

Highlands Christian Academy

2010-2011

Print Student Name _____ Grade _____

Print Parent Name _____

Print Parent Email Address _____

Student cell phone number _____

Students and Parents,
Please initial each item below and sign the bottom. Students, please return this signed paper to your Bible teacher.

I have *read, understand and agree to comply and support* all of the following items:

	Student's Initials	Parent's Initials
Student Guidelines	_____	_____
Discipline Guidelines	_____	_____
Classroom Procedures	_____	_____
Non-Uniform Dress Code Guidelines	_____	_____
Cell Phone Policy	_____	_____
Bullying Policy	_____	_____
Computer & Technology Usage Policy	_____	_____
Student Agreement of Cooperation	_____	_____
Health Awareness Policies	_____	_____

Student Signature _____ Date _____

Parent signature _____ Date _____

2010-2011 STUDENT GUIDELINES

The **Parent/Student Handbook** provides detailed information for parents and students. It is understood that the guidelines and policies from the **Parent/Student Handbook** will be followed by all students and supported by the parents. These Student Guidelines are an updated summary of some of those policies.

STUDENT INFORMATION

ABSENTEE PROCEDURES

When a student is...

- *Absent the whole day:* Bring a note from parents, give to school office.
- *Late to school.* Go to office, bring a note from parents (Students without a note should expect disciplinary action until/unless note is received.)
- *Leaving school at anytime:* Sign out at the office, note for leaving to office, (teacher first)

* Students later than 20 minutes will be considered absent. Any class missed for more than 20 minutes will be counted as an absence in that class.

*Students late to class will be considered tardy. 3 tardies = 1 absence

*Anytime a student is absent without permission from a class, the student will be considered *skipping*.

CHAPEL/ASSEMBLY

Students are expected to follow all instructions for chapels or assembly. Students should sit quietly in assigned areas and listen attentively. Disciplinary action will be taken for inappropriate behavior. Students are expected to be seated in chapel no later than 10 minutes after dismissal to chapel, and back to class 10 minutes after chapel is dismissed. No book bags, drinks, food, candy, etc. should be brought into the church auditorium (*Note: Do not leave valuables in book bags outside of auditorium.*) All students should bring a Bible to chapel.

COMMUNITY SERVICE

High School students will perform a minimum number of hours of community service each year enrolled at HCA. 9th grade-20 hours, 10th grade-25 hours, 11th grade-25 hours, and 12th grade-30 hours All hours are due approximately two weeks prior to the beginning of second semester finals. Students should not wait until the end of the year to begin community service hours.

COMPUTER GUIDELINES

Students are required to sign and comply with specifics of the *Computer & Technology Usage Policy*. Students are to maintain all the standards of conduct and morality of HCA and Christian character in relationship to **all** computer use and communication, on and off campus. *This includes personal websites (My Space, Facebook, Orkut...etc) emails, and viewing of materials.* Students in violation of school standards (including the appearance of violation) with regard to computer use can expect disciplinary measures to be taken, including suspensions and expulsion if applicable.

DRESS CODE

All students are expected to be in HCA uniforms purchased from the uniform company every school day unless a non-uniform day is scheduled. Please follow specific guidelines for non-uniform days.

Girls: uniform shirts may be untucked, but must be buttoned to a modest level (1 button from the top). Girls may wear pants, shorts, or capri pants from the uniform store. Girls are not to wear open-toed shoes or slippers. Excessive height for heels is discouraged. Earrings are the only acceptable body piercing.

For after school activities, practices, etc., girl's shirts, tops, shorts and pants should meet modesty standards (no midriffs, halter, tube tops, or spaghetti straps- no stomach showing). Girl's shorts must extend beyond the wearer's **fingertips** when the arms are at rest at the side. Infractions will result in detentions and/or suspensions, loss of future non-uniform days and/or may not be allowed to participate in after school activities. Please refer to the Non-uniform Guidelines for further details and information.

Boys: Boys may wear khaki or blue pants and shorts from the uniform store. Shirts may be untucked, but undershirts must not show below uniform shirt. Boys are not to wear open toe shoes. Boy's hair should be neatly cut. Hair may touch the collar, the eyebrows and should be no longer than the mid-point of the ear. Boys may not wear pony tails. Hair should not be cut unproportionally. All boys' must be shaven each day, sideburns to the bottom of the ear. The administration reserves the right to determine whether or not a particular hair style is acceptable. Boys may not wear earrings at school or school functions.

Students may not wear printed logo or attire which can be seen under the uniform. Only blue, black, gray or white t-shirts or tank tops may be worn under the uniform shirt. T-shirts must not show below the uniform shirt. Students must still button shirts to required levels even when wearing a t-shirt under the uniform shirt. Students are not allowed to carry non-uniform attire.

Students will have specific guidelines for each non-uniform day and Field Trip days. Non-Uniform Guidelines apply to all school related activities, including athletic events (home or away).

Cold Weather Dress Code: Students wearing additional clothing for cold weather should follow these guidelines:

- No pajama or other pants may be worn under uniform skirts
- Hooded sweatshirts in navy blue with school logo
- Pullover navy blue sweatshirt with school emblem (sold in the school offices)
- Hooded "KNIGHTS" sweatshirts (sold in athletic office)
- School or athletic jacket from the athletic department

DRIVING GUIDELINES

All student drivers must be aware and agree to all driving regulations. All driving permit forms are due the first week of school, after that do not drive to school until your form has been turned in. All students will be expected to stay away from parking areas during school hours. Students are not allowed to touch other student's vehicles. This includes papering or other pranks.

GYMNASIUM GUIDELINES

- Only sneakers may be worn on the gym floor. All others shoes are unacceptable.
- Do not use the west doors of the gym as an entry or exit. This includes anytime during practices or games.
- While practice is in progress, only players and coaches should be in the gym. (exceptions would be for students going to or from the music room for a lesson or for students going to the science room for help class). If you need to use the locker room, please use the back doors.
- No cleats in the gym at anytime. Please do not bring cleats in the gym as they usually have dirt on them.
- Do not bring food or drink on the gym floor.

LOCKERS

- Keep lockers locked **at all times**.
- Do not give out your combination.
- Do not open anyone else's locker without their permission.
- Do not switch lockers without permission from administration.
- Do not take locks home.
- Do not bring locks from home.
- No questionable materials, pictures, or messages should be displayed in lockers. Magnets should be used for inside displays (**not tape or other adhesives**)
- Displays of any type of materials are not allowed on outside of lockers.
- Lost locks will cost \$6.

MISCELLANEOUS

- There is to be no physical contact between students. This applies before, during, after school and at all school activities. This includes hugging and putting arms around students of the opposite sex.
- Do not go to the office without permission/pass from a teacher. This includes illness.
- The office is not an infirmary. No medicine will be issued.
- Do not use any telephones on campus without permission/pass. *This applies to time between classes and at lunch.* Cell phones are not to be seen or used without specific permission. All cell phones should be off.
- When it rains, wait for the bus. Do not run in the rain. Special areas to wait for the bus will be designated.
- No food or drink is allowed in school hallways.
- Gum is not allowed at HCA from 8:00 to 3:00 (not at lunch or between classes) and **never in the buildings at anytime**. A monetary fine of \$10 will be issued and is due the following day. Repeat infractions of gum may escalate in cost.
- Students are not allowed to move or touch another student's book bag, gym bag or other personal property.
- Students are encouraged to keep ***all valuables in locked lockers or in their possession.***
- Students should walk on walkways, not on the grass.
- Students are not to be in the various buildings unless attending a class. (Church, Fellowship Center, Building I, the Portables, Elementary Building, etc.).

LUNCH

Students must remain in the cafeteria or designated areas (for a special event) during lunch. Do not go to any other areas for lunch without permission. Students may be required to sit at assigned lunch tables. Book bags are to be kept with students during lunch and out of the way of others. Students must remain in a single-file line while waiting to be served. No cutting. Students throwing objects at lunch should expect to be disciplined (cleaning, detentions, and/or suspension). Students should not leave the lunch area until tables are cleaned and students have been dismissed by a teacher.

PROHIBITED ARTICLES

Cigarettes, alcoholic beverages, illegal drugs, non-prescription to the user, knives, guns (of ANY kind), explosives (of ANY kind), any electronic devices, CD/DVD tape players, and I-PODS, as well as pictures and magazines or books not related to class work are not permitted on school property. Hats and bandannas are not to be worn, carried, or seen during school hours. Hats should not be worn in the buildings at any time. These articles will be confiscated, must be reclaimed by parents and can be held until **the end of the semester**. Students are not allowed to use cell phones during the school day without specific permission from a teacher (This includes games, calls, text messages, and checking messages). Phones should be kept **off**. Phones that are used for any purpose (pictures, text messages, calls.. .etc) without permission anywhere on campus will be taken and **held until the end of the day** with penalties increasing with additional infractions. All HCA students will be expected to follow HCA cell phone guidelines.

RESIDENCE

It is the policy of HCA that students must reside with their parent/parents (or legal guardian) in order to remain in the school. This remains true even if the student has reached the age of 18.

STAYING AFTER SCHOOL INSTRUCTIONS

Students should not remain on campus after school unless serving a detention, staying for help class, practices, games or school functions. The hallways will be locked at 3:15. Students remaining on school property after 3:15 are to wait in the courtyard of the gym or the picnic tables by the football field or may be required to attend a paid after school study hall.

VISITORS

Visitors may not attend classes, lunch, or visit between classes without a visitor's pass issued in the main school office through the approval of the administration. Request for visitors should be submitted **prior to the visitation day**. This policy includes HCA alumni or students who withdraw from the school.

DISCIPLINE GUIDELINES

WRITING ASSIGNMENTS

Writing assignments should be done completely and neatly, turned in at the specific time the teacher requests. Writing assignments **are not to be done in class**. If a writing assignment is not completed and turned into the teacher on time, a detention will be given in addition to the writing assignment.

DETENTIONS

Detentions should be served within three days, but must be served by the end of the marking period. Junior high students must have all detentions signed by his/her parent and return it to the teacher the following day. High school students must sign his/her detention slip. However, it is **completely the responsibility of the student to communicate with the parent concerning detentions**. Students must wear HCA uniforms during detention hall unless dressed for practice or a game. Junior high students who have PE last period may wear PE attire. Students serving a detention will report with paper and pen to detention hall and will write for 45 minutes. No extra detentions may be served in the office or elsewhere without permission from Mr. Lopez, Mr. Smith, or Mrs. Utz. Detention Hall is from 3:15-4:00 on M, T, W, F. Students may serve two detentions on Thursdays from 3:15-4:00 and 4:00-4:45.

Students with 5 **unserved detentions** will be suspended from school and will receive 0% for homework, quizzes, and class work missed that day. If a student arrives at school and a detention suspension is necessary the student will remain on campus and a suspension will take place the next school day. On the first offense, the student will be suspended and given credit for 5 detentions served. On the second time, the student will be suspended from school, will be required to attend a Saturday detention, pay a fine of \$15 and will still serve the five detentions on the next five school days. On the third and following times, the student with five detentions will be suspended 2 days, attend a Saturday detention, pay a \$25 fine, and the detentions will be served the next five days after school. No student will represent the school in extra-curricular activities the day of a suspension.

All detentions received in a grading period must be served prior to the beginning of a new grading period. Students with unserved detentions will serve an in-school-suspension until all detention time has been served. This in-school-suspension will count as a referral. Students will be charged a fine of \$5 per unserved detention (escalating fines with repeated incidents). High school students can expect the following: 1.) On the second and following times this occurs, high school students will lose their exam exemption privilege for that semester. 2.) On the third, the fine will increase to \$10 per detention. 3.) On the fourth and fifth times, students will be suspended for a full day. Junior High school students can expect the following: 1.) On the first and second time there will be \$5 fine per detention. 2.) On the third, the fine will increase to \$10 per detention. All money will be due on the day the detentions are served or the following day.

Students with excessive detentions per grading period may be required to serve a Saturday detention at the end of the grading period and pay a fine. Any student who receives a Saturday detention for excessive detentions will be placed on disciplinary probation.

REFFERALS

Students receive referrals for serious infractions in class or for activities such as skipping class, fighting, cheating, not serving detentions, direct disobedience...etc. Each referral per semester will result in escalating discipline action.

SATURDAY DETENTION

This will be used for excessive detentions, time for skipping classes, excessive referrals and other disciplinary actions by the administration. Students will be charged a fine which is due the day served. Saturday detention may be rescheduled one time. If Saturday detention is not attended on the scheduled day, a suspension will be given and the student will be expected to be at the next scheduled Saturday detention. Students are expected to cooperate fully with the supervisor.

SUSPENSION

Students may be suspended as disciplinary action for any unacceptable behavior. Students may expect automatic suspensions for excessive detentions, excessive referrals, fighting, cheating, and appearance of cheating, skipping classes, smoking, willful disobedience or open defiance of authority. Any student being suspended will be notified in person prior to the suspension of the reasons for suspension. When possible, parents will be given verbal notification as well as the reasons given in writing. **Students will be counted as absent in the classes missed and should expect zeros in academic work (not tests) for those days.** Suspensions will generally be off-campus. Suspended students will not be allowed to attend any day or evening school activities during the suspension period.

EXPULSION

Expulsion decisions are upon recommendation of the administration. A student may be dismissed if the parents will not cooperate with the school, or if the student's conduct, attitude, or lack of effort makes it inadvisable for him/her to remain. A student may also be dismissed for excessive unexcused absences. Serious offenses such as smoking, use of alcohol, drug abuse, specific cases of immoral behavior, etc., subject a student to immediate expulsion. Expulsion actions will be made final by school board decision. Students may be unable to attend the school the following year based upon discipline problems, poor attitude, excessive detentions, teacher recommendations, or administrative decision.

PROBATION

Students may be placed on academic or disciplinary probation. Specific guidelines of the probation will be communicated to the individual student and parent.

DISHONESTY IN TESTING

It will be considered dishonesty in testing if cell phones are in use during a testing situation

****These guidelines also apply to the appearance of dishonesty in testing***

1st Offense:

- "0" on test
- One day suspension - "O's" in all classes
- Placed on probation for remainder of school year

2nd Offense:

- "0" on test
- Two day suspension - "O's" in all classes

3rd Offense:

- Automatic F in that class for the report card grade
- Two day suspension - "O's" in all classes
- Two week suspension for extra-curricular activities
- Loss of positions...NHS, class officer, etc.

4th Offense:

- F for semester in that class
- Three day suspension - "O's" in all classes
- Six week suspension from extra-curricular activities
- Possible expulsion from school

5th Offense:

- Expulsion from school

Classroom Procedures 2010-2011

Listed below is an abbreviated list of general classroom procedures. Students are expected to comply with individual classroom policies and procedures for all teachers and classes. Disciplinary action will be taken when these guidelines are not followed.

1. Come to class prepared. It is your responsibility to have textbook(s), paper, pen, pencil and all other necessary materials with you before class begins. Lost books will be paid for before another book is issued.
2. Be on time. Be in your seat before the bell stops ringing. Running and diving for the seat is not acceptable. Do not leave your seat during class without permission.
3. Any school communication (notes, writing assignments, detentions, etc.) sent home must be returned the following day.
4. **No food, drink or gum is allowed in classrooms, hallways or school/church buildings.**
5. No talking or communication during class without permission.
6. No turning around in your seat, sleeping, putting head down, combing hair or playing. Do not wear sunglasses, hats, or use make-up in class. Unauthorized materials will be held by the teacher until the end of the semester.
7. Do not distract other students. Students are expected to pay attention and follow all instructions.
8. Do not write on the desks, walls, chalkboards, bookshelves, etc.
9. Do not touch or disturb any material on the teacher's desk or on another student's desk. Do not touch or play with any equipment in the classroom.
10. Students are not to have offensive writings, drawings or pictures on the covers of books, in textbooks, in lockers, etc.
11. Students are not to write notes or accept notes from other students.
12. Students are expected to keep up with homework assignments.

NON-UNIFORM DRESS CODE GUIDELINES 2010-2011

GRADES 6-12

****THESE GUIDELINES APPLY TO ALL NON UNIFORM DAYS and ALL SCHOOL SPONSORED GAMES AND ACTIVITIES***

Please follow these guidelines CAREFULLY for non-uniform days. **These guidelines also apply to attending all athletic events, home and away, and all school sponsored activities.** Each non-uniform day may include one or more of the following elements so please watch your notices for specifics. (eg. Field trips and in-school days may differ). Be aware that many of the popular, trendy styles in jeans, pants, tops and dresses will not be acceptable for non-uniform days.

GIRLS

DRESSES – modest, length is to be the same as uniform guidelines, which is to the top of the knee in the front and to the bend of the knee in the back. No low-cut, tight fitting, Lycra, spandex, spaghetti strap, one shoulder or halter.

SKIRTS – non-clingy (no Lycra or spandex), length is to be **to the top of the knee** in the front and to the bend of the knee in the back. This includes skirts with leggings worn underneath. Slits should be no higher than the top of the knee.

PANTS – slacks, jeans or Capri pants that are neat and modest (not tight or low cut). No low rise, low riding or hip hugger jeans or pants. No Lycra, spandex, torn or ripped. No sweatpants, track pants or pajama pants.

SHIRTS – neat, modest and loose fitting. No tank tops, tube tops, one strap or spaghetti strap tops may be worn either alone or under another shirt. No midriff, halter, low cut, tight fitting, Lycra, or spandex. Length of shirts must be such that they will remain tucked in when arms are raised and during other normal activities. The stomach, back and sides must remain completely covered when walking, standing, sitting and at all times. Sleeveless shirts must be at least four finger widths across the top of the shoulder. Tops must not be tight fitting, faded or have offensive language or pictures or be distracting in any way.

SHOES – If a student must wear alternative shoes for medical purposes, they must bring a note and wear a proper shoe on the non-injured foot. No flip-flops or open-toed shoes.

SHORTS – **Non-uniform shorts are NOT allowed to be worn in school on non uniform days.** When shorts are worn on field trips, to athletic events, practices or any school sponsored event the length of the shorts must be loose fitting and to the bottom of the fingertips when arms are at rest at the sides. (No bike shorts, cheerleading (Soffee), or low riding styles)

BOYS

PANTS – slacks or jeans that are not torn or ripped or hanging off the hips. **NO non-uniform shorts,** sweatpants, track pants or pajama pants.

SHIRTS – must not be faded, torn or have offensive language or pictures or be distracting in any way. **For picture day, collared shirts are required.**

SHOES – no sandals may be worn. If a student must wear alternative shoes for medical purposes, they must bring a note and wear a proper shoe on the non-injured foot.

Cell Phone Policy 2010-2011

HCA has found it necessary to focus more on this issue because of the level of distraction it has become. Playing games, needless communication with friends in the school and from other schools during school hours, issues of dishonesty in testing, and inappropriate, even pornographic photos, are adding to the lack of focus on the educative agenda. We ask the parents to join us in the pursuit of academic excellence by discussing these guidelines with your children and supporting the school when consequential measures are taken.

We are asking parents who need to communicate with their children during school hours, to **call the main office**. The office staff will get the message to the individual student. The students can either use the office phone or gain permission to use their cellular phone.

The following guidelines are in effect from 8:00 AM to 3:00 PM, Monday through Friday during the normal school year. This includes time between classes; lunch time; break; to, from or during chapel; in locker rooms, bathrooms and on field trips; or anywhere on campus, in any of the facilities.

1. Cell phones are not to be visibly worn. They may be stored in automobiles, backpacks, pockets, purses, lockers, etc.
2. Cell phones are to be kept **OFF**, (vibration or silent settings are not acceptable)
3. Cell phones cannot be out for any reason during a testing or quizzing time, including for calculator use.
4. Cell phone numbers must be registered with the main office.

A student may not have a phone out to place or answer a call, place or answer a text message, take pictures or send pictures, or use internet capabilities without the expressed permission of a teacher or administrator. Cell phones that are activated or used in any way without permission will be taken immediately.

First offense: Cell phone (including sym card) will be taken until the end of the day. May be picked up in the main office.

Second offense: Cell phone (including sym card) will be taken for three school days. If the phone is taken on a Thursday or Friday, the phone is held over the weekend until the third school day is finished.

Third offense: Cell phone (including sym card) will be taken for five school days. Phone will be held over the weekend.

Fourth offense: Cell phone (including sym card) will be taken for one month (28 days).

Fifth offense: Cell phone (including sym card) will be taken for the remainder of the school year.

**** These guidelines also apply to summer school during the hours of 8:00 AM to 12:00 PM, Monday through Friday.*

There will be no exceptions to this policy.

Highlands Christian Academy Bullying Policy 2010-2011

HCA seeks to provide the best educational setting for all its students and promotes an environment where students are able to learn, free from harassment and bullying of any kind. All students are expected to maintain Christian standards in courtesy, kindness, and in the treatment of staff and fellow students. (Colossians 3:12)

What is Bullying?

Bullying is identified as any behavior, verbal or non-verbal that is intended to cause physical, emotional, psychological or social harm. Bullying may be direct (face to face) or indirect. Bullying behaviors that are not addressed generally escalate in to more aggressive behaviors over time. These are learned behaviors that can best be addressed by teachers who demonstrate and teach pro-social behaviors

Bullying Behaviors

The following is a list of behaviors that demonstrate bullying. A student who demonstrates a bullying behavior may not be a bully. It is the goal of HCA to reduce bullying by addressing these types of behaviors as they occur.

Physical Behavior

1. Intentionally endangering the welfare of others. Such behaviors are not limited to but include the following:
 - Hitting, shoving, kicking, spitting on, punching, poking, pushing, blocking, tripping
2. Other examples of physical bullying include:
 - unwanted touching, rude gestures, taking or damaging another's property, extortion of money, or other items, making someone do something they otherwise would not do

Verbal behavior

Verbal bullying includes but is not limited to the following:

- name calling, teasing, bossing, threatening, making fun of another's appearance, physical characteristics, or cultural background making fun of another's actions

Indirect behavior

Indirect bullying includes but is not limited to the following:

- exclusion from activities or social groups, spreading rumors, circulating inappropriate notes or drawings, using other people to threaten, intimidate, or humiliate another, encouraging others to violate the anti-bullying policy

Cyber bullying

In as much as technological advances have provided opportunities for students to communicate electronically, the following behaviors will be considered bullying.

- sending of inappropriate or threatening emails or text messages creating or posting inappropriate or threatening information or pictures on websites (i.e. Facebook, MySpace, etc)

Reporting Bullying

It is the responsibility of all faculty and staff members to report all occurrences of bullying behaviors as outlined in this policy. Parents and students who have knowledge of such behaviors are encouraged to report this information and may do so without fear of consequences. Additionally, students who feel that they have been or are becoming the victims of bullying behaviors should notify the school counselor, teacher, or administration. Those parents or students who report such behaviors will not be the target of retaliation or reprisal in any way. Any individual who withholds information regarding bullying behavior or provides inaccurate or false information will be subject to disciplinary action including possible removal from school.

Prevention and Education Procedures

Written Notices

Notices of what constitutes bullying or bullying behavior, that bullying is prohibited, and the consequences of engaging in bullying or bullying behaviors will be posted throughout all buildings on campus.

A copy of the bullying policy will be posted on the school website (highlandschristian.org) and can be made available to any interested party if requested.

Employees, students, parents, and others are encouraged to take advantage of any opportunities to participate in programs or activities which promote the knowledge and skills needed to prevent and/or respond to bullying or bullying behaviors.

Responses to Bullying or Bullying Behaviors

HCA recognizes that not all bullying behaviors should be considered bullying or willful violation of this policy. However, all bullying behaviors will be addressed according to the procedures outlined below.

Each bullying offense will be referred to school administrators for disciplinary response. Each offense will require a parent's signature on a discipline incidence form.

- 1st Offense - meet with administrator, punitive actions determined
- 2nd Offense - assigned 1 day detention
- 3rd Offense - assigned 2 day detention
- 4th Offense - assigned minimum of 1 day In School Suspension
- 5th Offense - assigned minimum of 2 days Out of School Suspension
- 6th Offense - student may be recommended for dismissal

Note — The administration of Highlands Christian Academy reserves the right to treat any single act as severe enough to warrant any of the discipline measures including dismissal from school.

Consequences will only take effect after an incident has been thoroughly investigated and can be corroborated by multiple sources or eye witnesses.

Computer & Technology Usage Policy 2010-2011

Highlands Christian Academy (HCA) is dedicated to providing students with advanced technology resources which make learning more efficient and enjoyable. In order to keep our facilities in working order and ensure a safe, Christian environment for learning, the following agreement outlines what is expected of anyone who uses the technology resources on the campus of HCA.

Stewardship of Equipment

HCA has invested a large amount of resources into providing adequate computer workstations and computer facilities. The following rules apply to the computer labs or any area where computers are made available for student use.

1. Students are expected to treat all equipment and facilities with appropriate care.
2. No food or drink is allowed in the computer labs (no exceptions).
3. Students are not to put their feet on the desks or computer equipment in any way.
4. Sitting on the computer desks is prohibited.

Failure to comply with guidelines 1-4 will result in a detention.

5. Students are not to damage/tamper with any computer equipment or the computer desks in any way.

Failure to comply with guideline 5 will result in a referral and possible financial reparations for any damaged equipment.

Internet Access & Network Conduct

Many things can be found on the Internet that do not follow Christian standards or beliefs. HCA subscribes to a content filtering service to block content which we feel would be detrimental to our beliefs as Christians and/or harmful to students. Despite our steps to protect the students from harmful content, certain items may still be able to be accessed despite our best effort to control access to these items. Below you will find a list of guidelines that pertain to use of the internet and general network conduct.

1. Accessing pornographic materials is strictly prohibited. This includes items that may be deemed as "soft porn."
2. Students are not to engage in any online conversation that is discriminatory or harassing, derogatory to any individual or group, obscene, sexually explicit, defamatory, or threatening. This includes conversations via chat programs, forums, journals, blogs, message boards, email, or any other form of digital media.
3. Students should refrain from violating laws governing copyrighted material. This includes plagiarism of copyrighted books or media; downloading, viewing, or sharing copyrighted files of any type is also prohibited.
4. Students are not to use a teacher's workstation unless specific permission is given by a teacher.
5. Vandalism and mischief that incapacitates, compromises, or destroys HCA resources is forbidden. This includes the uploading of computer viruses, illegal use of other users' passwords, or attempting to gain access to secure areas of the network.

Failure to comply with any of the listed guidelines above will result in appropriate disciplinary action.

STUDENT AGREEMENT OF COOPERATION 2010-2011

Students are expected to abide by the rules, regulations, and standards of conduct throughout their enrollment whether at school, or elsewhere. Students found to be out of harmony with the Academy's ideals of work and life may be invited to withdraw whenever the administration determines that it is necessary.

As a student of Highlands Christian Academy, I will refrain from swearing, smoking/use of tobacco, indecent language, gambling, use of alcohol, disorderly and boisterous behavior, usage and/or possession of narcotics and other dangerous drugs (including marijuana). **HCA drug policies include the right to search lockers, student vehicles, and other student property. The school will reserve the right to administer or require drug testing of any student, on a random or specific basis.** Refusal to submit to testing can result in dismissal. As a student, I should not give or attend parties or get-togethers in which any of the above mentioned activities take place or are made available. (Hard rock or heavy metal concerts, night clubs, and the like are included in the definition of gatherings where unwholesome activities prevail and are, therefore, off-limits for students.) Furthermore, as a student, I am required to maintain Christian standards in courtesy, kindness, morality, sexual behavior, and honesty. I understand these standards apply to my computer activities including personal websites. I will conduct myself in such a manner that would be above reproach in all areas of my life. I will dress modestly and appropriately for all occasions, adhering to the HCA dress code.

I understand the "disciplined life" requires regular and consistent effort in the academics; therefore, I will accept the pressure applied to bring improvement in my studies.

I agree to abide by the standards of conduct and other regulations expected of each student while attending the school, and must not give the impression to students, parents, or faculty that I am not in harmony with the goals, aims, and standards of Highlands Christian Academy.

Students who cannot agree with these policies and guidelines should not attend the school. Parents who cannot agree to support these policies and guidelines should not enroll their child in the school.

*****KEEP THIS AT HOME FOR REFERENCE/ SIGN AND RETURN THE FORM INDICATING BOTH STUDENT AND PARENT HAVE READ AND AGREE TO ABIDE BY THESE GUIDLINES.***

HEALTH AWARENESS POLICY

Influenza Policy for Highlands Christian Academy 2010-2011

Highlands Christian Academy will continue to receive guidance from the Center for Disease Control (CDC) regarding influenza during the 2009-10 school year. Based on the severity of the 2009 H1N1 flu-related illnesses thus far, this guidance is designed to decrease exposure to regular seasonal flu and 2009 H1N1 while at the same time limiting the disruption of regular activities and learning in the school.

At this point, with the most recent information available, the CDC is encouraging schools to remain open. If it becomes necessary for HCA to close, we will contact you immediately with additional information.

HCA will be implementing increased preventative procedures during this school season. Please take special note of the following information and policies being put into place in order to protect our students, families, and staff.

Symptoms of H1N1 may include fever and cough – and may also include sore throat, body aches, headache, chills, runny nose, fatigue, and diarrhea. If your child shows these symptoms, it is HCA policy that you keep him or her home and see a doctor before bringing him or her to school. If your child is diagnosed with H1N1, it is essential that you notify the school immediately so we may take proper steps of precaution.

CDC Recommended Prevention at Home

- Please teach your students good hygiene which includes coughing and sneezing into their elbow, and not into their hands.
- Discuss with and teach your students to never share a drink.
- Instruct your students to wash hands with soap often, keep hands to self, and limit physical contact with other students.

Influenza Prevention at HCA

- Kindergarten and elementary students will wash hands during restroom breaks. They will also use hand-sanitizer such as Purell before lunch and other times during the day.
- Secondary students are encouraged to wash hands often and, likewise, use hand-sanitizer kept in their lockers. This step alone may make a significant difference in the health of our secondary students.
- All students in the school are requested to provide personal supplies of hand-sanitizer and Kleenex.
- Classrooms and offices will be disinfected on a daily basis at HCA.

Policy for Sick Students at Home

- Sick students may not come to school. If your child feels ill in the morning, please keep him or her home to see what develops. Students with flu-like symptoms (see box above) should be kept home until seen by a physician. Any student with a fever near to or over 100 degrees and above may not come to school. The CDC recommends, and HCA requires, that individuals with influenza-like illness remain at home until at least 24 hours after the fever naturally breaks, without the use of fever-reducing medications.
- If your HCA child is diagnosed with H1N1, you will be expected to notify the school immediately and keep him or her home until cleared by a physician to be in school. A doctor's note will be required upon return to school.
- If another family member is diagnosed with H1N1, please notify the school. The CDC recommends that students with H1N1 in the home stay home for a period until seen and cleared by a doctor to be at school.

Policy for Sick Students at HCA

- Please understand our policy: **SICK STUDENTS MAY NOT BE IN SCHOOL!**
- The CDC stresses the importance of early identification of ill students and staff. If a child comes to school sick, or becomes sick at school, he or she will be isolated from other students, and a parent will be called.
- If your child has a temperature near to or over 100 degrees, or appears to have other contagious symptoms, you will be expected to pick him or her up, or provide alternate transportation, within 30 minutes. This policy is important to protect the health of our HCA school community. Please prepare ahead of time for situations when you might not be available to arrive within that time.
- Students must be fever-free without the use of fever-reducing medications for 24 hours before returning to school. This means that if your child is sent home with a fever on Monday, he or she may not be at school on Tuesday – and may only return after being fever-free for 24 hours. This policy has been put into place to protect the students, families, and staff of HCA.

When a student comes to school sick, the health of fellow students and staff is at risk. As school staff, we will stay home when we are ill so others are not exposed, and we implore you as parents to do the same with your children. It is our prayer that the HCA family will have a safe and healthy school year. Please pray with us for the health and well-being of all our students and staff.