

Huntsville Christian Academy

Parent/Student Handbook

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Huntsville, AL 35806

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Directors: Pastor Reggie Whiddon and Mrs. Cathy Whiddon

Principal: Mrs. Alisha Hamilton

Office/Registrar: Mrs. Jeanne Bean

Statement of Faith

These things we believe and teach:

--The entire Bible is the inspired Word of God. It contains the instructions for living our lives pleasing unto Him. It is the absolute authority for morality, as defined by God.

--In the beginning, God made the heavens and the earth. It was a literal creation, not evolution of any kind. The creation involved six days and God rested on the seventh day, the Sabbath.

--God created man from the dust of the earth. He breathed life into his nostrils and man became a living soul. Man was perfect and in union with God until sin entered the world through deception and disobedience. Through the sin of one, all mankind became guilty and sinful, breaking the union with God.

--God provided a way for man to become united with Him again. God became flesh and dwelt among men on the earth for approximately 33 years. He lived among sinful men, yet He was not sinful. He became the Messiah and Redeemer for all men who will accept His

condition for salvation. His condition involves repentance from sins and acceptance of His free gift of grace, and obedience to His commandments.

--Jesus paid the sin debt for all mankind by His own life. He was born of a virgin named Mary. He suffered a cruel death on an execution stake. He was buried in a tomb. After three days, He was resurrected unto life again. Later, He physically ascended into Heaven from where He came. He promised to return again to gather those whom He has called righteous through His own blood.

--There is only one way to salvation (restoration with God). It is found in the words of Jesus of Nazareth, "I am the way, the truth, and the life. No man comes to the Father except through me." John 14:6

--One who physically dies without accepting the terms of God's restoration is hopelessly and eternally lost with no further opportunity to find God's grace. God, Himself, will judge and punish all who rejected His free gift of salvation and chose to continue with rebellion against Him.

--The Bible teaches us to live a life separated unto God. This is called sanctification. We are His representatives to all mankind; therefore, we are called to live a life of obedience to His instructions as recorded in His Word.

HCA EDUCATIONAL PHILOSOPHY

The core of Huntsville Christian Academy (HCA) is the Word of God, and learning to view life from His perspective. Our educational philosophy is centered on the understanding that God has given only two institutions the responsibility to educate; home and church.

The Christian home and church has the primary responsibility to educate children. God commands His disciples to teach their children His precepts; “Hear, O Israel: The Lord our God, the Lord is one! You shall love the Lord your God with all your heart, with all your soul, and with all your strength. These words, which I command you today, shall be in your heart. You shall teach them diligently unto your children, and you shall talk of them when you sit in your house, and when you walk by the way, and when you lie down, and when thou rise up.” Deuteronomy 6:4-7.

Education is life. Without the author or life being at the foundation of education, all

knowledge is in vain. God never intended for the government to get involved in education. Its functions are only civil duties, not education. God did not bring the children of Israel out of the bondage of ungodly taskmasters and lead them to the land flowing with milk and honey, only to then allow them to send their children back to Egypt to be educated in the ways of ungodly, humanistic philosophy.

Children are an heritage of the Lord and must be trained up in the ways they should go... learning the commands of God from the only authoritative instruction manual, the Bible. This philosophy of Christian education asserts that all truth is God's truth, and those committed to learn the truth must separate from the world in its secular educational philosophy.

What defines a school, as a Christian vs. secular school, is its philosophy of education, not just the name Christian on its stationary or advertising. The Christian school endeavors to teach life from God's perspective. The secular school teaches a worldview from a humanistic point of reference. The Christian school stands in stark contrast with the secular school in presentation of where life begins and to whom man is accountable. The Christian school teaches that the Word of God is the revelation and laws, of the Creator, with specific instructions on how to relate to Him. The sacred Scriptures are the central theme that must be woven within the pages of its educational curriculum.

The Christian school requires that teachers be “called and spiritually endowed” to teach as stated in Ephesians 4:11-12, “and He gave some... as teachers; for the equipping of the saints, for the work of the ministry.” A Christian teacher demands a “holy calling” (2 Timothy 1:9). It is a calling that requires living above reproach, knowing that we will give an account to our creator. The teacher must demonstrate a commitment to labor under less than ideal conditions. Often the Christian teacher sacrifices financially in order to teach in a Christian school. All in all, the Christian teacher must be comfortable in making his/her calling and election sure by drawing upon the power of the Holy Spirit and all available resources to guide his/her students. The Christian teacher is the spiritual backbone of the classroom and school.

The WIDWID (why I do what I do) of a Christian teacher at HCA must be in agreement with the above principles and philosophy. Christian teachers are mentors, instructors, coaches, and counselors that teach life from the Book of Life, written by the Author of Life, that each student may experience Eternal Life.

If the Christian teacher does not influence his/her students to develop a worldview that is consistent with God’s point of view, that teacher has miserably failed.

MISSION STATEMENT

Huntsville Christian Academy (HCA) partners with parents in a Christ-centered education, equipping students with education founded on the Bible, fostering spiritual development, and instilling the vision for Kingdom living through the practices of: excellence in academics, Christian character, service to the community through a Biblical worldview, and learning to see life from God's perspective.

The policies, code of conduct, academic program, and enrichment activities all strive to be in support of the mission of HCA. Each employee and volunteer of HCA agrees to support the mission of HCA through their words, actions, and interactions with students, teachers, parents, and the community in which we serve. Students are trained to support the mission of Huntsville Christian Academy through the Bible-based curriculum, daily devotions with

Pastor Reggie Whiddon and classroom teachers, weekly Scripture memorization verses, support, prayer, and education in the world-view vs. the Biblical view of today's issues.

MOTTO

Learning to see life from God's perspective.

ACCREDITATION

HCA is fully accredited by the American Association of Christian Schools (AACCS).

Information about the AACCS can be found at www.aacs.org

BIBLE

HCA believes that Bible study is a fundamental requirement for all students. Without a study of the Bible, students cannot truly be educated. **“For the Lord gives wisdom; from His**

mouth come knowledge and understanding; He stores up sound wisdom for the upright ...” (Proverbs 2:6). All knowledge comes from God. “... **that the God of our Lord Jesus Christ, the Father of glory, may give to you the spirit of wisdom and revelation in the knowledge of Him, the eyes of your understanding being enlightened;** that you may know what is the hope of His calling, what are the riches of the glory of His inheritance in the saints, and what is the exceeding greatness of His power toward us who believe ...” (Ephesians 1:17). All students must be equipped with the sword, using a NKJV version of the Bible.

All students will attend daily devotion time at HCA, beginning at 8:15am. Students that are tardy are not permitted to disrupt the devotional time. It is asked that students that are not present before 8:15am, not arrive until after 8:45am. Should your child be dropped off for school between 8:15am and 8:45am, they will sit quietly in the hall and read their Bible until devotion time has ended.

PATRIOTISM

HCA students recite the Pledge of Allegiance, the Pledge to the Christian Flag, and the Pledge

to the Bible each morning as a start to the day. Students are continually taught to love their country, respect our country's leaders, and to honor the flag of the United States. Students may not openly disrespect any of the above mentioned, or protest during said pledges.

ADMISSION POLICIES

HCA requires of its students, parents, teachers, administrators, faculty, and board members to manifest lifestyle conduct and actions, which project an image consistent with the expressed purpose, mission, and belief of Huntsville Christian Academy. This includes, but is not limited to, social media conduct.

Any lifestyle conduct that is in opposition to the mission of HCA, or impeded on the school's credibility with its constituency or the general public, is unacceptable. Once such example of such lifestyle is homosexuality.

Huntsville Christian Academy has the right and responsibility to do everything possible to ensure the expressed purposes, mission, and beliefs continue in their highest traditions and are not harmed, compromised, or hindered by unacceptable lifestyle conduct on the part of its students, parents, teachers, administrators, faculty, or school board.

HCA Students are expected to:

Be loyal to the Lord Jesus Christ

Have daily devotions with a desire to win souls for Christ

Be loyal to HCA faculty

Attend classes regularly

Prepare for academics to the best of their ability

Support HCA school activities

Abide by the rules of the school

Maintain your testimony away from school

Non-Discrimination Policy-

HCA does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its educational policies, athletics, or any other school administered programs.

INTERVIEW: Families that are interested in enrollment are encouraged to explore our webpage at huntsvillechristianacademy.com. Upon reading our Faith Statement, education philosophy, and financial schedules located on the school webpage, the next step would be to schedule an interview with the Director. After the interview, your child may be invited to visit the classroom for a day to help determine if HCA is a good fit for your family's needs.

Students that are currently suspended, or have been expelled from a previous school, are not eligible for enrollment at Huntsville Christian Academy.

Prospective students in grades 2 and above are required to take a diagnostic assessment to determine curriculum placement.

REQUIRED DOCUMENTS

For admission, all students must have the following documents before enrollment is complete:

COMPLETED APPLICATION

COMPLETED FINANCIAL CONTRACT

COPY OF BIRTH CERTIFICATE

BLUE CARD-IMMUNIZATION RECORD OR LEGAL EXEMPTION

COPY OF RECENT REPORT CARD

REGISTRATION FEE

RE-ENROLLMENT

Re-enrollment period extends for the month of January each year. All returning HCA students are guaranteed enrollment if they enroll during the re-enrollment period. In February, open-enrollment begins, to which enrollment is pending availability. All seats are confirmed on a first to enroll, secure with registration fee, and completed paperwork basis.

In order to re-enroll, your financial account must be up-to-date, with no outstanding balances. We will not hold seats for returning students should your financial account be in arrears.

GENERAL INFORMATION

Office Hours-

Regular office hours are from 8:00am to 4:00pm, Monday-Friday. Please conduct all business during these hours.

School Hours-

School Hours: 8:00am to 3:00pm. Children arriving after 8:05am will incur a tardy.

Remember, school begins at 8:00am, with HCA offering a 5-minute grace period before a tardy is issued. Three tardies = 1 unexcused absence.

Please do not use the dismissal time to discuss school problems with your child's teacher.

Parents who need to speak to teachers should pull out of the dismissal line and park, come inside, and wait.

Drop-Off Time-

Children not enrolled in early morning care may be dropped off after 7:25am, but before 8:05am. Early morning care students may be dropped off beginning at 6:35am, reporting to the school lunchroom.

Do not park and exit your car at the curb for any reason. If you must exit your car, please pull into a designated parking space. This is especially important at morning drop-off.

Traffic on campus is one way. Enter the parking lot through the right entrance, exit parking lot through the left.

BE MINDFUL THAT A SCHOOL IS A PLACE FOR CHILDREN! Please stop at the stop sign to watch for children exiting the school building. Speed limit is 5 MPH.

Car Line Pick Up-

Each family will be issued a number to display in the vehicle window for student pick-up. If another party is to pick up your child, please give them a number for their window and make sure that person is on your pick-up list. If not, notify the office.

Car line dismissal will begin at 2:50pm, and end promptly at 3:15pm. After 3:15pm, you must park in a designated parking spot, enter the building, and sign your child out from aftercare, where an applicable fee may apply.

Children not picked up before 3:16pm will be sent to aftercare, where all fees will be applied.

Early Check Outs-

Students that check-out prior to 2:00pm will be issued an early check-out. Three early check-outs = 1 unexcused absence. A doctor's note from a Physician, Dentist, Orthodontist, Physical Therapist, or Psychologist are excused and do not apply towards unexcused absence count. We do not excuse Chiropractic Care, Alternative Medical Practices, or Pharmacist notes as excused absences, and kindly ask you to please make appointments for these during after school times, or during our extended breaks from school, when possible, to limit disrupting the learning process.

After School Policies-

All students staying after school (detention, sports, aftercare, etc.) MUST stay inside the building until their ride comes in to sign them out. No student will be allowed to leave the building and go out to a vehicle waiting in the parking lot. This policy is for the safety of your children. Parents will need to be waiting in the front lobby, or go to a designated area for students to be dismissed. Students not picked up at end time will be sent to aftercare, where an applicable fee will be assessed.

Attendance-

There are 175 school days in our school year. Students are expected to be present each day. HCA understands that life happens, and sometimes an absence from school is needed. For this reason, we issue our students 12 personal days total for one academic school year. These days are those that are not excused by a doctor's note. Doctor's note from a Physician, Dentist, Orthodontist, Physical Therapist, or Psychologist are excused and do not apply towards unexcused absence count. We do not excuse Chiropractic Care, Alternative Medical Practices, or Pharmacist notes as excused absences, and kindly ask you to please make

appointments for these during after school times, or during our extended breaks from school, when possible, to limit disrupting the learning process.

*All doctor's notes for excused absence, tardy, or early check-out must be presented within 2 days of returning to school. We will not accept notes beyond 2 days for the purpose of excusing an absence.

Three unexcused tardies, 3 unexcused early check-outs, or any combination of tardy and early check-out is = to 1 unexcused absence for the school year.

A student exceeding 12 unexcused absences for 1 academic year will be required to attend summer school to make up the days that exceeded the limit. A student that exceeds the allotted days and does not make up the exceeding days in summer school will not be promoted to the next grade.

A student must be present a minimum of 5 hours to be counted present for school that day.

Emergency School Closure-

HCA will alert of any emergency school closure via Remind System, My School Worx, HCA Facebook Page, and Email. Please ensure you subscribe to all, and be weather aware during

times of expected inclement weather. Ensure you update your contact information immediately should your means of contact change.

Half Days-

Half Days are from 8:00am - 11:30am. **Any student not picked up by 11:50 AM on Half Days will be charged a \$50.00 Late Pick-up fee.**

Visitors-

Parents are always welcome to visit during the day. We ask that you check in with the front office to receive a pass. If the parent/guardian wishes to see the principal and/or teacher, an appointment should be made in advance. Classroom visits are limited to direct family members, and should be coordinated with the classroom teacher to avoid disruptions to the learning environment. Any other guests must be approved from administration and limited to non-classroom times (lunch, break, recess, etc.)

Birthday Parties-

It is the policy of HCA that any time invitations to parties are given out at school, every student in the class will be included. The only exception is for all girl or all boy parties. In this case, all the girls, or boys, in the class must be included in the invitation. If you choose

not to invite the entire class, invitations should be mailed individually and not handed out at school. Parents are welcome to bring cupcakes and cookies for birthday celebration. Students may wear dress down attire on the day of their birthday.

Class Parties-

All communication sent home regarding class parties must be approved by the school administration. Parents are not permitted to make deliveries of gifts to students during school hours. Because of the secularization of so many holidays, the following guidelines are enforced for handling class parties.

HALLOWEEN: Will NOT be observed in any way at HCA.

THANKSGIVING: May be celebrated with a class party, pending teacher discretion.

CHRISTMAS: Any celebration of Christmas must be in celebration of the birth of Christ.

HCA will not permit any secularization of the holiday to include santa clause, north pole, elves, and such. In addition, students will not do a class gift exchange. Any secular representation of the holiday will be collected and sent home with the parent at the end of the day.

PASSOVER: HCA will have a special emphasis during the week of Passover. Classes may celebrate the Resurrection of our Lord, Jesus Christ, with careful attention to reflect on the Empty Tomb. Any secularized aspects of the day are not permitted. This includes bunnies, egg hunts, and easter baskets.

Fire, Tornado, and Safety Drills-

Drills will be conducted periodically. Teaching and practicing safety is something that we believe is extremely valuable.

Field Trips-

When field trips are taken, parents are always welcome to attend. We may charter a bus, or use the HCA van, so everyone can ride together, and also for liability purposes. Every student is required to attend field trips because this is part of our learning process. Students are not permitted to “take the day off” by staying home. If a student does not qualify for the field trip, he/she can remain at school that day.

FINANCIAL POLICIES

Tuition/Fees-

Tuition is based on an annual budget of expenses. It is mandatory that tuition be paid in full and on time. Payment for tuition can either be monthly by Automatic Withdrawal only, semi-annually by post-dated checks for June 1 and Dec 1 only, or annually. All Tuition/Fees must be at a Zero balance before any academic credit is issued. In addition, there are not any refunds for any fees paid. This includes registration fees, tuition, or any other fees paid.

Early Withdrawal-

Each student is subject to the entire fee and tuition as noted on the Financial Contract, regardless of the reason for withdrawal/dismissal. The only exception will be if a student withdraws to move farther than 50 miles from HCA. In this case, a \$500.00 termination fee may be paid and the remaining balance of tuition will be excused, except for what is owed at the time of withdrawal. HCA has a "No Refund" policy on tuition and fees. This also includes early withdrawal, suspension, or expulsion. Should you withdraw early from HCA for reasons other than moving more than 50 miles from HCA, all remaining fees and balances (including remaining tuition commitment for the academic year) must be paid and cleared to a zero balance before academic credit is issued and records are released.

Credit Card/Debit Card Service Charge-

HCA will assess a 3% charge for all card purchases. This includes tuition, registration, and incidental billing. This fee is a bank fee charged to HCA for all card transactions.

Tuition Policies-

HCA operates on an annual cost of tuition. When enrolling/re-enrolling, you are purchasing a year of academic services. To create financial ease for families, HCA allows for 10 monthly payments. These monthly payments are for financial convenience and should not be considered the cost for a month of school. Should you withdraw from school, or a senior complete their academic work early, the remaining balance is still due. Records are not released/credits are not issued, until the remaining balance is paid in full.

Late Payments for Tuition-

Communication is vital for all late payments. HCA is a ministry, not a debt collector. It is the account payee's responsibility to communicate all late payments and make an arrangement with clear communication of the plan. *Please be responsible with your role to communicate.

Should your ACH or check be returned with NSF, a \$30 fee will be assessed for transaction.

If tuition is not paid by the 15th of the month, the student may not return to school until account is up to date, or an authorized plan for payment is mutually agreed upon between

account payee and the school principal. Each day the student is not present due to non-payment will be counted as an unexcused absence. If the educational program is interrupted more than 3 times in one academic year due to non-payment, HCA services may be permanently suspended, pending a board decision.

DRESS CODE

Please refer to www.huntsvillechristianacademy.com under the dress code tab for current dress code policies.

Appearance: All hair must be clean and neat in appearance, with no unusual hair colors or styles. Boys' hair must be above the eyebrows, ears, and shirt collar. Imprints in hair is not permitted. No facial hair is permitted and sideburns are not to extend past the earlobe.

Jewelry: Ear bands, gauges, or visible body piercings are not permitted, to include both permanent and temporary varieties. Earrings are not permitted for male students.

Body Art: Students may have no visible tattoos, either permanent or temporary in nature.

This includes doodling on skin with pens and markers.

Students not in uniform, or any part thereof, may receive a dress code violation. Please refer to classroom policy for disciplinary actions for dress code violations.

LUNCH

Students have a 25-minute lunch break each day. This is also the time to which the teachers get to eat their lunch. To respect the teacher's time and provide them time to eat, students should not check out during their classes scheduled lunch time. You may check out prior to or directly after.

HCA collaborates with Cheddar's for catered school lunch option. In addition, each week there is a pizza lunch offering. You may purchase a la carte via your My School Worx portal a week in advance. **WE WILL NOT ACCEPT LATE ORDERS UNDER ANY CIRCUMSTANCE!**

Students in grades 5 and above have access to the microwaves in the lunchroom. Your child should be properly trained at home on how to use the microwave for the purpose of heating their food from home. Also, bear in mind, there are 2 microwaves available, so your student

may wait a while for lunch should they consistently bring food that requires heating, potentially causing them to lose time to eat. The teachers will not assist in microwave usage. Students under grade 5 may not use the microwave.

HCA does not provide utensils for eating. Please ensure your child has all their needs packed for their lunch, as the only utensils that are provided are a part of the catered lunch offered for students that order.

STANDARDS OF CONDUCT

Since our conduct is a reflection of our character, we want our students to be well trained.

Each student will bear the responsibility for his/her own conduct. The following is a list of behavioral standards expected of each student:

Courtesy-

Students are expected to treat everyone with proper respect and to show proper deference to those in authority. Conduct such as talking back, sarcasm, complaining, gossiping, etc. will result in disciplinary action and could lead to detention.

Classroom Behavior-

Students are expected to conduct themselves in the classroom in a manner that is not disruptive or drawing unnecessary attention to themselves.

Cheating-

This will not be tolerated! Anyone caught cheating will be dealt with quickly and firmly and could result in suspension. Repeat offenses may be subject to dismissal.

Stealing-

Students are not allowed to intrude into other's possessions. This includes borrowing without permission. Students have their own private desks and no one (other than staff) is allowed to remove anything from it. Stealing could result in suspension, or dismissal.

Vandalism-

Each student has the responsibility to take care of school property. Anyone who intentionally vandalizes any part of the property, or building, will be liable for all damages and subject to suspension or dismissal.

Language-

Our language should always be uplifting and not offensive or disrespectful. The use of slang or street language will not be allowed at school. Belittling other students is not acceptable. A valuable slogan to remember is “To Belittle Is To Be Little.”

Physical Contact-

There is a six-inch rule that applies to all students. Simply put, it means that no intentional physical contact with other students is permitted, except when appropriate, as determined by the school staff.

Worldly Pursuits-

Since our students reflect both our school and our Lord, it is necessary for each one to abstain from all appearances of evil. This applies while at school and away from school. Any student that is found to be out of harmony with the goals and standards of HCA, regardless of whether the activity takes place at or away from school, is equally subject to discipline for those

actions, up to and including expulsion. The Christian life is not a game with one set of rules for church and school, and another for everyday life.

Immoral Activities-

Students are not to be involved in the practice, or the appearance, of homosexuality, pre-marital sex, or pornography. These activities are in direct violation of God's Word and the principles taught at HCA. The Administration has the right to expel any student involved in such activities, on or off campus. HCA supports the Biblical position of abstinence with respect to all sexual activities outside of marriage. A female student will not be permitted to attend school if she becomes pregnant, or a male student if he is responsible for a pregnancy.

Drug and Alcohol Use-

The use of any alcohol and/or illegal drug use is forbidden. Having any possession of alcohol and/or illegal drug, at any time, as well as the appearance or actual consumption of the mentioned items, will not be tolerated and the Administration has the right to expel any student involved in such activities, on or off campus. HCA may administer random urine drug tests to students in Grades 7-12. If a student is suspected of drug use, the school has the right to ask the parents to have a doctor administer a drug test on their child and submit the results to the school. The cost of such testing will be the responsibility of the parents. The student can

be withheld from class until testing is complete and the results given to the school. If drugs are found, the student will immediately be dismissed.

DISCIPLINARY POLICIES

HCA believes that discipline is the parent's responsibility, with the school's primary role to enforce correction that is consistent with training a child in the way they should go, in accordance to Proverbs 22:6. By enrollment, the parent/guardian is delegating the responsibility of discipline to the school during school hours. It is extremely important for the parents and school to cooperate when it comes to disciplining a child. Since not all offenses warrant the same discipline, the following are examples of graduated discipline procedures:

Homework-

If a student fails to complete all assigned goals during the school day, he/she is required to finish them at home. The homework notebook must be signed and returned to school the next day, along with the completed assignment. Both are due at 8:00am. If homework is not completed, a detention may be issued, as determined by classroom policy. The student will not be allowed to begin on current goals until all homework is completed.

Students with incomplete goals more than 2 days, consecutively, in one subject will be sent home on the 3rd day until all goals are complete and ready to be scored. The days absent for incomplete goals are unexcused.

Detention-

Per individual classroom policies, teachers may issue a detention for offenses, including, but not limited to: incomplete homework, negative attitude, and violations of classroom rules and/or school policies. If a detention has been issued, a detention slip will go home with your child the day prior to serving the detention, for you to review and sign. Detentions will be served in the classroom from 3:00pm-3:30pm, or during class recess times. Parents will need to be waiting in the front lobby for students promptly at 3:30pm, or the student will be sent to After care for supervision. Aftercare fees will apply.

Corporal Correction-

HCA does not issue corporal correction.

Major Offenses-

Major offenses require a parent meeting with administration and can result in suspension from school. Major offenses include the following:

1. Destruction of school property, or other's personal property.
2. Disrespect or threat of any kind towards a teacher, staff member, visitor, or volunteer.

This includes threatening or disrespectful language on social media.

3. Leaving school grounds, or the group on a field trip, without permission.
4. Lying, cheating, stealing, and vulgar language.
5. Possession of weapons of any kind.
6. Multiple violations of dress code after warnings to correct.
7. Any form of bullying, including cyber-bullying.
8. Aggression of any type.

Suspension and Expulsion-

Suspension means a child is dismissed from school for a specified period of time, but may return after requirements are met. Expulsion means a student is dismissed from school and has no option to return. A suspension could occur when it is believed by the administration that all reasonable efforts to correct a problem have been tried unsuccessfully. A suspension could be

given from one day to two weeks. An expulsion could occur if the student is ever involved in, or brings to school alcohol, drugs, weapons, or in any way threatens or brings harm to any student or staff, or is defiant/rebellious. However, the school is not limited to these reasons alone. This includes offenses committed on or off school campus.

Personal Property-

Under no circumstances are any of the following allowed on campus: electronics, cellular phones, gum, tobacco, alcohol, drugs, and weapons. All books/magazines must be approved by the school administration. We have the right to search for contraband items on the student, and in pockets, purse, desk, book bag, or automobile. A search may be conducted without the students' or parents' consent. The enrollment of your child constitutes parental consent to such searches. If alcohol, tobacco, drugs, or weapons are found, the student(s) could be immediately dismissed. For other items found, the student will be subject to discipline and the items taken from them.

MEDICATIONS AND FIRST AID

The school is equipped with basic medication and first-aid supplies. The student is not allowed to have ANY medication or drugs of any kind, with the exception of an inhaler with a Doctor's permission, in his/her possession or vehicle or on school property. All medication must be checked in at the front office when the student arrives at school. HCA will not issue any medication without a physician's note with instructions for administration. Medication must be in original container, with student's name and original pharmacy label.

Sickness

If a student becomes ill at school, the parent/guardian will be called to pick up the student. We ask parents not to send their child to school if he/she has a fever or is sick.

Students will be sent home with temperatures greater than 100 degrees. Students must be fever free for 24 hours before returning to school.

Students will be sent home with illness symptoms such as rash, vomiting, and diarrhea.

Students can return 24 hours after being symptom free, or with a note from the doctor instructing they are not contagious and able to return to school.

A child being sent home with illness symptoms is not considered excused unless a physician's note is presented.

Doctor's Excused Absences, Tardy, or Early Check Out-

All notes must be presented within 2 days of return to school. We will not accept notes beyond 2 days for the purposes of excusing an absence.

STUDENT VEHICLES

Those students who wish to drive their own vehicle to school may do so (with administration and parental approval) if they have a valid driver's license. The student must park in the designated area and leave his/her vehicle immediately upon arrival at school and not return to the vehicle until dismissal. HCA must have a written note from the parent/guardian giving permission for the student to drive to school. Also, if other students are riding to school, a note from both parents/guardians is required. Speed limit on school grounds is 5 MPH. HCA is not responsible for loss or damage to a vehicle, or its contents, while on school property.

ACADEMIC POLICIES

Grading Scale-

100-90= A

89-80=B

79-70=C (Grades below an 80 are only received on Foundational Diploma pathway)

Students will take a Mastery of Skills test at the end of each Unit of Learning for all ACE or AOP subjects. A passing grade for Mastery of Skills is an 80% or better. Students receiving grades below an 80% must repeat the Unit of Learning to acquire Mastery of Skill. When a repeat is needed, an \$8.00 repeat PACE notice will be sent home. Once the \$8.00 is paid with the signed form returned, the PACE will be issued for the student to work towards Mastery. Once the book is complete, the skills test will be re-assigned. A student may not move on to the next unit of learning until the present Unit of Learning has been mastered.

***If a Unit is passed, but the student/parent desires to have the book repeated for further mastery, it will be allowed, but the original grade will be the recorded score.**

Units of Learning

All A.C.E. subjects require 12 units of learning to complete 1 academic year of education.

When a student does not accomplish the 12 units of learning needed, summer school is necessary. A student has an incomplete grade for the academic year until all 12 units of learning have been mastered. For students transferring without completing 12 units of learning in a core subject (Math, English, Science, or Social Studies), the student will not be recommended for promotion.

All A.O.P. subjects require 10 units of learning for completion, with the same above requirements being applicable.

All Abeka subjects will require mastery of skills, with all quizzes, tests, and homework grades. When a passing score of 80% is not achieved, the student will continue in the progression of the class, while working for mastery of the non-mastered material as homework, until the mastery is achieved. Students that do not complete all work required for Abeka subjects will be entered in as zero for the grade. If the overall average for the class does not equal a 70%, then the student did not pass the course and summer school will be required.

Curriculum-

We use curriculum provided by Accelerated Christian Education (A.C.E.), 12 Accelerated Christian Education PACEs in each subject completed in a year is considered a full year's work. Ten Alpha Omega Publications (A.O.P.) Units in a subject completed in a year is considered a full year's work. High school students and students transferring to another system must complete 12 PACEs or 10 Units in each core subject to be promoted to the next chronological grade

Transfer-

Students who transfer to another school must have completed at least 12 ACE PACEs/10 AOP Units in each core subject to be promoted to the next chronological grade.

Graduation Requirements-

All seniors must complete all requirements assigned before participating in the graduation ceremony. All high school students and parents should obtain an up-to-date credit requirement and academic projection.

Huntsville Christian Academy

High School Course Catalog

Mathematics

Algebra I

Credit: 1

This course covers basic algebraic concepts (definitions, signs, and expressions). This curriculum includes principles for logically solving, transposing, and canceling algebraic equations. Students taking this course can expect to work with monomial and polynomial expressions, algebraic addition, subtraction, multiplication, and division, complex fractions: reducing, simplifying, and solving word problems, algebraic graphs—linear equations,

consistent, inconsistent, and dependent in word problems, quadratic equations, factoring, positive and negative numbers, averages, percents, interest, ratios, and proportions, and translating word problems to algebraic equations as well as the Pythagorean Theorem .

*** Course required for Honors, College Prep, and General Diplomas**

Geometry

Prerequisite: Algebra I

Credit: 1

This course expands the deductive reasoning powers of the student as he reviews previously learned material and is introduced to new concepts. Students taking this course can expect to work on learning to reason logically and systematically, to recognize properties and theorems and use them for solving problems—converse and construction, parallelograms, tangency, exterior angle; to recognize and use Hinge, Pythagorean, and regular polygon theorems to work with various types of shapes, angles, arcs, and chords, and learns to find the circumference and area and to recognize and use tangents, secants—angles formed and intersecting within a circle.

Course required for Honors, College Prep, and General Diplomas

Algebra II

Prerequisite: Algebra I

Credit: 1

This advanced study in algebra includes parabolas, hyperbolas, permutations, logarithms, and matrices; operations with radicals and fractions; and solving equations. The approach is practical, helping the student use his reasoning abilities. In this course, the student learns to operate with: real number axioms and applications, radicals and complex numbers, fractions and operations, equations and decimals, equations—linear and graphs, quadratic solutions, relations and polynomial functions, arithmetic and geometric sequences and series, and sentences with one variable, multiplication of polynomials, factoring monomials, squares, groups, and open sentences, computations, exponential functions, logarithms, and antilogarithms; and permutations, combinations, binomial expansions, and probability, matrices and their properties, determinants of equations, and systems of equations.

*** Course required for Honors and College Prep Diplomas**

Trigonometry

Prerequisite: Algebra I, Geometry, and Algebra II

Credit: 1

Trigonometry is an interactive learning experience for the student. Through the use of a

graphing calculator, the student is able to solve realistic problems about our universe.

The student learns to: find unknown measurements involving triangles, determine the values of the trigonometric functions for any angle, establish and use trigonometric identities, graph trigonometric functions with and without a graphing calculator, use the inverse trigonometry functions to find angle measures, solve equations involving the trigonometric functions, graph functions in the polar plane, perform operations with complex numbers, and recognize how trigonometry models our world. This course requires the use of a TI-83 Plus or TI-84 Plus graphing calculator.

Course Required for Honors Diploma

English

English I

Credit: 1

This course requires students to read and respond to literature, write essays and other compositions, study and use correct grammar and practice correct usage in oral and written expression. The student: learns about the history of the English language, practices using resources—dictionary, thesaurus, concordance, encyclopedia, and the library, reviews

outlining, writes a biographical sketch and answers essay questions, continues to review and write with verbs—action/linking, transitive/intransitive, active/passive voice, tenses, progressive form, and emphatic mood, reads and analyzes *The Swiss Family Robinson* by Johann Wyss and *Twice Freed* by Patricia St. John, learns the parts of a book; the elements of a short story and a novel—chronological order, spatial order, and order of importance; the exposition, complication, and resolution of story plots, diagrams simple, compound, and complex sentences, is introduced to new vocabulary words, identifies and uses the literal and figurative meanings of words and understands word derivations, writes a composition unified by a single coherent thesis with a consistent tone and focus, demonstrates an understanding of sentence construction by correctly using clauses, phrases, and the mechanics of punctuation, is encouraged in character development through examples given in each book.

*** Course required for Honors, College Prep, and General Diplomas**

English II

Prerequisite: English I

Credit: 1

The student develops oral and written communication skills as well as critical thinking skills during this course. Specifically, the student: writes using four kinds of paragraphs and

correct sentence structure, reviews the characteristics of writing a biography and an autobiography and learns to make note and source cards while using reference resources, studies the elements of a book and examines the author's style while reading, studying, and answering questions about *God's Tribesman* by James and Marti Hefley and *The Hiding Place* by Corrie ten Boom and John and Elizabeth Sherrill, identifies and reviews basic grammar skills, expands vocabulary through learning and writing new words, classifies and diagrams the seven basic sentence patterns, discovers the purpose and type of newspaper articles and writes a newspaper article, determines the purpose and appropriate forms of business and social letters and letters of application, gains practical application of library skills, learns to identify and appreciate poetic forms, is encouraged in character development through examples given in each unit of study .

*** Course required for Honors, College Prep, and General Diplomas**

English III

Prerequisites: English I and II

Credit: 1

The student taking this course will continue to review, practice and expand his knowledge of reading, writing and orally expressing our English language. Specifically, the student will: identify sentence fragments, run-ons, and complete sentences, study different periods of American literature, recognize and review grammar, continue to build knowledge of capitalization and punctuation rules, increase writing skills—descriptive, narrative, expository, and persuasive elements of a paragraph; plan and write an essay, develop setting, character, and plot for a short story, research, plan, and write a term paper in a step-by-step process, verify and clarify facts presented in other types of expository texts by using a variety of consumer, workplace, and public documents, read and analyze *In His Steps* by Charles M Sheldon and *The Oregon Trail* by Rinker Buck, analyze characteristics of satire, parody, allegory; pastoral themes used in poetry, prose, plays, novels, short stories, essays; and other basic genres, is encouraged in character development through examples given in each unit of study.

*** Course Required for Honors and College Prep Diplomas**

English IV

Prerequisites: English I, II, and III

Credit: 1

The student taking this course will practice the correct usage of oral and written language in a variety of formats. Specifically, the student: is introduced to the different periods of British literature, builds a vocabulary notebook, improves writing skills in exposition, description, narration, and persuasion, learns about parallelism, writes character trait stories and answers essay questions accurately, reviews and practices grammar—capitalization and punctuation, uses the dictionary as a reference tool, learns about denotation and connotation, paraphrases and writes summaries while reading *The Rime of the Ancient Mariner* by Samuel Taylor Coleridge and *Silas Marner* by George Eliot, analyzes Shakespeare’s life and *Macbeth* continues the study of speech—topic selection, preparation, speaking methods, and speech delivery, is encouraged in character development through examples given in each unit of study.

Course required for Honors Diploma

Social Studies

World History

Credit: 1

The course covers the history of the world at large beginning with ancient civilizations and progressing up to modern times. The student learns about ancient civilizations, the Middle Ages, the Renaissance, Colonialism, the Age of Revolution, and the history of Europe

between 1850-1990; learns about the fall of Communism and the spiritual awakenings and the missionary outreach throughout various historical eras.

*** Course required for Honors, College Prep, and General Diplomas**

American History I and American History II

Credit: 1 each

These 2 courses cover American history with a focus on the colonial period through modern times. The student views American history from the colonial period to the present; gains an understanding of America's religious, philosophical, and political background; studies the growth of industrialism—its background, products, benefits, and the expansion of Liberalism (1890-1914); learns about immigration—the urban problems, rural unrest, and social reform (1865-1900).

*** Courses are required for Honors, College Prep, and General Diplomas**

U.S. Civics

Credit: 0.5

This course covers a variety of topics related to our government and our responsibility to be a good citizen in our society. The student studies the historical foundations of American civics

; reviews the Biblical, Greek, Roman, and Anglo-Saxon governments; types of church governments; origins, structures, functions, and limitations of state and local governments. studies the reasons and results of the Reformation and the influence of the philosophies of the Enlightenment on today's culture; summarizes the historical, social, and economic conditions that led to the Declaration of Independence; the Articles of Confederation; Constitution ratification; and the colonial and modern meaning of "separation of church and state"; learns the structures and functions of the national government.

*** Course is required for ALL diplomas**

Economics

Credit: 0.5

This course provides an overview of our modern economy and the events and factors that affect it. In addition, personal financial responsibility is taught. The student learns about price theory, laws of supply and demand, production, cycles of free enterprise, international and free trade, banking and investments, stewardship, government, and the economy . identifies definitions, terms, and theories of economics; learns about the organization and functions of the Federal Reserve and the Social Security Systems; interprets information from and uses profit and loss tables and graphs; learns how to establish and follow a budget; discovers the disadvantages of debt, the value of saving, and being involved in a long-range financial plan.

Course is required for ALL diplomas*Science*

Biology

Credit: 1

This course covers the life sciences in an introductory high school manner. Creation, function of the human body, animals and cellular biology are the primary topics addressed. The student views the wonders of the Creator as he studies the structure and function of man's skin, skeleton, and muscles; the central nervous system; blood and circulation; nutrition and growth; observes scientific proof for creation of fish, amphibians, reptiles, and invertebrates examines mammals—their characteristics, migration, and hibernation; groups and body structure of birds; characteristics and classification of plants; learns the system of scientific classification; uses character stories to apply scriptural principles to everyday scientific situations. Labs are available via online resources.

*** Course is required for Honors, College Prep., and General Diplomas**

Physical Science

Prerequisite: Algebra I

Credit: 1

This course covers foundational concepts for future scientific courses including chemistry and physics. The student learns the scientific method and notation, powers of ten notation, significant figures; homogeneous and heterogeneous substances; air and atmospheric pressure, pressure and density of gases; formation of chemicals, elemental periods and families; metals and metalloids; studies laws of motion and gravity, light, electricity, and modern physics; applies scriptural principles to everyday situations .

Labs are available via online resources.

*** Course is required for Honors, College Prep, and General Diplomas**

Chemistry (Grade 11)

Prerequisites: Physical Science and Algebra I

Credit: 1

This course is designed to introduce the student to college preparatory chemistry concepts.

The student who is successful in this course examines the history and development of chemistry, careers and fields of study, nuclear chemistry and biochemistry,

chemical reactions and balancing equations, acids and bases, the four

phases of matter, molecular bonding, and the Periodic Table of Elements; learns about

Thermodynamics and quantitative and qualitative analysis; uses “Teen Life Principles”

to apply wisdom to everyday scientific situations .

Optional DVDs and internet resources provide interactive, multimedia instruction and “virtual hands-on” lab experiments.

Course is required for Honors and College Prep. diplomas

Physics

Prerequisites: Algebra I and Physical Science

Credit: 1

This course provides an introduction to college level concepts related to physics. In addition, it provides an extension to certain concepts covered in physical science. The student who successfully completes this course studies radiation and nuclear energy, heat energy and temperature, conduction, and convection; studies electrochemistry, wave motion and sounds, the Doppler effect, and optics and optical instruments; investigates states of matter—force, motion, gravity, momentum, and energy; reinforces learned concepts by review; learns to apply Scriptural principles to everyday scientific situations .

***Course is required for Honors Diploma**

Electives

**indicates a 'required' course*

Etymology

Credit: 1

This course embodies the study of words while expanding on concepts covered in the English classes. The student identifies root words and writes their meanings, reviews the word study of homonyms, synonyms, and antonyms, expands on the functions of suffixes, reviews phonics rules—special sounds, silent letters, digraphs, and diphthongs, develops grammar comprehension—parts of speech and their functions, and builds on the character trait examples .

Old Testament Survey

Credit: 1

This is a comprehensive course designed to provide the high school student with a book-by-book understanding of the Old Testament . The chronology, history, setting, and content of the Old Testament are examined in such a way that the student's comprehension is

increased. This study covers the introduction, preparation for Bible study, and authority of the books of the Bible . The covenants, time periods, laws, poetical books, and Minor Prophets are just a sample of the topics that are discussed .

Art 1-4

Credit: 1

This course (a total of up to four courses) begins with the basics of how to create art in a variety of mediums as well as the study of the art of various historical eras and artists. In each course the student studies an introduction to the tools of art: pencil, pen and ink, and paints; learns the principles of design: symbols, rhythm, shapes, and awareness; investigates the hue, value, intensity, and proportion of color, and paints in color; designs clothing, draperies, still figures, and figures in motion; learns about observation, point of view, perspectives, and light and shade.

*Health

Credit: 0.5

This course satisfies the state requirement for health by covering critical concepts.

The student learns the importance of proper nutrition, both spiritual and physical; types of nutrients; a balanced approach to exercise, diet, and weight loss; examines a

Biblical and scientific view of tobacco, alcohol, harmful drugs, sexually transmitted diseases, AIDS, and mental and emotional health; gains valuable information on safety in six basic areas: home, transportation, job, school, personal safety, and safety for children; learns about basic first aid treatment and care such as bites, bleeding, burns, fractures, and choking, taking a temperature or pulse, and blood pressure reading.

*Physical Education

Credit: 1

Students engage in a variety of activities including calisthenics, volleyball, basketball, running, walking, soccer, and baseball while learning the proper form and technique for physical activities as well as the need for proper warm ups, cool downs, hydration and stretching.

*Life Skills

Credit: 1

This course satisfies the state requirement for career prep. The student learns skills for preparation for entering a career, pursuing a college education, budgeting for life, skills for family living according to the Word of God, basic food prep. Skills, basic skills for

mending/sewing, and understanding of living in a fallen world while not becoming part of the world. This course entails required participation, projects, quizzes, homework assignments, and tests of Scripture passages.

Course requires a \$25 lab fee.

Diploma Requirements

Honors Diploma and College Preparatory Diplomas

***See above Course Catalog for Specific course requirements for Diploma types**

Math- 4 Credits

English- 4 Credits

Science- 4 Credits

Social Studies- 4 Credits

P.E.- 1 Credit

Life Skills- 1 Credit

Bible- 2 Credits

Health- .5 Credit

Type Master- .5 Credit

Foreign Language- 1 Credit

Electives- 4 Credits for Honors, 3 for College Prep

General Diploma

***See above Course Catalog for Specific course requirements for Diploma type**

This diploma type is recommended for students desiring vocational college, or entering community college. It is NOT recommended for students desiring entrance to a 4-year university.

Math- 4 Credits

English- 4 Credits

Science- 4 Credits

Social Studies- 4 Credits

Bible- 2 Credits

Life Skills- 1 Credit

Health- .5 Credit

Type Master- .5 Credit

Electives- 3 Credits

Vocational Diploma

***Vocational Diplomas are for remedial work. This diploma type is NOT recommended for students desiring entrance to a college or university, as it will not meet the minimum requirements for college/university entrance.**

Math- 4 Credits

English- 4 Credits

Science- 4 Credits

Social Studies- 4 Credits

P.E.- 1 Credit

Life Skills- 1 Credit

Bible- 2 Credits

Word Building- 3 Credits

Electives- 1 Credit

Issuing of Credits

HCA only issues $\frac{1}{2}$ and full credit courses. Should a student not complete a $\frac{1}{2}$ credit course in the academic year, or not submit all assignments as a part of the course requirement, the

student will not receive any credit for the course. If this is a mandatory course, the course will need to be repeated the following academic year.

For PACE courses, once a student has completed 6 Units of Learning, a $\frac{1}{2}$ credit is issued.

For full credit courses, all 12 Units of Learning must be complete before a Credit is issued for the course. Students that do not complete their 12 Units of Learning in the academic year are required to attend summer school, or risk a failing grade for the course, not earning the credit needed for promotion.

Honor Roll

Students must complete all course requirements for the quarter, maintain the average needed for Honor Roll status (85%) for Honor Roll, (90%) for Director's Honor Roll, have no more than 2 detentions in the quarter grading period, and no suspensions.

Valedictorian and Salutatorian

The honor of valedictorian and salutatorian are determined by the diploma pathway first, with Honor Diploma eligibility first, and College Prep second.

The Second determination is the highest GPA among the highest diploma pathway.

The third determination is considered among students earning the majority of their academic credits at HCA. Exception for dual-enrolled students at a higher learning institution.

Transfer of Credits Received

HCA will receive as equal, transfer of credits issued from any institution that is accredited.

HCA will not receive non-accredited credits; however, will consider on a case-by-case basis for students.

Credit Recovery

Summer School at HCA is NOT a credit recovery program. It is an extension for the school year allowing students to either (1) get ahead in PACE work for the next academic year, or (2) an opportunity to complete 1-3 PACE books that were lacking for the completion of a year. A student needing more than 3 books for academic completion should consider enrolling in a credit recovery program. For HCA to receive credits at a credit recovery program, the credit recovery program must be accredited. HCA will enter in a passing grade of 70%, regardless of the grade issued in the credit recovery program, as their permanent grade.

Progress Reports-

Every quarter we have parent conferences to discuss the progress of the student. Parents are required to come to the school for this conference. You may retrieve a report card at My School Worx portal. An official report card will be issued at Parent-Teacher quarterly conference.

Parent-Teacher Conferences

HCA partners in education with the parents. As partners, it is important that we meet together at the end of each quarter to discuss progress, goals, and accountability. For this reason, parent-teacher conference is a mandatory requirement for enrollment at HCA.

Retrieving Records

In the unforeseeable event that HCA should cease to exist, all records will be transferred to a receiving Christian School with Alabama Christian Education Association membership. The ACEA office will be notified of the transfer of academic records and the location of said records. Students may contact the ACEA office for information relating to the location of the receiving school.

The contact information for ACEA:

Alabama Christian Education Association

2534 Decatur Highway

Gardendale, AL 35071

Phone # 205-631-3000

EXTENDED CARE

Hours/Cost-

Hours for extended care are 6:35am to 7:45am and 3:00pm to 5:30pm. Parents who wish to use our Extended Care Program may do so for an additional fee. Students who are dropped off before 7:25am or not picked up by 3:15pm will be charged a fee. Students must be registered to be in Before Care or After Care. A \$35.00 Family Registration fee is due at enrollment into the Extended Care Program. No drop in or occasional use allowed.

LATE PICK-UPS:

The following fees apply to students not enrolled in aftercare, but not picked up from school before 3:15pm:

Pick-ups after 3:15pm, but by or before 4:15pm = \$15

Pick-up after 4:15pm, but by or before 5:30pm = \$30

Any student not picked up before 5:30pm will be charged a \$50 late fee. This applies to students not enrolled in aftercare as well as those enrolled.

ATHLETICS AND EXTRA-CURRICULAR

ALL HCA sports, clubs, and extra-curricular activities are an extension of HCA and should follow all school code of conduct, behavior, and dress code standards.

Sports-

HCA is a member of the Alabama Christian Athletic Association, and is subject to all rules for eligibility for student athletes. Please visit <http://alabamachristianathletics.com/> for all information relating to eligibility.

All fees for each sport apply and must be paid at the beginning of the season.

Students are encouraged to finish what they start! If a student commits to the team, they should see their commitment through to the end of the season.

Students in grades 9-12 can earn their P.E. credit by their active participation in a sport.

Students missing practices or games without excuse, will be subjected to loss of playing time.

Fans are to conduct themselves in accordance to the HCA standard of conduct. Our goal is to support our team, not degrade the opponent.

Robotics Team-

HCA's Time Traveler's Robotics Team is subject to HCA standard of conduct, in addition to First Tech Challenge Rules and Regulations. Please see:

<https://www.firstinspires.org/robotics/ftc>

National Honor Society-

The HCA Chapter of the National Honor Society is subject to the standard of conduct of the school, following all academic requirements. National Honor Society eligibility is determined among Honor's Diploma students, in addition to meeting the academic requirements as set forth by the National Honor Society. Please see <https://www.nhs.us/> for details of National requirements.

Christian Honor Society

Eligibility of the HCA Chapter of the Christian Honor Society is determined by first, active church participation in a local body of believers, and second, among students pursuing an Honor's Diploma or College Prep. Diploma. All Christian Honor Society members must maintain a 90% average, as required by the Christian Honor Society. Please see <https://www.aacs.org/services/student/american-christian-honor-society/>

CONCLUSION

It is our desire to be extremely clear about our school, policies, objectives, and intentions. It is impossible to put into print every possible situation that might arise and, therefore, we reserve the right to modify this handbook at any time without notice. It should be noted that we will always strive for fairness, and in doing so, we must include an "exception policy." This means an exception in the policy for one is not meant as an exception in the policy for anyone else. If you should have any concerns or questions regarding our policies or principles, please call for an appointment to discuss it with the Director.