



**Hernando Christian Academy
2020-21
Student Handbook**

Building the HCA Community Since 1981

“Train up a child in the way he should go, even when he is old, he will not depart from it.”
Proverbs 22:6

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PURPOSE OF THIS HANDBOOK

This Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the School year. Because the Handbook contains information about student rights and responsibilities, parents and students are responsible for knowing its contents. Please take the time to become familiar with the following information and keep this Handbook available for your use. It can be a valuable reference during the School year and a means to avoid confusion and misunderstandings when questions arise.

The School reserves the right to interpret the content of this Handbook, including the rules and regulations governing the academic and non-academic conduct of students. This Handbook is not a contract, nor is it intended to be so construed. Our School reserves the right to modify and/or amend the content of this Handbook at any time during the year. If any written modification or amendment is made to this Handbook, a copy of such modification or amendment will be distributed to students and parents.

Students who reach 18 years of age while enrolled in the School are bound by all student and parent obligations in this Handbook. Student's continued enrollment after reaching 18 years of age evidences the student's agreement with this requirement. In addition, even after the student turns 18 the School will continue to share all health/medical, disciplinary, grades, progress reports, and other information with the student's parents/legal guardians throughout student's enrollment at the School. Should a student have a concern about particular information being shared with his/her parents/legal guardians, the student should consult with the Head of School.

If you have any questions about the Handbook or any of its policies, please contact your school principal.

Preface

This handbook exists as a standard of student-related policies that are necessary to provide an environment that reflects our core values and to create an atmosphere in which a quality Christian education can take place. There are many areas that have been updated this year. Students and parents should take the time to review this handbook together and be prepared to comply with the policies herein stated.

Building our community since 1981 - let's pray that God will make this our best year yet!

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GENERAL INFORMATION

Statement of Faith

- We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15, II Peter 1:21)
- We believe there is only one God, eternally existent in three persons – the Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19)
- We believe in:
 - Christ’s deity (John 10:33)
 - His virgin birth (Isaiah 7:14, Luke 1:35)
 - His sinless life (Hebrews 4:15, 7:26)
 - His miracles (John 2:11)
 - His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7)
 - His resurrection (I Corinthians 15:4, John 11:25)
 - His ascension to the right hand of the Father (Mark 16:19)
 - His personal return in power and glory (Revelation 19:11)
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God’s grace through faith alone we are saved. (John 3:16-19, 5:24, Romans 3:23, 5:8-9, Ephesians 2:9-10, Titus 3:5)
- We believe in the resurrection of both the saved and the lost, they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (John 5:28-29)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. (I Corinthians 12:12-13, Galatians 3:26-28)
- We believe in the present ministry of the Holy Spirit whose indwelling empowers the Christian to live a Godly life. (Acts 1:8, Titus 2:11)

Mission Statement

This Christian school ministry exists for the purpose of “building leaders with Christian character.”

HCA Philosophy of Christian Education and Core Values

HCA recognizes that the education of a student is the responsibility of his or her parent. Thus, Christian education becomes a partnership between parents, the church and the school in this important task of exploring and discovering a God-centered world view. Core Values express what we believe and hold dear as an organization. When accompanied by the Mission Statement, they become the filter through which we evaluate everything we do.

Core Values

The Word of God

Therefore, it is central to all that happens at HCA and is the “screen” for all decision-making.

Right Relationships

Therefore, we work to resolve all disputes or differences quickly and Biblically and provide an atmosphere structured for right relationships.

Prayer

Therefore, each day, each class period begins with this vital aspect and we continually seek God's direction.

Changed Lives

Therefore, we seek to evangelize our students based on the Christian Gospel and provide a life-transforming educational experience.

Families

Therefore, we remember that parents are our students' primary authority over the education of their children. It is the goal of our school community to support Biblical parenting and to communicate on a regular basis with parents.

Churches

Therefore, we recognize that the local church is ordained by God as His instrument to accomplish His work in the world. We encourage regular attendance and participation in Bible-believing local churches and we will model this in our lives.

Children

Therefore, we recognize that children are made in the image of God and it is our purpose to love each child unconditionally.

Discipline

Therefore, students are expected to conduct themselves in a manner that reflects Christian character, self-control and Christian love where discipline is equitable and consistent.

Education

Therefore, we strive to provide the best learning that we are capable of providing through consistent preparation, relevant and dynamic presentations and purposed evaluation.

Excellence

Therefore, in all things, students are expected to produce the highest quality in Christ. Our mindset will be that we do all for the glory of God

Expected Student Outcomes & Goals

And Jesus grew in wisdom (intellectually) and stature (physically), and in favor with God (spiritually) and men (socially). (Luke 2:52 NIV)

Intellectually

Hernando Christian Academy strives to produce graduates who...

- demonstrate proficiency in core academic disciplines.
- can differentiate and identify defining characteristics of a variety of literary and other fine art genres.
- demonstrate proficiency in utilizing resources, including technology, to find, analyze, evaluate, apply, and create information.
- are qualified to be accepted to and prepared to achieve success in a post-secondary institution if they choose to further their formal education.

- demonstrate leadership by consistently fulfilling academic requirements in a timely basis with excellence.

Physically

Hernando Christian Academy endeavors to help students...

- develop a good attitude of stewardship when it comes to their bodies.
- come to value and appreciate a personal lifestyle of exercise and a healthy diet.
- reject choices that harm the body such as smoking, alcohol, and drugs.
- model a Christian leader's lifestyle with positive behavior choices that honor Christ.

Spiritually

Hernando Christian Academy seeks to inspire students to...

- understand and commit to a personal relationship with Jesus Christ.
- know, understand, and apply the principles of God's word in daily life.
- possess the apologetic skills to defend their faith in a bold, yet, respectful manner
- exemplify Spirit-filled lives, supported and encouraged by active participation in a Bible-believing church.
- develop leadership qualities through consistent study, memorization, and application of God's word.

Socially

Hernando Christian Academy seeks to encourage students to...

- understand the worth and value of every human being as created in the image of God.
- develop and cultivate healthy, moral relationships.
- understand, value, and engage in appropriate social, civic, and philanthropic activities.
- exemplify a work ethic that glorifies God.
- recognize, respect, and submit to people in positions in authority.
- be servant leaders actively serving God in their homes, churches, school
- and community.

Parental Responsibilities

(Note: the word "parents," as used in this Handbook, represents either or both parents and/or legal guardians of our students.)

As a parent of a child at HCA, I realize that:

- I am responsible for the education of my child. I will commit my child and his or her education to the Lord. I will pray faithfully for my child's teachers that they may be effective in their teaching.
- I am expected to express my support for the school: its staff, faculty and administration; and I will withdraw from the school family rather than spread criticism or be divisive. (Psalm 133:1)
- If I have problems with the school, I must go directly to the staff member involved and try to solve them, demonstrating the principles set forth in Matthew 18:15 and in the spirit of Galatians 6:1. This will promote effective communication and help to avoid misunderstandings.
- If there is not a satisfactory resolution to the issue, then consult with the appropriate administrator. If you still would like to take the concern to the next level, discuss the matter with the Head of School superintendent. If, after all steps have been utilized, you have not come to a reasonable conclusion, then you may put your concerns in writing and submit them to the School Board for review. The School Board shall then determine the severity of the concern and whether a meeting will be necessary.
- My child will be disciplined in accordance with school policies and Biblical methods, and should his or her attitude remain uncooperative, the privilege of attending HCA may be withdrawn.
- Completion of class and homework assignments is vital to the academic success of my child. I will strive to provide adequate study time, to teach good study habits, to review assignments with my child to ensure

he/she understands what needs to be accomplished, to encourage him or her to do neat, quality work which is completed in a timely fashion, and teach him or her to do all unto the glory of God.

- The students at the school are dressed uniformly. When visiting the school, I will use discretion and dress appropriately.
- I am invited to be a partner with the school in prayer, service, and gifts to Hernando Christian Academy.
- HCA is a smoke-free environment for all students, parents, and guests.
- HCA has the right at any time in its sole discretion to void enrollment of my child.
- I agree to remain familiar with and obey all policies and procedures put in place by Hernando Christian Academy.

Non-Discrimination Policy

It is the policy of HCA to admit students and hire faculty and staff of any race, color, national or ethnic origin, and to provide to them all rights, privileges, programs and activities generally accorded or made available at the school. HCA does not discriminate on the basis of race, color, national and/or ethnic origin in the administration of its educational policies, admission policies, scholarship and tuition discount programs, personnel policies or other school-administered programs.

Accreditation

Hernando Christian Academy is accredited through the Association of Christian Schools International (ACSI) and the Southern Association of Colleges and Schools (SACS)(AdvancEd)(Cognia)). The State of Florida does not accredit any schools, public or private; hence all accreditation in Florida is accomplished by accrediting agencies.

Admissions

Hernando Christian Academy offers educational and athletic programs for students and families who desire an outstanding education and challenging athletics within a Christian environment. The educational programs are stimulating and demanding; therefore, students and families should be aware of the academic challenges that will occur during the year.

Academic excellence is embodied among the instructional staff at all grade levels, and that level of excellence is expected of students. This practice is to prepare students for a rigorous academic career eventually leading to university and career success. To this end, it is desirable that students who attend HCA come from homes that reinforce the values and beliefs taught during the school day. HCA sees its academic practices as a means to achieve its mission in building leaders with Christian character.

Requirements for K4 and K5: (all must be completely potty-trained):

Children entering K4 must be four years old on or before September 1st.

Children entering K5 must be five years old on or before September 1st.

All new incoming students up to and including 8th grade will be required to be tested for placement evaluation. Testing for secondary students may be required at the discretion of administration.

Students and parents alike must understand that it is a privilege to attend HCA, not a right. HCA reserves the right of setting and maintaining its own standards of student conduct, dress, attendance, and academic requirements. The school maintains the right to refuse admission to anyone it so chooses, and to suspend or expel anyone who violates its standards. Parents understand that HCA has the right at any time in its sole discretion to revoke a child's enrollment.

Re-enrollment

A pattern of low grades, poor work habits, poor conduct, excessive absenteeism or tardiness, or the parents' failure to meet financial obligations can jeopardize a student's continued enrollment. Entrance into the next grade will be based on the classroom performance of the student, observations of the teacher, and appropriate testing.

School Office Hours

8:00 a.m. to 4:00 p.m.

Grade	Before School Care	School Day	After School Care
K-4 to 5 th	7:00 a.m. to 7:45 a.m. bell to class	8:00 a.m. to 2:30 p.m.	2:30 p.m. to 6:00 p.m.
6 th to 8 th	Cafeteria until 7:00-7:30 Gym 7:30-7:45	8:00 a.m. to 3:00 p.m.	3:00 p.m. to 6:00 p.m.
9 th to 12 th	Cafeteria until 7:00-7:30 Gym 7:30-7:45	8:00 a.m. to 3:00 p.m.	3:00 p.m. to 6:00 p.m.

Students will be allowed to enter their classrooms at 7:45 a.m., providing the teacher is at the door for elementary students. All students arriving at school before 7:45 a.m. will be asked to wait in the cafeteria or another designated area. As of 3:15 p.m., all students from kindergarten through 12th grade who are not under other supervision are required to go to after school care for supervision.

Bell Schedule for normal 1-7 periods (Covid Schedule listed below)

	<u>Normal</u>	<u>Chapel Schedule</u>	<u>Half Day</u>
1	8:00 – 8:52	1 8:00 – 8:43	1 8:00 – 8:36
2	8:56 – 9:56	2 8:47 – 9:40	2 8:40 – 9:10
3	10:00 – 10:49	Chapel 9:44 – 10:28	3 9:14 – 9:44
4	10:53 – 11:43	3 10:32 – 11:16	4 9:48 – 10:18
Lunch	11:43 – 12:18	4 11:20 – 12:04	5 10:22 – 10:52
5	12:22 – 1:12	Lunch 12:04 – 12:36	6 10:56 – 11:26
6	1:16 – 2:06	5 12:40 – 1:24	7 11:30 – 12:00
7	2:10 – 3:00	6 1:28 – 2:12	
		7 2:16 – 3:00	

Bell Schedule COVID***HCA Secondary Block Schedule
2020-21 School Year*****Block A**

	Middle School	11-12 Grades	9-10 Grades
Period			
1	8:00-9:47	8:00-9:47	8:00-9:47
2	a) 9:51-10:44 (Lunch break in middle) b) 11:23-12:13	9:51-11:38 (Lunch after 2nd)	9:51-11:38
3	12:17-2:02	12:17-2:02	a) 11:42-12:28 (Lunch break in middle) b) 1:03-2:02
7	2:06-3:00	2:06-3:00	2:06-3:00
Lunch	10:48-11:23	11:38-12:13	12:28-1:03

Block B

	Middle School	11-12 Grades	9-10 Grades
Period			
4	8:00-9:47	8:00-9:47	8:00-9:47
5	a) 9:51-10:44 (Lunch break in middle) b) 11:23-12:13	9:51-11:38 (Lunch after 2nd)	9:51-11:38
6	12:17-2:02	12:17-2:02	a) 11:42-12:28 (Lunch break in middle) b) 1:03-2:06
7	2:06-3:00	2:06-3:00	2:06-3:00
Lunch	10:48-11:23	11:38-12:13	12:28-1:03

Half Day Schedule

No Secondary Lunch or Snack Times scheduled

Block A	Block B	Class Time
1	4	8:00-9:06
2	5	9:10-10:16 (work 10 minute snack time into class schedule when convenient for lesson plans)
3	6	10:20-11:26
7	7	11:30-12:00

Attendance Policies

In order for a student to progress satisfactorily, he or she must be regular in attendance. Research indicates that there is a strong relationship between school attendance and academic achievement. It also indicates a strong relationship between poor attendance and suspension, expulsion, and dropout rates.

Maximum Allowed Absences

Any student from Kindergarten through 12th grade who has 18 or more days of absences in a given school year may not receive academic credit for the school year. Consequently, the student may not be promoted to the next grade. An exception may be considered by Administration if extenuating circumstances exist.

In extenuating circumstances, a parent may fill out the required form to request consideration for extenuating circumstances by contacting the appropriate principal's office. This attendance policy applies to each and every class of which a student is expected to be in attendance.

Students with a doctor note in their file will be excused for the allotted absences stated on the note. All other absences with a note will be considered for excusal.

Because HCA does not want to encourage ill students to attend classes, the school will not recognize students for "perfect attendance."

Class Minute Requirements

Elementary attendance is taken by the half day. If a student misses more than one hour due to tardiness or a sign-out before the end of the school day, they will be considered absent for a ½ day. If elementary students are not present for at least 4 hours in one school day, they will be considered absent for the full day.

Upper school students who miss twenty minutes or more of class due to tardiness or a sign-out before the end of the class will be considered absent.

Family Vacations/Trips

It must be recognized that absenteeism for any reason may be detrimental to a student's progress. Parents are strongly encouraged to plan vacations/trips during times that school is closed. Families should not plan trips to take place during semester or standardized exam days. If a student is absent due to a family vacation or trip, those absences will apply toward the student's overall allotted absences per semester/year.

Elementary parents contact your child's teacher at least 24 hours in advance to obtain your child's work. Student's work will be available for pick up the following day in the front office. Same day request may not be available due to the time requirement for the teacher.

College Visits

Juniors and seniors are allowed two additional absences for college visits per year. These absences will be recorded as “school business” absences. Students must pre-arrange college visits and get approval for the absence at least one week in advance of the planned absence(s) by the principal. See Mrs. Raley for the correct form.

Make-Up Work

All students may be provided the opportunity to turn in “make-up work” when they are legitimately absent. This includes class work and homework assignments given to the class while a student is absent. On the day of return from an absence, students should obtain their make-up work. It is the responsibility of the student to check with classroom teachers to get all assignments missed.

Students will be given two days for every absence to make-up work. For example, if a student is absent one day, he or she will be given two days to complete the make-up assignments. If absent two days, the student will have four days to complete the work. Make-up work must be done to the satisfaction of the teacher and within the time period allotted. Work not received on time will be recorded as a “zero.”

If a student is absent and returns to school on the day of a test or the due date of a project or essay, the student will be required to take the test or submit the work. Typically, if a test, project or other assignment was announced prior to the absence, the student must honor that deadline regardless of absences unless there are extenuating circumstances which would necessitate an extension, or new material was covered and included on the test/project.

Requests for Homework

Students and parents are reminded to check FACTS (RenWeb) first as assignments are posted there. If assignments are not listed on FACTS (RenWeb), parents can email their child’s teacher or request assignments from elementary/secondary office before 10:00 a.m. to allow time to gather assignments and books by the close of the school day. If you request homework be gathered, please pick it up from the school office by 3:45 p.m. FACTS (RenWeb).

Sign-in and Sign-out Procedures

There are specific procedures for signing a student in and out of school. Children who arrive late to school must sign in at the front office and receive a late pass to class. All gates are locked by 8 am.

Students who find it necessary to leave campus during the School day must sign out in the front Office. They must sign out when leaving and sign in upon returning to the school campus. The School will not allow a student to leave school early with another person unless authorized by the parent to do so.

Tardiness

School begins at 8:00 a.m. Students should arrive and be seated by the 8:00 a.m. bell. All students arriving late (after 8:00 a.m.) must report to front office for a tardy pass.

Tardiness causes disruption in the educational process for the student who is late as well as the other children in the class. However, HCA does recognize that events do occur (a medical appointment that runs late, excessive traffic, an accident, etc.) that prohibit a timely arrival. Because of these extenuating circumstances that occur from time to time, students will be permitted three penalty-free tardies per quarter.

The following fine system will be imposed for tardiness in excess of the three penalty-free tardies per quarter for their first scheduled class of the day:

0 – 3 Tardies per Quarter	No Penalty
4 or more Tardies per Quarter	\$10.00 fine per tardy per child

For secondary students, the following consequences will result for tardiness in all classes after their **first scheduled class: For each quarter**

Tardy = Teacher Discretion Skipping class = Discipline Referral	Office Visit
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Health Requirements

Immunizations

All students in K4 through 12th grade who enroll in Hernando County schools, public or private, **MUST** have a complete up-to-date certificate of immunizations on file PRIOR to attending. The following immunizations are required:

DPT – Five doses, unless the 4th primary dose was administered on or after the 4th birthday, then only four doses are required.

POLIO (TOPV) – Four doses, unless the 3rd primary dose was administered on or after the 4th birthday, then only three doses are required.

MEASLES, MUMPS, RUBELLA (MMR) – One dose at 12 months of age or older. A second dose is required before entering K5.

HIB – Two or more doses for K4.

CHICKEN POX VACCINE – All students in K4 through 6th grade in Florida schools are required to have two doses of the varicella (chicken pox) vaccine or documentation from the student’s pediatrician that he/she has had chicken pox.

HEPATITIS B – All students entering K4 or Kindergarten (K5) as well as 7th grade students must provide documentation of having completed the Hepatitis B vaccination series of shots.

ALSO REQUIRED FOR 7th GRADERS: one tetanus-diphtheria-pertussis (Tdap) or tetanus-diphtheria booster (Td).

Not required, but strongly recommended:

2 doses of Hepatitis A before entering 6th grade

1 dose of Meningococcal

If the student is a transfer from within the state, no physical examination is required. However, if it is the student’s initial entrance into a Florida school, a physical examination that has been completed within the past 12 months is required **prior to attending school at any grade level.**

School Clinic

All students, when not feeling well or when injured, must report to the clinic for observation, at which time office personnel will contact parents. If a student is hurt or ill and needs to speak with his or her parent, the clinic staff will allow the student to use the clinic phone. In the event of illness, clinic staff will call parents to pick up their child from school.

If school personnel determine that a child is too ill to return to class or may pose a health risk to other students, the parent must remove the child from school. For any condition requiring a doctor's release, parents must furnish a doctor's note stating that the child has been seen, is under treatment, and the date that he or she may return to school.

Students are required to be free from fever, vomiting, or diarrhea for 24 hours before returning to school. See addendum for COVID policy. The COVID policy will be supersede until further notice.

Medication Policy

Medications should be taken before or after school hours. In the event that this is not possible, clinic staff may dispense and/or administer medication to students who comply with the following procedures or conditions:

A long-term illness or disability that requires maintenance-type medication, where failure to take prescribed medication could jeopardize the student's health, and when the medication schedule cannot be adjusted for administration of medication at home.

An authorization for administration of prescribed medication/treatment form (complete with physician signed authorization as well as parent/guardian notarized signature) must be filed for medication given during school hours. This form gets filed only once during the school year unless there is a change in the medication, or the procedures under which it is to be given.

All medication will be properly labeled in its original container with the name of the child, the prescribing physician, the name of pharmacy, and directions for administration. The medication will not exceed the dosage required for two weeks. All dates must be current.

Medications must be brought to the school by the parent/guardian. Students are not allowed to bring their own medication to school.

Students will not be allowed to take their medications out of the clinic. The parent or guardian must pick up any extra medicine.

Due to the possible side effects of "non-prescription" medications such as aspirin, Tylenol, or any other over-the-counter products, those medications will not be dispensed without a completed authorization form.

Failure of a parent/guardian to adhere to these rules will result in the school's refusal to administer or dispense medications to the student.

No student may at any time give or sell medication to another student.

Parking Lot

The speed limit on campus is 7 mph. Please, no parking unattended vehicles in driving lanes from 7:30 to 3:15 p.m. Visitors should park in second row of the parking lot and use pedestrian walkway to the crosswalks. Students in drop off lanes should walk the white lines to the crosswalks when exiting vehicles. This enables

traffic to flow more smoothly and is easier for drivers to see students. Writing notes, signing papers, finishing breakfast and dressing before students exit vehicles slows traffic. Should you need to do any of these things, please park in the parking lot.

Students must park in the north parking lot. No students will be allowed to go to their vehicles for anything at any time throughout the school day unless they have permission from an administrator. Students may only go to their vehicles upon appropriately signing out to leave campus. Any student driver who violates the rules of the HCA parking lot will face consequences. No loitering in the parking lot before or after school.

Student Driver Violation Consequences:

Driving to school is a privilege given to students by Hernando Christian Academy. Serious and continuous violations of the student driver conduct code, including the driving and parking lot policies, will result in the loss of driving privileges.

General Rules:

- All vehicles must display a valid HCA parking permit. Initial permit is free. Replacement permits \$5.00
- Parking permits are non-transferable.
- Students must present a valid driver's license when applying for a parking permit.
- Observe all speed and traffic regulations while coming to and leaving school.
- Speed limit is 7 M.P.H. in the school parking lot.
- Park cars properly – do not remain in the car.
- Enter the building thru the main H.S. entrance.

- No spinning of wheels, gunning motor, sounding horn, loud music, racing, etc.

- Reckless operation of motor vehicle is prohibited.

Examples:

- Passing vehicles waiting to exit parking lot.
 - Swerving or weaving through parking lot traffic.
 - Carelessly pulling out in front of moving vehicles.
 - Riding in the bed of trucks
 - Any action that could result in personal injury or property damage.
- All vehicles must be parked in assigned parking areas.

Afternoon Dismissal: Lane 1 (closest to the school) is for Elementary. Lane 2 is designed as a pull-out lane. Lane 3 is designed for Middle School and High School. No parking is permitted in any of these lanes.

Fundraising forms online

ALL fundraising ideas, plans, or projects should be submitted in writing for approval by the Head of School, using the standard form. Forms can be obtained from the secondary office. The person in charge of the fundraiser will be expected to discuss in detail all aspects of the fundraiser with the Head of School.

Visitors

Parents and other guests visiting the school for any reason must first come to the Front Office. Please do not go directly to the classroom as this disrupts the learning process and is a violation of our safety policy. All visitors, parents included, are required to wear an identifying badge obtainable from the Front Office. Lunches, homework, books, etc. must be left at the office to be delivered. Parents must be out of the classrooms and

hallways between 7:55 a.m. and 3:00 p.m. If a parent would like to speak with a teacher, he/she must schedule an appointment and not attempt to have an impromptu conference with the teacher.

FINANCIAL POLICIES

Tuition

Upon enrollment, the full year's tuition (prorated) is due. HCA offers convenient payment plan options. Please see below (Tuition Payment Policy) or consult the Business Office for more information concerning the available payment options.

Tuition Payment Policy

Tuition amounts are based on the number of school days. Students enrolling after the first day will be charged for the days left in the year. HCA also participates in Step Up for Students (the Florida Corporate Tax Credit), Florida Empowerment, McKay Scholarship, AAA (FCTC) Scholarship, and the Gardiner programs. HCA offers Financial Aid to qualified families. Visit our web site for more details.

For accounts that are paid in full: all documents will be released to parents and other schools and reenrollment will be available for consideration depending on academic, disciplinary and space availability.

Accounts with a balance for students not re-enrolling for the following year, including graduating seniors: all documents representing HCA service to the student will be withheld until the account is paid in full for a single student or for seniors with siblings at HCA, paid in the portion for that student.

Should any account become delinquent for 30 days, the students may be suspended from school and all school activities. To include activities such as but not limited to athletics/childcare/lunch charges etc.

Should the account become delinquent for 45 days, the student may be withdrawn, from the school.

Additional Fees

Field trips, special class projects, private instruction, music lessons, tutoring, before or after school care, are **examples** of additional costs that may occur at any time throughout the school year.

Lunch Account

HCA's lunch program is cashless. Charges will be posted monthly to each family's account. Students in grades 6 – 12 have ID cards that they must use for purchasing lunch and snacks.

HCA strongly encourages parents to take an active role in monitoring their child's ordering activity. A parent may get a detailed record of his/her students' lunch purchases online. Parents have 60 days from the issuance of their bills to reconcile any billing questions. Please contact the Business Office for more information on how to monitor student accounts.

Automatic Child-Care Program

- \$ 4.00 per hour charged to the nearest ½ hour
- Arrival prior to 7:30 a.m. and departure after 3:15 p.m. - \$1.00 per minute per child after 6:00 p.m.

Miscellaneous Fees Required

Commencement/Graduation fee – K5 - \$ 45.00 per child/ 12th Grade - \$100.00

Student Lock \$7 (middle and high school students only)

Optional (per participation)

Tutoring

\$30.00 per hour (\$ 15.00 per ½ hour)

Athletic Fee

Football - \$250.00 per season

All other sports - \$125.00 per season per sport

Yearbook

One yearbook per family will be ordered and charged to the family account, additional copies for multiple children in a family can be purchased in the Business Office. If a family does not want to receive a yearbook, they must notify the Business Office before October 1, via email. Cost is set annually, ordering information will be provided to families when requested.

AP Testing

\$100 per test

Penalty

NSF check – \$ 35.00 per item

Replacement lock for locker - \$7.00

Tardy fee – See “Tardiness” policy

Tuition late fee – \$20.00 HCA

Withdrawal fee –\$100 to cover administrative cost.

Student Withdrawal Process

In order to meet current school and state requirements, the following procedure will be used in the process of withdrawing a child. A withdrawal request form ***must*** be completed to **start** the withdrawal process, and a request for an exit interview may be made by administration.

Three main areas will be addressed prior to completing the withdrawal process:

1. Financial

When you enrolled your child at HCA, tuition for the entire year (pro-rated) was due. You may have chosen a convenient monthly payment plan; however, the entire tuition amount was due at enrollment. In your enrollment package you agreed to a **withdrawal fee** of \$100 per child. This fee will be added to your account balance.

Note: All fees paid for international students are non-refundable.

HCA-issued textbooks, library books, and athletic uniforms must be returned at the time of withdrawal. The replacement value of any materials that are not returned will be added to your account balance.

2. Academics/Athletics

Final grade compilation, report card/transcript updates and teacher notification all must be completed. These tasks must be completed to ensure proper recordkeeping for your child’s schooling history and to prevent

truancy issues with the state of Florida. Furthermore, if your child is a high school athlete, there are FHSAA regulations that apply to students transferring to another school.

3. Records

Several databases concerning: grades, attendance, contact information, enrollment status and finances must be updated and/or closed. Paper records in the student's cumulative folder and each teacher's records must be properly handled for accuracy. Several forms must be signed and distributed to document the withdrawal and the agreement to terms.

FINANCIAL AID INTRODUCTION

Families enrolling into Hernando Christian Academy (HCA) have five options for Financial Aid available to them:

1. Florida Tax Credit Scholarship (Step Up for Students and AAA Scholarships)
2. Florida Empowerment
3. McKay Scholarship
4. Gardiner Scholarship
5. HCA Tuition Assistance

The state regulates Step Up for Students and McKay Scholarship. HCA's policies and procedures as provided below govern HCA Tuition Assistance.

- **Step Up for Students**

Step Up for Students is available for those families showing financial need. Please go to the website www.stepupforstudents.org for more information and an application. This scholarship is subject to fund availability.

- **AAA Scholarship (FCTC)**

AAA Scholarship is available for those families showing financial need. Please go to the website aaascholarships.org for more information and an application. This scholarship is subject to fund availability.

- **Gardiner**

- **McKay Scholarship**

McKay Scholarship is for students with documented academic or behavioral difficulties. This documentation is in the form of an Individual Education Plan (IEP) or 504 plan. We only accept McKay scholarship students after a thorough evaluation that determines that HCA has the ability to meet or exceed your child's academic or behavioral need.

- **HCA Tuition Assistance Program**

If a family has pursued every other option to pay tuition – personal income, family members, church membership, credit card, or bank loan – HCA Tuition Assistance is available for families showing a financial need based upon an evaluation of a families' financials by the HCA Tuition Assistance Program. The Tuition Assistance Committee will consider factors including, but not limited to:

- Families who positively support HCA's mission and vision
- Students who succeed academically (C average or above)

- Students who succeed behaviorally

TEXTBOOKS

Elementary

Elementary students will be provided with all required textbooks and workbooks. Students are expected to keep books clean and prevent any damage to them. Charges will be assessed for damage to inventory barcodes and for damage to the books themselves.

Upper School

All students in grades 6-12 will be required to provide and maintain their own textbooks. Students are required to have necessary books and supplies within the first two weeks after a term begins. Students who fail to do so will incur a grade penalty in that class. (Note: if a book is backordered, simply copy the order statement and submit to the instructor. If a student has not shown proof of purchase within two weeks of the beginning of the term, participation points will be docked per teacher's discretion). Families should be aware that the correct editions must be obtained. A current listing of all required textbooks with the ISBN's and edition information is available on FACTS (RenWeb).

ACADEMICS

Full-Time Student and full pay

Full-time students enrolled in 4 or more classes are eligible for Graduation, Valedictorian and Salutatorian, Honor Societies, Student Government, Homecoming Court, Prom King or Queen. They may participate in athletics as long as other eligibility requirements are met.

Part-Time Student and full pay

Part-time students are eligible to participate in graduation, clubs, honor societies, homecoming court, prom king or queen. They may participate in athletics as long as other eligibility requirements are met. Students may participate in field trips for the classes and/or clubs they are enrolled in, including the senior trip. Homeschool students do not attend the senior trip.

Part-Time Student and Part-Time pay

Part-Time students paying a reduced tuition are only eligible to participate in graduation (meets credit requirements and community service) and clubs. They may participate in athletics as long as other eligibility requirements are met. Students may participate in field trips for the classes and/or clubs they are enrolled in, including the senior trip.

Transcripts will reflect classes taken at HCA or any previous high school(s), Dual Enrollment and FLVS only.

Outside Courses

Outside courses (PHSC dual enrollment, Florida Virtual School, etc.) do not count toward full-time HCA status. Part-time students may take dual enrollment courses, online courses or other courses. HCA may have to approve these courses per agreements with other organizations. If a student is eligible for graduation at HCA, these courses will count toward meeting graduation requirements. NOTE: Some scholarships have regulations

regarding the number of online or outside courses taken. Please contact your scholarship agency for current requirement.

Homework

Homework is an important part of the student's day as it is a time for the learner to review the day's lessons, master additional material, and prepare for class the following day. As both short- and longer-term assignments are given, it is necessary for students, with the assistance of faculty and parents, to budget their time wisely. Students are expected to complete assigned homework as directed and in the spirit in which it is assigned; to return homework assignments to the teacher by the designated time; and to submit homework assignments that reflect careful attention to detail and quality of work. In addition, all student work must be School appropriate. Students in K5-5th grade are required to use the agenda book provided by HCA. If the agenda book is lost, a new one can be purchased from the Elementary Office. Elementary and Secondary students' assignments are listed on FACTS (RenWeb), but all students are encouraged to have some type of assignment book to write homework, unfinished assignments and notes in. When making videos, a power point presentation, or writing a report, students must refrain from making inappropriate sexual, drug, alcohol, violence, or cigarette references or innuendoes. Additionally, students must not ridicule others because of their disability, gender, religion, ethnic, or racial characteristics at any time.

Schedule and Teacher Changes

Schedule and/or teacher changes will be initiated by the school when operational needs require or when the administration believes the change will be in the best interests of the student and/or institution. The school will not entertain requests for changes based on a parent or student's dislike of a particular teacher or to accommodate friendships. Please understand that the School and administration often place students in particular classes to ensure a quality mix of students and to enhance everyone's learning experiences.

Kindergarten – Elementary (K-4 thru 5th Grade)

In the elementary grades, students are expected to master the core concepts and skills for each grade level. Our goal is to have every student reach his or her potential by providing diversified materials that meet the needs of all types of learners. Instruction is provided in reading, English, mathematics, social studies/history, science, handwriting and Bible. To complement and supplement the core subjects, specials classes are scheduled on a rotating basis to provide students with exposure to and instruction in a variety of electives. Physical education and recess are also included as a daily part of each elementary child's schedule.

Middle School (6th – 8th Grade)

REQUIRED COURSES	COURSES
Bible	Bible 6 Bible 7 Bible 8
English	Language Arts I Regular and Honors Language Arts II Regular and Honors Language Arts III Regular and Honors
Math	Math I Regular and Honors Math II Regular and Pre-Algebra Honors Pre-Algebra Regular and Algebra I Honors
Science	Earth Science Regular and Honors Life Science Regular and Honors Physical Science Regular and Honors
History	Western World History Regular and Honors Civics Regular and Honors

	U.S. History Regular and Honors
Additional Courses	ACT Prep Regular and Honors (ACT/SAT Test Prep) Keyboarding (required for 6 th grader) Physical Education (required for 6 th – 8 th grade) Art (available to 7 th grade) Music (available to 7 th grade) Leadership for 8 th Grade STEM for 8 th grade

High School (9th – 12th Grades) Graduation Requirements - 24 Credits

REQUIRED CREDITS	COURSES
4 credits of Bible	Bible 9 Bible 10 Bible 11 Bible 12
4 credits of English	English I Regular and Honors English II Regular and Honors English III Regular and Honors English IV Regular and Honors
4 credits of Math	Algebra I Regular and Honors Algebra II Honors Geometry Regular and Honors Pre-Calculus Honors Calculus AP Math for College Readiness Honors Personal Finance Regular Business Math Regular
3 credits of Science	Physical Science Regular and Honors Biology Regular and Honors Physics Honors Intro to Chemistry Regular Chemistry Honors
4 credits of Social Science	US History Regular and Honors Economics/ Government Regular and Honors Geography (10 th /11 th Grade) Regular and Honors World History Regular and Honors
2 credits of one foreign language	Spanish I Spanish II Spanish III Optional FLVS
½ credit Physical Education	Personal Fitness
½ credit Life Management Skills	Life Management Skills
2 elective credits Annual Offerings May Include:	ACT Prep Regular and Honors (ACT/SAT Test Prep required for 11 grade Honors) Art Drama Intro to Weight Training Boys

	Intro to Weight Training Girls Student Aide (Seniors only) Worship Team Yearbook Criminal Justice Home Economics or Home Management Skills Worship Team Chorus
Community Service	100 Hours of Community Service are Required of Each Student
SCHOLARS DIPLOMA REQUIREMENTS	HCA offers a Scholars diploma option for students who wish to challenge themselves and exceed the basic graduation requirements and demonstrate a level of excellence indicative of advanced study. This diploma option requires four additional criteria as specified below:
Full Time Honors /AP Courses	Students are required to take the most challenging courses offered by HCA, including at least two science courses with lab components.
Additional Credits	At least 27 credits
Additional Community Service Hours	Students are required to perform 200 hours of community service in order to be eligible for the Scholars Diploma.
Grade-Point-Average	Students must have a minimum weighted GPA of 3.5.

Standardized Testing

Standardized tests are administered to students each year. Students are tested in several academic areas including English/language arts, writing, mathematics, science, and social studies.

The purpose of the testing program is to monitor student achievement. The results of such tests are used to identify students' strengths and weaknesses in academic areas. Also, test results are used to determine the effectiveness of educational programs and how programs can be improved.

Graduation Requirement

A student must be a full-time/part-time student in the year of graduation to be eligible for a diploma and participation in graduation ceremonies at HCA. (Note: full-time is classified as students who are taking 4 or more courses, instructed by an HCA faculty member **and** pay full time tuition or students who are taking less than 4 classes and paying full tuition). (Part-time students are classified as students who are taking less than 4 classes instructed by an HCA faculty member and pay a discounted tuition).

Honors distinctions are awarded at the graduation ceremony. Cum Laude distinction is awarded to students with a 3.5 or higher cumulative GPA. Magna Cum Laude distinction is awarded to students with a 4.0 or higher cumulative GPA.

Class Rank (9th-12th grade)

For a student to be eligible to be *class valedictorian* or *salutatorian*, that student must have full-time status in the year of graduation **and** have completed a minimum of twelve credits on campus at HCA, having all community service hours complete. These twelve credits cannot have been academically modified (ESE, ESOL, etc.) Class rank is determined by the cumulative grade point average (CGPA). Bonus points for outside courses will only be given to match bonus points given for comparable courses at HCA. Valedictorian and Salutatorian

are determined first semester of the senior year, following the completion of first semester and grades are complete and entered into FACTS, (RenWeb). Major discipline issues in the junior or senior year that results in two or more days of out of school suspension will result in forfeiting class rank of valedictorian or salutatorian. Any disciplinary issue dealing with academic dishonesty will disqualify a student. (including but not limited to cheating and/or plagiarism). In the event of a tie, students will be awarded a designation as co-valedictorian or co-salutatorian. The principal/academic guidance counselor will meet with the qualifying students after the first semester of their senior year to inform them of their honor.

High School Community Service

In order for a senior to graduate from HCA, he or she must have served a minimum of 100 service hours for a standard diploma or a minimum of 200 hours for a Scholars diploma. Students are encouraged to include hours outside of HCA.

The hours must be verified by submitting the completed and signed official forms. The Secondary School Assistant keeps the records for the students; it is the student’s responsibility to submit the completed forms. Blank forms can be obtained from the Secondary Office. HCA reserves the right to accept, modify, or deny hours submitted.

Grading Scale

Percentage	Letter Grade	Point Value
96 +	A+	4.00
93 – 95	A	4.00
90 – 92	A-	4.00
87 – 89	B+	3.00
83 – 86	B	3.00
80 – 82	B-	3.00
77 – 79	C+	2.00
73 – 76	C	2.00
70 – 72	C-	2.00
67 – 69	D+	1.00
63 – 66	D	1.00
60 – 62	D-	1.00
59 & below	F	0.00

Bonus Points

Regular and Honors classes are given bonus points as follows:

0.5 bonus point for Honors Courses

0.75 bonus point for Dual Enrollment

1 bonus point for Advanced Placement

Bonus points for outside courses will only be given to match bonus points given for comparable courses at HCA.

Semester Exam Weighting

Students in grades 6-12 will take mid-term and final exams. For students in grades 6-8, these exams will count as 2 test grades to be included as part of their term averages and are intended to train students to prepare for cumulative examinations. For students in grades 9-12, mid-term and final exams are averaged as 20% of the semester grade for each course with term grades counting 40% each.

Exam Exemptions

Students in grades 9-12 may exempt two exams each semester. They must have an A in both terms of a semester in order to exempt the exam for that course and must be in good standing with no suspensions and no more than nine absences in that semester. Students may only exempt a course exam once per year.

Grade Replacement

High School students may retake courses and replace a previous grade of D or F only. The original grade will not remain on the transcript and will not be calculated as part of the student's cumulative grade point average. Grades may be dropped providing student has sufficient credits in each subject area.

Report Card/Progress Report

Report cards will be available upon completion of each grading period on FACTS (RenWeb).

Grading Scale:

Elementary

Homework/ Participation: 10%
Classwork: 20%
Quizzes/Projects: 30%
Tests: 40%

Secondary

Homework: 10%
Participation /Classwork: 20%
Quizzes: 30%
Test: 40%

Honor Rolls

An Honor Roll is compiled after each 9-week grading period for first through 12th grades according to the following:

Elementary

Honor Roll	All A's and B's
Principal's List	All A's

Secondary

High Honors	3.5 cumulative grade point average
Principal's List	4.0 cumulative grade point average

Parent/Teacher Conferences

Parent/Teacher conferences are scheduled at the end of the first quarter of the school year by appointment only. Appointments are made for Elementary classes through the Front Office and for Middle School and High School through the Secondary Office. During the conference, the teacher will give the parent an overview of his/her child's accomplishments and give a brief preview of the next term's goals. Conferences are set for 15-minute intervals to accommodate all parents. Parents may also arrange conferences with teachers throughout the year by scheduling appointments as the teachers are able to accommodate the requests. Multiple teacher conferences are available and can be scheduled through the Elementary or Secondary Offices.

Academic Probation

A student may be placed on academic probation as a condition of enrollment, or he/she may be placed on academic probation if he/she has failed an academic course (semester grade) or has a GPA that has dropped below a 2.0. In the event that a student is placed on academic probation, the following conditions must be met:

The student must earn passing grades each semester that he/she is on probation

The student must earn a semester GPA of 2.0 while on probation

If the terms of the probation contract are not met, the student may be required to withdraw or be prohibited from enrolling for the subsequent school year.

Promotion

Elementary

Students will be promoted to the next grade **unless** they have a yearly average of 59% or below in Language Arts and/or Math. In the event that a student's yearly average falls below this standard in math or Language Arts, he/she may be required to receive remedial summer tutoring and demonstrate mastery of the core essential skills and concepts as a condition for promotion. Students who do not demonstrate mastery (re-testing) after tutoring, may then be required to repeat the grade level in order to re-enroll.

Middle School

A student must pass all core courses (math, science, Social Studies, English) for the year. In the event that a student earns a failing yearly average in a core course, he/she may be required to make up the course in order to be promoted to the next grade level.

High School

Students who fail a course and do not earn a required credit must make up the course in order to meet their graduation requirements.

Plagiarism and Cheating

All work that students complete for which they receive credit must be their own. A student who asks or allows another person to complete or submit the student's work is responsible for the actions of the other person.

Plagiarism & Cheating. Cheating and plagiarism are academic dishonesty. *Plagiarism* is the presentation of the words, ideas, concepts, images, or works of another as one's own. Material (in whole or paraphrased) taken from a primary or secondary source without following standards of conventional attribution, and/or without appropriate reference citation is considered to be plagiarized. *Cheating* is obtaining (or attempting to obtain) something by dishonest or deceptive means. A grade of zero will be recorded for any work containing any information improperly submitted as one's own, or, completed by means of academic dishonestly, or, deception.

Situations involving cheating or plagiarism on School work (tests, quizzes, homework) will result in a zero, and/or may constitute further disciplinary action. Lending homework to a fellow student to copy is considered cheating by both participants. Discussing the items on a test before all students have taken the test is also considered cheating by all participants.

The concept of plagiarism is explained and discussed in all grades, and thus, the student should be well qualified to make the necessary judgment to avoid erroneously representing someone else's work as his/her own.

Consultation at HCA

On our staff we have employees with a pastoral background (pastors, youth pastors, and teachers married to pastors) which can be utilized for minor or time-sensitive issues. For major issues, HCA encourages families to

seek professional counseling services through their church or local agencies. Mr. Crosby, our HCA Chaplain, is available for spiritual guidance. A list of agencies is available through the front office. If your child needs academic counseling, please see Mrs. Raley.

College Advising

Since HCA is a college preparatory school, it is assumed that all of our graduates will have the opportunity to attend college. College admissions are increasingly competitive, so it is very important that students and parents are proactive in obtaining information and pursuing opportunities. Hernando Christian Academy seeks to partner with families in order to help students and parents negotiate the college admissions process and make sense of the sometimes overwhelming information with which students and parents are inundated. The process of finding schools of interest, identifying scholarships or other funding opportunities, and ultimately selecting a college or university, is a highly personal one. Therefore, students and families must assume the responsibility of engaging in this process and using HCA's college counseling program as a resource. These items are discussed in meetings (interpreting standardized tests, what tests to take, when to apply to college, etc.) which are typically scheduled during and after school to allow both students and their parents to attend. Seniors are also called in for one-on-one appointments to assure students have everything in place for graduation and to answer any college questions they may have.

Field & Class Trips

Students go on field trips several times throughout the year. Trips are planned to correlate with class instruction. Students pay the cost of the trip (cost of admission, food, and transportation). A letter will be sent home explaining the trip. Permission forms must be signed and returned to the teacher by the deadline in order for the student to attend. Students not returning their forms by the deadline will not be allowed to attend the field trip. All students must comply with teacher specified dress code on field trip days. Secondary students not attending their class field trip may be required to complete an alternative assignment to be designated by the teacher. Siblings may NOT attend field trips unless administratively approved.

Students in K-4 thru 5th grade must not attend school if they are not going on the field trip. A note is required prior to the field trip if the student is staying home. Their school record will indicate an absence for the day. Students in grades 6 - 12 will be required to attend school and will report to class or study hall as designated or will be counted absent.

Bus Transportation

Students who are riding on buses provided by the School are required to follow some basic safety rules. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

1. Be on time at the designated loading zone.
2. Wait until the bus is completely stopped before moving forward to enter.
3. Refrain from crossing a highway until the driver signals it is safe.
4. Go immediately to a seat and be seated.
5. Remain seated while the bus is in motion.

6. Keep heads, hands, arms, and legs inside the bus at all times.
7. No littering in the bus or throwing anything from the bus.
8. No eating or drinking beverages on the bus.
9. Do not tamper with the bus or any of its equipment.
10. Remain seated until the bus is stopped.
11. Do not engage in any activity on the bus that would constitute a violation of the school rules.
12. Must remain quiet at all RR Crossings

The driver will not discharge students at places other than the destination unless they have proper authorization from the student's parent/guardian and the principal.

A student who becomes a behavior problem on the bus may be denied the privilege of riding the bus and may be disciplined up to and including expulsion.

SOCIAL GUIDELINES AND EXPECTATIONS

"Train a child in the way he should go, and when he is old, he will not turn from it." -Proverbs 22:6

Policies and Rules

Our goal is to maintain a secure, challenging, and nurturing school environment in which students develop a strong sense of integrity and respect for others. In order to promote this goal, students are expected to be honest, use appropriate language and have appropriate interactions with others.

Another equally important goal is to help students mature and learn a sense of self-responsibility. For this reason, students are held to a high standard of integrity and are expected to appropriately seek help and report problems when circumstances arise. We encourage students to seek help and report problems on their own without parental involvement as much as possible.

Animal Policy

Due to concerns about the health, safety, and welfare of students and staff in the school community including allergies, no animals are allowed on school property or at school-related events without the express, written permission of the Head of School. Service dogs with proper certification are allowed.

Behavior in Class/Halls/Walkways

Students should exhibit orderly behavior at all times. Students must walk from place to place on campus.

Cell Phones and Other Electronics

To the extent that a student brings any electronic devices to school (smart/cell phones, smart watches, iPads, Gameboys, etc.), the student does so at his/her own risk. The school will not be responsible for the theft, damage, or loss of such devices. Students who choose to bring such devices to school must comply with all rules and regulations regarding same. **ALL** electronic devices will be left in the student's book bag, locker or cubbie. SRO will pick up confiscated phones and take to Ms. Evie Thomas.

All electronic devices **must be turned off during class and in book bag or locked locker** unless the teacher has specifically authorized the use of the device during that particular class for **educational purposes**. If the device is being used for educational purposes or at lunch, students must comply with the guidelines relating to such use. Otherwise, students may use electronic devices **only** before school and after school hours. Whenever such use is permitted, students may not use electronic devices in any way that is harassing or disruptive to the

educational environment, including making threats, using camera phones to take inappropriate pictures or to videotape classes, to send text messages to other students in class, or in ways that would otherwise violate a school rule.

Students who violate this policy will have their cell phones or electronics confiscated. In such case, the school reserves the right to inspect the device, including all contents. Students must provide any passwords to inspect the device upon request by a school administrator. Parents will be required to come to the school office to pick up confiscated items. Students will also be subject to disciplinary procedures for violation of this policy. Any student found to have an electronic device in his/her possession and turned on during a test or examination will be presumed to have used the device to cheat and will receive a zero for the test/examination.

Computer and Systems Usage Policy

All persons using the school's computers, the school's computer systems, or personal computers on school property or over the school's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPods, video cameras, PDA, etc.) on school property or at a school-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the school administration. All computers should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges, device taken away from student, and possible disciplinary responses, including expulsion for serious offenses.

Internet Access: The school community--students, faculty, administrators and staff--have the privilege of access to the Internet. The school encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the schools local or network hard drives.

The School does provide a filtering system for school devices only. Although doing so generally can eliminate access to offensive and pornographic materials, it also has the negative effect of filtering out genuine educational materials. In addition, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the school cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of school rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator.

Internet Safety: Students should never give out personal information (address, telephone number, name of school, address of school, date of birth, Social Security Number, credit card number, etc.) over the Internet. Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term "pirated software" refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The school will not, in any way, be held responsible for a student's own software brought to school for personal use.

Network Access/Passwords: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the school's web page is prohibited. Obtaining another's password or rights to another's directory or e-mail on the network is a violation of school rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else's password or posting a message using another's log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. **Guard your password. You will be responsible for any activity done on the school's system under your password.**

School's Right To Inspect: The school reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a school administrator. Do not assume that any messages or materials on your computer or the school's systems are private.

E-mail: A Student's HCA e-mail may not be used to harass or threaten others. The school reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a school meeting. Students should be made aware that deleted e-mails can be undeleted.

Any person who believes that they have been harassed or threatened by an email communication should immediately report the concern in accordance with the school's No Harassment/No Bullying policy.

Viruses: Every effort is made by the school to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The school is not responsible for the transmission of any virus or for damage suffered from a virus.

Computer Care: Members of the school community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the Technology Coordinator or school Administrator for the student's school so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Child Abuse and Cooperation with Governmental Authorities

We take our responsibilities to report suspected child abuse, neglect, and abandonment seriously and will cooperate with governmental authorities in connection with their investigations. If you have any questions regarding the school's mandatory reporting obligations, please consult with the Head of School.

Cooperation with School Staff

Students are expected to be honest and cooperative with school staff at all times.

Destructive Acts

Students should govern their actions by the values of respect for self, person, and property. Thus, any destructive actions, including setting fires, causing damage to property, stealing property, harming others, serious threats to harm others, or similar conduct is prohibited.

Criminal Activities

A student engaging in conduct that is defined under law as a serious misdemeanor or felony (whether charged by law enforcement or not) is grounds for expulsion. Violations of law that occur off-campus during the school day will be subject to review under school rules. Violations of law that occur after the school day may also be subject to review under school rules. In the case of offenses that occur at the end of the school year, the school may require punishments to be served during the summer. All decisions involving suspension or expulsion are subject to the final approval of the Head of School and the school principal.

Displays of Affection & Other Forms of Inappropriate Student Interaction

Students are prohibited from inappropriate displays of affection on campus or any school-related events, such as kissing, hugging, or other such behavior. In addition, any type of sexual conduct anywhere on campus, on school buses, or at a school-related event is prohibited. Any unwanted or offensive sexual conduct occurring on school property or a school event must be immediately reported in accordance with the Harassment and Bullying Policy.

Drugs and Alcohol

General: Students are prohibited from possessing, using, selling or purchasing any alcoholic beverages or other mind-altering substances (including synthetic salts or other substances) on or near school property or at school-related activities. "Mind-altering" substances include any type of substance ingested, snorted, smoked or inserted into one's body that may impact the individual in some way. Such substances include, without limitation, alcohol, legal or illegal substances (including medical marijuana pursuant to a prescription), over the counter salts, spices, vapors, incense, or other similar items. Off-premises possession, use, sale or purchase of mind-altering substances and off-premise alcohol abuse is also prohibited.

Testing: Students may be required to submit to urinalysis drug screens, blood alcohol tests, breathalyzer tests and medical examinations. This policy does not prohibit the proper use of medication under the direction of a physician. However, the misuse or abuse of such drugs is prohibited. Students who are taking prescription or nonprescription drugs must notify an administrator in the school office of this fact when they report to school.

Fights or Horseplay

Fights and physical horseplay of any kind are prohibited and may lead to disciplinary consequences for all of the individuals.

Fighting: Proper procedures will be followed. Parents will be called to pick student up; student may be suspended from school immediately for a determined number of days. Student may be placed on a discipline plan.

Food, Drink, Gum

Food and beverages will be consumed only in designated areas and at designated times. There will be no chewing of gum in the School.

General Conduct

Students and parents should be considerate and show respect toward other students, faculty, all guests and visitors. Students should respect school property and the personal property of other people. Students and parents, whether as participants or spectators, are required to show good sportsmanship and courtesy at all school-sponsored events (on and off campus). Any person showing unsportsmanlike conduct may be asked to leave the event and may not be allowed to attend future events.

Student Conduct

Student conduct should be of such high caliber as not to disrupt or distract from the instructional or other procedures of the school. The use of slurs, name calling, and profanity are not permitted. The “Golden Rule” will be the foundation of all personal relationships.

In addition, the health and well-being of all students is of utmost importance to the School. We expect students, at all times, both on and off campus (including evenings, weekends, and school breaks) to avoid all types of behaviors that may be harmful to the student’s or another person’s body, self-esteem, or health. All students are expected to help create a school culture of respect for oneself and others. As examples, Internet activity, criminal activity, sexual activity, use of drugs, alcohol, tobacco, or other chemicals, or engaging in self-harming, may result in a student receiving disciplinary action, up to and including dismissal from school.

Harassment/Bullying

The school is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the school will not tolerate any type of harassment or bullying. Harassment includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct. Bullying includes, but is not limited to, physical or verbal aggression (hitting, kicking, taunting, teasing, threatening, ridiculing, etc.), relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion), emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable school environment.

Hazing

Although we encourage students to participate in school-related athletics, clubs, associations, organizations and other groups, the school prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off school property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the appropriate school principal. The failure to make such a report is also a violation of this policy.

When the school administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the school for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Honesty and Dishonesty

Dishonesty in any form, including stealing, lying, cheating, falsifying notes, and/or academic dishonesty, is inconsistent with school standards. Dishonesty is considered a fundamental breach of our community's expectations. A student's dishonesty in connection with an investigation of misconduct will compound the disciplinary response, regardless of the severity of the original violation.

Language

Students and parents are prohibited from using profane, obscene, bigoted, or other type of offensive language or gestures on campus or at school-sponsored events. Students who exhibit such behavior will be subject to disciplinary action.

Leaving School Campus

It is a serious infraction to leave campus without authorization. Students may be required to submit to a drug or alcohol test and may be required to appear before administration.

Lockers and Cubbies

Students are to keep their locker or cubby clean. Lockers are not to be shared. Personal items should be taken home each evening. Lockers may be inspected periodically without prior notice or consent. An unauthorized lock will be removed with no notice to the student. Lockers will be assigned by the Secondary Office to Middle and High School students during the first week of school. Locks and contents placed in locker before they are assigned, will be removed.

All lockers are to be emptied by the last day of school. Any items or books left after that time will be given away or discarded as appropriate.

It is the student's responsibility, and strongly suggested, to keep the locker combination secure and locker locked. The school assumes no financial responsibility for items taken from lockers. Administration reserves the right, in its discretion, to open and/or search lockers.

Students are encouraged to use the same lock year after year.

Lost and Found

Books, clothing and other personal items which are left at the end of each day will be placed in the Lost and Found area and may be claimed before or after school. Unclaimed items will be donated to charitable organizations or disposed of at regular intervals. Labeling of all items helps prevent loss.

Off Campus Behaviors

The school does not wish to unnecessarily involve itself in a student's off campus behaviors. However, the school's rules and regulations apply at all times a student is enrolled in School. In addition, the school reserves the right to take action to the extent that off campus behaviors impact the individual's ability to continue at school or impact other students' or employees' ability to be comfortable at school.

Pornography

The possession, viewing, or distribution of pornography on campus, in either electronic or hard copy form, is a violation of school rules. Students who violate this rule will appear before the school principal. The school reserves the right to determine what material is pornographic.

Prohibited Electronics and Other Items

Students are prohibited from possessing or having in their possession (locker, vehicle, backpack, purse, etc.), tobacco products, drugs/alcohol, matches, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement.

Property

Students are responsible for the proper care of classrooms, restrooms, supplies and furniture. Students who disfigure property, or otherwise damage school property or equipment, will be required to pay for the damage done or replace the item. For the protection of furniture and carpet, gum chewing is prohibited at all times. Library books are furnished by the school and loaned to the students for the purpose of study or enjoyment. Students will be required to pay for any lost or damaged materials checked out to them.

Smoking/Vaping/Tobacco Products

School policy expressly forbids students from smoking, vaping, or using tobacco products, as well as possessing such products, at any time in or on School property, buses or other School vehicles, adjacent properties, or school-sponsored trips. All cigarettes (including electronic), vaping devices, smokeless tobacco, lighters, matches, etc. or other devices similar to cigarettes, lighters, matches, etc. brought on campus by students will be confiscated. Discipline will be imposed based on the circumstances existing at the time and may include suspension, probation, or expulsion.

Social Media and Social Networking Policies and Procedures

Use Away from school property: It is not our goal to regulate a student's personal online activities when not on school property or at a school-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees. All students should ensure that they are familiar with the school's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a school policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the school conduct code by making disparaging or negative comments about the school, administration, or faculty members in a manner that is disruptive to the school's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Exceptions may include coaches and their sports teams to verify practices and important information. Any violation of this prohibition must be reported to the administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the school's name, logo, trademark, or service mark in online activities. Students are not permitted to post photographs of the school, its locations, activities, students, parents, or employee-related activities online. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the school, or otherwise disclose information online that the school would find offensive or inappropriate if posted in the school's newspaper. Finally, students are not permitted to disclose any confidential information of the school, employees, students, parents, or activities online.

Your Identity Online: You are responsible for any of your online activity conducted with a school email address, and/or which can be traced back to the school’s domain, and/or which uses school assets.

What you publish on such personal online sites should never be attributed to the school and should not appear to be endorsed by or originated from the School.

School’s Right to Inspect: The school reserves the right to inspect all electronic data and usage occurring over the school’s network or on school property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student’s parents become aware of any adult’s communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or administrator of the division.

Some examples of behaviors that should **not** occur and which should be reported include school employees:

- Calling students at home for a non-school matter;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student’s clothing, hair, personal habits, etc.)
- Sending e-mails, texts, or writing notes to students of a personal nature;
- Flirting or asking a student on a date;
- Visiting students to “hang out” in their hotel rooms when on field trips or sporting events or when the student’s parents are not at home;
- Asking students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the adult’s social networking profile or become a “friend” or “follower” on a social network;
- Telling off-color or other inappropriate jokes; and
- Dating or engaging in consensual relationships with students.

Similarly, we expect that our parents will not take it upon themselves to address a situation with a student relating to a disagreement with the student or the student’s parents. Loud, angry, or aggressive language or actions will not be tolerated. Any such interaction should be reported under this policy.

Telephone Use

Parents are encouraged to contact the front office to relay a message to the student during school hours regarding pick up procedures. Students will not be allowed to call or reply to a text or phone message during school hours. Similarly, students will be permitted to use the office phone with special permission.

Truancy

A student is truant if he/she is absent from school without the permission of a parent or guardian or leaves the school grounds once he/she has reported for classes without proper school personnel authorization. In case of truancy, the parent or guardian will be notified immediately, and the student will be subject to disciplinary action.

Visitors

Outside visitors are not allowed to visit a student's class without prior permission from the student's teacher and administration.

Weapons and Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from school toward or about another student, employee, or the school. Students are prohibited from bringing any type of weapon to school or school-sponsored events, including knives, guns (all types), fireworks, etc. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons or verbal or written comments that the administration determines in its discretion appear to be threatening in nature will result in disciplinary consequences.

DISCIPLINARY PROCEDURES

The teacher of each class is in charge of the ordinary discipline in the classroom. The student is expected to comply with whatever regulations or disciplinary measures the teacher may impose. Faculty and staff members should always be addressed in a polite and respectful manner. Confrontational behavior with the teacher is at variance with conduct expected from all students and parents. Each situation will be handled at the school's discretion in accordance with the school's rules, policies, and practices, as well as general common sense.

Disciplinary matters, or incidents in violation of school rules and regulations, will be handled initially at the most immediate level possible. Violations will subject the student to disciplinary consequences. The level of disciplinary response for any violation of school rules will depend on a variety of circumstances, including but not limited to:

- Whether any person was harmed;
- Whether there was property damage or other loss of property;
- The level of any class or school disruption caused by the student's behavior;
- The number, if any, of prior infractions of school rules and regulations;
- Whether the student has been previously disciplined;
- Whether there were illegal substances (for example, drugs, alcohol, cigarettes, etc.);
- Whether the student had been earlier warned about the same or similar conduct;
- Whether there was a weapon or other dangerous item involved;
- Whether the conduct is of the kind also prohibited by criminal law; and/or
- Whether the student was honest and cooperative in connection with the investigation of the behavior.

Elementary Discipline Procedures

It will be the teacher's discretion if a step or steps should be skipped such as if anyone is in danger (teacher or students) or the step does not apply to the incident.

1. Reminder- teacher/sub/aide will remind student of the classroom procedure or rule.
2. Relocate-teacher/sub/aide will relocate student away from other students or the issue; the behavior will be documented in FACTS/RenWeb if the teacher feels it is necessary.
3. Remove Privileges: teacher/sub/aide- Privileges will be taken away. Ex: sit out of PE or recess, miss an activity in class. Privilege depends on what is going on at the time of incident. The behavior will be documented in FACTS/RenWeb and parent will be notified (this could be agenda, a call home, or email)
4. Call the office to have student removed from class for an office visit, have orange paper ready at pickup. Document in FACTS/RenWeb as soon as possible.

In the office:

- Student will be spoken to regarding the incident.
- Depending on the incident:
 - ✓ Parent may be called to either talk to the student or be asked to come pick their child up.
- Incident will be documented from the office in FACTS/RenWeb.
- Depending on incident:
 - ✓ Email may be sent home from the office.
 - ✓ May be documented only, without an email sent home from the office. (Parents can see all documents from the office entered in RenWeb even without an email, unless it's just in the note area). An office visit will be documented unless a warning is all that is needed. (Some teachers request the principal to speak with the class as a reminder of the school rules or policies to either a group or the class).

Secondary Disciplinary Consequences

The range of possible disciplinary consequences include one or more of the following:

- **Disciplinary Warning:** The teacher/staff member will warn the student of the misbehavior and redirect the student's behavior.
- **Detention Center (ISS Room):** The student must spend a period of time in the School's Detention Center. During detentions, students are required to read specific essays or stories and report or respond to them in writing. If the student is late or absent from detention, an additional detention will be assigned. The student will not have access to any type of electronic devices.
- **Administrative Consultation:** Student will be sent to the appropriate principal for a discussion.
- **In-School Suspension (ISS)** When a student needs to be removed immediately from class due to disruptive, disrespectful behavior or other such violation of discipline, he or she will be placed in ISS. Students will earn a 2-point per day grade reduction from the quarter average of every class that is missed due to an ISS. If a student is issued a fourth day of ISS in one quarter, it will be converted into a one day of Out-of-School Suspension (OSS).
- **Out-of-School Suspension (OSS):** A student may be suspended from school if the usual procedures of in-class correction by the teacher or ISS prove ineffective or if the nature of the infraction is serious enough to require such action. Prior to suspension, the student, parents and administration will discuss the conditions of suspension and criteria for readmission to school. Very specific changes in attitudes and actions will be expected prior to readmission. A readmission parent-administrator conference may be necessary for the student to return to school. All work (class work, tests, quizzes, and homework) missed during the suspension must be made up. Students will earn a 2 -point per day grade reduction from the quarter average of every class that is missed during an OSS. During OSS, the student is not permitted on campus and is restricted from participating in or attending any school activities.
- **Expulsion:** Students may be expelled for serious first offenses; repeat infractions (even if not related); conduct resulting in harm, damage, or disruption to the educational environment; parent or family member causing disruption to the School or the School's educational mission; non-payment of tuition or fees; not meeting academic requirements; or not meeting attendance requirements.

AREAS OF CONCERN Gender and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders 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. In student life, Hernando Christian Academy (HCA) will not affirm attempted alterations by medical intervention of one's sex at birth and should dress in conformance with one's biological sex. Restrooms, locker rooms, and changing facilities are to be used conforming to one's biological sex. Any deviation of non-conformance may be grounds for removal from school campus and possible mandatory withdrawal from school.

Immorality

Students must avoid all immorality and be committed to lives of purity. Students must not bring anything inappropriate to school by way of pictures, books, magazines or electronic devices. Any inappropriate Internet usage by students may result in the loss of privilege to access the Internet and may result in further disciplinary measures. All immorality will be considered serious and will result in disciplinary measures up to and including the possibility of expulsion.

SERVICES OFFERED

Tutoring (one on one)

Hernando Christian Academy maintains a listing of teachers who are willing to offer their services to students in need of tutoring. It is the parents' responsibility to select and schedule tutoring services for their students. Elementary students may not receive paid tutoring services from their primary teacher. Contact Elementary Office for a list of tutors. Tutoring is paid to HCA at a rate of \$30 hour/\$15 half hour.

HCA Free Tutoring (Elementary)

HCA offers free small group tutoring twice a week by teacher invitation only. A teacher will contact you should he/she consider your child a good candidate for this service. Tutoring in math and Language Arts only. Times and days are determined by the teacher.

Secondary teachers will provide remedial help for students during the school day at the teacher's discretion. HCSD tutoring services (after school program) for qualified students who need additional support, must have parental approval. Catapult Learning for 1st-8th grade, (Math and Language Arts) offered to students who qualify (Qualifying letters will be sent home for parental approval).

Before & After-School Care

Childcare is provided for families who need additional supervision for their children, either prior to the start of school or after school ends.

Before school hours:	7:00 – 7:45 a.m. (Elementary charged 7:00-7:30)
After school hours:	3:00 – 6:00 p.m. for K-4 thru 12 th grade
Half Days:	12:00 – 6:00 p.m. for K-4 to 12 th grade

Any child who is not picked up by 3:15 p.m. will automatically be sent to After School Care. Families are charged for this service. Students staying for tutoring or scheduled class meetings, participating in athletic practices/games, etc. will not be charged during the time they are involved in that specific activity. Students will be sent to After School Care before or after tutoring, meetings, games and/or practice, etc. when not in the care of their parent or assigned caretaker. All elementary students are to go to the cafeteria before school. There is a before school charge for those arriving before 7:30. The gym will be available for Secondary students.

Secondary students may also gather in the main exterior hallway. At 7:45 secondary students may go to the cafeteria. Students may get items from their lockers but may not congregate by them.

All children must be picked up from After School Care by 6:00 p.m. If children are not picked up by 6:00 p.m., an additional \$1.00 per minute charge will be assessed. If a parent is late three times during the school year, they may be asked to remove their children from the After-School Program, and will be required to pick up their children at 3:00 p.m.

After-school care is available only on days when school is in session.

Chapel

We invite area pastors, youth pastors, music ministers and other qualified individuals to be our guest speakers at weekly chapel. Attendance at chapel is mandatory for students, and parents are always invited to attend as their schedules allow. Specified days during each school year is set aside as a special Spiritual Emphasis Days where daily chapels and guest speakers are scheduled. COVID period, Chapels may be modified due to the block schedules.

Lunch Program

Students may bring their lunches or buy food and beverages from the cafeteria menu. The HCA lunch program is **CASHLESS**. Each family will have a lunch account, menus and prices are listed on the web site. Microwaves are available to warm students' lunches. All students are required to eat only in designated areas.

Students in K-4 thru 5th grades are not permitted to bring soda from home for lunch. No food or drink is permitted in the hallways or classrooms except during designated snack time or special class events.

Elementary students will pre-order, and the family account will be charged. Sixth-12th graders will have a picture ID with a bar code. The card will be read, and the items will be charged to the account. For more information, please contact the HCA Business Office. It is the parents' responsibility to monitor and control their student's spending.

All lunch accounts that fall delinquent may result in a blocked account and no additional charges may be added.

Parent Communication

As we partner with families, it is critical to maintain strong communication. Toward this end, HCA strives to provide various methods of disseminating information to parents. Each teacher has an email account that parents may utilize to communicate with him/her. Teachers' email addresses may be found with the class information on FACTS (RenWeb). Parents may also contact teachers by calling the school and leaving a voicemail. Teachers will not be able to accept calls during class time but will return calls as quickly as possible. When leaving a voice or email for a teacher, it is always helpful to include your name, the student's name and a brief description of the question or concern so that the teacher may prepare appropriately for a return phone call or email. We also have several other specific methods of communication for our HCA families: such as agenda books for the elementary students, HCA monthly newsletter, HCA Website, FACTS (RenWeb), flyers or notes.

Website

HCA maintains a school web site. School publications, including this handbook, cafeteria charges, athletic schedules and directions to away games, required textbook lists and other pertinent information can all be found by visiting www.hernandochristian.org.

FACTS (RenWeb)

Parents may access their student's grades and class assignments as well as billing information via FACTS (RenWeb). Teachers are asked to update FACTS (RenWeb) on a weekly basis; homework, upcoming quizzes, tests and grades are due no later than 5:00 p.m. each Monday. Parents or students who need assistance with their login may contact the Technology Coordinator at info@hernandochristian.org.

Email Notifications

Parents are **strongly** encouraged to notify HCA of their email address and update the information as needed as we send out various notifications via email. In addition to various notifications to the entire school community regarding school news, email notifications are made to parents when a student has an infraction entered into the discipline database by a classroom teacher, including tardies. Absence notifications will also be sent so that parents will be aware of absences as they accrue.

Student Insurance

HCA provides a limited student "excess" insurance coverage for your child at school. "Twenty-four hour" coverage is available for an additional fee and must be ordered directly through the insurance company. Please contact the Business Office for further details.

Lockers

All students in grades 6 - 12 will be issued a locker and will be required to purchase a school lock (the fee will be automatically charged to families' accounts). Students are expected to keep their lockers locked at all times. The administrative team reserves the right to search lockers at any time at its discretion. Lockers will not be used during the COVID period.

DRILLS: The following drills will be implemented throughout the year.

Evacuation

A map can be found in each room showing the quickest and safest route for leaving the building. Please familiarize yourself with these maps. Students will be appointed to turn off lights and to close the windows and doors during fire drills or an evacuation.

Students should move quickly and quietly to designated area. Movement and noise during fire drills should be kept to a minimum. Talking is prohibited.

Inclement Weather Policy

School closing or delays due to inclement weather will follow the decisions made by the public-school system of Hernando County. Students should, however, tune into local radio or TV stations for additional information. School closings will also be posted on the school's website; www.hernandochristian.org.

Lockdown

Students will be informed as to what to do in the event of an actual emergency.

Cafeteria

Students are expected to conduct themselves as ladies and gentlemen and to help make the cafeteria a pleasant place to eat. When students have completed their meal, they are to dispose of all litter. Violations of this policy will result in disciplinary action being taken. Elementary students may be assigned isolated seating in the cafeteria at the discretion of an administrator or faculty member when behavior causes disruption and/or

interferes with the orderly operation of the cafeteria. Students in grades 11 and 12 only may eat at the outside picnic table area as weather permits with staff supervision.

ACTIVITIES OFFERED

Student Government

HCA has a student government which may include Middle and High School students. A faculty member serves as a sponsor. The purpose of the council is to serve as the students' voice to administration, promote school spirit and Christian attitudes in the student body, and to assist in planning the school's Homecoming and Prom activities.

Honor Societies

The NHS, NJHS and NEHS (all detailed below) are programs of the National Association of Secondary School Principals (NAASP) designed to honor outstanding students at various grade levels.

National Honor Society

The National Honor Society (NHS) is the nation's premier organization established to recognize outstanding high school students in grades 10-12. More than just an honor roll, NHS serves to honor those students who have demonstrated excellence in the areas of scholarship, leadership, service, and character. These characteristics have been associated with membership in the organization since inception in 1921. Chapter membership not only recognizes students for their accomplishments, but also challenges them to develop further through active involvement in school activities and community service.

Four main purposes have guided chapters of NHS from its inception:

"To create enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of secondary schools" (NHS Constitution). These purposes also translate into the criteria used for membership selection in each local chapter.

National Junior Honor Society

The NJHS is an honor society for students in grades 7 – 9. Modeled after the NHS program, the NJHS serves to honor students who have demonstrated excellence in the areas of Scholarship, Leadership, Service, Character and Citizenship. Members of NJHS are challenged to serve as leaders within the HCA community and work alongside the NHS and NEHS on various school and community service projects.

National Elementary Honor Society

This program, for students in grades 4 – 6, is designed for all elementary schools and includes two primary functions:

- 1) Recognizing the accomplishments of students, specifically the full range of a student's academic achievements and the ability to be a responsible student at school, at home, and in the community
- 2) Involving students as members participating in the activities of the chapter. Students apply in the fall and are evaluated on their Responsibility and Scholarship.

Athletics

HCA offers extracurricular sports for all grades. Karate is offered for all grades for a fee. The Little Lion's program or I 9 Sports, may include co-ed intramural basketball, volleyball, and soccer and is designed to develop the skills of students in grades 2 through 5. Fifth graders may participate in football and cheerleading.

The middle school, junior varsity and varsity programs are for students in grades 6 – 12 and include a broad range of sports.

Athletic fees are applicable to most sports. Students must also meet all eligibility requirements as outlined by FCAPPS and/or FHSAA (Florida High School Activities Association) and must meet minimum grade eligibility requirements as set forth by HCA.

The education of our students is something that is taken very seriously at HCA. Participation in sports and cheerleading, while encouraged, should not be allowed to take priority over the appropriate learning of the curriculum and the completion of class work. HCA upholds the FHSAA eligibility policy as follows: A student must have a cumulative grade point average of 2.0 or above on a 4.0 scale, in all courses taken at the conclusion of each semester to be eligible during the following semester. A student whose cumulative grade point average is below a 2.0 on a 4.0 scale in all courses taken at the conclusion of a semester shall not be eligible during the following semester.

In addition to the FHSAA policies, HCA will enforce the following policies:

1. If a student athlete misses ½ or more of his or her scheduled classes on a game or performance day, he/she will not be permitted to participate in that day's scheduled event.
2. All athletes must maintain passing grades in all classes during the season in order to remain eligible. Team list will be listed in the data base at the beginning of each athletic season. Each Tuesday morning the Athletic Director will print a report of grades for the week. At the 3rd and 6th week, and at the end of a quarter, athletes who are failing a class will be ineligible for a minimum of one week and not allowed to participate in any team activities. Team suspension will start on the Tuesday of the grade report showing ineligibility. Reinstatement will occur on the day that the student has earned a satisfactory grade report. The Athletic Director will inform any athlete, parent and coach of a suspension ASAP on the Tuesday that the suspension begins and, on the day, that the suspension ends.

Home School Athletes

HCA allows home school students to participate in its athletic program. Home school students have a limited amount of contact with the school therefore we want to ensure that they understand our philosophy and abide by the standards set for all of our students. It is also important that home school students help offset the financial costs involved in the athletic program. All students are required to interview with a member of administration. Students must fill out an application, pay the Enrollment Fee, interview with an administrator, meet eligibility standards and be accepted. The FHSAA requires that all athletes have a physical before participation in any interscholastic athletic activity. This physical is good for one calendar year and the EL2 form provided by the FHSAA must be completed and kept on file along with other required forms.

Home school students must register with the FHSAA using the EL7 form supplied by Hernando Christian Academy. Home school students must at the conclusion of each semester certify to the Athletic Director on the EL9 form provided by Hernando Christian Academy that the student meets the minimum grade point average standards which are required of all students. Forms are available on the school website.

AFTERSCHOOL CLUBS:

➤ **Puppetry**

The HCA puppetry club is also a ministry to our community. The students perform at various times throughout the school year, including evenings and weekends, at area churches, nursing homes, etc.

Students and parents must fill out the appropriate form to register for this afterschool club. Puppetry meets each Wednesday 3:15-4:30 p.m.

➤ **Art**

Meets each Monday after school 3:00-4:00pm. Various projects are done throughout the year. Students build their own portfolios. There will be school projects and field trips. See Mrs. Hottel

➤ **STEM**

Meets once or twice a month on Fridays for fun filled, hands on experiments. The class meets in the science lab 3:00 pm-4:00 pm. Forms must be filled out by parents. See Mrs. Hester or Mrs. Norman.

ACSI Competitions

Students have the opportunity to be selected to participate in a wide variety of educational competitions sponsored by the Association of Christian Schools International (ACSI – our accrediting organization).

Safety Patrol

The Safety Patrol is comprised of fifth grade students who serve in the morning, assisting with the safety of our students as they arrive at school. Patrols must maintain both academic and citizenship standards in order to serve as effective leaders within the HCA community.

OTHER IMPORTANT INFORMATION AND POLICIES

Inspection Policy

The parents authorize the School to inspect and conduct a search of any place or item on school campus or at a school-related event including, but not limited to, a student's locker, book bag, backpack, vehicle, computer, or personal electronic devices. Inspections and searches may be conducted on a routine or random basis or as deemed necessary. Students must provide any passwords or other access required to inspect such places or items upon request by a school administrator. Inspection of electronic devices includes laptops, phones, cameras, and any other electronics, including the contents of same (texts, emails, photos, images, address books, etc. whether such message or information was sent over the school's system or any personal account such as Yahoo, AOL, Gmail, etc.). Further, the parents authorize the school to seize and permanently retain property disclosed by an inspection or search which is considered potentially harmful, dangerous, illegal, or inappropriate, or the possession of which is a violation of the school's rules, community standards, and/or local, state, or federal law.

Child Safety from Sexual Offenders and Predators

According to the National Center for Missing and Exploited Children (NCMEC), sexual perpetrators are commonly people the parents/guardians or children know, and these people may be in a position of trust or responsibility to a child and family.

Because of our concern for student safety, all employees, and those parents who volunteer for school activities with unsupervised access to our students, are screened through the school's criminal background process. Although the school performs such screenings, the school cannot attest to the background of the various parents whom their child may associate with away from School.

To keep their children safer, parents should talk openly to their children about safety issues. Parents should know their children's friends and be clear with their children about the places and homes that their children

visit. Children should be taught that they have the right to say no to any unwelcome, uncomfortable, or confusing touching or actions by others and to get out of those situations as quickly as possible.

Parents should regularly visit the public registry to check out individuals for prior criminal records and sex offenses. Information concerning registered sex offenders and predators in Florida may be obtained by visiting <http://www.fdle.state.fl.us>, the Florida Department of Law Enforcement Sexual Offenders database. Information may also be obtained by contacting the FDLE's toll free telephone number: 1-888-FL-PREDATOR (1-888-357-7332). To view a map of registered sex offenders living within a five-mile radius of any given address, parents should visit <http://www.familywatchdog.us>. To learn about additional child safety tips and links to child and internet safety sites and searches, parents should visit the Florida Attorney General website at <http://myfloridalegal.com>.

UNIFORM DRESS POLICY

HCA Uniform Guidelines for Grades PK4-12

To order uniform's on-line click on:

<https://www.frenchtoastschoolbox.com/schoolbox/schools/hernando-christian-academy-QS44DS6>

The Faculty and Administration of the school wish to maintain the standards of dress and appearance appropriate to serious academic pursuits. The Uniform Policy encourages pride in self, concern for others, and pride in school. All students are required to wear the uniform as designated by HCA before the beginning of the school year. Students who report to school out of uniform will be given a warning the first time. The second time, the parents will be called to bring appropriate attire or to pick up the child.

In addition, jewelry should be conservative, appropriate for the school environment, and not attract undue attention. Boys are not permitted to wear earrings or ponytails. Hair for all students should be clean, shaped, well groomed, and worn in a style that is not in any way extreme. **Students should not display any body piercing or tattoos.**

The school reserves the right to determine the appropriateness of any student's appearance and grooming as a reflection of school standards.

Grade	Girls Regular Uniform	Girls Chapel Uniform
PK4-5	Navy or khaki jumper	Navy, black, khaki pants not form fitting. K5-5 th no elastic around the ankles.
	Navy or khaki scooter /skirt	Navy or khaki scooter /skirt/jumper
	Navy, khaki, black pants or shorts (not form fitting) K5-5 th no elastic around the ankles.	Long or short sleeve oxford shirt (any color)
	Navy or royal blue, white or black short sleeve polo with sports/lion logo	Classic navy blue blazer with sports/lion logo OR
	White short- sleeve blouse shirt with sports/lion logo	V-neck sweater vest with sports/lion logo
	Sweatpants ok for PK4 only (navy or black)	Appropriate cross tie, necktie or bow tie
	Boys Regular Uniform	Boys Chapel Uniform
PK4-5	Navy, black or khaki pants or shorts (Not form fitting) K5-5 th no elastic around the ankles.	Navy, black or khaki pants not form fitting. K5-5 th no elastic around the ankle.
		long or short sleeve oxford shirt (any color)
	Navy or royal blue, white or black short sleeve polo with sports/lion logo	Classic navy blue blazer with sports/lion logo OR
	Sweatpants ok for PK4 only (navy or black)	V-neck sweater vest with sports/lion logo
		Appropriate necktie or bow tie
	Belt 3 rd grade and up	Belt 3 rd grade and up

Middle School	Girls Regular Uniform	Girls Chapel Uniform
Grades 6-8	Navy, black or khaki pants (Not form fitting and no elastic around the ankle)	Navy, black or khaki pants not form fitting and no elastic around the ankle.
	Navy, black or khaki Bermuda shorts (Not form fitting)	Long or short sleeve oxford shirt (any color)
	Navy, white, or black short sleeve polo with sport/lion logo	Classic navy blue blazer with sports/lion logo OR
		V-neck sweater vest with sports/lion logo
		Appropriate cross tie, necktie or bow tie
Middle School	Boys Regular Uniform	Boys Chapel Uniform
Grades 6-8	Navy, black or khaki pants (Not form fitting and no elastic around the ankle) Belt must be worn.	Navy, black or khaki pants - not form fitting and no elastic around the ankle. Belt must be worn.
	Navy, black or khaki shorts (Not form fitting) Belt must be worn	Long or short sleeve oxford shirt (any Color)
	Navy, white or black short sleeve polo with sports/lion logo	Classic navy blue blazer with sports/lion logo OR
		V-neck sweater vest with sports/lion logo
		Appropriate necktie or bow tie
High School	Girls Regular Uniform	Girls Chapel Uniform
Grades 9-12	Navy, black or khaki pants (Not form fitting and no elastic in the ankles)	Navy, black or khaki pants - not form fitting and no elastic around the ankle.
	Navy, black or khaki shorts (Not form fitting and no elastic in the ankles)	Long or short sleeve oxford shirt (Any Color)
	Navy, white or black short sleeve polo with sports/lion logo	Classic navy blue blazer with sports/lion logo OR
		V-neck sweater vest with sports/lion logo
		Appropriate cross tie, necktie and bow tie
High School	Boys Regular Uniform	Boys Chapel Uniform
Grades 9-12	Navy, black or khaki pants (Not form fitting and no elastic in the ankles) Belt must be worn.	Navy, black or khaki pants - not form fitting and no elastic around the ankle. Belt must be worn.
	Navy, black or khaki shorts	Long or short sleeve oxford shirt (Any Color)

	(Not form fitting and no elastic) belt must be worn.	
	Navy, white or black short sleeve polo sports/lion logo	Classic navy blue blazer with sports/lion logo OR
		V-neck sweater vest with I sports/lion logo
		Appropriate necktie or bow tie
All Grades	Shoes/ Footwear	Sweater/Outerwear
	(Shoes) closed-toe.	Solid blue, white or black sweaters/cardigan/jackets
		No bright color outerwear
	No neon/ bright color shoes	No bright prints/graphics on outerwear
	No bright prints/graphics on shoes. No Crocs	Solid color hoodies or HCA hoodies, sweaters, or sports jackets with HCA logo are allowed. Hoods must be down while on campus.
	Appropriate fun, colorful, print socks will also be permitted	
FORM FITTING= ANY CLOTHING THAT FITS THE SKIN, CLINGS TO THE SKIN, OR IS A SECOND LAYER OF SKIN. PANTS AND SHORTS MUST HANG DOWN FREELY.		
Pants are to have no elastic at the ankle.		
Girl Shorts must be 4 inches above the crease of the back of the knee.		
Boys Shorts must be 10.5 Inches long or 4 inches above the crease of the back of the knee. Whichever is longer in length.		

Christians are expected to be modest in appearance. The uniform dress code of HCA is based on both Biblical standards and the need for children to learn to dress modestly and tastefully (I Timothy 2:9-10, 4:12). HCA reserves the right to inform parents that certain attire or hairstyles are not appropriate for our school.

HCA (teachers, staff & Administration), reserves the right to approach any student about his or her attire or appearance if any part of the dress code has been violated, or if any portion of their dress or appearance is questionable. The decision of the Administrator or designee is final. All attire should be properly fitting, neat in appearance, and meet school criteria.

Uniform Dress Code violations may result in, but are not limited to the following disciplinary measures which will be progressive in nature (measures are examples only and not intended to be exhaustive or sequential):

- Warning
- Detentions of varying length
- In-school suspension
- Parent being called to bring in appropriate attire or school providing appropriate item if available.

Repetitive violations may result in additional disciplinary action.

SPECIFIC TO BOYS

HAIR:

Must be clean cut and styled in a modest, **non-radical** cut or color (no unnaturally colored or multi-colored hair; no pigtails or buns). Hair must not fall below the eyebrows or touch the collar when combed down.

All facial hair must be neatly groomed.
No emblems, words, lines or designs may be shaved into the hair.
Head should not be shaved to the scalp.

MISCELLANEOUS:

No earrings or visible body piercing jewelry including any type of earring
No visible tattoos – temporary or permanent
No sunglasses, bandanas, scarves, any type of hats, including hoods on sweatshirts/jackets may be worn on campus during school hours ***unless the hat is part of an athletic uniform and is being worn during a practice or game, or directed to do so during physical education.***
No objects (keys, wallets, chains, etc.) hanging from belt loops
No clothing tied or wrapped around waist
No symbols that could be divisive in nature
No wheeled shoes may be worn to school or school functions
No slippers or other “house” or “bedroom” shoes
No “Croc” or clog style shoes
Boys may not wear makeup.
Pants are to have no elastic at the ankle.
Shirts must be tucked in at all times.
Belts are to be worn by students 3rd -12th grade
No blankets or Snuggies may be worn or used on campus.

GUIDELINES SPECIFIC TO GIRLS:

MISCELLANEOUS:

Female students in grades 6 – 12 may wear modest cosmetics. Students in grades 3 – 5 may wear sheer lip gloss only.
Hair must be clean cut and styled in a modest, **non-radical** cut or color (no unnaturally colored or multi-colored hair).
No visible body piercing jewelry except earrings of reasonable size may be worn.
No visible tattoos – temporary or permanent
No sunglasses, bandanas, scarves, any type of hats, including hoods on sweatshirts/jackets may be worn on campus during school hours ***unless the hat is part of an athletic uniform and is being worn during a practice or game, or directed to do so during physical education.***
No objects (keys, wallets, chains, etc.) hanging from belt loops
No clothing tied or wrapped around waist
No symbols that could be divisive in nature
No wheeled shoes may be worn to school or school functions
No slippers or other “house” or “bedroom” shoes
All shoes must have a back or strap in the back.
No “Croc” or clog style shoes.
Belt must be worn by students 3rd-12th grade
Pants are to have no elastic at the ankle.
No blankets or Snuggies may be worn or used on campus.

DRESS CODE at HCA FUNCTIONS

Certain HCA functions will have specific dress code requirements (field trips, etc.) Students must comply with any and all specified dress codes for HCA functions, or if on campus after school. At HCA events where no

particular dress code is specified, students are expected to be in appropriate and modest attire. (Clothing should not be baggy, tight, short, or revealing.) HCA faculty and administrators reserve the right to approach any HCA student at an HCA function who is not dressed appropriately and request that they either change their clothing or leave the event.

Homecoming Week Dress Code

Homecoming week is a time for the students to have a good time and to be drawn closer together as a school. There are themes and activities planned for the week by our SGA groups. We encourage all students to participate and have a great time! Each day points will be awarded to classes for their participation as a group in dressing up in the theme of the day. It is important that students stay within the stated guidelines. If a student is not within the guidelines, there will be consequences and that student may be asked to change clothes to something more appropriate.

Each day the dress is to be in the theme for the day. Students have the option of wearing the regular school dress code items if they don't want to dress in the theme. Students may also wear the homecoming t-shirt with the dress code bottoms without being in the theme for the day.

1. Pants: Pants and shorts may be worn that are not ripped, torn or frayed.
2. All must be of modest fit and length. Pajamas are NOT to be worn unless part of the theme.
3. Shirts: Shirts are to be modest not low cut and not show any skin at the bottom at any time. Tank tops are NOT allowed.
4. Shoes: Close-toed only (no slides or flip flops.) Daily homecoming activities are best enjoyed when proper footwear is worn to minimize injury.
5. Hats: May be worn but not in the classroom.
6. Temporary hair coloring and face painting for the week's events are acceptable.
7. NO words or symbols of an inappropriate nature are to be worn.

School administration reserves the right to make judgment on all clothes and take whatever action deemed appropriate to correct any situation.

Homecoming and Prom Dance Expectations

Attire

This evening will be a special event. Our emphasis is on modesty. Please do not try to push the envelope in this area. Administration will make all judgment calls on clothing and their decision is final.

Gentlemen

- Neckties/bowties are required at Homecoming and Prom,
- Jackets are optional.

Ladies

- All dresses (HCA students and guests) are required to be approved by the committee prior to the purchase of tickets.
- Dress hemlines must not be higher than 4 inches above the crease of the back of the knee.
- Tops of all dresses should be of modest fit, with no cleavage showing.
- Strapless dresses are allowed.
- Open back dresses must not dip below the waistline.
- All appropriate undergarments must be worn.
- Slits should be no higher than the fingertip.

- No form-fitting dresses.
- Strapless dresses are allowed; however, please use good judgment in terms of the fit of your dress.
- No two-piece dresses are allowed.

Homecoming and Prom Dance Style

We will allow traditional couples dancing, line dancing, etc. We will not, however, allow any form of dancing that is deemed overly sexual. No “grinding” is allowed. Couples must be “parallel” without pressing against each other. We realize that this is subjective, and the chaperones will make the final call on whether or not a student is dancing inappropriately. Students may be asked to sit out the dance. If students refuse to modify their dancing after being warned, they will be asked to leave the dance.

Homecoming and Prom Conduct

As a Christian school we choose to hold ourselves to higher standards than those around us. Students are not to sit on each other’s lap, kiss or have their hands in inappropriate places. If administration feels that a student’s conduct is inappropriate, they will be warned, and then if that conduct is not changed, they will be asked to leave the dance.

Homecoming and Prom Guests

Each high school student may bring a date of the opposite gender to the dance. The date does not have to attend HCA. Guests must have Parent/Student Accords and approved guest registration forms on file. Guests will not be approved at the door, so this form needs to be approved by administration in advance. All parties attending the dance must agree to abide by the rules or they will be asked to leave if they are unable or unwilling to abide by the rules.

School Wide Dress Down Days

Dress down days will be held on Friday. On dress down days, students may wear blue denim jeans or shorts (Shorts may be no higher than 4 inches from the crease in back of the knee and should not be form fitting). Jeans and shorts must not have holes or be ripped, torn or frayed in any way or have faded sections. Students may wear HCA or other store-bought Christian t-shirts. The t-shirts are not required to be tucked in. If a student chooses not to dress down on Fridays, then they must wear regular school uniforms.

COVID-19 Addendum

(Until further notice, this addendum will over-ride regular policies in the 2020-2021 Handbook)

HCA Re-Opening Plan

Hernando Christian Academy's mission is to "Build Leaders with Christian Character". This has been the mission statement for many years at HCA. While we teach our students to reach high academic goals, we also teach our students to love God and place Him in the center of everything. This will continue to be our number one goal whether your child is on the school campus or if they are participating in online learning. With Covid-19 we must take special precautions to safeguard our students, faculty and staff.

In order to give our families flexibility to choose a path that best fits their family's individual needs, we have decided to offer "brick and mortar" or online classes. We pray this will be a short-term solution and we will be back on campus together very soon. Once you have made the decision for your child, they will remain either online or on campus for the 9-week quarter.

An email will be sent home before the end of the 9 weeks to allow parents the opportunity to decide if they would like to change or continue the location of instruction for their children. If there are any revisions in the COVID-19 regulations and schools are closed in Hernando County, we may do the same. We will follow the guidelines to keep everyone safe. There will not be a financial difference between onsite and remote learning at HCA.

Those who choose for their child to attend school, this is what you should expect:

Morning Arrival: PLEASE ALLOW ADDITIONAL TIME FOR DROP OFF DUE TO TEMPERATURE CHECKS.

- Masks are required. Once your child is seated in class and behind their shield, masks may be removed.
- We will have 3 lanes for drop-off, please remain in your car until you have temperature clearance. Your child's temperature will be checked daily upon arrival to school. A staff member will meet you at your car for a touch-free temperature check. Once your child has been cleared with a temp under 100.4, they will be permitted out of the car to proceed to class. If any child in the same car has a temperature at or above 100.4, no child in the car will be permitted to stay, since they were all exposed to the fever. We apologize for any inconvenience this may cause.
- Students must go directly to their classroom at 7:45am. No lingering in the halls to talk with friends.
- If your child arrives for morning daycare (before 7:45) they will be report directly to the cafeteria. Secondary students will report to the gym at 7:30am from the cafeteria.

In Class:

- All students must stay seated once they have unpacked.
- Students may not roam around the classrooms.

Elementary Classes:

- Students will remain in the classroom for specials. The specials teachers will rotate classes.
- Lunches will be eaten either in the classroom or outside in the picnic area, on rotation.
- Recess and PE will be outside with no contact sports.
- Main hallway will have a one-way direction.

Secondary Classes:

- Students must do their best to keep a distance between each other changing classes.

- Masks must be worn when changing classes. Once the student is seated with shield in place, masks may be removed.

Daycare Pickup:

- Parents will drive to the gate entrance, by the Spanish room, and call the appropriate number for elementary daycare or secondary daycare (352-796-0616 opt 7). A daycare worker will walk your child to the gate or car. Parents/guardians or approved caregivers will sign them out. The gate will be locked at all times.

General Information:

- Parents will not be permitted in the building. If a parent needs to pick up their child early, the student will be brought to them at the door. The front office will bring the clipboard to the parent, at the door to sign them out, while they wait for their child.
- All student desks will be facing the same direction in the classroom or at a safe distance apart.
- Hand sanitizing stations will be in each room and areas around the campus.
- Secondary students eating in the cafeteria will face the same direction and will be spread out. Students will be required to use their shields. Lunches will be supervised.
- Masks must be worn anytime a student is out of their seats.

Those who choose for their child to attend online, this is what you should expect:

General Rules for Elementary and Secondary Students:

- Students are expected to conduct themselves as if they were sitting in the classroom.
- Students must have sufficient internet access
- Secondary students must attend an Online Training class regarding signing in and submitting assignments
- All students must be in school dress uniform. No PJ's or blankets allowed
- Students must not be eating, driving or a passenger in the car, in the pool, or in a drive through ordering food, etc. They must be out of bed and at a desk or table ready to learn.
- Students may not be up and down during the lessons. This is very distracting to other students and the teacher.
- All assignments are due just as if you were in the classroom.
- Onsite tests will be given by appointment only for online students. Details will be sent to parents and students who sign up for online classes.
- No grace periods or bonus points will be added.
- Assignments can be submitted (determined by each teacher) online or dropped off each week at HCA. Monday's 10:00am to 2:00pm will be drop-off and pick-up days for online student's work. Assignments must be in a labeled folder for each student. We will make sure each teacher gets their assignment out of your folder. A separate folder is not necessary for each teacher unless specified.
- Secondary students will follow their schedule and log in for each class as they would on campus. Students will not need to log in for study hall periods.
- Elementary students will receive a class schedule for subjects. Students may join specials classes in the classroom, such as Spanish, Music, Art and Library.

Zoom Rules:

- Students must log in on time for school.

- Students may not use a nickname as a sign on. Teachers will only allow students in the Zoom session by their real names. This is a very important part of student safety.
- Students may not use background scenes.
- Students may not block out themselves with a picture, letter or any symbol.
- Students should be prepared with class materials just as you would in the classroom.
- Students should not be a distraction in any way to other students participating in Zoom. This includes, but not limited to, texting or holding up notes for friends to see.
- Zoom cameras will only show the teacher, not the students in the class.

NOTE:

- Teachers will be teaching each class/period both online and on-campus simultaneously. Students may participate as if they were in the classroom by raising their hand or calling out if instructed by the teacher.
- Our goal is for this hybrid period to be successful for each student whether they are on campus or online.

ACKNOWLEDGMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. All Parents/guardians in addition to students in Middle School/ High School must sign the form below and return to your homeroom or first period teacher. Elementary parents please return signed form to your child's teacher.

We have read and understood all statements and provisions set forth in the Student/Parent Handbook, including the additional COVID-19 addendum and agree to abide by.

Student

Age and Grade

Date

Parent or Guardian

Relationship

Date

Revised 8/21/20