uniforms must be worn. Students may be prohibited from participating in a casual dress event if they have received 2 dress code violations.

WINTER DRESS FOR GIRLS

Slacks – Girls in grades K-8th are permitted to wear appropriately fitting khaki uniform slacks from December 1st through March 31st only. A black, brown, or Hunter/Classis Navy Plaid belt must be worn with slacks. This option is not permitted on Chapel Day when the regular uniform must be worn.

MIDDLE SCHOOL

ATTENDANCE AND ABSENCES

See the **DAILY ROUTINE** section of this *Handbook*.

ARRIVAL AND DISMISSAL

Middle School students are not permitted in the buildings before 8:30 AM. Upon arrival, Middle School students are to enter the Middle School yard. At 8:30 A.M. they are to line up in their designated slot and wait to be admitted to the building. After School, all students should be out of the Middle School building by 3:15 PM unless in conference with a teacher. No students are permitted into the Church building after School, unless for an extracurricular activity (exception - an arranged detention). See the **DAILY ROUTINE** section of this *Handbook*.

EARLY DISMISSALS

A student who must leave School early due to a Doctor's appointment or other valid reason, must bring a note from their parents and present it to their teacher in the morning. The note should indicate the time the student is to be dismissed and how they will travel from the School. Students may not leave the School grounds without a parent signing them out at the School Office. See the **DAILY ROUTINE** section of this *Handbook*.

CLASS EXPECTATIONS

The Middle School has a separate time schedule from the rest of the School. Students need to be aware of the bells and be on time for class. The following are expected of all students in every class:

1. You must be in your seat when the bell rings.
2. Never enter another class without knocking first.
3. Bring all needed materials from your locker to class. Once class has started, you cannot return to your locker.
4. Do not leave material behind in other classrooms. All materials should be with you or in your locker.
5. Pick up all trash around you.
6. Bring to class the textbook assigned to you.
7. Bring a pen and/or pencil and 3-ring loose leaf notebook to every class.

8. Have homework ready to be checked or turned in at the beginning of the class.
9. Be quiet and respectful so that the teacher may begin.
10. Be respectful of classmates at all times.

Teachers have expectations and a class routine for each subject. Be sure to know their individual rules and follow them.

FINAL EXAMS/MID TERM EXAMS

The Middle School students will take exams at the end of each semester (2nd and 4th marking periods). The exams will take place in all major subjects and some minor subjects. They will be limited to two (2) exams per day. Regular classes will not meet on these days. The Mid-Terms and Final Exams will count as 1/9 of the total semester grade.

LATENESS TO CLASS

Students who are late to class three (3) times without a proper pass or excuse will serve an after school detention. There are only three (3) minutes between classes and students need to move directly from one class to the other.

HOMEWORK AND BEHAVIOR ROOM

Students who do not turn in assignments will be required to complete their work during their next lunch period.

Students who do not comply with school policies and behavior expectations will serve a lunch detention during their next lunch period as a consequence for the misbehavior.

Three visits of infractions for homework or three for behavior will result in an after school detention in addition to the lunchtime consequence.

LOCKS AND LOCKERS

Locks and lockers are issued to all Middle School students. Students are required to pay a \$5.00 deposit at the time the lock is issued; an additional \$5.00 will be required, for a total of \$10.00, if the lock is lost. The deposit will be returned at the end of the school year when the lock is returned. **Students are not permitted to bring in their own locks.** Only school locks are acceptable. Locks not issued by H.C.A. will be removed, this may include cutting locks off if necessary. Lockers are to be used for outer clothing, gym clothing, books and other school related materials. Heavy winter coats may need to be kept on the coat rack. Lockers are to be locked at all times. Students are expected to keep their lockers clean inside and out. No food is to be kept in the locker overnight.

Lockers will be checked periodically. The Administration has the right to enter student's locker with probable cause.

Students may use lockers before school, during break during lunch and after school. Students should avoid sharing their locker combination with other students. See the **GENERAL POLICY** of this *Handbook*.

MATH PLACEMENT TESTING

Math proficiency tests will be administered to all 6th, 7th, and 8th grade students by year end. This exam will determine the appropriate Math level placement of Middle School students for acceptance into the General, Pre-Algebra or Algebra classes for the following September. This placement measure's goal is to prevent student frustration and failure, as well as, to enable high academically charged students to be challenged at a higher and faster pace. A Math placement test will be administered to all students entering the 7th and 8th grade and also those students who performed below 80% on the year end proficiency Math test. In addition, all students failing to meet the proficiency levels of 80% at the end of the 6th or 7th grade school year, will be required to have tutoring over the summer, showing proof of having been tutored upon returning the next school year. Parents will be informed of any such action. Any new students or students in question will be tested throughout the school year, as needed, to insure appropriate Math placement and possible tutoring needs.

MIDDLE SCHOOL RETREAT

In the fall of each year, the entire Middle School will go on a two night retreat. They will go to Camp Orchard Hill for a time of fellowship, relaxation, sports, competition, and spiritual growth. This is a dynamic time for the students to connect and bond outside the boundaries of the traditional classroom. All students are expected to attend. Fees will not be refunded should a student not attend due to illness or a family emergency.

PROMOTION

Middle School students must pass Bible, English, Math and at least one other major subject area to be promoted to the next grade. Summer school may be recommended for some students. See the **ACADEMIC INFORMATION** section of this *Handbook* for the policy concerning summer school.

STUDENT COUNCIL

See page 35.

STUDY PERIOD

A Study Period is designed for students to do homework or class work. Students should come with enough work or reading to do the entire period. Group study may be permitted by the teacher in charge, but must be quiet work. General talking will not be allowed.

Student volunteers may be dismissed from some Study Periods to participate in the Servant-Leadership Program.

TEXTBOOKS

All textbooks are to be covered throughout the year in Middle School. They must be kept

in the locker or taken home at night. Reimbursement will be required for books that are damaged or lost. Kraft paper, brown bags of purchased paper covers are all acceptable covers. Book socks may not be used to cover books. As they have a tendency to break the spines of the textbooks. This will result in the student being charged the replacement cost of the textbook.

EIGHTH GRADE TRIP

The eighth grade class will participate in a class trip at the end of the school year. Information about the class trip will be supplied to parents and students in the spring outlining all the necessary requirements and itinerary. All eighth grade students are expected to participate in the trip. However, this is a privilege and a student may be prohibited from attending if acceptable behavior is not exhibited throughout the school year.