

Dear Parents,

Parents in this geographical area enjoy the advantage of a multitude of choices concerning private education. We are pleased and honored that you have entrusted Highlands Christian Academy with the privilege of serving your family in the ministry of Christian education. The responsibility of assisting parents in the development of children is a humbling and demanding responsibility. We trust that together we will be successful in producing young people with an outstanding educational foundation and a heart to serve their Creator.

God has blessed Highlands Christian Academy with exceptional facilities. Four educational buildings, a gymnasium equipped with science lab, music center, plus athletic fields and acres of land give Highlands a functional and beautiful campus. Committed professionals strive to teach academics as well as character to the students God has given directed to attend HCA. An experienced and dedicated administration stands ready to guide in this process toward success. These advantages, plus many others, make Highlands a leader in the field of Christian and private education.

We trust that the selection of Highlands Christian Academy will prove to be a wise and productive choice. May God bless you as we work together to train and educate your children.

Sincerely in Christ,

Kennith R. Lopez  
HCA Administrator

*Highlands Christian Academy is dedicated to the process of assisting parents In the biblical training of students In all aspects of Christian education and living.*

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## **WELCOME TO HIGHLANDS CHRISTIAN ACADEMY**

Students have before them one of the greatest opportunities of a lifetime—that of attending a Christian school. Many people have sacrificed and worked diligently to provide this opportunity. Parents, teachers, administration, school board, and countless others have all had a part in making Highlands Christian Academy an ongoing reality. It is our prayer that individuals will not take this for granted, but that there will be a consistent attitude of thanksgiving for the kind of education God is giving students through the work here at H.C.A.

## **GENERAL INFORMATION PARENT/STUDENT GUIDE**

Sometimes Parent/Student Guides tend to be negative because they contain rules and regulations, but we trust the positive value of this Parent/Student Guide will be recognized as an asset in helping the entire school family. This booklet is one of the best sources of information for parents and students concerning policies. It is expected, and will be assumed, that students and parents know the policies that have been set forth in this guide as well as the yearly Student Guidelines. It is understood that each student will adhere to all rules, regulations and policies while enrolled in the Academy.

God has promised to bless the ministry of those who are faithful and obedient to Him. Our goal is to assist the parents to "train up a child in the way that he should go and when he is old he will not depart from it." (Prov. 22:6) There must be a team effort on the part of the home, church, and the school in order to accomplish this goal. Parents should not give the responsibility of training the child to the school. The school functions to assist in developing the character qualities that begin in the home. This Parent/Student Guide will help you to understand your responsibility and the importance of your cooperation.

## **PROSPECTUS OF HIGHLANDS CHRISTIAN ACADEMY**

Highlands Christian Academy, accredited by the Florida Association of Colleges and Schools, (FACCS), The Southern Association of Colleges and Schools Council on Accreditation and School Improvement, (AdvancEd SACS/CASI), The American Association of Colleges and Schools, (AACCS), and The Broward County Non Public Schools Association, (BCNPSA), was organized in September, 1965. The first graduating class was realized in 1975. To date, over 1200 students have graduated from the Academy. Full-time staff members are degreed and certified by FACCS and SACS/CASI. FACCS is also a member of FAANS, the Florida Association of Academic Non-Public Schools. From kindergarten through twelfth grade, the program is designed to prepare the student to adjust socially, develop physically, advance academically and grow spiritually.

Highlands offers Kindergarten-3 (Age 3), VPK (Age 4), and Kindergarten-5 (Age 5). The Kindergarten-3 & 4 curriculum is designed to give children a head start in recognizing and using numbers, learning the alphabet and phonetic sounds, reading readiness, learning colors, art, music and Bible. The Kindergarten-5 curriculum includes instruction in phonics, reading fundamentals, math, writing, art, music, and Bible.

The elementary program (grades 1 -5) is designed to give the student a well-rounded, solid academic background. A strong emphasis is placed on learning to read using the phonics method of teaching. Other academic subjects are also stressed, such as traditional math and the language arts, science and social studies. A Beka curriculum, a proven, professional, practical curriculum is used extensively, but not exclusively, throughout the elementary grades.

Extended day care is available for the convenience of parents who have preschool through fifth grade level students enrolled in the Academy. This service is available before and after the regular school day hours.

The junior high program (grades 6-8) builds upon the foundation established in the elementary grades. Preparation for high school is emphasized: additional classes in Physical Education, choral music, band, Spanish and computers are included.

The high school program (grades 9-12) is a uniquely designed curriculum covering general and college preparatory courses. In the area of Physical Education, all secondary students receive basic instruction in physical fitness and the fundamental principles of sports. H.C. A. is a member of the Florida High School Activities Association and the South Atlantic Coast Conference. The High School Music Department consists of vocal (chorus and vocal ensemble) and instrumental (Advanced Band, and instrumental ensembles) divisions. The Speech Department has also been active in Fall and Spring presentations, and help in other ministries.

## **PURPOSE**

Highlands Christian Academy is dedicated to the process of assisting parents in the biblical training of students in all aspects of Christian education and living. Since all things are related to God, the secular and spiritual cannot be separated. No person can be properly and completely educated until he is directed into a proper relationship with his Creator, God, through His Son, Jesus Christ.

## **VISION STATEMENT**

We envision HCA as a local, regional, and national leader in Christ-centered biblically based, quality private education. We want our students to become committed Christians who will stand out as leaders in their future educational, vocational, and social pursuits. Our life changing educational experience needs

to be made available to a diverse student population and reflective of our locale and mission.

We envision HCA being a leader in technology, the arts, science, and athletics with a desire to build and upgrade our educational facilities to impact every student in our Pre-K through 12th grade. We envision our graduates impacting their world as leaders educated and equipped as stewards, servants, and caring individuals.

### **MISSION STATEMENT**

Highlands Christian Academy is dedicated to the process of assisting parents in the biblical training of students in all aspects of Christian education and living.

### **SPONSORSHIP OF THE GRACE BAPTIST CHURCH**

Although Highlands Christian Academy is a ministry of the Grace Baptist Church and is a church-related school, enrollment is not limited to those who are members of the Grace Baptist Church. The school serves the entire community. HCA school policy is determined by members of the school governance board and the administration of the school.

### **STATEMENT OF FAITH**

We believe that the Bible, both the Old and New Testaments, was given by inspiration of God, and is our only rule in matters of faith and practice. We believe in creation, not evolution; that man was created by the direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe that all men are born in sin. We believe in the Incarnation, the Virgin Birth, and the Deity of our Lord and Saviour, Jesus Christ. We believe in His vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the necessity of the new birth, and that this new birth is through the regeneration by the Holy Spirit. We believe that salvation is by grace through faith in the atoning blood of our Lord and Saviour, Jesus Christ.

We believe that this creed is sufficient basis for Christian fellowship. We believe all born-again men and women who sincerely accept this creed can, and should, live together in peace, and that it is their Christian duty to promote harmony among the members of the body of Christ, and to work together to get the Gospel to as many people as possible in the time given to us by our Lord Jesus Christ

### **WHO TO CONTACT**

Administrator: Kenneth Lopez  
High School Principal: Leroy Schwab  
Junior High Principal: Larry Smith

Elementary Principal: Dawn Utz  
Pre-School, VPK Director: Robin Peters  
Secondary Guidance: Kenneth Lopez  
Athletic Department: Reg Cook  
Library: Lorri Mathisen  
Extended Day: Lisa Melone  
Registrar: Celia Huntsman  
Technology: Rick Geyer  
Maintenance: Ed Alvarez

## **GENERAL POLICIES**

### **ADMISSIONS**

A student is admitted to Highlands Christian Academy on the basis of cumulative school record, entrance/achievement placement testing, parent contract agreement and statement of cooperation, and interview process. Highlands Christian Academy, as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct, dress, cleanliness, and scholarship. **Admission is not determined on the basis of race, color, nationality, or ethnic origin.** The Academy maintains the right to refuse admittance to anyone who fails to meet entrance requirements and to suspend or to expel any student who violates standards set forth in the standard of conduct in the Parent/Student Guide or other rules of conduct as defined by the administration and the school governance board. All students are admitted conditionally on a trial period.

Applicants for Kindergarten and First Grade must meet H.C.A. requirements for age. Applicants for Kindergarten must be 3,4, or 5 for their respective classes, and applicants for First Grade must be 6 on or before September 1st of the school year. Preschool and Kindergarten students must have a physical examination by a physician. The physical examination requirement also applies to all new students who did not attend school in the state of Florida the previous year. The physical examination form (health and medical form), when completed by the doctor and signed by the same, is required to be turned in to the school office before a new student can attend classes. All students must, according to state law, have current immunization records and birth certificate on file before entering school. Highlands reserves the right to refuse admittance or continued enrollment to students that may be considered a health risk to other students. This determination would be made by the administration and school board. Students who have a communicable disease must notify the school office. A list of communicable diseases is available in the school office.

Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from the school while ill

and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, HCA may require an independent physician's examination of the student or employee to verify the diagnosis of the disease. HCA reserves the right to make all final decisions necessary to enforce this communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

### **ATTENDANCE.**

In order for a student to gain the most in school, regular attendance is imperative. Students should not be kept out of school unnecessarily. Elementary or junior high students with absences exceeding 15 days per semester may be required to repeat the grade.

High school students with absences exceeding 9 per class(es), per semester will not receive credit(s) unless approval for absences is granted by the administration. On the 15th absence per semester students may be required to attend summer school to receive the grade and credit earned in the class. Students with 20 absences or more cannot receive credit in a class. Absences for the following reasons will be considered excused absences: sickness, death in the family, doctor appointments, and dire emergencies. Students may receive excused absences for other reasons (family vacations, special events, etc.) only if permission is requested by the parents prior to the absence. Advance excuse forms are available in the school office and should be used for this purpose.

Parents must write a note to the school explaining the reason for ANY ABSENCE. A student without a note will be considered having an unexcused absence until the written excuse from home is submitted. When a student is out with a communicable illness, such as chicken pox, measles, mumps, etc., he should have a physician's statement that he is now free from the illness before being readmitted to class.

For every three times a secondary student is marked tardy (excused or unexcused) in any marking period, it will be marked as an absence, and the student may be required to make up assignments or time. Cutting individual classes or all day is a serious offense that can result in suspension or expulsion.

Students needing to leave school during school hours MUST be signed out in the main school office by the parents or administration. Leaving school property without signing out will be considered as cutting school. The registration card filled out at the time of registration contains the names of persons, including the parents, who are permitted to obtain students after school or during the day.

Under no circumstances will students be released to anyone whose name does not appear on this form without additional verification.

**NOTE:** It is the policy of Highlands Christian Academy that the students must reside with their parent/parents, legal guardian, or approved power of attorney designee in order to remain in the school. This remains true even if the student has reached the age of 18.

### **CARPOOL PROGRAM**

Any family interested in participating in a carpool program is to check the appropriate box on the registration card. To obtain a list of carpool families in your area, contact the school office and a list will be sent to you. It is your responsibility to contact the families directly to work out details for carpooling.

### **COMMUNICATIONS**

We believe communication to be the key to success or failure in the educational process. The staff and administration will do their best to insure the channel of communication is open and available for parents. We invite parents to take every opportunity to become involved in the education of their children. In addition to the report card and interim reports, other specific communication can be made, such as: assignments or tests to be initialed by the parent and returned to the teacher the next school day by the student, memos, letters, phone calls, e-mail and Edline (an online service). **AT TIMES STUDENTS ARE TO ASSUME AND ACCEPT THE RESPONSIBILITY OF TAKING HOME AND/OR RETURNING TO SCHOOL SUCH HOME-SCHOOL COMMUNICATION.**

Parents are welcome at the Academy; however, when a visit to the classroom is necessary, parents should come to the office first. If a conference is needed, this can be arranged by calling the main school office or by direct contact with the teacher. **Do not meet the teacher before or after school or detain the teacher from his or her responsibilities without an appointment.**

Parents may request a teacher or administrative conference at any time this is necessary. Please contact the school secretary or the administrator to arrange this conference. Time available will include before or after school and during teacher-planning periods. Do take advantage of this tool to assist your child. Parents should first allow teachers to address any problems that arise in the classroom. The administrator will be available after parents have first contacted the teacher. The school governance board will be available after the administrative avenue has been exhausted.

## **HIGHLANDS HIGHLIGHTS**

Highlands *Highlights* is a newsletter periodically e-mailed to provide parents, faculty, and students with information concerning the school. Please take the time to read the articles and items of importance included in this publication.

## **LOST AND FOUND**

Lost and found articles may be turned in or picked up at the following locations: Day Care and Kindergarten—Educational Building I, Elementary, Junior and Senior High—School Office, Gym— Coaches Office. A fine may be assessed to claim student materials which have been lost.

## **MEDICATION/INJURY**

Prescribed medication will be dispensed by the Academy only when a written request, signed by the parent, accompanies the medication. This request must state the time and amount of the dosage, and the name of the medication. The label on the medication must include the name of the doctor, child, and medication, as well as the directions for administration of the medication. In the event of an injury or accident, parents are notified immediately according to the information provided on the registration card. Every effort is made to contact parents before medical attention is obtained. The signed release for medical attention is sent with the student indicating parent permission for treatment. Only first aid is administered by the school.

## **REPORTABLE DISEASES**

Highlands Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either by a susceptible host or infected person or animal to another person. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include but are not limited to:

Acquired Immune Deficiency Syndrome (AIDS)	Salmonellosis
AIDS Related Complex (ARC)	Scabies
Amebiasis	Scarlet Fever
Anthrax	Schistosomiasis
Botulism	Shigellosis
Brucellosis	Smallpox
Campylobacteriosis	StrepThroat Histoplasmosis
Chancroid	Human Immunodeficiency Virus (HIV)
Chicken Pox	Impetigo
Diphtheria	Legionnaires' Disease
Encephalitis	Leptospirosis

Giardiasis  
Gonorrhea  
Meningitis  
Granuloma Inguinale  
Hansen's Disease (Leprosy)  
Hemorrhagic Fevers  
Hepatitis  
Pinkeye  
Plague  
Poliomyelitis  
Psittacosis  
Relapsing Fever  
Rheumatic Fever  
Rickettsia  
Ringworm  
Roseola  
Rubella

Malaria  
Measles (rubeola)  
H1N1  
Meningococcal Disease  
Mononucleosis  
Mumps  
Syphilis  
Tetanus  
Toxoplasmosis  
Trichinosis  
Tuberculosis  
Typhoid Fever  
Typhus  
Vibrio Cholera  
Whooping Cough  
Yellow Fever

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, HCA may require an independent physician's examination of the student or employee to verify the diagnosis of communicable disease. Highlands Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school. Necessary action may include withdrawal from the school.

### **PARENT-TEACHER OPEN HOUSES/ORIENTATIONS**

Parent-Teacher Meetings are held at various times throughout the year to keep parents informed as to what is happening in the school and what their student is doing and will be doing. It is very important that all parents support the Parent-Teacher fellowships with their presence and interest. **Orientations at the beginning of the school year are required meetings for parents.** Financial incentives are available for those in attendance. Parents are encouraged to schedule individual Parent/Teacher conferences as necessary. A list of teacher and administrative phone extensions are made available each year.

### **INSURANCE**

Included in the consolidated fee is coverage for student accident insurance; however, this is NOT a primary policy. Therefore, if a student is injured, the claim should be made with the parent's insurance company first. Then the

school-time insurance will pick up covered expenses that were not paid by the parent's company.

## **REGISTRATION AND FINANCES**

Parents may register their children at the main school office during regular office hours. The registration fee, covering the cost of matriculation, is nonrefundable and is required prior to the processing of an application. There will be a partial refund for students who are tested and not accepted by the Academy. A financial schedule card provides additional information specific to each school year and is available in the school office.

Tuition/fee statements are for one school year. Payment for the year in full receives a reduction and is due the first day of August. Payments may be divided over 10, 11, or 12 months and are paid through *FACTS Management Company* by automatic withdrawal, based on the agreement the family has with the company. An additional consolidated fee, due June 1<sup>st</sup>, covers fees and sundry charges and is nonrefundable after the first full day of school.

There is an automatic late charge for each payment not received by the due date. If an account is past-due for more than 60 days, the student will not be allowed to attend class until a satisfactory arrangement for payment of monies owed has been made and approved between the parent and administration. If there is a balance on the account at the time report cards are issued, report cards will be held until full payment is received.

All checks should be made payable to Highlands Christian Academy and all gifts should be designated clearly as such.

When a student withdraws anytime during a month, no refund will be given for any part of that month. To determine how much tuition should be paid, the total amount for the year is divided by 9 (the number of months in the school year). That figure is multiplied by the number of months of school the student attended to arrive at the amount of tuition that should have been paid. If too much has been paid, we refund the overage. If there is a balance remaining, the amount due must be paid before report cards or records can be released. All books, equipment, etc. must be turned in or the parent will be charged for those materials.

No financial adjustments are made for absences of any part-time or full-time students.

Additional information concerning tuition, fees and rate schedules can be obtained through the main office.

**PROCEDURES FOR REGISTRATION OF NEW STUDENTS:** Open enrollment starts on the first school day of January.

1. Complete registration card (including emergency names), pay registration and orientation fees.
2. Complete an Allergy/Physical Limitation form.
3. Students applying for grades K5-12 must be tested or have achievement results verified.
4. Complete parent and student questionnaires, with signature on Agreement of Conduct.
5. Parents read Parent/Student Handbook, General Information, Statement of Faith, Agreement of Conduct.
6. Parent provides copy of birth certificate, immunization form, and health form.
7. Students (grades 6-12) and parents have interview with administrator.
8. Pay consolidated fee.

*\* HCA follows the Florida guidelines that students must be proper age on or before September 1.*

*\*\* Students may be denied admission at any point in this process based on qualifications not met.*

**REENROLLMENT:** For current families, starts the first school day of December.

1. Complete white reenrollment card (including emergency names), pay registration and orientation fees.
2. Verify with your doctor that all health forms and immunizations are up-to-date.
2. Pay consolidated fees.
3. Pay first month's tuition.
4. Secondary students sign Agreement of Conduct for the new year.
5. Complete an Allergy/Physical Limitation form.

*\*\* Students may be denied admission at any point in this process based on qualifications not met.*

### **RESOURCE CENTER/LIBRARY**

The purpose of a Resource Center is to provide a designated place where books, magazines and other references and study materials are available for students. Students will be expected to follow procedures prescribed for checking out and returning materials. Payment will be required for lost or damaged books. At the end of each grading period, report cards will be withheld until overdue books are returned and/or fines are paid.

### **SCHOOL CLOSURES**

Announcements for school closures will be determined by the administration. When weather conditions threaten closing of the school, parents and students

should listen to radio stations **WRMB 89.3 FM or WAFG 90.3 FM or WAYF 88.1 FM** for current announcements. Conditions permitting, the Academy will attempt to e-mail updates, and record a message in the main office at the main school phone number.

### **SCHOOLDAY**

The acceptable time of arrival of students on campus is 20 minutes before the beginning of the school day. When students arrive, they are to wait in an orderly fashion until the fifteen-minute bell for junior high and ten-minute bell for the high school; they then are to report to their classroom or first period class. Students are to be picked up promptly at the end of the school day. Students are requested not to remain on school property unless attending help classes, practices, games, or other extracurricular functions. Parents should expect to **pay for extended day care or study hall if their student remains on school property after hours.**

### **EXTENDED DAY**

HCA offers an extended day program for enrolled students from K3-5th grades. Supervised care is provided from 7:00 AM until 6:00 PM. Contact the school office for costs and details. A paid after-school study program is available for junior high students.

### **STUDENT DRIVERS**

It is understood that student drivers must obey all state and school driving rules and regulations. It is further understood that students will drive safely and adhere to the 10 mph speed limit on campus. Upon arrival to school, the vehicle must be parked in the designated area. Students will leave the parking area and go directly to the area designated for students. Students are not to enter cars during school hours unless specific permission has been granted. Students are not to sit in cars before, during or after school hours. Students are not to have a vehicle in areas of the campus other than the parking area without specific permission from the administration. Infractions of these driving rules can result in suspension of driving privileges. Students under driving suspension are not to drive to school. Automobiles must be registered with the school office by the end of the first week of school or within three days for those starting to drive during the year. Students will be given a list of driving regulations when they register their vehicles. Students will be issued parking sticker permits. Student drivers assume responsibility for all those riding with them.

## STUDENT VISITORS

Visitors may not attend 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 H.C.A. alumni or students who have withdrawn from the Academy. No students from other schools are permitted to wander about the campus.

## TELEPHONES

The school phones are business phones and are used for official calls. Students will not be called out of class to come to the phone unless it is deemed an emergency by office personnel. Students are permitted to use the designated - phone located in the main office with the permission of an office worker or administrator. There may be a charge for calls other than emergency.

## CELL PHONES

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 7:45 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. The time extends to 4:00/4:45 on Thursdays for those involved in detention hall.*

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 on **SILENT ONLY**. (vibration setting is 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 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 **ONLY** with

the expressed permission of a teacher or administrator. Cell phones that are activated or used in any way without permission will be taken immediately including the SIM card.

**First offense:** Cell phone will be taken and can be picked up at the end of the day.

**Second offense:** Cell phone 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 will be taken for five school days. Phone will be held over the weekend.

**Fourth offense:** Cell phone will be taken for twenty-eight school days. Phone will be held over the weekend.

**Fifth offense:** Student will no longer be able to have cell phone at school for the remainder of the semester.

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

## **TEXTBOOKS/EQUIPMENT**

Textbooks are furnished for all students and are the property of the school. Learning to accept the responsibility for proper care of books and equipment is an important aspect of character development. Students are required to keep books protected with book covers. If textbooks and/or workbooks are lost, parents will be accountable for the total price of replacing such books. Damaged books will be assessed accordingly.

Equipment on school property damaged by a student will be replaced or paid for by the student and/ or parent. Additional disciplinary action may be taken by the Academy.

## **TRANSFER STUDENTS**

In order for a student to enter at his present grade level, the student must satisfactorily achieve at or very near grade level on the entrance/achievement testing. Any student scoring below grade level may be placed in the grade best suited for the pupil's achievement. The decision for placement is at the discretion of the Academy. It is the general policy of the school not to accept transfer students whose accomplishments have not been up to acceptable standards. For HS Students, courses coming from a previous school must come

in the form of an official transcript. HCA will grant the student credits based on the name and course code sent from the previous school. If HCA is unable to determine the class based on the FDOE course names and codes, we request a course description from the previous school. Home school credits are accepted on the basis of previous records provided by the parent and achievement testing. Home school credits may be validated by acceptance and progress in the high school program. Students who are enrolled in high school classes at HCA and leave to pursue home school credits will not be accepted back into HCA without school board approval.

### **TRANSPORTATION-PARENT**

Cooperation is necessary in order to eliminate traffic problems and to keep the traffic moving. Please follow these instructions for the safety of our students.

- 1) Observe 10 MPH speed limit on campus at all times.
- 2) Enter and exit by designated driveways.
- 3) Observe one way signs and instructions during designated periods before and after school.
- 4) Pay special attention when backing in or out of parking spaces.
- 5) Observe directives of school security guard.

### **WITHDRAWALS**

Withdrawals **MUST** be conducted through the school office with the proper form. If a student is withdrawn anytime during a month, no refund of any part of that particular payment will be made. All books, equipment, etc., must be turned in at the time of the withdrawal. A parent will be charged for any books, equipment, etc., which are not turned in at that time. Report cards and/or student records cannot be released until all accounts are cleared.

### **WORKING STUDENTS**

Home, school, or personal financial obligations sometimes make it necessary for students to seek employment during the school year. To accommodate this particular need, H.C.A. will extend the privilege of a condensed school day to qualified working twelfth graders. Specific guidelines may be obtained from the administration.

### **STUDENT CONDUCT STANDARDS**

#### **AGREEMENT OF CONDUCT**

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 of 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 or 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.

Students must understand the "disciplined life" requires regular and consistent effort in the academics and accept the pressure applied to bring improvement in their studies.

Students must 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 they are not in harmony with the goals, aims, and standards of Highlands Christian Academy.

**6th-12th grade students and their parents will sign the Agreement of Conduct the first week of school.**

## **CHRISTIAN CHARACTER**

While many schools work to develop the academic or extra-curricular abilities of their students, some fail to properly provide for the character growth of the student. Character development and spiritual growth are an important part of the program, purpose, and philosophy of Highlands Christian Academy. The school maintains that character is often developed through a consistent discipline effort.

## **DISCIPLINE**

The aim of Christian discipline is to assist the child in developing a lifestyle consistent with God's expectations. The Academy will seek to balance discipline methods with both admonishment and praise, and to emphasize what is expected behavior according to our Biblical example.

**Kindergarten and elementary students** will receive discipline attention with both positive and negative directives. The desire of the school is to establish early patterns of behavior that will result in the self-discipline of the individual student. Discipline will be administered with an attitude of love and concern for the child. Kindergarten and elementary students are responsible for following the guidelines of the classroom and special class teachers, as well as the administration. Progressive steps of discipline will be implemented to insure an atmosphere conducive to learning.

**Secondary students** will be expected to maintain the highest standards of conduct at all times. This will include the specifics delineated in the Agreement of Conduct and the Discipline Guidelines reviewed in orientation each year. Students will be expected to comply with procedures used such as writing assignments, detentions, Saturday workdays, suspensions, and other means deemed necessary by the administration.

### **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.**

### **Detentions**

Detentions may be used for unacceptable behavior, excessive tardies, incomplete work, make-up time for absenteeism, etc. Students are expected to inform parents of detentions received at school. Transportation of the student is fully the responsibility of the parents. Excessive detentions may lead to suspension or expulsion. Detentions must be served by the end of each grading period. Students with unserved detentions will receive O's for class work while the detention(s) are served. Students will be charged a rate of \$5 per unserved detention. On the second and following times this occurs there will be a loss of the exam exemption privilege for that semester. The third the fine will increase to \$10 per detention. On the fourth and fifth times students will be suspended for a full day. All money will be due that day or the following day. Students with 5 **unserved detentions** will be suspended from attending classes. The student will receive O's in the classes during the suspension for homework, quizzes, and classwork.

### **Referrals**

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.

## **Suspension**

Students may be suspended as disciplinary action for any unacceptable behavior. Students may expect automatic suspensions for excessive detentions, unacceptable language, excessive referrals, fighting, cheating, 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 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 make it inadvisable for him to remain. A student may also be dismissed for excessive unexcused absences. Serious offenses such as smoking, use of alcohol, narcotics, 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.

## **DRESS CODE Kindergarten Students**

Kindergarten students will be required to dress in uniforms. Pre-K students do not have to wear uniforms. Girls may wear dresses and long or short pants outfits, modest and in good taste. Boys may wear long or short pants outfits. Any T-shirts worn should not picture rock stars, movie stars, or display derogatory statements. The Boys' Hair Code listed later will apply to K3-12th grade boys.

## **Elementary - Secondary Students**

**ALL STUDENTS GRADES 1-12 ARE REQUIRED TO WEAR UNIFORMS PURCHASED FROM THE UNIFORM COMPANIES.**

Elementary girls' shirts and blouses must be neatly tucked in. Belts must be worn with the shorts in elementary. Girls in kindergarten through 5th grade should not wear open-toed shoes.

Elementary boys must wear shirts neatly tucked in. Boys must wear belts. Boys are not to wear open-toed shoes.

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

***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.

### **NON-UNIFORM DAYS AND FIELD TRIPS.**

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.

***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

### **Prohibited Articles**

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 on silent mode. Phones that are used for any purpose (pictures, text messages, calls...etc) without permission anywhere on campus will be taken and **held for three days** with penalties increasing with additional infractions. 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, and must be reclaimed by parents and can be held until **the end of the semester**.

The administration reserves the right to use warnings, detentions, and suspensions to deal with dress code and prohibited articles violations. Continued infraction of these rules will result in expulsion.

**We also would appreciate parents dressing appropriately when they come to school and school functions. Please note - NO SMOKING on school/church property.**

### **INTERNET ACCESS & NETWORK CONDUCT**

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.**

## **ACADEMICS**

### **ACADEMIC/EFFORT/CONDUCT EVALUATION SYSTEMS**

The purpose of our report system is to give parents and students an indication of the progress or lack of progress which is being made. Evaluations are issued each nine weeks during the school year for junior high, elementary and kindergarten students. High school students receive six-week evaluations.

### **KINDERGARTEN EVALUATION**

1 Excellent   2 Satisfactory   3 Needs Improvement   4 Unsatisfactory

### **ELEMENTARY/SCHOLARSHIP GRADES**

A+ 100-97	B+ 89-87	C+ 79-77	D+ 69-67
A 96-93	B 86-83	C 76-73	D 66-63
A- 92-90	B- 82-80	C- 72-70	D- 62-60
			F 59 and below

**Elementary students** failing two or more major subjects for the year should expect to repeat the grade. Students may also be held back due to teacher recommendation, achievement test results, administrative decision, or a combination of these. **Jr. High students** who fail Math, English or more than two subjects for the year will be required to attend summer school for that subject area and pass it. A junior high student who fails four of the five major subject areas for the year will not be promoted; summer school is not an option if the student is returning to HCA.

### **ELEMENTARY - HIGH SCHOOL CONDUCT AND EFFORT EVALUATION**

1 Excellent   2 Satisfactory   3 Unsatisfactory   4 Unacceptable

### **HIGH SCHOOL AND JUNIOR HIGH- SCHOLARSHIP GRADES**

A	100-90	Excellent	4 Quality Points
B	89-80	Good	3 Quality Points
C	79-70	Satisfactory	2 Quality Points
D	69-60	Unsatisfactory but passing	1 Quality Point
F	59-0	Failure	0 Quality Point

INC. Indicates that the student has necessary work or course requirements to be made up within ten school days of the end of that particular marking period or a grade of F and/or loss of credit will automatically occur.

\* Honors/AP classes will earn additional quality points

## **PROGRESS REPORTS**

Between each report card, progress reports are made available online for students on K5-12<sup>th</sup> grades. Parents are notified if a student is below a "D" and encouraged to view Edline reports.

## **HIGH SCHOOL**

Students earning an A or B in all classes, recording 1's or 2's in all conduct and effort grades for all three six-week's marking periods in all classes, and not having more than 6 absences in a class, will be exempt from final exams and will receive an A for all exams. **EXCEPTION: HONOR/AP CLASSES - All students in honor/AP classes will take the final exams in those classes.** Students who elect to take an honors class may be exempt provided a 95% is maintained and all other criteria are met.

## **CLASSWORK AND ASSIGNMENTS**

Classwork and assignments are an important part of each student's educational process. Classwork and assignments are not given unnecessarily. Students are responsible for all assigned work, course requirements, etc. A parent's signature on assignments may be requested to indicate that the student made a conscientious effort to fulfill the assignment. Assignments are given for the following objectives:

- 1) **Drill** - Most students require solid drilling to master material essential to their educational progress.
- 2) **Practice** - Following classroom explanation, illustration and/or drill on new work, assignments help the student to master material.
- 3) **Remedial Activity** - As the instruction progresses, various weak points in a student's grasp of a subject may become evident; therefore, work following instruction can help overcome such difficulties.
- 4) **Special Projects** - Book reports, compositions, special research assignments and projects are some of the activities that broaden the student's perspective and are frequently the subject of assigned work.

While parents may assist by seeing that the work is done and by explaining work when necessary, the work must be done by the student, and the student must take responsibility for it. Parents are invited to discuss this phase of cooperation with teachers.

### **Suggestions for ways the parent can help the student with studies:**

- 1) See that the student has an organized and complete way of recording assignments. Students are encouraged to have and use an assignment notebook. (It is wise for parents to check the assignment book from time to time, and in

some cases very frequently, especially if the student often relates there are no assignments, etc.)

- 2) Provide a quiet well-lit study area and be sure all necessary tools and materials for work are available.
- 3) Keep distractions of any sort to a minimum. Student phone calls might need to be limited and minimized.
- 4) Parents should check periodically to make certain the work is being completed.
- 5) Use Edline on a consistent basis to follow class work and grades earned. In some instances, it may be necessary or helpful for parents to spend time helping their children or to provide additional assistance when special help is indicated. Parents may also request weekly or biweekly updates from the administration concerning academic progress of their students.

## **CURRICULUM - HIGH SCHOOL**

- \* \* FRESHMAN ENGLISH<sup>1</sup>
- \* \* SOPHOMORE ENGLISH<sup>1</sup>
- \* \* JUNIOR ENGLISH/AMERICAN LIT.<sup>1</sup>
- \* \* SENIOR ENGLISH/ENG. LIT.<sup>1</sup>
- \* \* AP ENGLISH LIT.,
- \* \* AP ENGLISH GRAMMAR AND COMP.
- \* \* PHYSICAL SCIENCE<sup>1</sup>
- \* \* BIOLOGY<sup>1</sup>
- \* \* MARINE SCIENCE<sup>1</sup>
- \* CHEMISTRY— HONORS
- \* PHYSICS — HONORS
- \*\* AMERICAN GOVERNMENT/ECONOMICS<sup>1</sup>
- \*\* WORLD HISTORY<sup>1</sup>
- \*\* AMERICAN HISTORY<sup>1</sup>
- \*\* PSYCHOLOGY/AP PSYCHOLOGY
- \* INTRO TO COMPUTERS
- \* INFORMATION DESIGN
- \* CAREER MATH
- \* CONSUMER MATH
- \* INTEGRATED MATH
- \* ALGEBRA I
- \* ALGEBRA II— HONORS
- \* GEOMETRY- HONORS
- \* PRE-CALCULUS - HONORS
- \* AP CALCULUS
- \* SPEECH/DRAMA
- \* SPANISH I & II
- \* FAMILY & CONSUMER SCIENCE (HOME EC.)

- \* \* PERSONAL FITNESS/ TEAM SPORTS  
WEIGHT TRAINING
- \* \* BIBLE — ONE CREDIT FOR EACH YEAR ENROLLED  
BIBLE/SURVEY OF OLD TESTAMENT  
BIBLE/LITERATURE OF APOSTLE PAUL  
BIBLE/LIFE OF CHRIST  
BIBLE/PRINCIPLES OF CHRISTIAN LIVING  
BIBLE/PROVERBS  
BIBLE /BEHOLD YOUR GOD  
JOURNALISM/YEARBOOK  
CHORUS  
HONORS CHOIR  
BAND  
INTRO TO OFFICE MANAGEMENT  
INTRO TO EDUCATION  
ART  
ADVANCED ART  
LEADERSHIP SKILLS  
ONLINE CLASSES WITH FLORIDA VIRTUAL SCHOOL  
DUAL ENROLLMENT CLASSES ARE AVAILABLE AT LOCAL  
UNIVERSITIES FOR QUALIFIED STUDENTS  
-Many options available; must be approved by administration

- <sup>1</sup> Student may elect class to be honors
- \*\* Satisfactory completion of this course necessary for graduation from HCA.
- \* Colleges prefer to accept students who have completed this or a similar course.

HONORS - Students enrolled in honor courses receive an additional quality point for grades of "D" or higher.

**GRADUATION REQUIREMENTS** as per F.S. 1003.428

Students must have earned a minimum of 16 credits to be classified as a senior. A minimum of 25 credits must be earned for graduation. In order to graduate, credit must be earned in all required courses. Minimum requirements for graduation are as follows:

- Bible 1 credit for each year enrolled
- English 4 credits
- Math 4 credits, (1 credit of Algebra must be earned)
- Science 3 credits (Two classes must have lab components).
- Social Studies 3 credits (1/2 American Government, 1/2 Economics, World History, American History required).
- PE/Health 1 credit (to include health integration)

1 credit of Fine Art, Performing Art, or Practical Art  
Plus electives = 25 credits

All students seeking entrance into the Florida university system must have 4 credits in math at the Algebra I and above level in addition to 2 credits in a foreign language. Students are expected to be aware of necessary requirements for all scholarship, including Bright Futures. Bright Futures information is provided on the HCA website.

## **GUIDANCE**

Guidance is available for personal, academic, and vocational needs through HCA. Students are urged to seek counseling from teachers and the administration. God's Word gives us the basic principles needed to solve problems and obtain guidance. God has promised to provide wisdom to those who seek counsel based upon His principles.

## **HELP CLASSES**

Special help classes, scheduled on a regular weekly basis, will be available for students needing encouragement and extra work in the academics. Students are encouraged to take advantage of this opportunity. These may be required by the teacher or administration for students experiencing difficulty in the classroom, or they may be requested by the parent.

## **SEMESTER EXAMINATIONS**

A semester exam grade is required for each course in the high school curriculum. The semester exam grade is worth one-fourth of the semester grade average. A student not taking an exam will receive a **failing semester grade**. Semester final examinations are administered at the designated scheduled time as decided upon by the administration. Students are expected to take their semester exams at the scheduled time. Students are not permitted to take exams ahead of the scheduled time. Failure to take an examination can place course credit in jeopardy. (Exception: Second semester high school seniors will be exempt from the second semester exams in courses where they have an A average provided attendance requirements are met. In such cases an A will be recorded for the semester report card exam grade.) See the "Semester Grades" section of this handbook, also.

## **STANDARDIZED ACHIEVEMENT TESTING**

Standardized achievement tests are useful in: measuring general educational development, determining pupil progress from one year to the next, grouping pupils, diagnosing learning difficulties, and comparing achievement with scholastic aptitude. Achievement test batteries cover basic skills (i.e., reading, language, arithmetic, science and social studies). Because of the value and importance of achievement testing, tests are administered in the spring to K5

kindergarten through high school students. Results of individual testing will be available upon request through the administration. High school students are required to take the PSAT and the ASVAB exams. Seniors will be encouraged to take the SAT and/or ACT college entrance test prior to or during their senior year.

### **WITHDRAWAL FROM A COURSE - HIGH SCHOOL**

A subject may be dropped within three weeks of the beginning of each semester without penalty. A course dropped within the first six weeks will carry the earned evaluation, but receive no course credit. A course dropped after six weeks will carry the grade of failing with no course credit. Dropping or changing a course requires approval of the class instructor, the student's parents, and the administration.

### **STUDENT ACTIVITIES**

#### **ATHLETIC ELIGIBILITY REQUIREMENTS AND ATHLETIC/EXTRACURRICULAR ELIGIBILITY**

All students in the high school will be eligible for participation in athletic and extracurricular activities provided all requirements of the FHS A A are met. In addition, students must maintain a minimum of a 2.0 GPA for all classes. Students who do not meet this standard may continue to participate in the practice of the respective teams, and the grades will be checked (if the student has at least a 1.5) after two weeks of the next grading period. If the student has met the 2.0 requirement at the end of the two weeks, the student will then be declared eligible for the remainder of the marking period. Students who do not meet the 2.0 requirement will then lose the opportunity to practice with the team. The same procedure will be followed at the end of four weeks to allow students the opportunity to participate. Students who participate in music or speech activities for a grade will be allowed to continue their participation.

Students may also be declared ineligible due to poor conduct or attitude.

### **AWARDS ASSEMBLIES**

There will be an annual awards assembly for the elementary, junior high, and high school sections of the Academy. Students will be recognized for outstanding achievement in attendance, academics, and character. Parents are invited and encouraged to attend.

### **CLASS OFFICERS - HIGH SCHOOL**

Officers are elected in the early part of the fall semester. Class officers operate under the supervision of advisors appointed by the administration. Officers will encourage student ideas and participation in school functions, build school spirit, and assist the administration in the building of spiritual principles upon which

the Academy was founded. All students seeking to represent their class must complete the leadership application form.

### **FIELD TRIPS**

Various field trips, class parties, and school outings will take place during the school year. Parents must give permission for students to attend these functions when students are enrolled each school year. All students will be included in these class activities unless parents contact the Academy. We ask that all chaperones follow the prescribed dress code and refrain from smoking. Students may not bring electronic media players of any kind without specific permission by faculty, staff, or administration.

### **FUND-RAISERS**

Each year projects are planned to assist the Academy in raising funds to operate the programs or make capital improvements. Student and parent participation is requested but not required. Parents are also encouraged to volunteer to assist in these efforts.

### **HONOR ROLL**

Each report card marking period, the Honor Roll is composed of students who earn all A and B letter grades with no 3's or 4's in effort or conduct. Students with all "A's" will be recognized as on the "A" honor roll.

### **LEADERSHIP QUALIFICATIONS - HIGH SCHOOL**

Leadership qualifications will be applied to the following areas of leadership positions and areas of visibility in the Academy: Class Officers, Homecoming Representatives and Escorts, Student of the Month Candidates, Who's Who Nominees, National Honor Society Officers, Club Officers, Senior "Best of Class" Representatives, and other selected leadership positions.

### **SPIRITUAL AND BEHAVIOR QUALIFICATIONS**

- 1) Statement of salvation explaining circumstances relating to conversion experience of the student.
- 2) Weekly church attendance verification by Youth Pastor, Sunday School teacher or Pastor (at least one service per week).
- 3) No more than 5 detentions in last grading period.
- 4) No major discipline incidents in last year.
- 5) Brief essay of purpose.

### **ACADEMIC QUALIFICATIONS**

- 1) High school cumulative GPA of at least 2.0.
- 2) No F's on latest six week grading period.

Students must meet guidelines at the time of the nomination or selection process. Students who disregard guidelines after elections or activities may lose the privilege to serve or represent.

### **LOCKERS**

Students in Grades 6-12 will be issued locks and assigned lockers. Students should not exchange locks, lockers, or combinations. Lockers should be locked and kept clean at all times. No questionable materials, pictures, or messages should be displayed in student lockers. Displays of any type of materials are not allowed on outside of lockers.

### **LUNCH PROGRAM**

A hot lunch and a la carte items are provided each day at a nominal cost. Any student who desires may bring a bag lunch. Food must be eaten in the school cafeteria only during the scheduled lunch hour. Lunch time is an enjoyable break in the day's schedule. Common manners and courtesy must be shown during lunch. In no case may a student throw, play with, or waste food. Any damage, disregard to rules, or disrespect to teachers will result in disciplinary action. Students must report to the cafeteria during lunch time unless specific, permitted activities are scheduled.

### **NATIONAL HONOR SOCIETY**

Highlands Christian Academy is a member of the National Honor Society. Criteria for student membership is based upon scholarship (maintenance of a minimum of 3.25 grade point average), service, leadership, and Christian character. The National Honor Society is established to honor students in the ninth through twelfth grades. Students are elected to the National Honor Society by a committee which consists of administration and faculty members. The chapter advisor is appointed by the school administrator.

### **PARENT OPPORTUNITIES**

Parents are encouraged to become involved in the education process by volunteering for field trips, as class parent, library service, or members of the booster clubs for athletics, music, and drama. Parents may also tutor students and support teachers in the Secret Pal program. Other opportunities for involvement in the school will be available at parent orientation and the school web-site.

### **SENIOR CLASS TRIP**

A senior class trip will be scheduled for each graduating class from H.C.A. The purpose of this trip is to provide the opportunity for class fellowship, personal spiritual growth, and preparation for life after graduation.

Opportunities for financing the trip will be available through senior fund- raising projects. All seniors are expected to participate in the class trip and should plan throughout the year to meet this obligation. Exceptions will be granted through the administration only for extremely extenuating circumstances. Students not participating **will be required to attend prescribed** classes during the time of the class trip. Students with outstanding financial balances owed to HCA would not be expected to attend the senior trip unless those commitments are taken care of prior to the trip.

### **SOCIAL FUNCTIONS**

Social functions attended by students fall into two categories—those that are school-approved and sponsored, and those for which the school cannot accept responsibility. At school-approved and sponsored gatherings, the school dress code and behavior guidelines will be in effect. For non-sponsored social activities parents and students are expected to adhere to the guidelines of the signed Agreement of Conduct form. Students and parents should expect a student to be disciplined for any activity at anytime that violates the HCA Student Agreement of Conduct Standards.

### **SUMMER CAMP**

Summer day camp is available for HCA students in grades K3-6th. Sports camps will also be held on the campus each summer. Specific information is available in the school office. Students attending these summer camps and other summer functions sponsored by HCA must provide proof of insurance.

### **SUMMER SCHOOL**

The Summer School is designed to allow junior high and high school students the opportunity to earn credits and half credits in subjects failed or in subjects necessary for graduation. Students work on a self-initiated system of "Pace Booklets" that must be completed before credits are earned. Students will be charged a weekly fee for materials used. Registration for Summer School will begin in May. Students planning to attend a summer school other than Highlands should first have the school and course(s) approved by the administration.

**HIGHLANDS CHRISTIAN ACADEMY RESERVES THE RIGHT TO MAKE, AMEND, OR PRESCRIBE RULES AND POLICIES FOR DRESS, APPEARANCE, OR ANY OTHER UNFORESEEN PROBLEMS THAT MAY ARISE AT ANYTIME DURING THE SCHOOL YEAR. THE ACADEMY EXPECTS FULL COOPERATION FROM BOTH STUDENTS AND PARENTS AND ADHERENCE TO ALL SCHOOL PLANS, POLICIES, AND REGULATIONS.**

THE SCHOOL INSURANCE PROVIDED IS REQUIRED FOR ALL H.C.A. STUDENTS; HOWEVER, WE ASSUME THE LIABILITY FOR INJURIES ONLY TO THE EXTENT OF OUR INSURANCE COVERAGE.



