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FOUNDATIONAL STATEMENTS AND GOVERNING PRINCIPLES

MISSION STATEMENT
Providing a Christ-centered learning community that challenges all students to realize their greatest potential for transforming their world and impacting their culture.

VISION STATEMENT
Equipping future leaders to be a transforming influence on their culture for Christ.

CORE VALUES

EXCELLENCE
Our primary responsibility is the development of students spiritually, academically, emotionally, socially, and physically. Students will learn, grow, and flourish in a Christ-centered environment of excellence that encourages reaching their unique potential (Philippians 1:9-11).

FAITH
The integration of a biblical worldview through connecting all aspects of the school’s program within the framework of biblical ideas and beliefs impacting how students interpret the world and interact with it (Proverbs 3:13; 4:5; Proverbs 4:20-21, Romans 12:2, 11; I Colossians 1:16 -17; John 1:3).

SERVICE
Learning, modeling, and practicing servant leadership is essential to worldview and leadership development. Tangible evidence of placing the needs of others before self is expected. We encourage students to follow Christ’s example of leadership through servanthood (Hebrews 6:10; Galatians 5:13; I Samuel 12:34).

COMMUNITY
Building, enhancing, and maintaining community are integral to all aspects of school life. We promote strong relationships with each other and all stakeholders through respect and acceptance of one another. We embrace and encourage parent participation and open communication between the school and the home (Psalm 133:1; I Peter 3:8; Ephesians 4:3).

STUDENT ENGAGEMENT
Understanding that learning and growth occurs in a variety of formats and environments, we offer engaging activities for our student body. We desire to advance student development and leadership capacity, support students in the pursuit of their passions, connect students with one another, enhance creative competence, and increase the overall sense of community and enjoyment (Romans 12:6-8; I Peter 4:10).

OUR GRADUATES
• have a growing, personal relationship with Jesus Christ through knowing, understanding, and applying God’s Word.
• articulate, defend, and live their biblical worldview through an understanding of opposing worldviews.
• are well prepared in all academic disciplines, and are skilled in reading, writing, speaking, listening, thinking critically, and 21st century technology skills.
• respond to and treat all people with respect, dispelling prejudice, and promoting justice, mercy, and peacemaking in family and society.
• are men and women of integrity.
• accept positions of leadership and influence to serve others readily.
EDUCATIONAL PHILOSOPHY

We stand without reservation on the absolutes of the Holy Bible and seek to interpret all of life and learning from the basis of the principles set forth in God’s Word. These convictions provide the framework for our entire educational program. In this framework students develop their intellectual, spiritual, physical, emotional and social potential to the end that their lives will glorify God.

STATEMENT OF FAITH

I. **We believe** in one God Who exists in three persons as - God the Father, God the Son, and God the Holy Spirit. The Trinity consists of these three persons who are one but distinct in function, although the Three are always in complete harmony with each other. He is infinite in wisdom and power and is completely sovereign over all creation (Matt. 18:29; John 10:30; I John 5:7-8).

II. **We believe** in Jesus Christ, who is the only Son of God (John 3:16). He was born of a virgin (Is. 7:14; Matt. 1:18) and conceived by the Holy Spirit (Matt. 1:18; Luke 1:35). He was born as the perfect God/man - that is, wholly God and wholly man (John 1:14; Col. 2:9). Jesus Christ lived a sinless life (Heb. 4:15; I Pet. 2:22), died for the atonement of lost man and was victoriously raised from the dead in a bodily resurrection (Luke 24). He lives eternally with the Father and will one-day return to reclaim His church - His bride (Luke 1:32-33; Titus 2:13; Rev 20:4-6).

III. **We believe** in the Holy Spirit, the third Person of the Trinity. He is God Who indwells the heart of redeemed man and works to bring the saint into the fullness of the will of God. The Holy Spirit draws man into salvation and convicts of sin. He is totally divine and equal with the Father and the Son (John 14:26; Rom. 8:26; I Cor. 6:19).

IV. **We believe** the biblical story of creation. All things were created by God through Jesus Christ exactly as revealed in the Genesis account. We believe creation was completed in six literal days and continues to exist by the power of God (Gen. 1:1 Ps. 33:6-9; Ps. 148:3-5). Adam and Eve were literal historical figures placed in the Garden by God. Adam was given the position of representing man in the Garden, and with his fall passed the sin nature onto all who have been born thereafter.

V. **We believe** that the Bible is the inspired, inerrant, and infallible Word of God. It is without error in its origins and is God’s total and complete revelation to man. The Bible is the final authority of all matters as far as the truth of God is concerned. It cannot be interpreted apart from the illumination of the Holy Spirit, but when so interpreted with His illumination the reader will find that all aspects of the truth of the Word is in complete harmony (Ps. 12:26; Is. 40:8; II Tim. 3:16).

VI. **We believe** that salvation is possible only through the Person of Jesus Christ. The Holy Spirit draws and convicts sinful man to repentance and total faith in Christ. Upon salvation through Christ, man is redeemed. His account is settled, and his name is written in the Lamb’s Book of Life. God will then protect and direct the saint, and through the power of God the redeemed sinner will persevere in his faith to the end (Acts 2:22; Acts 4:12; Rom. 10:10; II Tim. 1:9; Titus 2:11-12).

VII. **We believe** the Church is the local body of baptized believers who work together under the direction of the Holy Spirit to carry out the three primary functions of the church: exalt the Savior, equip the saints, and evangelize the sinner - this is to be done both locally and worldwide through all appropriate opportunities (Matt. 28:19; Mark 16:16; Romans 6:3-6). The Church is provided gifts from the Holy Spirit through its membership which enables it to carry out the full work to which it is called (I Cor. 12).

VIII. **We believe** that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Gen 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Cor. 6:18; 7:2-5; Heb. 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

IX. **We believe** that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15: 18-20; I Cor 6:9-10).
X. **We believe** that God wonderfully and immutably creates each person as male or female. These two distinct, complementary biological sexes together reflect the image and nature of God (Gen 1:26-27). Rejection of one’s biological sex is a rejection of the image of God within that person.

XI. **We believe** that all human life is sacred and created by God in His image (Genesis 1:27). Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged and every other stage or condition from conception through natural death. We are therefore called to defend, protect, and value all human life (Psalm 139).

XII. **We believe** that Jesus Christ will return to the earth as He promised. When He returns, it will be in complete victory over sin and the dominion of Satan. Jesus will call His church to Himself, he will judge and destroy the powers of evil including Satan and his demonic angels, and He will establish His eternal kingdom (Phil. 3:20; Col. 3:4; II Tim. 4:1-2, 8 II Peter 3:8-10; Rev. 16:15). He will sit as the final judge of all who have lived. The saints will live forever in Christ’s kingdom, and the unrepentant sinner will spend eternity in hell (Matt. 25: 41,46; Mark 9:43; Rev. 20:15).

XIII. **We believe** that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor align with Hebron Christian academy’s belief or foundational statements.

XIV. **We believe** that to preserve the function and integrity of Hebron Christian Academy as the local Body of Christ, and to provide a biblical role model to the organization members and the community, it is imperative that all persons employed by Hebron Christian Academy in any capacity, or who serve as volunteers, agree to and abide by these statements (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

**FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT**

The statement of faith does not exhaust the extend of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Hebron Christian Academy’s faith, doctrine, practice, policy, and discipline, our Board of Directors is the final interpretive authority on the Bible’s meaning and application.

**AUTHORITY**

The Board of Directors has delegated the authority for the day-to-day operation of the HCA to the Head of School. In turn, the Head of School has assigned responsibility and delegated authority to the principals to handle most behavioral/disciplinary matters. Thus, behavior that requires disciplinary responses such as detentions and suspensions is strictly under the domain of these administrators. Issues that result in recommendations of non-renewal, exclusion, or expulsion, however, will be reviewed by the Head of School. His/her decision in each case will be final.

**STUDENT CODE OF CONDUCT**

Students will:

- adhere to Hebron Christian Academy’s statements of faith and conduct themselves in accordance with all belief statements, and core values.
- respect fellow students and interact in ways that reflect Christian ethical standards and behavior so as not to damage the reputations of others, the reputation of the school, or the his/her own reputation (Belief Statement: XIII and Core Values: Excellence, Faith, Service, Community, Student Engagement).
- lead and serve by example (Belief Statements: VII, IX, X, XI, XII, XIII, and Core Values: Excellence, Faith, Service, Community, Student Engagement).
- encourage school spirit and morale (Belief Statement: XIII and Core Values: Community, Student Engagement).
- exhibit honor, respect, and moral excellence in all social media interactions (Belief Statements: IX, X, XI, XII, XIII, and Core Values: Excellence, Faith, Service, Community, Student Engagement).
- abstain from practices (Belief Statements IX-XIII) which Hebron Christian Academy finds unacceptable because they are a conflict with Scripture or the law, and Hebron Christian Academy’s standards for all stakeholders. These include but are not limited to:
Parent and/or student signature(s) on handbook agreement form indicates an agreement to and adherence of all items on the student code of conduct.

PARENT/VOLUNTEER CODE OF CONDUCT

Parent/Guardians and Volunteers will:
• adhere to and support Hebron Christian Academy’s foundational statements and conduct themselves in accordance with all faith statements, core values, and the student code of conduct.
• respect others (including faculty and staff) and interact in ways that reflect Christian ethical standards and behavior by communicating problems, concerns, or inquiries respectfully and courteously in verbal and written communication to the appropriate person (Belief Statement: XIII and Core Values: Excellence, Faith, Service, Community, Student Engagement).
• serve by example (Belief Statements: VII, IX, X, XI, XII, XIII, and Core Values: Excellence, Faith, Service, Community, Student Engagement).
• respect and follow the conflict resolutions steps outlined in the handbooks always approaching the appropriate school personnel about issues and not other parents (Belief Statement: XIII and Core Values: Community).
• support and volunteer for school functions, fundraising events, and other projects (Core Values: Community).
• abstain from practices (Belief Statements IX-XIII) which Hebron Christian Academy finds unacceptable because they are a conflict with Scripture or the law, and Hebron Christian Academy’s standards for all stakeholders. These include but are not limited to:
  o threatening, profane, abusive, and blasphemous language/emails/phone calls/voice messages or in person at any school related activity or toward any employee, parent, or student at HCA (Belief Statements: V, XIII and Core Values: Excellence, Faith, Service, Community, Student Engagement).
  o theft, fraud, or any other criminal activity (Belief Statements: III, V, VI, XIII, and Core Values: Faith, Service, Community, Student Engagement).
  o racial or ethnic prejudice (Belief Statements: XII, XIII, and Core Values: Faith, Service, Community, Student Engagement).
  o sexual harassment, violence, and/or abusive behavior (Belief Statements: IX, X, XI, XIII, and Core Values: Faith, Service, Community, Student Engagement).
  o dressing immodestly or contrary to one’s biological sex or using restrooms, locker rooms, etc. not in alignment with one’s biological sex (Belief Statements: XI, XIII and Core Values: Faith, Service, Community, Student Engagement).
  o all intimate sexual conduct outside the marital union of one man and one woman (Belief Statements: IX, X, XI, XIII, and Core Value: Faith).
• honor and adhere to the guidelines in the Hebron Christian Academy Student Handbooks.

Parent and/or Volunteer signature(s) on handbook agreement form indicates an agreement to and adherence of all items on the student code of conduct.
NOTICE OF NON-DISCRIMINATORY POLICY

FACULTY
Employment at Hebron Christian Academy is open to qualified individuals who are Christians of good character, without regard or reference to race, sex, national or ethnic origin, color, age, or disability. Hebron Christian Academy is a religious educational ministry, permitted to discriminate based on religion. All prospective and current employees must agree with Hebron Christian Academy’s mission statement, and they must be willing to conduct their lives in conformity with the school’s statement of faith and the school's declaration and agreement to ethical and moral integrity.

STUDENTS
Hebron Christian Academy admits students of any race, sex, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, sex, color, or national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

DISCLAIMERS
This handbook does not serve to contractually bind Hebron Christian Academy in any way and is subject to change without notice by the administration or the board of directors.
GENERAL INFORMATION

ACCREDITATIONS AND MEMBERSHIPS

HCA holds membership in and is accredited by the Southern Association of Colleges and Schools (SACS) and the Association of Christian Schools International (ACSI). Hebron Christian Academy is also a member of Georgia High School Athletic Association (GHSA) regarding athletic competitions and One Act Plays.

ATHLETIC/EXTRA-CURRICULAR POLICY

Policy concerning eligibility has been established by HCA to give guidelines to young people for their athletic participation. The following requirements have been established:

1. **Participation Fee**
   A participation fee will be charged for each sport at the varsity, junior varsity, and middle school levels. This fee is used to defray part of the cost of officials, facilities maintenance, travel, equipment, uniforms, and coaching expenses. If cuts are made on any of the squads, the fee will be refunded.

   Payment/receipt of tuition payments supersedes all other forms of student participation opportunities.

2. **Physical and Emergency Information Forms**
   An annual GHSA sports physical form completed within the past 12 months by a licensed physician will be required for each student who desires to participate on any organized athletic team. Each participant will also need to have a completed HCA emergency information form for the current school year and a hold harmless agreement on file in the athletic office.

3. **Academic**
   For students to participate in extra-curricular activities at HCA, they must meet the following criteria. Grade checks will be completed at weeks 6, 9, 12, 15, & 18 of each semester.

   - **Criteria 1**
     The student must not have a grade of 69 or below in one class in any one of the three-week grade checks.
     - If the student is failing one class at any grade check, they will receive a warning but will be allowed to participate with the team in games or practices until the grade(s) are brought up to passing.

   - **Criteria 2**
     The student must not have a grade of 69 or below in two or more classes at any of the three-week grade checks.
     - Students who have two failing grades or more at any grade check will not be eligible for participation with the team in games or academic competitions.

   1 Team refers to any HCA extra-curricular groups which may include, but are not limited to, athletic teams, drama participants, band and choral members, or academic teams.

   2 Games refer to any HCA extra-curricular events that may include, but are not limited to, athletic competitions, drama productions, band and choral events, or academic competitions.

PROCEDURE FOR REINSTATEMENT

Grade checks will be completed every three weeks. If students do not meet either Criteria 1 or Criteria 2 at a grade check, they may be reinstated to the team when the students’ grade(s) meets Criteria 1 and Criteria 2. Students must submit the grades in question for administrative approval and take the signed Reinstatement Form to their coach/instructor and principal. Upon administrative approval, they will be immediately reinstated.
**END OF FALL SEMESTER FAILING GRADE**

Students who receive a failing grade (69 or below) at the end of a semester in any class will not be allowed to participate in practices or games with the team. These students may be reinstated if they meet Criteria 1 and Criteria 2 on the first three-week grading period of the next semester. Students must submit the grade or grades in question for administrative approval\(^3\). Upon administrative approval, they will be immediately reinstated.

**END OF SPRING SEMESTER FAILING GRADE**

Following the spring semester, students who have failed any class may participate in extracurricular summer activities if they are enrolled in a summer recovery class. To be eligible to participate in games of the fall semester, the student must pass the summer recovery class. If a student is not successful in a summer recovery class, they will be ineligible for the first three weeks of fall semester (practice and games). They may be reinstated if they meet Criteria 1 and 2 in a grade check at week three. The students must submit the grade(s) in question for administrative approval\(^3\). Upon administrative approval, they will be immediately reinstated.

1. **Insurance**
   Athletes must be covered by parents’ insurance. Our accident insurance provides secondary coverage for injuries to students engaged in HCA functions or sanctioned activities.

2. **Game Participation Policy**
   Players must attend every scheduled practice (unless excused by the coach) and be prepared to help their team in whatever way possible for every game. When school is in session, students must attend at least three class periods and have no unexcused absences including study hall/teacher aide periods in order to participate in a practice or game.

3. **Dress Code**
   The dress for all athletic events must be of the highest Christian testimony. Therefore, the Athletic Director reserves the right to establish a dress code giving specific guidelines for game days and other athletic events. More information is located in the dress code section of the handbook.

4. **Attitude**
   As a leader in the student body of HCA, it is important that student athletes maintain a good testimony. A cooperative spirit and attitude with staff and other students is expected at all times.

5. **Commitment**
   Athletes who quit a sport without the coach’s approval are not eligible to participate in another sport until the end of the season of the sport they quit.

6. **Weather**
   In the event of inclement weather which causes the school to be closed, all athletic and extra-curricular activity will also be canceled.

\(^3\) Administrative approval refers to a) Athletic Director or b) Academic Counselor.

**BACKPACKS**

Students are responsible for their backpacks at all times. Backpacks should be on their person or in their locker if not being used. HCA is not responsible for the loss, damage, or theft of personal items that are left unattended or unsecured.

**CHAPELS/DISCIPLESHIP GROUPS**

Chapels or discipleship groups will be held weekly. Students are encouraged to participate in the chapel service through either the praise team or active singing and worship.
CONFLICT RESOLUTION

There is no perfect school. Christian schools, including HCA, have conflict. God's plan for resolving conflict is revealed in Matthew 18:15-17:

“If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.”

It is the policy of HCA to follow this Biblical principle by having individuals go directly to the person with whom they have a problem and share their concern. Going to other people, including friends, parents, staff, or board members, only magnifies that problem.

The first step to resolve the concern is to meet directly with the person involved in the conflict (i.e. parent meets with the teacher or coach involved in the conflict). If the meeting with the individual involved directly in the conflict does not resolve the situation, these additional steps may be followed in order:

1. The individuals involved in the conflict meet with the appropriate superior (i.e. parents and/or coach involved in the conflict meet with the Principal and/or Athletic Director).
2. The individuals involved in the conflict meet with the Head of School.
3. The individuals involved in the conflict meet with the Head of School and a representative of the School Board.
4. If following all of the above steps does not resolve the conflict, a written request may be submitted to the HCA School Board with the following information:
   - The name and contact information of the meeting requestor.
   - The names of individuals involved in the conflict.
   - The nature of the conflict and any corresponding documentation.
   - Verification that the Matthew 18 principles have been followed and the names of individuals you have met with prior to the written request.

The written request will be considered by the HCA School Board at the first regularly scheduled board meeting following the receipt of the written request.

The meeting requestor will be notified in writing by the HCA School Board as to whether a meeting will be granted. If a meeting is granted by the HCA School Board, the decision of the Board will be final. There will be no further appeals.

If a meeting is not granted by the HCA School Board, there will be no further appeals. Following this policy is the best way to resolve conflicts and build positive relationships at HCA.

If a student finds him/herself in an abusive situation he/she should not approach the offender but, instead, find a trusted adult or contact our student resource officer and report the situation immediately.

CUSTODY ISSUES

Without question, many families have been affected by marital separation, divorce, and even premature death of one or both parents. In virtually all of these situations, custody issues result that are, first and foremost, legal matters. Regardless of the facts and opinions HCA personnel may know or express in these cases, HCA is strictly bound to comply fully with all court orders, when provided, regarding custody issues. Please understand and appreciate the legal position for the school and cooperate in every possible way. All custody documentation must be provided to HCA.

DEBTS AND FINES

- A late tuition payment fee of $25 will be charged per student/per month if the appropriate tuition payment is not received by Smart Tuition by the due date.
- HCA understands that once an account becomes 60 days delinquent, the family has made a voluntary decision to withdraw the student from classes.
- The student will not be considered for re-enrollment until the account is brought current.
• No student (kindergarten through senior) will participate in graduation exercises until the respective account is brought current.
• Report cards and transcripts will not be released to the parent until the account is brought current.
• Blackbaud access will be denied until the account is brought current.
• Families that choose the One, Three or Four Pay plan must make payments by the respective due dates or the discount will be forfeited. Their plan will be converted immediately to the Ten Payment plan.
• Past due accounts will be turned over to a collection agency. All fees associated with the collection efforts will be the responsibility of the parent or legal guardian.

**DRIVING/PARKING PRIVILEGES**

High school students 16 years or older who have a valid driver’s license and liability insurance may purchase a parking permit ($40) and be allowed to park on campus. Driving to school is a privilege. The following rules apply to any student driving on campus:

• Loitering in the parking lot before or after school is not permitted. Upon arrival, students should enter the school and report to the appropriate designated area. All students should report to the F Building cafeteria.
• Reckless behavior in or around cars may result in the student’s parking permit being suspended or revoked.
• Reckless driving in the school parking lot before, during, or after school hours may result in the student’s parking permit being suspended/revoked.
• Students with a parking permit who incur a debt to the school and do not pay it in a timely manner may have their parking permit suspended.
• Parking permits may not be sold or given to another student.
• Students are not to give rides to other students unless there is written permission from their parents (driver and passengers) on file in the office.
• Students are not to go to their cars during the school day unless they have checked out of school to leave campus or have been given written permission by an administrator.
• Students who violate the student code of conduct may have their parking privileges revoked.

**ELECTRONIC EQUIPMENT**

Students are not permitted to bring laser pointers, hand-held video games, IPods, personal laptop computers or any other type of electronic equipment to school. These electronic items will be confiscated, and the student will be subject to disciplinary action. Confiscated items will be turned over to the parent or guardian only. Exceptions may be made by classroom teachers on a designated day.

**HCA bears no responsibility for damage, loss or theft of any personally owned device brought to school by a student.**

Students who lease a Surface from the school are receiving an expensive piece of technology that must be treated with a great deal of care. Students may be responsible for damage and/or loss of their Surface, including any components provided such as a keyboard or case. Use in the classroom will be similar to a textbook, or note-taking materials, and it is at the discretion of the teacher to ensure a proper learning environment. Students who are not using technology in an appropriate manner will receive consequences outlined in the Handbook and/or the student ISAUP and may forfeit their privilege to continue to use technology in the classroom. Additional information will be provided when students receive their Surface and sign the Student ISAUP, as well as in each classroom at the start of the school year.

**HCA bears no responsibility for damage, loss, or theft of a school-issued Surface.**

**EMERGENCY SCHOOL CLOSINGS**

In the event weather conditions make it impractical to have school, information will be broadcast on WSB-TV (Channel 2), WAGA-TV (Channel 5), and WXIA-TV (Channel 11) as early in the morning as possible. Parents should keep in touch with the school when severe changes in the weather are occurring during the school day. On occasion, it is necessary to send children home early to avoid serious weather conditions and parents need to be prepared to pick them up at school.
FIELD TRIPS

During the course of each school year, field trips are scheduled and planned by the faculty of HCA with approval of administration. Scheduling and planning field trips will be the responsibility of the classroom teacher. The following guidelines have been established:

1. Students must be transported to and from the field trip by school transportation.
2. The number of chaperones needed for the field trip will be determined by the field trip coordinator.
3. Students who have not demonstrated self-control within the classroom environment may not be allowed to accompany the class on a field trip. Students are expected to exhibit the same good behavior on a field trip as they do within the classroom.
4. Chaperones should report any student’s misbehavior directly to the teacher or staff member coordinating the field trip. All discipline will be the responsibility of the teacher.
5. Field trips are part of the educational experience for students. If parents attend the field trip, siblings are not to accompany them.
6. Chaperones must adhere to all areas of the volunteer policy.
7. Trip payments must be made by the stated deadlines and are non-refundable.
8. Students will be required to wear the proper school uniform as determined by the field trip coordinator. Students not wearing the proper uniform will not be allowed to attend.

GUESTS/VISITORS ON CAMPUS

Parents of HCA students are always welcome at the school and should feel free to make an appointment to visit the school and/or the classrooms. Parents who come to the school during normal school hours for any reason are asked to go to the appropriate office to sign in and get a nametag. It is not possible for us to be well enough acquainted with all of the parents who have children in our school to recognize them, and since Hebron is a closed campus, we do not allow strangers to be in the buildings during school hours unless they are escorted. Please do not send friends or relatives to pick up your children without notifying us in advance. This is for their protection.

Written requests for non-HCA students to visit the school must receive the approval of the principal in advance of the visit. It should be carefully noted that all campus visitors are expected to have appropriate attire during their visit.

ITEMS LEFT FOR STUDENT

If it is necessary to bring a forgotten item to school for a student, please follow the steps below:

1. Bring item to G Building office to be left on the counter for the student to retrieve between classes.
2. Clearly label the item with the name of the student.
3. Make sure your student knows to check the counter for any forgotten items (PE clothes, lunch, project, book, etc.). Students will not be notified of forgotten items unless it relates to a medical emergency.
4. A student telephone is available at all times for your student to call you to check on an item they may be missing.
5. Sports bags and lunches are not to be left at the front desk on a daily basis (please have your student check with their Coach as to where to store their bag during the day).
6. Lunch delivery services (such as UberEats and DoorDash) are not allowed and will not be accepted at the G Building.

LEARNING COMMONS

- Grades 6-12 may check out two books at a time.
- Books are checked out for a two-week loan period.
- Students may not check out another book if they have an overdue book.
- Students must remain quiet and on task in the library.
- Students will be responsible for damage or loss of books checked out in their name.
LIFE-THREATENING ALLERGIES

It is the desire of Hebron Christian Academy to help support the well-being of our students who have life-threatening allergies. In most cases, the life-threatening allergy of an HCA student involves an allergic reaction to peanuts or peanut products. It should be clearly noted that HCA is a “peanut-sensitive” campus, not a “peanut-free” campus. With that stated, regardless of whether the allergy is a peanut allergy or another allergy, the following policy provisions will summarize parent/guardian responsibilities and the responsibilities of HCA personnel.

PARENT/GUARDIAN RESPONSIBILITIES

- Meet with school nurse prior to the start of school to provide written and verbal notification of the student’s allergy. In terms of written notification, each parent/guardian must complete and sign the “Life Threatening Allergy” policy and return it to the nurse during the first week of school. This written notification is separate from the information parents/guardians provide when meeting all electronic school record system information requirements. **Unless the school nurse receives and acknowledges such written notice by the parent/guardian, HCA will be presumed to have no knowledge of any student’s life-threatening allergy.**
- Supply up-to-date equipment (e.g., epinephrine injectors) and other necessary medications (e.g., Benadryl).
- Update the school nurse regarding all allergy status changes.
- Make sure your student knows his/her life-threatening allergy triggers and can identify and avoid such triggers. This knowledge would include food items sold/provided in the cafeteria and at snack time. Parents/guardians may want to prepare lunches and/or snacks free of food allergy triggers for the student’s consumption, especially for younger students.
- Notify the school nurse and teacher that whenever a student is on a field trip, appropriate medications must be made available during trip.
- If student attends HCA after-school care, notify supervisors regarding student’s allergy and comply with its policy.

For those students about whom HCA has been given a notice, as stated above, HCA will implement the following policy and procedures. No precautions, other than those stated below will be taken to help protect a student from an adverse reaction due to a life-threatening allergy. HCA assumes no responsibility to take extraordinary precautions of any kind relative to any student’s allergy.

- If medically necessary, a separate lunch table in the shared cafeteria will be available for a student with a peanut allergy. Supervision will be provided in the same manner as that for students without allergies.
- HCA makes no commitment that food in the cafeteria or anywhere else in the HCA facilities, including the student’s classroom, will be free of life-threatening food allergy triggers, such as peanut products or products containing gluten.

HCA will not knowingly give or knowingly allow to be given to any student, about whom it previously has been notified of a life-threatening allergy, as stated above, food allergy trigger products. However, HCA assumes no responsibility for what is received by such a student, without the direct knowledge of HCA, such as from a fellow student or any person not acting as an agent of HCA within the scope of the agent’s authority.

In the event of an allergic reaction of a student identified as having a life-threatening allergy, appropriate school personnel will follow the action plan provided by the parents/guardians.

Food allergy trigger products, including peanuts, will not be banned from HCA campuses. So, it would be reasonable to expect that students, at one time or another and to one degree or another, will have some exposure to food allergy trigger products. This policy does not provide or allow assurance that such food allergy trigger products will not be present on HCA campuses.

The purpose of this policy is to inform parents/guardians and students of the measures HCA will take and will not take to reduce the risk to students with life-threatening allergies. The policy commitment is contingent upon complete and proper notification of HCA of a life-threatening allergy as defined in this policy. Failure to notify effectually removes HCA from applying this policy.
### Notification of Life-Threatening Allergy

**Student Name:**

<table>
<thead>
<tr>
<th><strong>I. Life-Threatening Allergy Waiver</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>As the Parent/Guardian of ___________________________(student), I have read and understand the HCA Life-Threatening Allergy Policy and agree, as a condition of the continued enrollment of the named student at HCA, that no claim shall ever be made by the undersigned to hold HCA or any agent or representative of HCA liable beyond or in addition to what is explicitly stated above and will hold HCA harmless, including all costs for attorneys or otherwise, if any other person makes such a claim because the named student suffered adverse consequences because of a life-threatening allergy.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Signature of Parent/Guardian</strong></th>
<th><strong>Date:</strong></th>
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</table>

<table>
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<tr>
<th><strong>II. Life-Threatening Allergy Information</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>As the Parent/Guardian of ___________________________(student), I am providing HCA with written notification of a life-threatening allergy for this student. The allergy, medication required, and a specific action plan to treat said student is provided as follows.</td>
</tr>
</tbody>
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<tr>
<th><strong>Allergy:</strong></th>
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<table>
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<tr>
<th><strong>Medication Required:</strong></th>
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<table>
<thead>
<tr>
<th><strong>Specific Action Plan:</strong></th>
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<table>
<thead>
<tr>
<th><strong>Signature of Parent/Guardian</strong></th>
<th><strong>Date:</strong></th>
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</table>

<table>
<thead>
<tr>
<th><strong>Signature of HCA Nurse</strong></th>
<th><strong>Date:</strong></th>
</tr>
</thead>
</table>
LIFESTYLE STATEMENT

Hebron Christian Academy is a religious, nonprofit Christian school representing Jesus Christ by helping parents prepare their children spiritually, academically, physically and socially. HCA requires its employees and students to maintain high standards of biblical conduct, living their lives as Christian role models at all times. A Christian lifestyle should reflect the biblical perspective of integrity and appropriate personal and family relationships, personal conduct and moral behavior. Employees and students are expected to demonstrate a teachable spirit, and ability to share love for others and a willingness to live under authority. It is the policy of HCA to follow the Matthew 18 principle when a conflict arises between employees, parents, or students.

Moral conduct, which violates the bona fide employee or student qualifications to be Christian role models, includes but is not limited to promiscuity, or homosexual behavior or any other violation of the unique identification of one’s biological sex (Romans 1:21-27, I Corinthians 6:9-20). HCA believes that biblical marriage is limited to a covenant relationship between a man and a woman. HCA employees and students will maintain a lifestyle based on biblical standards of conduct at all times. Failure to do so may result in reprimand, or in some cases, dismissal of the employee or student. It is the goal of HCA that each employee and student will display conduct which will cause others to want to know Jesus Christ in a personal relationship.

Students, parents and staff are expected to abide by our belief statements and our code of conduct at all times.

LOCKERS (ACADEMIC AND ATHLETIC)

Lockers are property of HCA and are provided as a convenience for students. In exchange for the privilege of having the use of a locker, students and the students’ parents must agree to the following:

1. Reimbursing the school for damage to the locker as a result of abuse.
2. Not allowing another student to use the locker.
3. Not permitting anyone to place any material in the locker that would be in violation of school policy, realizing that the person assigned the locker will be held responsible for its contents.
4. Maintaining a secure locker at all times during the day.
5. Cleaning out locker at the end of the school year.
7. Not expecting a right to privacy regarding students’ lockers, as they are not the students’ personal property. The administration reserves the right to inspect lockers at any time with or without cause.
8. HCA is not liable for the loss, damage, or theft of any personal items that are left unattended or unsecured in lockers or in locker rooms.

MEDICATION

When it is imperative that medications be taken at school, they are to be taken to the receptionist/secretary where the parent/guardian will give instructions as needed. Medication will then be stored in the school clinic. The exception is that all “rescue” medications will be kept with the homeroom teacher. Neither the school nor its staff can guarantee that any student will take a particular medication correctly.

PRESCRIPTION DRUGS

Whenever possible, parents should ensure that daily medications are taken before arriving at school. In the event that a long-term medication regimen requires medication to be administered during school hours, a written statement must be kept on file from the student’s parent and the prescribing physician. The medication must be in a pharmacy-labeled container. Special instructions for how and when the medication is to be given, potential side effects, plans of out-of-school activities, and situations when the medication should not be given should be indicated as well. Errors in medication administration (missed dose, wrong dose, wrong medication) will be reported to the Head of Student Support Services and to the parent. If the student refuses the medication, it will be noted, and the parent will be informed.

OVER-THE-COUNTER MEDICATIONS

Nursing staff will stock over-the-counter acetaminophen (Tylenol, etc.), ibuprofen (Motrin, Advil, etc., diphenhydramine (Benadryl, etc.) and antacid tablets (Tums, etc.) in children’s tablet form for occasional use when needed. Written parental authorization that includes the medication, dose, frequency, and indication will be required to allow the nurse to
administer these medications appropriately as needed. If written permission is not on file, the nurse may receive verbal permission over the phone from the parent, provided the parent agrees to sign a written form within 3 school days. Doses that exceed the label instructions based on weight or age will require a note of prescriptions from the student’s physician (i.e., Motrin 800 mg every 6 hours for post-op knee pain). Non-nursing staff (lower and upper school secretaries; Student Support Services Staff) will be authorized to dispense these OTC medications once they have received training regarding medication administration.

PARENT/TEACHER CONFERENCES

Teachers are available for conferences by appointment. Parents are asked to respect the privacy of teachers and staff members of the school by making inquiries concerning school matters during regular school hours. Please do not call school personnel at home unless it is an emergency.

SCHOOL OFFICE HOURS

The school office will be open from 7:30 a.m. to 3:30 p.m. on regular school days, but it may close 30 minutes after school is out on days of early dismissal. School offices will be closed on holidays when school is not in session. Summer hours are 8:30 a.m. to 3:30 p.m., Tuesday through Thursday.

STUDENT SUPPORT SERVICES

The Student Support Services Department at Hebron Christian Academy believes that all students are uniquely different and have the right to a safe, supportive school environment in which they feel valued, respected and understood. In order to reach all students, we provide an array of support services that are designed to enrich their academic experience and help them achieve excellence.

SCHOOL COUNSELING PROGRAM

As school counselors at Hebron Christian Academy, we believe in utilizing a holistic approach when working with students that addresses their needs academically, personally, socially and spiritually in order to maximize their potential for growth through our developmentally-driven, comprehensive counseling program.

Our program emphasizes the importance of positive character development and maintaining a healthy school climate in which every student feels safe and supported. Through partnering with teachers, administrators, parents, and our local community, we strive to help all students achieve academic excellence, personal success and the ability to become exemplary leaders.

ACADEMIC/CAREER SUPPORT:

- Academic advising/course scheduling
- Enrichment/Tutoring programs
- Bridge Program for incoming Freshman students
- College and Career information
- PSAT/SAT testing information
- Financial Aid/Scholarship information

PERSONAL/SOCIAL SUPPORT:

- Classroom guidance lessons
- Individual and Group counseling
- Support Groups
- Summer Enrichment Program

All counselors have an open-door policy. Students needing support services or to speak with a counselor may stop by their offices any time. In an emergency, students may ask their teachers if they may leave class to talk with a counselor. Additionally, counselors will request appointments with students and/or their parents. Parents may access counseling services by calling, emailing, or visiting either the guidance office located in the F Building; or the student support center located in the new middle school. Parents and students may also access the college and career lab located in the media center.
TELEPHONES/CELL PHONES

MIDDLE SCHOOL STUDENTS
Middle school students (6th-8th) may possess a cell phone during the school day in accordance with the following regulations:

- Cell phones must be turned off, secured, and out of sight for the entire school day with one exception below.
  - Students in 8th grade will be allowed to use their cell phones during lunch.
- Cell phone may not be used before school, in the hallway between classes, in bathrooms, or in locker rooms.
- Cell phones may not be used while attending any middle school activity (i.e. same day field trips, school events, etc.).
- Cell phones may be used during an educational activity when authorized by the teacher. At the close of the activity the cell phone must be turned off, secured, and out of sight for the remainder of the school day.
- Students may not call/text parent during the school day for things he/she forgot at home, because he/she is ill, or because he/she wants to go home. School office phones are available for students who need to contact parents.

HIGH SCHOOL STUDENTS
High school students (9th-12th) may possess a cell phone during the school day in accordance with the following regulations:

- Cell phones must be turned off, secured, and out of sight during all classes.
- Cell phones may be used between classes and at lunch.
- Cell phones may not be used in bathroom or locker rooms at any time.
- Students are not permitted to use earbuds during classes (unless authorized), between classes, or during lunch.
- Cell phones and/or earbuds may be used during an educational activity when authorized by the teacher. At the close of the activity the cell phone must be turned off, secured, and out of sight.

A student who has his/her cell phone confiscated may not use another student’s cell phone.

Each user is responsible for his/her own cell phone and should use it responsibly and appropriately. HCA takes no responsibility for a stolen, lost, or damaged cell phone, including lost or corrupted data on personal devices. Also, HCA is not responsible for any device charges (i.e. student downloads) that might occur during approved school-related use.

School administration may view the contents of any device believed to be used in an inappropriate matter that violates the school code of conduct. If the cell phone is locked or password protected, the student will be required to unlock the device at the request of school leadership.

VOLUNTEER POLICY

A volunteer is a person who performs services for Hebron Christian Academy without the expectation of compensation. They are a vital link in the overall program of HCA and the accomplishments of its

Volunteers must adhere to the following:

- Volunteers must read, agree with, and abide by our statement of beliefs and our code of conduct for volunteers. A signed form indicating this agreement must be on file for every volunteer.
- Volunteers shall be professing Christians and shall maintain the highest level of Christian conduct and commitment at all times.
- Volunteers agree to actively perform their duties with a Christ-like attitude and remain loyal to the mission, goals, and procedures of HCA.
- Volunteers will serve under the supervision of an HCA staff member.
- Volunteers will support the school faculty, administration, and staff.
- Volunteers may be utilized in all programs and activities of HCA.
• Volunteers are responsible for maintaining the confidentiality of all information to which they are exposed while serving as a volunteer.
• Volunteers shall dress appropriately, so as to present a good image of HCA.
• Volunteers are expected to adhere to the Matthew 18 principle.
• Volunteers who are under the direct supervision of an HCA staff member do not have to undergo a criminal background check.
• Volunteers who accompany classes on overnight trips must undergo a criminal background check.
• Volunteers must sign in with the receptionist upon arrival on the HCA campus.
• Volunteers must wear an HCA visitor sticker at all times while on campus.
• The service of all volunteers is at the discretion of the administration of HCA.

WITHDRAWAL

It is assumed students are enrolled for the entire year and budgets are set accordingly. Please refer to the enrollment contract for specific details regarding student withdrawal.

• If you withdraw your child before the end of the school year, a 30-day advanced written notice is required. The reason for withdrawal and the last date the child will attend school must be given. A student withdrawal form must be signed and completed. No other form of communication regarding a withdrawal will be accepted including an email, in person conversation, or phone conversation.

• Report cards and/or transcripts are released to a parent, or other schools, only when the student’s account is paid in full. Please note, there is a process time for the release of all school records that could take anywhere from 5 to 10 days. If final payment is made by check, transcripts will be released after 10 working days.
ATTENDANCE REQUIREMENTS

HCA can best serve students and their families when the students are in the classroom. Therefore, it is expected that students be on time and in class when school is open. Proverbs 22:6 tells us to “train a child in the way he should go....” We have the best opportunity to “train” our students when they are in the classroom being taught a Christian worldview. The importance of HCA’s view of classroom attendance is stressed in the attendance policies that follow.

GENERAL

1. During the school day, a student present at school cannot miss any class for any reason without administrative permission.
2. Middle and senior high students will need to receive an admit slip from the reception area before being admitted to their classes when they are late to school.
3. Students may not participate in an extracurricular practice or game if they have not attended at least three class periods that day.
4. A student who is running a fever is not permitted to attend classes and should not be sent to school. When a student becomes ill and/or has a fever at school, the parents will be notified and required to pick up the student in the reception area. Students must be without a fever for 24 hours before returning to school.

ABSENCES – EXCESSIVE

Ten (10) absences represent more than 10% of an entire semester of class, and absences can easily have a negative impact on student learning. Students are allowed to accumulate 10 absences per semester without penalty. Students who have more than 10 absences will undergo an attendance review and may receive a detention and/or suspension based on the reasons for those absences. As noted below, there are minimal absences that do not count towards the limit of 10 absences. Extended medical issues will receive further consideration during an attendance review, but minor sickness, family vacations, and general absences will be considered unexcused.

ABSENCES – EXCUSED

Following are absences that do not count towards the limit of 10 absences per semester:

- Hospitalization
- Death in the immediate family
- Conditions rendering attendance impossible or hazardous to students’ safety or health
- College visitation (two days)
- Court

Breaks and holidays are scheduled throughout the year in order to be as family friendly as possible. Please try to limit your family vacation times to these scheduled school breaks, as those absences do count towards the limit of 10 absences per semester.

CONCUSSION POLICY

Students who have been diagnosed with a concussion often come back to school with a physician order for academic accommodations. Documentation should include, but is not limited to, diagnosis, specific academic and physical accommodations, and time frame in which the student is to be re-evaluated. Documentation should also be submitted that specifies when the student is cleared from the concussion and allowed to resume full academic and physical activity.

The protocol outlined below should be followed:

1. Upon examination and diagnosis of a concussion, documentation must be submitted according to the circumstances below:
   - If the concussion occurs at an HCA function, the coach or faculty sponsor should complete the Incident Report form, available in the teacher workroom or and the athletic office, by the end of the day of the occurrence.
If the concussion occurs at a non-HCA function, the parent should submit a physician’s diagnosis and the Temporary Medical Condition Accommodation as soon as possible to the Academic Counselor and Nurse.

2. Upon receipt of the documentation, the nurse will contact the parents to discuss protocol. The nurse will inform parents that they are required to submit a written Concussion/Temporary Accommodation Form from the physician to the school upon each subsequent office visit, until full clearance has been given. The nurse should explain, if applicable, that the concussion prevents the student from participating in extra-curricular activities and/or school events that require physical activity.

3. The nurse will share a copy of the documentation with the athletic trainer and athletic director (if applicable) upon initial submission and at each update.

4. If academic accommodations are prescribed, the school nurse and academic counselor will create a temporary medical accommodation plan in conjunction with the doctor’s orders and will communicate with the parent and concussed student to review the allowed academic accommodations with them.

5. The school nurse and/or academic counselor will communicate the temporary medical accommodations plan to the appropriate teachers and principal. The nurse will also notify them when the student has been cleared and academic accommodations are lifted.

6. The nurse will follow up with parents on a weekly basis or if they fail to submit updated documentation at the end of the designated time frame.

7. Once the student is cleared by the treating physician, written documentation must be provided from the doctor to the nurse. **HCA will not allow students to participate in extra-curricular activities until all academic accommodations have been lifted.**

**RESTRICTIONS ON PHYSICAL ACTIVITY FOLLOWING A CONCUSSION**

- Before a student participates in P.E. there must be written documentation from the doctor clearing them for physical activity. The nurse is to distribute clearance to the principal.

- Middle School and High School Athletes - Before a student can participate in a sports activity (tryouts, practices, or games) there must be written documentation clearing the student for physical activity. Hebron will not allow students to participate in extra-curricular activities until all academic accommodations have been lifted. Clearance is to be distributed by the nurse to the athletic director, principal, and teachers.

- Other School Activities – Before a student can participate in school sponsored mission trips, retreats, or other events requiring physical activity, there must be written documentation clearing the students for Extra-curricular activity. Hebron will not allow students to participate in extra-curricular activities until all academic accommodations have been lifted. Clearance is to be distributed by the nurse to the appropriate faculty sponsor and principal.

**EARLY ARRIVAL**

All students arriving between 7:20 - 7:40 a.m. will be supervised in the F Building cafeteria. Students arriving after 7:40 a.m. may report directly to their classrooms.

**EARLY DISMISSAL**

Parents must go to the receptionist in G Building to check a student in or out of school.

- **If the absence is a planned checkout:**
  1. Students will present the G Building receptionist with a note from the parent/guardian or the parent/guardian may send an email to the G Building receptionist requesting permission to check out. The note should include the reason for check-out, a time for check-out, a parent’s signature, and a phone number for verification, if necessary.
  2. If parents have not been contacted for verification, they must come inside to check students out.
  3. If parents have been contacted for verification, the students will sign out in G Building and will be instructed to meet parents in front of the office, or if students drive, they will be allowed to leave campus.
  4. The time missed from class will be labeled as excused or unexcused based on previous criteria listed.
  5. For student safety, students **will not** be allowed to check out over the phone.
• If the absence is an emergency/illness:

1. Students must obtain a pass from their teacher to call their parent from G Building.
2. The parent/guardian must be contacted for permission and respond via email for documentation purposes.
3. Students must sign out in the G Building office and will be instructed to meet parents in front of the office, or if students drive, they will be allowed to leave campus.
4. Students must bring a note from their parent upon returning to school.

In the event of inclement weather, if a parent believes their child might be in danger leaving the school early or going to school, when school is not cancelled, parents have the right to check out their student without penalty or bring them late without penalty.

HOMEBOUND POLICY

Certain situations or conditions may occur (e.g., illness and surgery) that require a student to miss school for an extended length of time. The parent or guardian of homebound students will be asked to submit documentation from a medical professional that is relevant to the situation or condition, and to meet with an attendance review team. The review team will consist of one or more of the following: Academic Counselor, School Counselor, Principal and/or pertinent Faculty Members. The goal of the review team is to provide the family with a Short Term IAP (individualized academic plan) that, if followed, will allow the student to progress without consequence, through the curriculum for the projected duration of the absence. Some situations or conditions may call for absence from school to the degree that a Short Term IAP through HCA is not in the best interest of the student or the school. In these cases, alternative educational placement will be considered. If administration determines that the needs of the student are not being met during the course of the Short Term Homebound IAP, a more appropriate alternative educational placement may be considered.

SOCIAL FUNCTIONS

The school will not be held responsible for any party or any social function that is not officially approved or sponsored by the school.

TARDY TO SCHOOL

Students arriving to school after 7:50 a.m. must check in with the G Building receptionist. In order for a late arrival to be excused, their absence must be verified by a phone call/email from the parent to the school receptionist before 8:45 a.m., or by a note from the parent confirming the time of absence given to the school receptionist at check-in. Phone calls/emails received after 8:45 a.m. or notes received after their initial return will not be accepted and will be considered unexcused.

If a student arrives at school after 8:15 a.m. (25 minutes late), he/she will be considered absent from 1st period.

Consequences for acquiring multiple unexcused late arrivals are as follows:

• Five (5) unexcused late arrivals in a single semester will result in one (1) early morning detention.
• Seven (7) unexcused late arrival will result in an additional morning detention.
• Upon the 10th unexcused late arrival, the student will receive an ISS for that late arrival and every additional unexcused late arrival acquired at the cost of $80 and a parent conference with administration for further accountability.
**TARDY TO CLASS**

For 2nd through 7th period, if students arrive to class after the bell rings, indicating the start of class, they will be considered late to that class.

Consequences for acquiring tardies are as follows:

- Five (5) unexcused tardies in a single semester will result in one (1) early morning detention.
- Seven (7) tardies will each result in an additional morning detention.
- Upon the 10th tardy, students will receive an ISS for that tardy and every additional tardy acquired, at the cost of $80 and a parent conference with administration for further accountability.

Tardies are cumulative for the semester. Students will start each semester with zero tardies.

Arriving to class more than 10 minutes after the bell without a note from a teacher or the office indicating the reason for the absence will be considered an unexcused absence and will result in the ineligibility to participate in after school activities.

**TRUANCY/AWOL**

From the time students arrive on campus in the morning until the school dismisses at 2:50 PM, students are required to get approval through the office before they leave the school grounds. Students who leave campus without checking out or who are absent from school without their parents’ knowledge will be considered truant. Students who skip a class or classes will be considered AWOL. Students who miss school for invalid reasons will also be considered truant.

The following will be the consequences for truancy or AWOL:

<table>
<thead>
<tr>
<th>Offense</th>
<th>Consequence</th>
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</thead>
<tbody>
<tr>
<td>1st Offense</td>
<td>2 early morning detentions, an ISS, and/or suspension of parking privileges</td>
</tr>
<tr>
<td>2nd Offense</td>
<td>ISS at the cost of $80 and suspension of parking privileges</td>
</tr>
<tr>
<td>3rd Offense</td>
<td>OSS and suspension of parking privileges, if applicable</td>
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</table>

If AWOL involves leaving campus by vehicle, the student(s) involved may lose parking privileges for the remainder of the school year.
ACADEMIC INFORMATION

HCA seeks to serve the Christian community by providing a Christ-centered, college preparatory education of the highest quality with an emphasis on excellence in academics, character, service, athletics, performing and visual arts, social skills, cultural awareness, and computer technology. The entire academic program at HCA is designed to prepare our students for college and career. A high-quality academic program demands a rigorous preparation experience. Thus, a wide variety of academic challenges and learning experiences are at the core of the high school program. A successful academic experience at Hebron Christian Academy requires all students to be very familiar with academic policies and procedures, most of which are outlined in the sections that follow.

ACADEMIC HONORS

HCA presents several academic awards each year to students who have excelled academically. Below is a partial listing of these awards:

- **Honor Roll**
  An honor roll is compiled for grades 6-12. Certificates are issued at the end of each semester.
  a. Principal’s Honor Roll – An A average for each subject.
  b. A Honor Roll – A cumulative A average of all subjects with no subject average lower than an 80.

- **Valedictorian/Salutatorian**
  In order to be the valedictorian (highest academic GPA) or salutatorian (second highest academic GPA) of the graduating class, the student must meet the following criteria:
  a. Be eligible for the college preparatory with distinction diploma.
  b. Have an overall combined academic GPA of 3.7 or greater for grades 9-12.
  c. Have attended HCA for the two consecutive years preceding graduation.
  d. The cumulative grades at the end of the first semester of the senior year will be used to determine the valedictorian and the salutatorian. Students who have been absent over 10% of the school year will not be eligible to be valedictorian or salutatorian.

- **Academic Letters**
  Academic Letters are an award given to students in grades 9-12 with a 3.7 core GPA or better with no C’s for the year. The student must attend HCA for the full year.

- **Principal’s Award**
  The Principal’s Award is an award given to students in grades 6-12 for the Best Christian Leader in each grade.

- **Head of School’s Award**
  The Head of School’s Award is an award given to a 12th grade student.

- **Top Ten Award**
  This award is given to the ten students in grades 6-12 with the best core GPA over that academic school year. Core averages may be used in the case of a tie.

ADVANCED PLACEMENT (AP) POLICY

HCA offers a number of Advanced Placement (AP) courses. AP courses are college-level classes taught at the high school. AP coursework is demanding and recommended for students who are highly motivated and have strong study skills. AP classes are writing-intensive and rigorous. Subject-specific AP exams are given at the end of the school year. Many colleges award credits for passing the exams or allow students to be exempt from certain college courses. All students enrolled in an AP course are required to take the AP exam and pay the exam fee required by the College Board.
ELIGIBILITY CRITERIA
Students who meet the following criteria are eligible for the AP courses:

- Earn a recommendation from the AP Potential website based on PSAT or SAT scores. In general, students who earn a 55 PSAT or a 550 on the SAT in specific areas are recommended for AP classes.
- Earn a cumulative core GPA of 3.0 or higher.
- Receive a teacher recommendation from their current teacher in the corresponding subject.

SUMMER WORKLOAD
All AP courses may include a summer workload.

- Summer work will be assigned and is to be turned in on the first day of academic classes.
- Extensions for summer work will only be permitted for students who enrolled after the end of the school year.

INELIGIBILITY
Students who meet any of the following criteria will be ineligible for AP courses.

- Students who earn a one (1) on an AP test may not be eligible for any additional AP courses within that subject.

GRADING
Students will receive a 1.0 gain to their GPA for taking an Advanced Placement class. Therefore, a student who earns an 85 in an AP class will receive an 85. However, the student’s GPA will reflect a 4.0 instead of a 3.0 for the class. This is done in order to reward students for taking a more challenging curriculum.

All students enrolled in an AP course are required to take the AP exam.

CONDUCT AND EFFORT GRADING
In order to keep the parents informed about classroom conduct and effort associated with the grade received for each subject, the following grading is used on report cards:

<table>
<thead>
<tr>
<th>Conduct Grades</th>
<th>Effort Grades</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 – Excellent</td>
<td>1 – Prepares Assigned Work Regularly</td>
</tr>
<tr>
<td>2 – Good</td>
<td>2 – Good</td>
</tr>
<tr>
<td>3 – Satisfactory</td>
<td>3 – Satisfactory</td>
</tr>
<tr>
<td>4 – Needs Improvement</td>
<td>4 – Needs Improvement</td>
</tr>
</tbody>
</table>

COURSES OF STUDY

MIDDLE SCHOOL (GRADES 6-8)
The Middle School (Grades 6-8) academic program places strong emphasis on the development of self-discipline as applied to learning. The work is foundational to future academic studies. Traditional approaches to teaching and learning include memorization, note taking, homework, and the preparation of individual projects and reports. Courses are listed below.

Language Arts
Language Arts 6, 7, and 8
(Regular and Honors)

Mathematics
Math 6 (Regular, Honors, and Accelerated)
Pre-Algebra (Regular, Honors, and Accelerated)
Algebra I or Honors Algebra I or Accelerated Math 1

Bible
Bible 6 – New Testament Studies
Bible 7 – Wisdom in Proverbs
Bible 8 – Survey of the Bible

Social Studies
Geography
World Studies
American Studies

Science
Earth Science
Life Science (Regular and Honors)
Physical Science (Regular and Honors)

Foreign Language
Latin 1 for high school credit
MS Spanish or Spanish 1 for high school credit
Fine Arts
Art
Band
Broadway Junior
Chorus
Dance
Drama

Other Electives
Study Skills
Public Speaking
Physical Education
Physical Education-Basketball, Cheer, Football,
Soccer, Tennis, or Volleyball

HIGH SCHOOL COURSES (GRADES 9-12)
The High School (Grades 9-12) course of study is designed to prepare our graduates for additional academic or career training. Basic college preparatory subjects are taught in the ninth (9th) through twelfth (12th) grades. Electives are offered as demand, schedule, and teacher availability permit.

Language Arts (Core)
Language Arts 9 or Honors Language Arts 9
World Literature or Honors World Literature
American Literature or Honors American Literature or
AP English Literature
British Literature or Honors British Literature or
AP English Literature
History or American History

Social Studies (Core)
Western Civ. 1 or Honors Western Civ. 1
World History or Honors World History or AP
World History
US History or Honors US History or AP US History
Government/Economics or AP Comparative Gov.
DE Political Science or Psychology or World

Science (Core)
Biology or Honors Biology
Chemistry or Honors Chemistry
Physics or Honors Physics
Forensic Science
Anatomy and Physiology - Honors
AP Biology
AP Chemistry
AP Physics 1
Oceanography

Fine Arts
Art – Intermediate Art
Art – Graphic Design
Art – Advanced & AP Studio Art
High School Band
Chorus – Women’s Chorus
Chorus – Men’s Ensemble
Chorus – Women’s Advanced Ensemble
Cinematography
Dance
Drama
Drawing
Film Studies
Painting
Photography
Praise Band

Mathematics (Core)
Math 1
Geometry or Honors Geometry or Accelerated Geometry
Algebra 2 or Honors Algebra 2 or Accel. Algebra 2
Pre-Calculus or Honors Pre-Calculus or
Accelerated Pre-Calculus
Discrete Mathematics
Calculus
DE College Algebra and Statistics
AP Calculus AB/BC
AP Statistics

Foreign Language
Spanish 1
Spanish 2 including Honors
DE Spanish 3 and 4 including Honors
Latin 1
Latin 2
DE Latin 3
Latin 4 or AP Latin

Bible (Core)
Western Civ. 1/Old Testament History
Hermeneutics/Systematic Theology
Worldviews
DE Christian Philosophy
Inductive Bible Study

Mathematics (Core)
Math 1
Geometry or Honors Geometry or Accelerated Geometry
Algebra 2 or Honors Algebra 2 or Accel. Algebra 2
Pre-Calculus or Honors Pre-Calculus or
Accelerated Pre-Calculus
Discrete Mathematics
Calculus
DE College Algebra and Statistics
AP Calculus AB/BC
AP Statistics

Foreign Language
Spanish 1
Spanish 2 including Honors
DE Spanish 3 and 4 including Honors
Latin 1
Latin 2
DE Latin 3
Latin 4 or AP Latin
DROPPING OR ADDING A CLASS

Once students’ schedules have been finalized, changes will only be made in extenuating circumstances, and at the discretion of the Academic Counselor, Teacher(s), and/or the Principal. Students wishing to request a schedule change should obtain a Schedule Change Request form from the Academic Counselor. The Academic Counselor and student will fill out the top portion of the form, including the counselor’s recommendation. Students will then obtain signatures from the teachers involved in the change, as well as the parents. The completed form should be submitted to the Academic Counselor for final approval. Students and teachers will be given a copy of the completed form and/or an updated schedule after the change is made. **ONLY SCHEDULE CHANGES FINALIZED BY THE ACADEMIC COUNSELOR WILL BE CONSIDERED LEGITIMATE.**

In terms of dropping a class, please note the following:

1. Classes may be dropped without penalty during the first two (2) weeks of the semester.
2. If a class is dropped during the third (3rd) and fourth (4th) weeks of a semester, students will receive either a WP (withdrawal while passing) or a WF (withdrawal while failing). The designation of WP or WF will appear on a student’s transcripts. However, such designations will not affect the student’s grade point average (GPA).

GRADING SYSTEM

The following grades are used on the HCA progress reports and report cards for grades 6-12:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Excellent</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Above Average</td>
</tr>
<tr>
<td>C</td>
<td>74-79</td>
<td>Average</td>
</tr>
<tr>
<td>D</td>
<td>70-73</td>
<td>Poor</td>
</tr>
<tr>
<td>F</td>
<td>69 &amp; Below</td>
<td>Failure</td>
</tr>
</tbody>
</table>

GRADUATION DIPLOMAS AND REQUIREMENTS

Requirements for graduation and diploma selection begin in the ninth grade. Discretion may be warranted in evaluating the academic work of transfer students.

The three diploma programs available at HCA are:

1. **College Preparatory with Distinction**
   - Minimum core GPA of 3.0
   - Minimum of 27 credits
   - Minimum of four (4) honors credits or higher—must take at least one a year as a junior and senior

2. **College Preparatory**
   - Minimum GPA of 74% or higher
   - Minimum of 26 credits

3. **Career/Vocational Preparatory**
   - Minimum of a passing average for all credits awarded
   - Minimum of 23 credits
Credit Requirements for each of the high school graduation diplomas described above are:

<table>
<thead>
<tr>
<th></th>
<th>College Prep w/Distinction</th>
<th>College Prep</th>
<th>Career/Vocational Prep</th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>History</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Bible *</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>Math</td>
<td>4</td>
<td>4</td>
<td>3</td>
</tr>
<tr>
<td>Science</td>
<td>4</td>
<td>4</td>
<td>4</td>
</tr>
<tr>
<td>P.E.</td>
<td>0.5</td>
<td>0.5</td>
<td>0.5</td>
</tr>
<tr>
<td>Health</td>
<td>0.5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Foreign Language</td>
<td>3</td>
<td>2</td>
<td></td>
</tr>
<tr>
<td>Electives</td>
<td>3</td>
<td>3</td>
<td>4</td>
</tr>
<tr>
<td><strong>TOTAL CREDITS</strong></td>
<td><strong>27</strong></td>
<td><strong>26</strong></td>
<td><strong>23</strong></td>
</tr>
</tbody>
</table>

*One unit of credit required for each year of attendance at HCA. Those students transferring to HCA may not have Bible credit, therefore, may have a different credit total.

Courses may not be dropped after the first two weeks of a semester unless recommended by the teacher.

**HOMEWORK**

**PHILOSOPHY**

Homework is an integral part of the school program in aiding students to advance in their studies. Therefore, students are required to complete homework assignments.

Homework is given for the following purposes:

1. For drill: Students require drilling to master material essential to their educational progress.
2. For practice: Following classroom explanation, illustration, and drill on new work, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in students’ grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework.

Students should expect to spend an average of 1-2 total hours per night on their homework assignments. Honors students should expect more.

All students are required to have their homework ready to be turned in at the time designated by their teachers. Assignments turned in one (1) day after the due date will be eligible for only fifty (50) percent of the grade earned. Homework assignments turned in later than one (1) day after the due date will receive NO credit.

**MAKE-UP WORK**

1. Homework
   - For excused absences, students who missed assignments on the days they were absent will have two days for every day missed to make up the work without a penalty. Assignments not made up in that time may result in no credit.
   - Missed work may be obtained through the Blackbaud student information system. It is the student’s responsibility to see the teacher about make-up work.
2. **Quizzes and Tests**
   - Students who miss the day of a quiz or test will be required to make up the quiz or test the day they return to school. Students who miss multiple days prior to a test or quiz will work out a date for the make-up test or quiz with the teacher not to exceed the number of days they were absent.

### HONORS/ACCELERATED COURSES

Students will receive a 0.5 gain to their GPA for taking an Honors or Accelerated class. Therefore, a student who earns an 85 in an Honors or Accelerated class will receive an 85. However, the student’s GPA will reflect a 3.5 instead of a 3.0 for the class.

### NATIONAL HONOR SOCIETY (NHS) AND NATIONAL JUNIOR HONOR SOCIETY (NJHS)

The National Honor Society is an organization whose purpose is to create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character.

To be eligible for membership into the NJHS, students must be in the 8th or 9th grades. To be eligible for membership into the NHS, students must be a member of the sophomore, junior, or senior class. Academic requirements for both the NJHS and NHS are a cumulative core GPA of 3.7, with no grades below 80. Additionally, potential members must meet high standards of leadership, service, and character. Leadership is based on the student’s participation in two or more community or school activities, or election to an office. To meet the service requirement, the student must have been active in three or more service projects in the school or community. Character is measured in terms of integrity, behavior, ethics, and cooperation with both students and faculty. Students are screened by a Faculty Council consisting of five members of the faculty chosen by the administration.

Once a student is selected to be a member of NHS or NJHS, it is his or her responsibility to continue to demonstrate these qualities. It shall be the duty of every honor society member to maintain a core GPA of 3.7, attend regular meetings, complete and document his or her service hours, abide by the bylaws, and participate in the required number of NHS activities.

### PHYSICAL EDUCATION

#### PHYSICAL EDUCATION REQUIREMENTS

Physical education is intended to give students an opportunity to have physical exercise as well as to develop skills and coordination that are necessary to properly perform tasks in their school career.

Therefore:

1. All students must be completely dressed out each day that they are to participate in physical education to receive credit for being in class (proper uniform and requirements for dressing out are found in the paragraph below under Physical Education Uniform).
2. No jewelry is to be worn during class.
3. No horseplay will be allowed at any time.
4. All injuries must be reported to the instructor immediately.

#### PHYSICAL EDUCATION UNIFORM

All students in grades 6-12 will be required to completely dress out each day in the HCA standard physical education uniform. They will have 5 minutes after the second bell to change into their uniform and be in line for roll call to avoid being considered tardy.
PLAGIARISM/CHEATING

Plagiarism is defined as using another’s work or ideas without proper documentation, thereby implying the work or ideas are one’s own, with or without the knowledge of the other person. This includes not properly citing sources in a written work, which requires the author or author’s name(s), date of publication, and page number (if applicable).

Other forms of cheating include:

- Sharing questions or answers by cell phone or messaging.
- Stealing a test and/or the distribution of a stolen test.
- Using notes or resources (with or without technology) during quizzes or tests unless it is a resource specifically allowed by the teacher.
- Copying from another student’s work.

All forms of cheating will typically result in a “0” on the assessment, as well as additional consequences such as a detention, suspension, or other steps deemed appropriate by the administration.

RETENTION POLICY

GRADES 6-8

Students are not promoted in grades sixth (6th) through eighth (8th) if they make an “F” in either English or math for the year, or if they receive two or more D's unless they receive summer school or remedial help that would change these grades.

GRADES 9-12

Students will be promoted to the next grade level if they have the minimum number of credits necessary for that grade level:

- Entering 10th grade 6 credits
- Entering 11th grade 12 credits
- Entering 12th grade 18 credits

SEMESTER EXAMS

Semester exams for grades 6-7 are 10% of the semester grade. Semester exams for grades 8-12 are 15% of the semester grade. Examination schedules are announced sufficiently in advance before the end of each semester in order to allow students adequate preparation time. Semester exams may not be taken prior to exam days without administrative approval. Students who miss final exams due to illness must make up the exam(s) on the scheduled make-up exam day or within one week of the semester exam dates. Other than documented illnesses, there are no make-up exams. All freshmen, sophomores, juniors, and first semester seniors are required to take semester exams in every class except electives.

Seniors will be exempt from each second semester exam.

Grades 9-11 students will be exempt from second-semester exams for which the following criteria are met:

- Earn a second semester average of 90% or better,
- Category II or higher disciplinary infractions may result in loss of exam exemption.
STANDARDIZED TESTING

Middle school students at HCA will experience the traditional standardized ability and aptitude tests. HCA uses the In View and the Terra Nova in the spring (Grades 6-7). Eighth graders will take the PSAT 8/9 test in October.

High school students at HCA will experience the Preliminary Scholastic Aptitude Test (PSAT), the Scholastic Aptitude Test (SAT), and the American College Testing (ACT). Freshmen are administered the PSAT 8/9 in October. Sophomores and juniors are administered the PSAT in October. Sophomores take the Pre-ACT in April. Juniors and seniors will take the ACT and/or the SAT. The ACT and SAT are given throughout the school year on Saturdays. They are not administered at HCA. Students may register for the SAT at www.collegeboard.org. Students may register for the ACT at www.actstudent.org. Please keep in close contact with the Student Support Service Department regarding the tests offered, times and dates of tests, and associated costs. Any questions regarding any of these standardized tests should be directed to the academic counselor.

SUMMER SCHOOL

Various summer school options are available for remediation or, in some cases, for convenience in terms of when a class is taken. The three (3) current options for summer school classes are as follows:

1. Taking a class at an approved public school or private school,
2. Taking a class via an on-line source with required academic counselor and principal approval, or
3. Receiving credit for a special summer academic experience with required academic counselor and principal approval.

In terms of remediation, any student receiving a "D" or "F" grade may re-take that class utilizing one or more of the above methods. Summer school classes must be equivalent in both time and rigor to the classes for which the student received the unacceptable grades. The following regulations apply to any summer school class:

1. All classes must be pre-approved by the principal and the academic counselor.
2. A maximum of two (2) classes may be taken during a summer session.
3. Students who receive a "D" in any HCA required class may take the class again during the summer session.
4. Students who receive an "F" in any HCA required class must take the course again during the summer session.
5. In both cases (i.e. "D" or "F"), the original grade and the summer session grade will appear on the students’ transcripts. The GPA will reflect the grade/numerical average of both grades.
6. Courses required for graduation at HCA may only be taken at HCA unless remediating a "D" or an "F" or if a class/scheduling conflict renders taking a class or classes impossible. Again, the decision to approve an alternative to taking the class at HCA may only be approved by the principal or the academic counselor.
7. Students desiring to take elective classes not offered at HCA may do so with prior approval by the principal and the academic counselor.
8. Foreign Language courses may be repeated the following school year with academic counselor and principal approval.

TEXTBOOK DISTRIBUTION AND EVALUATION

The cost of textbooks has risen dramatically during the last several years. This being the case, it is imperative that students treat their textbooks with utmost care. It should be clearly noted that students will be held financially responsible for any lost books, damaged books, or books that show evidence of “wear and tear” beyond what is considered normal.

TUTORIALS

Depending on teacher responsibilities, teachers will offer morning or afternoon tutorials. Teacher tutorial schedules will be posted weekly. Teachers will have a minimum of two tutorials per week. Students who find they are struggling to comprehend an idea or concept are encouraged to attend a tutorial session with their teacher. If students wish to maximize their tutorial time, they should attend a tutorial session with specific questions for the material in question. The tutorial time is not intended for the teacher to reteach the material; tutorial time is intended to answer specific questions regarding the material in question.
DRESS CODE

APPEARANCE GUIDELINES

1. Boys are not allowed to have visibly pierced body parts or wear earrings.
2. Girls may have no more than two earrings per ear. Earrings may not be located in any part of the ear other than the ear lobe. No other piercings may be visible.
3. No visible tattoos allowed (male or female).
4. Boys must have a neat and well-groomed hairstyle.
   - Hair should not extend below the eyebrows.
   - Hair should not extend below the middle of the ear.
   - Hair should not extend below the collar.
5. No hair coloring that can be considered unnatural hair color will be permitted.
6. No hairstyles that disrupt the learning environment (mohawks and spikes, etc.).
7. No hats or scarves may be worn inside OR outside the buildings. Winter hats may be permissible when the weather dictates. This will be determined by the administration.
8. Students must be clean-shaven. Senior boys may have facial hair that is well groomed and conservative in nature.
9. All sweaters and sweatshirts must have uniform oxford or polo underneath the outer garment.
10. Hoodie sweatshirts may not be worn with the hood up inside during school hours.

ATHLETIC GAME DAY DRESS CODE

If a coach determines the team will dress up on game days, they must all do so under the following guidelines:

- Male athletes and game managers may wear a shirt and tie or team polo with dress pants or school uniform pants.
- Female athletes and game managers may wear team polo shirts or dress blouses accompanied with dress pants, skirts, or school uniform items.

EXTRACURRICULAR EVENT DRESS CODE EXPECTATIONS

Students must use discretion when selecting their clothing for extracurricular activities. Undergarments, tight or revealing clothing, clothing with inappropriate words or symbols, or any other clothing deemed inappropriate by a member of the faculty or administration will not be permitted. Students wearing such items may be asked to change clothing or leave.

FORMAL EVENT DRESS CODE (HOMECOMING, JR./SR. PROM)

Students will be required to sign and return a Dress Code Agreement in order to gain a ticket to the event. Female students will be asked to have their dress approved before the event. If a student has done so and does not comply with the agreement in their dress upon arriving to the function, the administration will not allow the student to attend the event. Reimbursements will not be issued.

UNIFORM POLICY

The way students dress strongly influences their behavior, self-image, and the effort they exert in school. It is our desire to encourage students in developing an attitude about their appearance, which will show a high degree of self-respect and self-worth while conforming to Biblical principles. As administration and faculty, our desire is to be an extension of the home to help your children develop a habit of modest dress. The administration will be the final authority on any questions regarding appearance guidelines.
### Boys Uniform Items Permitted Every Day

<table>
<thead>
<tr>
<th>Category</th>
<th>Items</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Shirts</strong></td>
<td>Black, White or Cardinal Dri-fit Polo w/HC Logo</td>
<td>• Shirttails must be tucked in at all times.</td>
</tr>
<tr>
<td></td>
<td>White or Cardinal Short Sleeve Cotton Knit Polo w/HC Logo</td>
<td>• Only plain white items (no logos or graphics) may be worn under uniform shirts.</td>
</tr>
<tr>
<td></td>
<td>White or Cardinal Long Sleeve Cotton Knit Polo w/HC Logo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White/Cardinal Tattersall Oxford Cloth w/HC Logo</td>
<td></td>
</tr>
<tr>
<td></td>
<td>White Long Sleeve Oxford Cloth Shirt w/HC Logo</td>
<td></td>
</tr>
<tr>
<td><strong>Pants &amp; Shorts</strong></td>
<td>Khaki Pants with HC Logo</td>
<td>• Pants/shorts may not be cut, torn, or altered in any way, such as rolling.</td>
</tr>
<tr>
<td></td>
<td>Khaki or Black Shorts w/HC Logo</td>
<td></td>
</tr>
<tr>
<td><strong>Sweaters</strong></td>
<td>Black Sweater Vest w/HC Logo</td>
<td>• Must be worn with a uniform shirt underneath.</td>
</tr>
<tr>
<td></td>
<td>Black Long Sleeve V-Neck Sweater w/HC Logo</td>
<td></td>
</tr>
<tr>
<td><strong>Sweatshirts</strong></td>
<td>Black Crew Neck Sweatshirt w/HC Logo</td>
<td>• Must be worn with a uniform shirt underneath.</td>
</tr>
<tr>
<td></td>
<td>Any HCA Team or Spirit Hoodie, Sweatshirt, or Pullover</td>
<td></td>
</tr>
<tr>
<td><strong>Jackets &amp; Hats</strong></td>
<td>HCA Letter Jacket</td>
<td>• Only jackets listed will be allowed to be worn in buildings during the school day.</td>
</tr>
<tr>
<td></td>
<td>HCA Outerwear Jacket w/HC Logo</td>
<td>• In extreme cold, students can layer sweatshirt and/or sweaters with these jacket options.</td>
</tr>
<tr>
<td></td>
<td></td>
<td>• No hats or hoods may be worn during the school day.</td>
</tr>
<tr>
<td><strong>Belts</strong></td>
<td>Required with Pants and Shorts when shirt is tucked in</td>
<td>• No ornate buckle or design which draws attention or distracts.</td>
</tr>
<tr>
<td><strong>Shoes</strong></td>
<td>Tennis Shoes (any color)</td>
<td>• Bucs, Docksiders, Loafers, Sperry’s, Merrill’s, Toms, etc.</td>
</tr>
<tr>
<td></td>
<td>Birkenstocks</td>
<td>• Shoes may not have any extraneous writing on them.</td>
</tr>
<tr>
<td></td>
<td>Boots</td>
<td>• No flip-flops or Crocs of any type are permitted.</td>
</tr>
<tr>
<td></td>
<td>Brown or Black Leather/Suede Shoe</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Black, White, Brown, or Gray Low Top Canvas Shoe</td>
<td></td>
</tr>
<tr>
<td><strong>Socks</strong></td>
<td>Any Sock Type or No Socks are Acceptable</td>
<td></td>
</tr>
</tbody>
</table>

### Boys Dress Uniform Required by Administration for NHS, Beta Club & Student Leadership

- Khaki Pants
- White Long Sleeve Oxford Cloth Shirt
- HCA Tie
- Black or Brown plain belt
- Black or Tan Dress Socks OR Black, White, Tan, or Cardinal other type socks
- Brown or Black Leather/Suede Shoe
- Black, White, Brown, or Gray Low Top Canvas Shoe
- No boots of any kind

### Spirit Casual

Typically occurs on Fridays and other dates communicated by administration. Students may wear a uniform shirt, or a spirit wear shirt accompanied with blue jeans or modest pants/shorts. Only a spirit shirt purchased from Hebron Christian Academy may be worn on these days. Clothing must meet the following appearance requirements:

- Students may wear modest blue jeans or pants/shorts. They must have no holes or rips.
- Students may wear modest shorts. All shorts must be hemmed. No athletic shorts, athletic pants, or joggers may be worn.
- Students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of HCA.
- Ultimately, administration has the right to determine if Spirit Wear is appropriate.

### NOTES:
- Administration reserves the right for final decision making regarding all uniform items. If in question, get approval before wearing item to school.
- Senior boys will be permitted to have facial hair if kept neatly groomed and conservative in nature.
## UNIFORM POLICY – UPPER SCHOOL GIRLS

### Girls Uniform Items Permitted Every Day

| **Shirts** | Black, White or Cardinal Dri-fit Polo w/HC Logo  
White or Cardinal Short Sleeve Cotton Knit w/HC Logo  
White or Cardinal Long Sleeve Cotton Knit w/HC Logo  
White/Cardinal Tattersall Oxford w/HC Logo  
White ¾ Sleeve, Fitted Blouse w/HC Logo  
White Long Sleeve Blouse or Oxford w/HC Logo | • Oxford shirtnails must be tucked in at all times, with the exception of the white ¾ sleeve, fitted blouse.  
• Only plain shirts (no logos or graphics) may be worn under uniform shirts. |
| **Skorts** | Plaid or Khaki Hipster Skort w/HC Logo  
Plaid or Khaki Double Pleat Front Skort w/HC Logo | • All skorts should be properly hemmed.  
• Skorts should be worn no shorter than fingertip length.  
• Only Plaid or Khaki, Wrap or Pleated Skorts previously purchased at the school store will be permitted as items grandfathered in for the current school year. |
| **Sweaters** | Black Sweater Vest w/HC Logo  
Black Cardigan w/HC Logo  
Black Long Sleeve V-Neck Sweater w/HC Logo | • Must be worn with a uniform shirt underneath. |
| **Sweatshirts** | Black Crew Neck Sweatshirt w/HC Logo  
Any HCA Team or Spirit Hoodie, Sweatshirt, or Pullover | • Must be worn with a uniform shirt underneath. |
| **Jackets & Hats** | HCA Letter Jacket  
HCA Outerwear Jacket w/HC Logo | • Only jackets listed will be allowed to be worn in buildings during the school day.  
• In extreme cold, students can layer sweatshirt and/or sweaters with these jacket options.  
• No hats may be worn during the school day. |
| **Shoes** | Tennis Shoes (any color)  
Laced, Buckled or Slip on Shoes  
Sandals  
Boots  
Birkenstocks  
Brown or Black Leather/Suede Shoe  
Black, White, Brown, or Gray Low Top Canvas Shoe | • Boots – must be no higher than the knee and be free of decorations, with buckles and zippers conservative in nature.  
• Shoes may not have any extraneous writing on them.  
• Heels must not be higher than 1-½ inches.  
• No flip-flops or Crocs of any type are permitted. |
| **Tights & Leggings** | Solid Black, White, Gray, Cardinal, or Tan | • Full-length leggings only.  
• No patterns or design.  
• No rips or holes in tights or leggings.  
• Must be worn under regulation skort. |
| **Socks** | Any Sock Type or No Socks are Acceptable |  |

### Pants – November through February

Girls may purchase tan, khaki style pants from a merchant of their choice and wear from November 1st through March 1st only. Pants must be full length and in good repair. Acceptable pants can be straight, boot cut, flare, or trouser cut, as well as loose fitting dress pants. Pants are to be properly fitted, not too long, and worn at the waist. No holes, frays, sagging, oversized, or tight pants are permitted.
Girls Dress Uniform Required by Administration for NHS, Beta Club & Student Leadership

➢ Khaki Skort – hipster or double pleat *
➢ White Blouse – ¾ sleeved, long sleeved or oxford
➢ Black Sweater – vest, cardigan or long sleeved
➢ Socks, Tights, or Leggings
➢ Brown or Black Leather/Suede Shoe
➢ Black, White, Brown, or Gray Low Top Canvas Shoe

* Khaki wrap or pleated skort previously purchased at the school store are permitted.

Spirit Casual

Typically occurs on Fridays and other dates communicated by administration. Students may wear uniform shirts, or a spirit wear shirt accompanied with blue jeans or modest pants/shorts. Only a spirit shirt purchased from Hebron Christian Academy may be worn on these days. Clothing must meet the following appearance requirements:

➢ Students may wear modest blue jeans or pants. They must have no holes or rips.
➢ Girls may wear loose-fitting capris.
➢ Students may wear modest shorts (fingertip length or longer). All shorts must be hemmed. No athletic shorts or athletic pants may be worn.
➢ Students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of HCA.
➢ Ultimately, administration has the right to determine if Spirit Wear is appropriate.

1 Administration reserves the right for final decision making regarding all uniform items. If in question, get approval before wearing item to school.

2 Uniforms purchased in the past from our school store, The Lions Den, are grandfathered in as acceptable uniform items. No uniforms purchased outside of the HCA school store will be permitted.
STUDENT CODE OF CONDUCT

HCA operates as a Christ-centered college-preparatory school. An essential part of HCA’s mission is to promote strong ethical and biblical values in our students. HCA expects its students to behave in a manner that is glorifying to God, resulting in a safe, secure, and orderly school environment for all of our students.

A reality of school life, however, is that some students will occasionally act in ways that cross the line between expected behavior and unacceptable behavior. This Student Code of Conduct has been developed to deal with situations when those lines have been crossed. Therefore, all HCA students and parents/guardians are expected to be familiar with the following conduct policies and to abide by them.

GENERAL STUDENT EXPECTATIONS

HCA students shall not engage in any immoral, illegal, or unethical activities or any other activities that have a detrimental effect on the offending student, other students, HCA, the community, or the name of the Lord Jesus Christ. Therefore, this Code of Conduct is designed for the benefit of all and will be enforced as written.

GUIDING PRINCIPLES

HCA personnel are guided by certain principles of operation in the administration of student discipline. Some of the most important of these principles are as follows:

- Attending HCA is a privilege, not a right. Therefore, HCA has full authority and discretion in all matters, including disciplinary matters.
- All sanctions and consequences related to student misbehavior should be fair, instructive, and redemptive.
- All rules will be clearly communicated in writing.
- Since fairness of application and enforcement is a major concern at HCA, every attempt will be made to make judgments that are fair and consistently enforced. The attitude, spirit of repentance, and cooperation of the students and parents/guardians may be considered in the imposition of sanctions and consequences for student wrongdoing.
- To achieve a high degree of consistency and fairness when applying/enforcing school rules, the administration must be sufficiently aggressive in investigating credible leads, exercising due diligence for specific reports, and applying a wide range of appropriate strategies to discover wrongdoing.
- An understanding of, and commitment to, covenantal education is critical in establishing disciplinary responses for student wrongdoing. This philosophy promotes a core belief that students, teachers, administrators, and parents form a partnership committed to doing whatever is necessary to educate and discipline our young adults according to a biblical model.
- HCA considers students official members of the student body from the day of their acceptance until they withdraw, are removed, or graduate. Thus, there is a definite “24/7/365” aspect to the HCA Code of Conduct. **HCA reserves the right to discipline for both on-campus and off-campus misbehavior during the time students possess official enrollee status.** See the HCA Social Media Policy
- HCA is a school, not a private investigation agency. In its role as a school, fully accepting the legal role of in loco parentis, the school will employ any reasonable means to investigate student wrongdoing. School personnel will be sufficiently aggressive in investigating credible leads of possible misbehavior. Whenever the concept of "sufficiently aggressive" is inadequate, HCA will choose to use other sources or simply defer disciplinary decisions until specific proof of wrongdoing is established.
- When deemed necessary/required by law, certain acts of student misbehavior, whether on-campus or off-campus, will be reported to civil authorities.
- One of the most cherished aspects of the Student Code of Conduct is that the concepts of student self-reporting and truth telling will be considered in making many final disciplinary decisions, unless the act of misbehavior is accompanied by a specific disciplinary response (e.g., Category IV infractions).
• In a closely-knit school community like HCA, all students and parents believe they have a vested interest in knowing about specific acts and details of student misbehavior. Occasionally, such information may be communicated to students and parents. Such communication will be accomplished with the highest degree of care and concern for the students and their families, and with the utmost professionalism. There are other times, however, when specific misbehavior cannot be communicated due to a simple application of Matthew 18 or by concluding that, due to legal concerns, divulging such information is simply not in the best interest of the students, their families, or Hebron Christian Academy. Therefore, please do not assume that there is a “right to know” regarding details about any act of wrongdoing. Please be assured that this same principle of operation will be applied to you/your family should it ever become necessary.
• Please see formal “Student Code of Conduct” in first section of this handbook.

DISCIPLINE

One of the most important roles of HCA is to help students develop the characteristic of self-discipline. A person’s witness for Christ can be greatly damaged by a lack of self-discipline.

Discipline at HCA includes, but is not limited to, the following:

CATEGORY I INFRACTIONS INCLUDE, BUT ARE NOT LIMITED TO:

• Classroom or hallway disruptions
• Unpreparedness for class
• Gum chewing
• Dress Code violation
• Eating or drinking in class without permission from teacher
• Disrespect of individuals or authority
• Use of improper language
• Improper use of cell phones, electronics, etc.
• Failure to serve afternoon detention within 10 school days of issued date

The above infractions generally result in teacher/administrative warning, afternoon detention, or teacher detention.

CATEGORY II INFRACTIONS INCLUDE, BUT ARE NOT LIMITED TO:

• Plagiarism/Cheating
• Classroom or hallway disruption
• Skipping school/absence without permission
• Vandalism
• Public display of affection
• Improper use of a vehicle on school grounds
• Use of inappropriate language
• Lying
• Misuse of social media (blogs – Twitter, content communities – YouTube, social networking sites – Facebook, etc.)
• Fighting
• Failure to serve afternoon detention within 10 school days of issued date

The above infractions generally result in an afternoon detention, In-School Suspension ($80 for the cost of the supervisor), OSS (Out-of-School Suspension), Honor Board hearing, and/or counseling. Category II discipline will be given by the teacher or administration and communicated to parents.

A Category II infraction may result in the student being placed on a behavior contract.

CATEGORY III INFRACTIONS INCLUDE, BUT ARE NOT LIMITED TO:

• Theft
• Vandalism
• Fighting
• Gross disrespect to staff or faculty
• Obscene acts (verbal, gestures, etc.)
• Sexual Misconduct (e.g., sexting)
• Sexual Immorality
• Use or possession of tobacco products (including vaping devices or nicotine capable dispensing devices) and/or paraphernalia (including electronic cigarettes, vape pipes or pens, etc.)
• Misuse of social media (blogs – Twitter, content communities – YouTube, social networking sites – Facebook, etc.)
• Verbal or physical threats (bullying—as defined by Georgia law\(^1\) and/or HCA policy)
• Racial Slurs

The above infractions generally result in In-School Suspension ($80 for cost of the supervisor), Out-of-School Suspension, Honor Board hearing, counseling, or expulsion.

A Category III infraction will result in the student being placed on a behavior contract.

In the case of a first offense of sexual immorality, the decision whether or not to expel the student(s) will be based on truth-telling, attitudes displayed, repentance, forgiveness, and a strong belief that there will not be a reoccurrence of the immoral behavior.

\(^1\)In accordance with Georgia law, bullying is defined as (1) any willful attempt or threat to inflict injury on another person, when accompanied by an apparent present ability to do so; or (2) any intentional display of force such as would give the victim reason to fear or expect bodily harm. Bullying is a serious offense and will be dealt with as such, whether it occurs on or off campus.

**CATEGORY IV INFRACTIONS INCLUDE, BUT ARE NOT LIMITED TO:**

• Sexual Immorality
• Use, possession, or sale of alcohol
• Use, possession, or sale of illegal drugs
• Unauthorized possession, sale, sharing, or other misuse of prescription drugs
• Possession of weapons or explosives (see Georgia code 16-11-127.1)
• Any threat to do serious bodily harm to any individual/group, other than in an obvious improper joking manner (determined by the administration) will warrant immediate expulsion from HCA.
• Any major violation of the law
• Two or more Category III offenses
• Any other offense deemed serious enough in nature (e.g., physical or verbal assault of HCA employee) by HCA’s Head of School.

The above infractions will result in **OSS, expulsion, or an official request for the withdrawal** of said student. Only the Head of School may offer the request for withdrawal in lieu of automatic expulsion. He/she will make that determination based on the best interest of the school, the student, and the family.

**DRIVING POLICY**

Students who have the privilege of driving vehicles to Hebron Christian Academy are expected to conduct themselves with great care regarding the safety of students, teachers, and parents. Students who do not operate their vehicles with a safety-first attitude may face disciplinary measures including dismissal from school. **Additionally, the school reserves the right to search any car driven by a student and its contents, if the school has reasonable suspicion that the car may contain materials contrary to the rules and beliefs of HCA.** Furthermore, the school reserves the right to search a student’s vehicle and its contents if there is reasonable suspicion that material posing a risk to the school and its students is believed to be present in the car. If such items contrary to the school’s rules are found, the student will be subject to disciplinary action (up to and including dismissal) deemed necessary by the school administration.
EXTRACURRICULAR EVENT CONDUCT

HCA expects its students to be examples for Jesus Christ at all extracurricular activities, including athletic events, club meetings, fine arts productions, mission projects and ceremonies of various kinds. As an extension of the classroom, students are expected to model responsible and mature behavior during these events. Students who display foul language, crude or inappropriate gestures at events will be asked to leave and may be subject to further disciplinary action.

FOOD AND BEVERAGE

Snacks in the classroom will be up to the teacher’s discretion. Snacks should not be excessive or disruptive to the learning environment.

SOCIAL MEDIA POLICY

HCA does not monitor material, interaction between students, or information that is posted on social media sites or through texting/email (Facebook, Snapchat, Instagram, etc.). However, there may be times when students post/send things and the administration of the school has firsthand knowledge. When inappropriate material is posted by a student and faculty/administration is aware, through personal observation, the administration will respond accordingly. Posting of the following is considered inappropriate use of social media and are grounds for disciplinary action:

- Negative or derogatory comments directed at school employees or the school itself.
- Negative or threatening comments directed toward another student.
- Comments or pictures that contain sexual content (including sending/posting nude or partially nude pictures), inappropriate language or gestures, immoral activity or racial slurs or language.
- Pictures or videos taken at school which are non-academic. Taking pictures, videos or audio recording during school hours without permission is strictly prohibited.

When posting pictures, videos or comments that reveal illegal activity such as, but not limited to, the use of drugs, underage drinking, theft or explicit sexual behavior, and/or nude/partially nude pictures, in addition to school discipline the school resource officer will be notified, and the proper law enforcement authority may be involved.

Conflict between students, gossip or teenage drama, will not be addressed by the school and are parental matters. If this type of thing does spill over and becomes disruptive during the school day, it may be necessary for the school counselor and/or administration to get involved. We encourage parents to heavily monitor what their children are texting and posting on social media.

Cyberbullying, in its basic form, is defined as unwanted, willful and aggressive behavior committed through electronic means (Ga. law OCGA 20-2-751.4). Cyberbullying will not be tolerated. Harassing, dissing, flaming, throwing shade, denigrating, impersonating, outing, tricking, excluding, and cyberstalking are all examples of cyberbullying. Do not post comments on any social media site or text with the intent of scaring, hurting, or intimidating others. Engaging in these behaviors, or any online activities intended to harm (physically or emotionally) another person, will result in severe disciplinary action and the school resource officer/law enforcement may be involved.

TECHNOLOGY POLICY

PURPOSE

The primary purpose of the campus computer network is educational. The network serves as a resource for enriching teaching and learning objectives at Hebron Christian Academy. Approved uses of the computer network are intended to enhance the established curriculum. Users are responsible for ensuring that their activities conform to HCA’s standards as an institution of Christian education, in obedience to Biblical commands and values. The network is not for any private, commercial business, or political use.

PASSWORDS

If a password is assigned to a student, that password should remain secure. Passwords should not be shared or transferred. All users of the network will be held accountable for their use of the computer, including any use of a computer by someone using their password.
**PRIVILEGE**
All use of the computer network is a privilege and not a right. All users assume responsibility—personal, legal, financial, and otherwise—for their actions while using the computer network and while accessing Internet content over the school network. Inappropriate use can result in cancellation or restriction of access privileges, in addition to disciplinary or possible legal action.

**PROHIBITED ACTIVITIES**
- Involvement in any activity prohibited by law
- Transfer or storage of large files without permission
- Attempting to establish a commercial venture on the network
- Involvement with online games or gambling
- Storing and/or transferring obscene, pornographic, or sexually explicit materials
- Transferring “chain” type letters
- Sharing passwords
- Leaving a computer open or unattended without approval
- Accessing any area of the school network without permission
- Interfering with normal and proper network operations
- Interfering with normal and proper Internet access/operations
- Refusal to grant access to files or directories used during school hours, regardless of their actual location (this includes personal email accounts, if used at school during school hours)
- Accessing computer files of other students or staff
- Copying protected software without authorization or permission
- Loading software of any kind without approval and permission
- Conduct on the Internet or over the network that is harmful, harassing, or otherwise offensive to others
- Abuse or damage to computer equipment or software, especially if due to direct violation of these rules
- Using the network or Internet access for personal or entertainment purposes without approval or permission
- Downloading any file for any reason without specific approval from the system administrator or teaching personnel
- Any use of outside resources, such as online resources at .coms, that do not conform to their Acceptable Use Policy, rules, copyrights. Violators are subject to penalties both at HCA and at the outside resource.
- Any release of personal data (pictures, email, etc.) of individuals outside author’s household to blog sites

**PROFESSIONAL LIABILITY**
The system administrator and teaching staff at the school are not responsible for the actions or activities of students while using the computer network. While students will be supervised while using the network, it is impossible for the system administrator or teaching personnel to control or supervise the activities of every student at all times.

**POLICY CHANGES**
Interpretation, application, and modification of this Acceptable Use Policy are within the sole authority and discretion of Hebron Christian Academy. Any questions or issues concerning these policies and regulations should be directed to the system administrator at the school office.