INTRODUCTION

Dear Parents,

Welcome to Hebron Christian Academy! I am so excited to see what God has planned for our HCA family as we serve Him this year. It is our goal to provide an education for your child that prepares them academically and challenges them to be everything God desires them to be. We also want every child to grow spiritually as they develop a personal relationship with Jesus Christ.

When working with children, my personal belief follows Proverbs 22:6, “Train up a child in the way he should go and when he is old he will not depart from it.” It is our joy and privilege to work with your children. We desire to see them grow daily in Christ as they walk in the truth. Your children will grow spiritually, academically, physically, and socially this year. Thank you for trusting us to be a part of that plan in your child’s life. We are pleased to be able to serve your family and this community. Please keep Hebron Christian Academy and especially our staff and families in your prayers as we desire to follow God and His plan for HCA.

Please read the student handbook carefully so that you are familiar with and understand the policies and procedures of our school. We will be happy to answer any questions that may arise as you review the handbook.

In Christ,

Cayce Waters
Elementary Principal
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>2</td>
</tr>
<tr>
<td>FOUNDATIONAL STATEMENTS AND GOVERNMENTAL PRINCIPLES</td>
<td>4</td>
</tr>
<tr>
<td>MISSION STATEMENT</td>
<td>4</td>
</tr>
<tr>
<td>VISION STATEMENT</td>
<td>4</td>
</tr>
<tr>
<td>CORE VALUES</td>
<td>4</td>
</tr>
<tr>
<td>EDUCATIONAL PHILOSOPHY</td>
<td>5</td>
</tr>
<tr>
<td>STATEMENT OF FAITH</td>
<td>5</td>
</tr>
<tr>
<td>FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT</td>
<td>6</td>
</tr>
<tr>
<td>AUTHORITY</td>
<td>6</td>
</tr>
<tr>
<td>STUDENT CODE OF CONDUCT</td>
<td>6</td>
</tr>
<tr>
<td>PARENT/VOLUNTEER CODE OF CONDUCT</td>
<td>7</td>
</tr>
<tr>
<td>NOTICE OF NON-DISCRIMINATORY POLICY</td>
<td>8</td>
</tr>
<tr>
<td>DISCLAIMERS</td>
<td>8</td>
</tr>
<tr>
<td>ACADEMIC INFORMATION</td>
<td>9</td>
</tr>
<tr>
<td>COURSE OF STUDY</td>
<td>9</td>
</tr>
<tr>
<td>ADMISSION POLICY</td>
<td>10</td>
</tr>
<tr>
<td>ANNUAL AWARDS</td>
<td>11</td>
</tr>
<tr>
<td>CONDUCT AND EFFORT GRADES</td>
<td>11</td>
</tr>
<tr>
<td>FIELD TRIPS</td>
<td>11</td>
</tr>
<tr>
<td>GRADUATION FEES (K AND 5TH)</td>
<td>12</td>
</tr>
<tr>
<td>HOMEWORK</td>
<td>12</td>
</tr>
<tr>
<td>PARENT/TEACHER CONFERENCES</td>
<td>12</td>
</tr>
<tr>
<td>RETENTION POLICY</td>
<td>12</td>
</tr>
<tr>
<td>ATTENDANCE POLICY</td>
<td>13</td>
</tr>
<tr>
<td>ATTENDANCE</td>
<td>13</td>
</tr>
<tr>
<td>GENERAL INFORMATION</td>
<td>16</td>
</tr>
<tr>
<td>CELL PHONES</td>
<td>16</td>
</tr>
<tr>
<td>CONFLICT RESOLUTION</td>
<td>16</td>
</tr>
<tr>
<td>CUSTODY ISSUES</td>
<td>17</td>
</tr>
<tr>
<td>DISCIPLINE</td>
<td>17</td>
</tr>
<tr>
<td>DEBTS AND FINES</td>
<td>18</td>
</tr>
<tr>
<td>DRESS CODE</td>
<td>18</td>
</tr>
<tr>
<td>ELECTRONIC EQUIPMENT</td>
<td>19</td>
</tr>
<tr>
<td>EMERGENCY SCHOOL CLOSINGS</td>
<td>20</td>
</tr>
<tr>
<td>GUEST/VISITORS ON CAMPUS</td>
<td>20</td>
</tr>
<tr>
<td>LIFE-THREATENING ALLERGIES</td>
<td>20</td>
</tr>
<tr>
<td>LIFESTYLE STATEMENT</td>
<td>23</td>
</tr>
<tr>
<td>LOCKERS</td>
<td>23</td>
</tr>
<tr>
<td>MEDICATION</td>
<td>23</td>
</tr>
<tr>
<td>REQUIRED FAMILY VOLUNTEER HOURS</td>
<td>24</td>
</tr>
<tr>
<td>SCHOOL OFFICE HOURS</td>
<td>24</td>
</tr>
<tr>
<td>SOCIAL FUNCTIONS</td>
<td>24</td>
</tr>
<tr>
<td>SOCIAL MEDIA POLICY</td>
<td>24</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
<td>25</td>
</tr>
<tr>
<td>TECHNOLOGY POLICY</td>
<td>25</td>
</tr>
<tr>
<td>VOLUNTEER POLICY</td>
<td>26</td>
</tr>
<tr>
<td>WITHDRAWAL POLICY</td>
<td>27</td>
</tr>
</tbody>
</table>
FOUNDATIONAL STATEMENTS AND GOVERNMENTAL 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 saints 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** 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:
• profane, abusive, and blasphemous language (Belief Statements: V, XIII, and Core Values: Excellence, Faith, Service, Community, Student Engagement).
• abuse of alcohol and drugs including illegal, over-the-counter, prescription, and/or student concocted substances with the purpose of having the same physical effect as a drug (Belief Statements: V, XIII, and Core Values: Excellence, Faith, Community, Student Engagement).
• theft, fraud, or any other criminal activity (Belief Statements: III, V, VI, XIII, and Core Values: Faith, Service, Community, Student Engagement).
• racial or ethnic prejudice (Belief Statements: XII, XIII, and Core Values: Faith, Service, Community, Student Engagement).
• sexual harassment, violence, and/or abusive behavior (Belief Statements: IX, X, XI, XIII, and Core Values: Faith, Service, Community, Student Engagement).
• dressing 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).
• 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 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 and expect their child to do the same even when parent/guardian may disagree.

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.
ACADEMIC INFORMATION

COURSE OF STUDY

The elementary grades provide the foundation of learning for every child. A child’s study habits, learning skills and educational attitude are formed during these years. Realizing the importance of a good foundation, we have set up a curriculum, which can be built upon and expanded each successive school year. Our curriculum is thoroughly integrated and academically balanced with a consistent Christian emphasis.

The curriculum for the elementary school includes: Bible, phonics, reading, spelling, writing, English, math, science, health, history, technology, and physical education. Enrichment classes such as Spanish, Music and Art are also offered.

GRADE REPORTING SYSTEM

Student grades are always accessible to parents on the Hebron Hub. Report cards are posted on the Hub for all students, grades K-5th, at the end of each trimester.

Grading System

- **Grading Scale (Grades 1-5)**
  The following grades are used on the HCA progress reports and report cards for grades 1-12.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
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<tr>
<td>B</td>
<td>80-89</td>
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<tr>
<td>C</td>
<td>74-79</td>
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<tr>
<td>D</td>
<td>70-73</td>
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<tr>
<td>F</td>
<td>69 &amp; Below</td>
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- **Evaluation Key (Grades K-5)**
  The following evaluations (or portions thereof) are used on HCA report cards for grades K-5 depending on the grade level.

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<thead>
<tr>
<th>Grade</th>
<th>Description</th>
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<tbody>
<tr>
<td>E</td>
<td>Excellent/Exceeds</td>
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<tr>
<td>S</td>
<td>Steady Progress</td>
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<tr>
<td>N</td>
<td>Needs Improvement</td>
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<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>I</td>
<td>Incomplete</td>
</tr>
<tr>
<td>X</td>
<td>No Evaluation</td>
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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:

- All students should wear tennis shoes on P.E. days.
- No horseplay will be allowed at any time.
- All injuries must be reported to the instructor immediately.
LIBRARY PROCEDURES/RULES

- Library hours are 7:30 a.m. to 12:30 p.m. daily.
- Volunteers assist the librarian with check-in/check-out procedures as well as other necessary tasks.
- Kindergarten and First Grade may check out one book weekly.
- Second through Fifth Grade may check out two books weekly.
- Students are expected to follow directions and adhere to HCA rules when visiting the library.
- Students are expected to treat library materials with care and return books on time.
- Lost or damaged library books are the responsibility of both the student and parent. A notice will be sent, and a fee will be assessed for a replacement book. Any student with unpaid library fees will not be eligible to check-out new materials.

ADMISSION POLICY

A student may be admitted to Hebron Christian Academy only after established requirements and conditions have been fulfilled. HCA will release application deadlines on a yearly basis. Actual placement of new students will not take place until after this date in order to allow our current school families to complete their re-enrollment requirements.

REQUIREMENTS FOR ADMISSION

KINDERGARTEN

- Application submitted with the application fee
- Testing (entrance and placement) completed
- Copy of student’s birth certificate submitted
- Necessary medical forms submitted
  - Certificate of Immunization (Georgia Form 3231 or 3032)
  - Certificate of Eye, Ear, and Dental exam (Georgia Form 3300)
- Commitment to Mission of School form
- Pastor Reference or Statement of Faith received

GRDES 1-5

- Application submitted with the following:
  - Application fee
  - Current year plus last two full years report cards
  - Two most recent achievement testing
  - All discipline records (if applicable)
- Testing (entrance and placement completed)
- Copy of student’s birth certificate submitted
- Necessary medical forms submitted
  - Certificate of Immunization (Georgia Form 3231 or 3032)
  - Certificate of Eye, Ear and Dental exam (Georgia Form 3300)
- Records or transcripts received
- Commitment to Mission of School form
- Pastor Reference or Statement of Faith received
- Principal and Math/Language Teacher References Received

CONDITIONS FOR ADMISSION

- Students seeking admission to kindergarten and first grade must be 5 and 6, respectively, by September 1 of the current school year.
- Students who are above or below the chronological age of the applied-for grade level may not be considered for enrollment.
- Parents must agree to the discipline and overall program of the school as outlined in detail in this Parent/Student Handbook.
- Each new student will be admitted under probation for one trimester.
- We reserve the right to deny entrance to any student if, in the opinion of the administration, it is in the best interest of the school and student. Because the acceptance of a new student is also a solemn responsibility on the part of the school, it is essential that the placement of the student be in accordance with ability. Since the academic standards of the school are more rigorous than most public institutions, there may be an education gap
that some students will have to overcome. If the test results for a new student show that he or she will not be able to keep up with the projected class, the school may ask the student to be tutored by a professional and/or undergo professional testing.

- It is the policy of Hebron Christian Academy that students who transfer from an accredited school must provide report cards showing all courses taken, documentation of scores from standardized tests, and school discipline and attendance records. The administration of Hebron Christian Academy will then review the documents to determine proper placement of the student.
- It is the policy of Hebron Christian Academy that students who transfer from home school and/or a non-accredited school must provide documentation of courses completed, grades earned, and scores from standardized tests.

**ANNUAL AWARDS**

**HONOR ROLL**

**Grades 1-2:** Academic Achievement Award – A’s & B’s for the year.

**Grades 3-5:** Principal’s Honor Roll only for students in Grades 3-5 per following requirements:
- All A’s for the year on the report card
- Reading and Writing Benchmarks met

Certificates are issued at the end of the year.

**PERFECT ATTENDANCE**

This award is given to students who have been in attendance each day of the school year. Students missing school for any reason will not receive the perfect attendance award.

*Please note: 4 or more unexcused tardies within a trimester equals an absence. Any absences recorded due to tardies will remove the student from perfect attendance for the year.

**CONDUCT AND EFFORT GRADES**

High standards of cooperation in conduct and effort are required of all those associated with Hebron Christian Academy.

**FIELD TRIPS**

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

- Each grade will participate in one field trip on-campus and one field trip off-campus with the exception of 5th grade. 5th grade may choose two off-campus field trips.
- Students must wear their Hebron uniform with the cardinal uniform shirt in grades K-5.
- Students must be transported to and from the field trip by school transportation.
- The number of chaperones needed for the field trip will be determined by the classroom teacher. As a rule, lower elementary field trips will require one chaperone per five students and upper elementary field trips will require one chaperone per seven students. Due to the number of students involved, parents may be asked to choose only one of the two field trips to chaperone.
- Students who have not demonstrated self-control in 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.
- Chaperones should report consistent misbehavior directly to the teacher or staff member coordinating the field trip.
- Field trips are part of the educational experience for students. If parents attend the field trip, siblings are not to accompany them.
- Chaperones must adhere to all areas of the volunteer policy.
- Trip payments must be made by the stated deadlines and are non-refundable.
GRADUATION FEES (K AND 5th)

A fee of $25 will be charged per student for the Kindergarten and 5th grade graduation ceremony for the following:

- Kindergarten: Cap and gowns, invitations, programs, technical expenses, decorations
- 5th Grade: End of year celebration, invitations, programs, flowers for graduates, piano accompanist

HOMEWORK

HOMEWORK PHILOSOPHY

Homework is an integral part of the school program in aiding students to advance in their studies. Each student is required therefore to complete homework assignments. Homework is given for several purposes:

- For drill: We believe that students require drilling to master material essential to their educational progress.
- For practice: Homework is given so that the material will be mastered.
- For remedial activity: As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- For special projects: Book reports, compositions, special research assignments and projects are some of the activities that are frequently the subject of homework.

HOMEWORK ASSIGNMENT BY GRADES

Time stated is for the average HCA student.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>10 minutes</td>
</tr>
<tr>
<td>1st</td>
<td>10-20 minutes</td>
</tr>
<tr>
<td>2nd</td>
<td>20-30 minutes</td>
</tr>
<tr>
<td>3rd-5th</td>
<td>30-45 minutes</td>
</tr>
</tbody>
</table>

The teacher should be contacted if a student does not have homework in keeping with this schedule. Homework is assigned to meet the needs of the individual. For this reason, students in a classroom may not have the same assignment. Students are to write their assignments for all subjects in an assignment book and have their parents sign it so that they may know the homework that is due the following day. No homework is to be assigned on Wednesday.

All students are required to have their homework ready to be turned in at the time designated by their teachers. A penalty will be given for late homework.

PARENT/TEACHER CONFERENCES

Teachers are available for conferences by appointment. Please do not request an appointment during normal classroom hours. 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, or on cell phones, unless it is an emergency. Please do not text to teachers' phones unless the teacher has given permission to do so.

RETENTION POLICY

KINDERGARTEN

Kindergarten students may not be promoted if they do not meet all the goals of the kindergarten curriculum.

GRADES 1-5

Students may not be promoted in grades one through five if they make an F or if they do not meet the set benchmark in Writing, Reading, or Math for the year. Also, if a student receives two or more D's, promotion would not occur (unless they receive summer school or remedial help that would change these grades). Students that fail Bible may not be considered for re-enrollment.
ATTENDANCE POLICY

ATTENDANCE

School attendance and punctuality is important because it underscores the significance of learning and the importance of obtaining an education. It teaches responsibility to our students and develops a positive work ethic. School attendance and punctuality are the responsibility of both parents and students and will be recorded on quarterly report cards.

GENERAL – SCHOOL HOURS, TARDINESS, ABSENCE, SICKNESS

SCHOOL HOURS

SCHOOL START TIME
8:10 a.m. – All grades - K thru 5th

* Students arriving after the start time are required to get an admit slip from the office and must be signed in by a parent. (See Tardy Policy in this manual.)

DISMISSAL TIME

3:00 p.m. ........................................ K thru 2nd (if only a K-2nd student with no older sibling/carpooler)
3:10 p.m. ........................................ 3rd thru 5th
3:25 p.m. ........................................ Dismissal ends

* Students remaining after their designated dismissal time will be sent to the Extended Day Program (EDP) at the expense of the parents.

- Students must be in attendance for 3-1/2 hours or more to be counted present for the day.
- A note for elementary students from the parent or guardian stating the date and reason for the absence will be required upon the student’s return to school to avoid an unexcused absence. If an unexcused absence is given due to failure to bring a note upon return to school, that student has only the next day to remove the unexcused absence. Elementary students will give the note to their teachers.
- A student who is ill, including the following symptoms, is not allowed at school: fever (of any degree above normal), runny nose, bad cough, vomiting, diarrhea, pink eye or a rash. If your child complains of not feeling well, please keep him/her at home. Should a child become ill during the day, the parent will be notified to pick up the child as soon as possible. The child will be removed from the classroom under adult supervision until the parent or authorized adult arrives. If you have recently changed phone numbers, please make sure that we have the correct contact numbers on file. Also, if your child is diagnosed with an illness, please do not bring them to school until the contagion period has passed (which is usually 24 – 36 hours of antibiotics). Please bring a doctor’s note stating when your child should return. If your child has a fever, they should not return until they have been fever-free for 24 hours.

EXCUSED ABSENCES

- Without Administrative approval:
  - Sickness
  - Doctor/Dentist/Orthodontist appointment
  - Death in the immediate family
  - Conditions rendering attendance impossible or hazardous to student’s safety or health
- With Administrative approval at least 3 days in advance:
  - Family travel or functions

UNEXCUSED ABSENCE

Absences other than those listed above are unexcused.

MAKE-UP WORK

Any work missed due to an absence must be made up within the period of two days for each day of absence. A list of missed assignments will be given to the student upon return.
TARDY TO SCHOOL
Students who are not in their homeroom/classroom at the time the bell rings will be considered tardy and will not be admitted to class by the teacher until they have received an admit slip. Parents must sign students in at the reception desk in order to receive an admit slip.

EXCUSED TARDY
The following are the only instances where an excused tardy to school will be given:

- Doctor/ Dentist/ Orthodontist Appointment
- Car Accident
- Legal matters

* Tardiness will only be excused with official, signed documentation from doctors, dentists, court officials, etc. Tardy excuses will be kept on file by the classroom teacher.

ELEMENTARY TARDY POLICY
A student will be allowed 3 unexcused tardies per trimester without penalty. The following will be in effect for students who exceed 3 unexcused tardies. Students with absences due to excessive tardies will not be eligible for perfect attendance awards.

- 4 unexcused tardies = 1 absence
- For every additional 4 tardies an additional absence will be marked

EARLY ARRIVAL
Elementary buildings are open for students from 7:45 to 3:15. Students arriving between 7:30 and 7:45 for K–1st will report to the library; 2nd thru 5th will report to the gym. Arrival before 7:30 will fall under the Extended Day Program.

MORNING ARRIVAL
Please follow morning carpool procedures by dropping off your child/children at the flagpole (K-1) or in front of the gymnasium (2-5). For safety reasons, students may not be dropped off in the gravel parking lot at any time. Your child may receive a conduct mark for this action.

AFTER SCHOOL PICK-UP
Carpool ends at 3:00 for grades K-2, unless student has an older sibling or will be carpooling with an older student. Carpool ends at 3:25 for grades 3-5. Your child should be picked up by this time. Students remaining on campus after 3:25 will be walked to the Extended Day Program building. Late pick-ups will be supervised by the Extended Day Staff. A late fee will be charged for late pick-up. The fee will be assessed at $10.00 for each portion of a 15-minute time period after 3:25 pm.

CHECKING STUDENTS OUT OF SCHOOL
HCA Elementary Student Check Out/Pick-Up Procedures:

In our continuing efforts to do our best to protect our students, please note the following changes to the procedures when checking out your child or other students from school. Thank you in advance for your help and cooperation to keep HCA a safe environment for all of our families.

- **When checking your child out early:**
  - Sign student(s) out at the reception desk.
  - A staff member will call student(s) from class.
  - Please meet your child on the sidewalk next to the child’s classroom building.
  - Please be prepared to show an ID.
  - All early check-outs must be completed by 2:30.

- **When checking out someone else’s child or if someone other than parent or guardian is checking the child out:**
  - Sign student(s) out at the reception desk.
  - A staff member will call student(s) from class.
  - Please meet your child on the sidewalk next to the child’s classroom building.
  - Please be prepared to show an ID.
All early checkouts must be completed by 2:30 p.m.

In order for student(s) to leave campus with anyone other than the normal carpool ride:

1) School must have written permission from parent, which will be verified by a phone call from the school, or
2) School must have received a phone call or email giving permission from parent to the Teacher and the Office.

- **When picking up students in carpool line – other than your own students, or regular carpool riders:**
  - All applicable procedures in 2nd bullet above will apply.
  - You may not drive through and say “I also need....” All arrangements will need to be made in advance. Last minute pick-ups will require the driver to park and go in to verify the arrangements through school personnel.
  - If someone other than the normal driver will be picking up in the carpool line, please be sure the proper notes have been sent and that they know they will be asked for ID.

**Important things to note:**

- To help with the pick-up process, parents will be asked to complete an “approved pick-up list” for your child during orientation each year. Anyone who has permission to pick up your child should be listed on this list along with a contact phone number. Notes and permission will still need to be given for students to be picked up by those on this list.
- It is very important that parents send notes and contact the school when your children will be going home with someone other than the normal ride they take every day. Failure to do so will cause someone to have to wait and make phone calls before we can let your students leave campus.
- It is imperative that carpool tags are used at all times in the carpool line every day.
- If you have students who are frequent riders with you, please get an extra car tag for them so you have it on hand when needed.
GENERAL INFORMATION

CELL PHONES

Elementary school students are not permitted to possess or use cell phones, iPods, personal iPads, or personal laptop computers while on HCA property or while attending any elementary school activity. School office phones are available for students who need to contact parents.

Extended Day students may have cell phones, but they must be stored in a backpack and powered off during the school day.

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

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 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 involved in the conflict meet with the Principal).
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 Head of school for a meeting with HCA School Board Chair 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.
CUSOTDY 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.

DISCIPLINE

One of the most important roles of Hebron Christian Academy 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.

We believe that discipline is a learning experience. Consequences are an important part of this learning experience. When students misbehave, and consequences are not given, the opportunity to learn from mistakes is greatly reduced.

The majority of student misbehavior will be handled by the classroom teacher and consequences will be given in the classroom.

PARENTS WILL BE CONTACTED BY PHONE WHEN ANY OF THE FOLLOWING CONSEQUENCES ARE GIVEN:

- **Reprimand** – A written explanation of inappropriate conduct, which will become part of a student’s record.
- **Teacher Detention** – Students will lose free time and have to stay with teachers for a short period of time. A teacher detention is between 15 and 60 minutes in length. This can be done before school or after school.
- **Administrative Detention** – Students will have to stay after school for one to two hours. During administrative detention student will clean campus and/or do seatwork.
- **In-School Suspension** – The student will receive and complete classwork separated from his/her own class and will be placed in another elementary classroom. The student will walk around the playground during the supervising teacher’s recess.
- **Out-of-School Suspension** – The student is not permitted to be on campus for instruction or extra-curricular activities. He/she will receive a "0" on all assigned work, except tests and major projects.
- **Immediate Withdrawal or Expulsion** – A student is asked to withdraw or is expelled.

Parents are encouraged to have additional consequences at home when it is necessary for the school to use any of the above consequences.

These consequences will be used for any violation of the following rules:

- Disruption of the learning environment
- Disrespect of individuals
- Stealing, cheating or lying
- Vandalism of property
- Verbal or physical confrontations or threats
- Possession of weapons or explosives
- Use, possession or being under the influence of alcohol, tobacco or non-prescribed drugs
- Use or possession of drug and tobacco paraphernalia, such as lighters and rolling papers
- Disregard of directions
- Immoral behavior (see Statement of Faith)
- Dressing contrary to one’s biological sex or using facilities designated for opposite biological sex
- Absence or tardy without permission
• Violation of dress code
• Inappropriate display of public affection
• Chewing gum
• Use of inappropriate language
• Any other behavior which subversive to good order and discipline

* A parent who uses any previous tests or answer keys at home will be asked to withdraw their child from Hebron Christian Academy. Using the test keys and answer keys is a form of cheating and will not be tolerated.

** 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.

*** Students will be suspended or expelled if they possess any knife, firearm, explosive compound, weapon of any kind or any item that would violate Georgia code 16-11-127.1

Students may not be allowed to continue in school if they use tobacco products, alcoholic beverages, non-prescribed drugs, illegal drugs, misuse over-the-counter drugs, or engage in immoral activity at any time whether on or off the HCA campus (see Statement of Faith and Student Code of Conduct).

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.
• Academic access may be denied until the account is brought current.
• Families that choose the one, three or four pay plans must make payments by the respective due dates or the discount will be forfeited. Their plan may 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.

DRESS CODE

One's personal appearance is an important part of a Christian testimony. The appearance of our students to a large degree determines the image of our school. We expect students enrolled here to cooperate with us in maintaining a good testimony in this area.

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, and thus, help your children develop a habit of modest dress. The administration will be the final authority on any questions regarding the uniform policy. The uniform policy can be found on the HCA website at www.hebronlions.org under Student Life > School Store.
**APPEARANCE GUIDELINES**

- Boys are not allowed to wear earrings or have piercings.
- 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.
- 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.
- No hair coloring that can be considered unnatural hair color will be permitted.
- No hairstyles that disrupt the learning environment (mohawks, and spikes, etc.)
- No hats or scarves may be worn inside the buildings. Winter hats are permissible when the weather dictates. This will be determined by the administration.
- All sweaters and sweatshirts must have an HCA uniform shirt underneath the outer garment.
- All students must dress modestly and according to one’s biological sex.

**SPIRIT WEAR DRESS CODE – BOYS AND GIRLS K-5**

Friday will be a spirit dress day unless otherwise specified. Students may wear uniform shirts or HCA spirit wear shirts accompanied with full length blue jeans, capri length blue jeans, modest blue denim shorts, khaki pants, khaki capris, modest khaki shorts, or uniform bottoms. Shoes and socks must be worn as if it were a normal uniform day. Clothing must meet the following appearance requirements:

- Pants cannot have holes, or rips.
- Shorts must be fingertip length.
- 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.

**CASUAL DAY DRESS CODE – BOYS AND GIRLS K-5**

- Students are expected to dress modestly, neatly, and in a fashion not distracting to the goals and purposes of HCA.
- One of these options may be worn for bottoms: full-length blue jeans, blue denim capris, blue denim shorts, khaki pants, khaki capris, modest khaki shorts, or uniform bottoms. No other bottoms are allowed.
- Shorts must be fingertip length.
- One of these options may be worn for tops: an appropriate t-shirt, collared shirt, or blouse. Spirit wear or uniform shirts may be worn. Shirts must be tucked in. NO TANK TOPS. Regular school shoes — no flip-flops, athletic sandals, or slippers may be worn.
- The administration reserves the right to determine the final standards on all fashion and/or appearance trends.

**ELEMENTARY DRESS CODE VIOLATIONS**

Parent will be notified if student is in violation of the dress code. Parent may be asked to bring an appropriate change of clothing. Repeated offenses will result in disciplinary action.

**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 occasionally 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.
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.

GUEST/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 reception area to sign in and get a nametag. Please do not be offended if you are asked by a teacher to sign in at the office. **For the safety of the school and students, please do not go directly to the classroom.** 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 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.

It is generally not a good idea for parents of younger children to visit the school and classrooms early in the school year. Please delay your visit until they have made their adjustments to school.

Written requests for non-HCA students to visit the school must receive the approval of the principal in advance of the visit.

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.
STUDENT NAME:

I. LIFE-THREATENING ALLERGY WAIVER

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.

Signature of Parent/Guardian Date:

II. LIFE-THREATENING ALLERGY INFORMATION

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.

Allergy:

Medication Required:

Specific Action Plan:

Signature of Parent/Guardian Date:

Signature of HCA Nurse Date:
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

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 this 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. Cleaning out locker and returning lock at the end of the school year.
5. Cleaning out locker at the end of the 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. If 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 dye-free liquid and in 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.

REQUIRED FAMILY VOLUNTEER HOURS

Hebron requires each family to work 10 volunteer hours per school year or make a onetime contribution to our annual fund, in lieu of volunteering the required 10 hours. All volunteer hours must be completed by May 1st of each year to avoid the billing of $100 to your account. Many volunteer opportunities will be available throughout the year.

SCHOOL OFFICE HOURS

The business office will be open from 7:30 a.m. to 3:30 p.m. on regular school days but may close 30 minutes after school is out on days with early dismissal. The business office is located in Building F on the High School campus. Hours for summer and non-school days will normally be shorter.

The elementary office will be open from 7:30 a.m. to 3:30 p.m. on regular school days but will close 30 minutes after school is out on days with early dismissal, unless a work day or conferences are planned on those days. The elementary offices are located in Building C on the Elementary Campus. Hours for summer and non-school days will normally be shorter.

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.

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.

**STUDENT SERVICES**

The Student 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. 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 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.

**Personal/Social Support:**
- Classroom guidance lessons
- Individual and Group counseling
- Support Groups
- Enrichment Program

In an emergency, students may ask their teachers if they may leave class to talk with a counselor. Additionally, counselors may request appointments with students and/or their parents.

**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.

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 accomplishment of its mission. 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 be on hand 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 to remain loyal to the mission, goals, and procedures of HCA.
- Volunteers will serve under the supervision of a Hebron Christian Academy 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 are room mothers must 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 POLICY

It is assumed you are enrolling your student for the entire year and budgets are set accordingly.

• 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.
• If after enrollment your son/daughter is voluntarily withdrawn (even if withdrawn before the first day of class), suspended, or dismissed, no part of the fees or tuition paid to the school shall be refunded. HCA reserves the right to collect tuition and fee balances associated with the remainder of the school year. Financial reimbursement will only be considered for tuition due to employment relocation or financial hardship.
• 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.