



**PARENT AND STUDENT
HANDBOOK**

This handbook covers HCA policies and procedures important to students and their families. All parents, by virtue of their child's enrollment at HCA, agree to abide by all policies and procedures contained in this handbook. Parents of enrolled students will be notified whenever the administration adopts new (or significantly changes) policies that may directly affect the students or parents.

Table of Contents

General Information

Mission Statement, 3
Statement of faith, 4
Accreditation/memberships, 5

HCA Life and Culture

Volunteering, chapel, field trips, 6
Yearbook, fundraising, 7
Conflict resolution, 8

Day to Day Procedures

Hours, arrival/dismissal, extended care, 9
Attendance, 10
Illness, weather, medication policies, 11
Visitors, lunch, buses, student drivers, 12
Contacting students, uniforms, 13
Conduct and discipline, 14-18

Academics

Goals, curriculum, 19
Grading scale, homework philosophy, 20
Testing, standards, 21-22
Technology, 22-23

Admissions

Criteria, enrollment procedures, 24
Parent expectations, 25
Withdrawals, 26

Financial

Payment policy, late payments, fees, 27

General Information

MISSION STATEMENT

Highland Christian Academy exists to partner with families in seeking to develop discerning, articulate, and biblically rooted young men and women who are equipped to go into the world as salt and light.

Partnering with Families:

At Highland we believe that the true department of education is the family. After establishing the family, the Lord laid out numerous commands for how the family ought to function; among these commands are the call to proclaim and model a comprehensive Christian life (Deuteronomy 6:4-9) and a call to bring children up in the discipline and instruction of the Lord (Ephesians 6:4).

In seeking to obey these commands and those like them, families may choose to enlist the help of a Christian school; this enlistment does not lead to their replacement, but to a partnership in which the authority of the home is maintained. It is from this perspective that Highland Christian Academy operates: we exist to come alongside and support families as they seek to obey God.

Discerning:

In this culture of relativism and increasing secularism, the cultivation of discernment is a most pressing need. Simply put, discernment is the ability to judge rightly; it is the ability to separate truth from error and from a Christian worldview perspective, it is the ability to think biblically about all things. At Highland we are committed to developing students who listen well, think deeply, and seek to apply the Scriptures to all of life's questions.

Articulate:

The ability to articulate is far deeper than an ability to speak well; it is the discipline of listening carefully and responding coherently. At Highland we desire to bring up young men and women who are quick to hear and slow to speak (James 1:19); young people who graciously listen to others, yet are always prepared to make a defense for the hope that is in them...with gentleness and respect (1 Peter 3:15)

Biblically Rooted:

At HCA we desire to immerse our students in a school culture in which Christ and His Word are at the center. Whether students find themselves in math, reading, or senior seminar, we want the driving question to be, “How does the Bible inform my thinking here?”

This is our overarching mission because we do not believe that the Christian faith is only about going to heaven in the *future*; it is a comprehensive worldview that applies to every area of life *now*.

Salt and Light:

Our long term goal at HCA is that we would graduate students who go on to glorify God by living in the midst of a fallen world as salt (preservers of the Truth) and light (revealers of the Truth). The call of the Lord on His Church is not one of retreat, but one of mission; one of cultural engagement. From Genesis 1:28 to Matthew 28:18-20, the Lord calls His Church to go into all the earth and this is the mission for which we seek to prepare our students. Our desire is to see HCA graduates go on to demonstrate what faithful Christian living looks like in every societal context.

STATEMENT OF FAITH

While Highland Christian Academy is a denominationally unaffiliated institution, we strive to operate with theological clarity, firmly committed to “the faith that was once for all delivered to the saints” (Jude 1:3). Our staff is made up of men and women from a variety of denominations, but we all unite and operate under a statement of faith that is broadly, yet *definitively* Protestant.

1) We believe the Bible alone to be the word of God; the ultimate and infallible authority for faith and life (*Exodus 32:16; Psalm 19:7-11; 2 Timothy 3:16-17; 2 Peter 1:19-21*).

2) We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit. He is omnipotent, omniscient, and omnipresent (*Genesis 1:26; Deuteronomy 6:4; Matthew 3:16-17; 28:18-20; 2 Corinthians 13:14; 1 Peter 1:2*).

3) We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His humanity, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory (*Matthew 1:18-25; Acts 2:22-24; Romans 3:21-26; Ephesians 1:15-23; Colossians 1:15-20; Hebrews 4:14-16*).

4) We believe that men and women are the special creation of God, made in His image and for His glory. Though originally created perfect, humanity is now born into sin and alienated from God; this fallen condition being the result of that first disobedience of Adam and Eve in the garden (*Genesis 1:26-3:24; Romans 5:11-21; Ephesians 2:1-3*).

5) We believe that the salvation of lost and sinful men and women is by grace alone through faith alone in Christ alone (*Acts 4:12; Romans 5:1-11; Ephesians 2:1-10*).

6) We believe that those who are in Christ are called to live in a manner that is worthy of the Gospel. We believe that an evidence of the grace of God in the life of a person is an increasing submission and

obedience to the Word of God (*Psalm 119:97-104; John 14:15; Galatians 5:16-26; James 2:14-26; 1 John 2:3-6*).

7) We believe in the resurrection of both the saved and the lost; they that are saved to the resurrection of life and they that are lost to the resurrection of damnation (*Matthew 25:31-46; Acts 17:30-31; Revelation 20:11-15*).

SECONDARY DOCTRINE

Secondary doctrine is identified as those truths about which orthodox Christians can disagree. Examples of such doctrine are eschatology, baptism (infant/adult), spiritual gifts (tongues/prophecy), predestination, etc.

The following guidelines apply to all HCA teachers in their capacity as teachers at the school:

- 1) Classroom discussion of secondary doctrine should be on an informative, non-partisan level.
Teachers must honor and defer to parents if these topics arise.
- 2) Presentation of all sides of an issue is encouraged.
- 3) The teacher should encourage the students to follow up with their parents and pastor if any questions remain.

Accreditation and Memberships

Accredited with Quality by the Georgia Accrediting Commission

A member of the Association of Christian Schools International

A member of Georgia Independent Christian Athletic Association



HCA School Life and Culture

VOLUNTEER OPPORTUNITIES

Highland Christian Academy depends heavily upon volunteer involvement from parents, guardians, grandparents and other family members. We encourage volunteers to explore their gifts and talents and assist with their child's school development using these attributes. All volunteers are expected to be in agreement with school policies and statement of faith. To aid parents in getting plugged in at the school, we host an annual Parent Partnership meeting in August. This meeting not only introduces our families to classroom specific information, but also makes them aware of volunteer needs and opportunities.

SPECIAL CELEBRATIONS

A student may bring a "birthday" snack to school to share with all classmates during break periods. If a student's birthday falls during the summer months or on a vacation day, another day may be chosen to allow the child to bring a celebration snack. Parents are to check with the teacher to arrange a day and time. Recommended snacks include individual items such as muffins, cupcakes, cookies, juice (no red please), etc. Invitations to parties distributed on school campus must include the entire class.

ATHLETICS AND CLUBS

Students may participate in various sports and club activities. See the appropriate club or sports handbook for requirements and applicable fees.

FIELD TRIPS

Field trips can enrich the learning experience. Participation is a privilege and may be denied a student whose behavior has been questionable. Written parental permission and applicable fees are required before a student may participate. A field trip form will be sent home at the appropriate time for the parent to sign and return to the school with fees if applicable.

Parents may choose for their student not to participate in the field trip activity. The student will not be penalized for non-participation; however the student is not excused from school during the field trip time. A student not attending a field trip must remain at HCA to complete assignments designed by the teacher.

HCA encourages parents and grandparents to join classes as adult chaperones on field trips throughout the year. The teachers may ask that some trips be taken as a class only with other teachers as chaperones. We have established some guidelines for adult chaperones. Teachers need the chaperone to watch and be aware of students' activities and behaviors as well as be aware of their surroundings. The chaperones' responsibility is to report any pertinent information to the lead teacher and let the lead teacher decide the course of action including discipline. Chaperones can't discipline any student (even if the student is their child). Chaperones must be a Christ-like example during all field trips. Therefore, the following activities are not allowed: smoking, drinking alcohol, cursing, telling off color jokes, etc. Also, the chaperone's dress must be appropriate for a Christian school. Teachers are depending on the chaperone to stay with the group that they have been asked to assist. If the trip is an overnight trip, the

lead teacher will determine a time for all students to be in the room and the chaperone will stay with the students all night for their safety. In the morning, the chaperone will adhere to the time schedules and will motivate the students to be ready for the scheduled activities. School rules apply on all field trips and school-sponsored events both on the school campus and away from it.

CHAPEL

At Highland, we believe that a weekly chapel service is central to our identity. While the Bible is utilized in every classroom from day to day, chapel provides an intentional opportunity to worship God and hear from His Word. The elementary school chapel takes place on Wednesdays from 8:30-9:00. Middle and high school chapel takes place on Fridays from 9:20-10:00. We utilize both "in house" speakers along with partnering with local pastors.

We love for HCA families to attend these services and simply ask that they sign in at the front office before going to the multipurpose room.

YEARBOOK POLICY

The faculty and students of Highland Christian Academy seek to glorify God by remembering how God has blessed us. One of the ways chosen to accomplish this purpose is through the production of a yearbook, which documents the people, events, and memories God has given us during a specific academic year.

The staff reserves the right as the final authority for the content of the yearbook. Purchasing a yearbook does not entitle the purchaser to any guarantees or rights regarding the book's content.

The school administrator, yearbook advisor, and classroom instructor are the decision-makers for the yearbook, and are responsible for making the decisions about the material that will be accepted into the yearbook. The yearbook is a school publication and is subject to all school and board policies.

No material will be accepted that is libelous, obscene, copyrighted, or advocates illegal activities or may cause substantial disruption to the school. Clothing, props (including but not limited to display of firearms, other weapons, drugs, tobacco or alcohol) and gestures etc. that are not appropriate in a Christian school are not appropriate for publication in the yearbook..

Fundraising Policy

Tuition payments do not cover all the expenses of education for students. Therefore, we will from time to time conduct a fund raising activity. Parents are required to participate in fund-raising activities and are asked to prayerfully consider giving above and beyond their child's stated tuition to assist in offsetting the cost of education.

To ensure the health and safety of our students, we have developed these policies concerning fundraising activities sponsored by the school or by a school-related organization in which students would be selling items or soliciting contributions, pledges, or orders.

Students will not be allowed to use a door-to-door fund raising activity.

Students will not be allowed to use a fundraising activity that interrupts instructional time.

Students will not be allowed to use a fundraiser that would jeopardize the integrity or cause potential liability for the School Principal, Highland Christian Academy, or the HCA Board of Education. Fundraising activities must be approved by the Principal.

CONFLICT RESOLUTION

Fulfilling the Biblical mandate to resolve matters in a biblical perspective is the primary priority in our grievance process. A "grievance" is defined as a complaint by a student or parent that they have been (1) discriminated against on the basis of race, color, creed, national origin, or gender (2) has been dismissed without just cause, (3) has been denied fair procedures in consideration of student services, (3) has been subject to a violation, or inequitable application or provisions of the Student Handbook.

A student or parent who has a grievance against a faculty member, another student, administration or against any other part of the Highland Christian Academy organization should follow the outlined procedure:

1. Before a student or parent brings a formal grievance, they must attempt to resolve the matter informally from a biblical perspective (Matthew 5 and Matthew 18).
2. If the student or parent has been unable to resolve the matter informally, they may submit their grievance in writing to the School Principal.
3. If the grievance cannot be resolved at the school level in 21 days, the student or parent may submit his written grievance to the Board of Education. The student or parent must state the grievance and the remedy sought. Within 14 days of the receipt of the grievance, the Board of Education will arrange a meeting and review the grievance. If the Board of Education considers it advisable, they may request the attendance of both parties in an effort to resolve the grievance.
4. If the Board of Education believes that the grievance has disclosed needed improvements in policies, practices, or procedures in the school, it will make the needed recommendations at this time. The Board of Education is ultimately responsible for resolving all grievances not resolved at earlier stages in the grievance process.
5. It is important that any grievance be processed as quickly as possible. Therefore, the number of days indicated at each step is considered a maximum of time. Every effort will be made to expedite the process. However, specified time limits may be extended by mutual agreement.
6. A student or parent who precipitously or flippantly files a grievance will be duly reprimanded by the School Principal and the Board of Education. A copy of this report will become a permanent part of the student record.
7. Students or parents must follow the chain of command to present a grievance. Students or parents not using the appropriate chain of command may be dismissed or withdrawn.

Day to Day Procedures

SCHOOL HOURS

School will begin at 8:30 a.m. and end at 3:30 p.m. Students have adult supervision at all times. Therefore, students should be picked up promptly upon dismissal. The school is not responsible for students left on the grounds before 7:30 A.M. or after 5:30 P.M.

ARRIVAL AND DISMISSAL

School begins at 8:30 A.M. and students are dismissed (at designated areas only) as follows:

3:10 pm: K-4 thru 4th grade.

3:25 pm 5th thru 12th grade.

Pick up of Students during school hours: Students may only be checked out through the front office. This policy is for the safety and security of the student. Only persons listed on the Teachers Information Form will be allowed to pick up a student. After 3:45 all students not picked up will be sent to Aftercare. After 4:00 the parent/guardian will be charged normal aftercare fees for that day, regardless of time spent in aftercare (i.e. 4:01 pick up will still be charged regular fees).

Elementary students must be dropped off in car line until 8:30 AM. After 8:30 AM, students must enter through the front office to receive a tardy pass.

After 2:30 PM, elementary students may not be checked out in the front office, but must be picked up in car line.

EXTENDED CARE

Early Care hours are 7:30 A.M. until 8:15 A.M. If students arrive before 8:15 they must go to the designated Morning Care area.

HCA Aftercare is provided on an "as needed basis" from 3:45 P.M. until 5:30 P.M. The cost for Aftercare is \$7.00 a day for the first child and \$3.00 a day for the second child or \$10.00 a day per family. Parents are charged only for the number of days services are provided to the student. All Aftercare charges must be paid upon receipt of invoice. For example, all Aftercare services received in September must be paid no later than October 1st.

The Aftercare Coordinator maintains a list of persons that can pick-up the student. Students are signed out daily by the person picking up your child. Please ensure that all persons having your consent to pick-up your child are on the Teacher Information Form. Your teacher will have a copy of this form.

STUDENTS MUST BE PICKED-UP NO LATER THAN 5:30 P.M. Students picked-up after 5:30 P.M. will be charged \$1.00 per minute after 5:30 P.M. Snacks are provided by the parent. Snacks will also be for sale in the front office until 4:00 PM. Please ensure your child has a snack and a drink for the days that he/she will be in Aftercare.

Parents who abuse our pick-up time with repeated late arrivals (except for extreme emergency situations) may not be allowed to use our aftercare service.

STUDENT ATTENDANCE

Georgia Law requires 180 days of school activities. A student cannot miss more than two days of school for each six weeks period. After 5 unexcused absences parents will be notified. A student with more than 12 days of absences for the year may be retained in the current grade level or lose the high school credit. This does not include school-sponsored field trips. Prolonged illness may be waived with administrator's approval.

Excused absences from school include the following: medical and dental reasons with doctor documentation, death in the immediate family, or military personnel on combat leave with submitted orders. All other absences are considered unexcused.

Parents wishing to take their student out of school for a day should notify the teacher in advance with a written request. This will give the teacher the opportunity to give any required assignments and to make arrangements for any upcoming exams. The teacher will set the date for any missed exams. **It is the responsibility of the student and parents to obtain all make-up work assignments and due dates from the teacher.** Students will be given three days after returning to school to bring in a note during attendance time to validate an excused absence. Failure to do so will result in the absence being unexcused, thereby placing the student in a position not to receive credit or make up credit.

Students shall be permitted to make up work upon returning to school when absences are excused. The teacher will determine if makeup work is acceptable for an unexcused absence. The request to make up the work should be initiated by the student or parents within three (3) days of returning to school. In cases of excessive unexcused absences, the teacher/principal may disallow make-up work.

According to 160-5-10 of Georgia Code JB, our school system must notify the parent or guardian of the child after five unexcused absences of possible consequences and penalties for failing to comply with compulsory attendance. Upon reaching 12 days of unexcused absences, the student may jeopardize promotion to the next grade. Other possible consequences include notification of state authorities including the current chief judge of the superior court.

Middle and High School students are required to complete hourly credits, therefore attendance is required for each course. Early checks out will affect hourly credits. Five unexcused early check outs will result in one day of unexcused absence.

A student leaving school before their dismissal time will not receive a perfect attendance certificate. Should it become necessary to dismiss school early for any reason, the parent will be informed in advance if possible. Students will not be penalized for early dismissals initiated by the school.

If a student drives to school, the parent must send permission for an early dismissal and for the student to leave campus. Students may be required to speak with the principal or administrative staff to receive permission before signing out.

TARDINESS POLICY

Late arrivals disrupt classes and cause a loss of instructional time for the student. Students are tardy at 8:30 a.m. A tardy student must check in at the front office before going to the classroom. Three unexcused tardy notices in one month will result in a \$25.00 fine and each additional month that includes more than 3 tardies will result in a \$25.00 fine. Other possible consequences include notification to the Student Attendance Protocol Committee. This committee has been established by the chief judge of the superior court to ensure coordination and cooperation among officials, agencies, and programs involved in compulsory attendance issues.

Excused tardies from school include the following: medical and dental reasons with doctor documentation. All other tardies are considered unexcused.

ILLNESS POLICY

- **Fever:** Students will be sent home if their temperature is 100.4 or higher and must stay home the next day for observation. Children must be free of fever (any temperature above 98.6 degrees) for at least 24 hours without the use of fever reducing medication.
- **Rash:** Any rash other than a common skin irritation will require that child to be sent home for an evaluation and diagnosis from their doctor in writing of exactly what it is. They may return to school based on that written doctor's evaluation, and clearance that it is not contagious.
- **Conjunctivitis (pink eye):** Children will be sent home if there appears to be an unusual amount of discharge from or irritation to their eye(s) and must stay home the next day for observation. Before returning to school they will need an evaluation, diagnosis, and clearance from their doctor.
- **Diarrhea:** Children will be sent home if they have two or more loose bowel movements in one day and must stay home the next day for observation.
- **Vomiting:** Children will be sent home if they vomit and must stay home the next day for observation. Before returning to school (after the day of observation) children must symptom free with no vomiting for at least 24 hours.
- **Persistent Hacking Cough:** Children will be sent home if they have a persistent hacking cough and must stay home the next day for observation. Before returning to school they will need an evaluation, diagnosis, and clearance from their doctor.
- **Lice:** Children will not be readmitted until 24 hours after treatment and must be nit free. School staff will make an evaluation and determine if the child can be readmitted.

INCLEMENT WEATHER POLICY

In the case of inclement weather, the decision to close the school or delay classes will be made by the School Principal. If it becomes necessary to close the school, the administration will have the announcement over local broadcast stations as early as possible. Parents will be notified of early dismissals and school closing by phone call or text message

MEDICATION POLICY

Only the Faculty or the Administrative staff may administer medications. Any medication given will be documented.

Parental authorization forms for administering all medications are used whenever it is necessary to give a child medication. This form must be signed before any medication may be given by our staff. If this form is not available, provision should be made for the parent to administer the medication.

All medications dispensed by the school must be provided by the parents and are kept in their original labeled container with the child's full name on it.

All medications that are no longer being dispensed are immediately returned to the child's parent personally. The medication will not be given to the child to take home.

Non-emergency injections (diabetes) are administered by an appropriately licensed person, the child's parent, or self-administered by the child with written authorization from parent and the child's physician.

Highland Christian Academy has a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin when accessing or administering medical treatment.

VISITORS

In order to protect our students, all entrances to the school remain locked. Any parent or visitor to the school must enter the building through the school office to obtain a visitor pass.

LUNCH

Hot lunches are served in the HCA lunchroom. A monthly menu is sent home at the end of the prior month and can be viewed on the school web page, www.hcavaldosta.org. Lunch money is collected at the beginning of the month. To ensure we have the proper amount of food prepared, it is best to pay for your child's lunch by the month. If that is not possible, then you may pay weekly on Monday before 9:00 am. K4-4th student lunches can be purchased for \$3.75 and grades 5th-12th lunches can be purchased for \$4.50. Parents may eat with their child but should order lunch on the morning they wish to eat to ensure we have enough food prepared. Adult lunches are \$4.50. All lunch charges are due upon receipt of invoice.

BUS POLICY

Highland Christian Academy uses busses to transport students to and from school, for field trips, and for traveling to athletic and academic competitions. All those riding HCA busses are expected to fully obey the instructions of the bus drivers. We ask that parents cooperate with the school and our drivers as the primary concern is the safety of each and every child. Students should assume responsibility for keeping the bus they are riding clean. They must not litter or leave their belongings behind. Respecting the property of the school and others is an expectation for every student at HCA.

STUDENT DRIVING/PARKING POLICY

Any student who drives an automobile to school must register vehicle registration in the school office the first week of school or by the first day of driving to school during the year. At this time the student must provide a copy of their driver's license and registration. Students are not allowed to leave school during school hours without being checked out by a parent or guardian or prior written notification from parent or guardian (This will be verified by administrative staff). Students are not allowed to transport other students off of the HCA campus without permission. Student parking is in the side parking lot on the east side of the building for seniors and in the front parking lot for juniors.

ELECTRONIC DEVICE POLICY

In order to limit distractions during school hours, students are not permitted to use electronic devices during school hours (8 am until 3:25 pm.) All electronic devices are subject to confiscation at the discretion of the faculty and administration. Any use of electronics at school must only be at the instruction of the teacher for teaching purposes.

CONTACTING STUDENTS IN THE CLASSROOM

To maintain quality instructional time, we ask that you do not contact your students during class time. This includes sending a personal text. Texting puts them in danger of consequences-including confiscation of the phone. Please notify the front office and a staff member will make contact for you.

UNIFORMS

<https://inkandcottongoods.com/hca/>

Highland Christian Academy has adopted a School Uniform to promote school safety, improve discipline, and enhance the learning environment. All students must be in compliance with the dress code when they arrive on campus. The solution to any infractions may include a purchase of the uniform item that is needed or a call to the parent to bring the appropriate dress. The consequences for dress code violations will be addressed by the teachers on each hall.

Students attending a school-sponsored event, whether on or off campus, are expected to dress in a manner that represents Christ and our school. If necessary, a student may be asked to leave the activity or classroom if the student is immodestly or inappropriately dressed. Staff members and the principal will make the determination if the dress and appearance is inappropriate.

Elementary Students:

1. Plain khaki or black pants or shorts, or a plain khaki, black, or plaid skirt. No spandex, rips, or tears. No lace ups or cut offs. Shorts/skirts/dresses cannot be more than 3 inches above the knee. *Plaid skirt must be the HCA version purchased from Ink & Cotton.
2. Leggings may be worn under a skirt or dress, but must be solid black or white.
3. HCA polo shirt. Long sleeve black or white shirt may be worn under HCA polo.
4. HCA sweatshirt, HCA jacket, or HCA hoodie.
5. Enclosed toe and heel shoes, no flip-flops, lights/sounds, or wheels.

Middle Grade Students

1. Plain khaki or black chino style pants or shorts, or a plain khaki, black, or plaid skirt. No spandex, rips, or tears. No lace ups, cut offs, jeggings, yoga pants, or spandex-knit pants. Shorts/skirts/dresses cannot be more than 3 inches above the knee. *Plaid skirt must be the HCA version purchased from Ink & Cotton.
2. Leggings may be worn only under a skirt or dress, and must be solid black or white.
3. HCA polo shirt. Long sleeve black or white shirt may be worn under HCA polo.
4. Shoes must be enclosed toe. No flip flops can be worn. Tennis shoes must be worn during P.E. Crocs must have back strap.
5. HCA Sweatshirt, HCA Sports Letter Jacket, HCA Athletic Jacket, or HCA Hoodie. No hats, hoods, or durags may be worn during school hours.

High School (9-12) Grades

1. Plain, solid blue or black denim pants, plain black or khaki chino style pants or/shorts, or a plain khaki, black, or plaid skirt. No spandex, rips, or tears. No lace ups or cut offs. Shorts/skirts/dresses cannot be more than 3 inches above the knee. *Plaid skirt must be the HCA version purchased from Ink & Cotton.
2. Leggings may be worn only under a skirt or dress, and must be solid black or white.
3. HCA polo shirt. Long sleeve black or white shirt may be worn under HCA polo.
4. Shoes must be enclosed toe. No flip flops or shower sandals/shoes. Tennis shoes must be worn during P.E. Crocs must have back strap.
5. HCA Athletic Jacket, HCA Sports Letter Jacket, HCA Hoodie, or HCA sweatshirt. No hats, hoods, or durags may be worn during school hours.

Dress Down Days (Every Friday):

1. Students must abide by all uniform rules for hats and length/condition of pants. See student handbook for complete dress code.
2. Leggings may not be worn as pants except under a dress/skirt or top which reaches no more than 3 inches above the knee.
3. Shirts may not be offensive or inappropriate. No tank tops, crop tops, or racerback tops may be worn. No undergarments may be exposed at any time.
4. Shoes must have a back or backstrap. Sneakers must be worn during PE.

Clothing, hair style and color, jewelry, tattoos (including temporary tattoos), body carvings, face painting, or hand-carried items may not distract from the normal learning environment, to be determined by teachers or staff. Body tattoos must be covered. Jewelry piercing in the nose, lips, tongue, and other facial areas will not be worn on the school campus. Head coverings (hats, caps, bandanas, scarves, sweatbands, or hoods affixed to other articles of clothing) will not be worn inside the buildings. No extra accessories should be worn with the uniform including sunglasses.

CONDUCT AND DISCIPLINE

At HCA, we are committed to proclaiming and modeling biblical standards of living for our students. In partnership with the home, we desire to train students in walking in a manner that is worthy of the Gospel (Philippians 1:27) and to that end we have put together the following "Eagle Commitments". These commitments serve as a summary of a number of biblical standards of conduct that are further discussed in the 14 standards that follow.

"Eagle Commitments"

- 1. I will love God and others (Matthew 22:36-40)**
- 2. I will walk in Truth (Psalm 86:11)**
- 3. I will live with gratitude (1 Thessalonians 5:18)**
- 4. I will pursue excellence (Titus 2:7-8)**

All for God's glory! (1 Corinthians 10:31)

STUDENTS OF HIGHLAND CHRISTIAN ACADEMY:

1. Will love and glorify God in words, will, and ways.
2. Will love fellow students as their neighbors in words, attitude, and ways.
3. Will embrace and live by our Statement of Faith and strive to attain our Goals.
4. Will be exemplary in all regards and act in full accord with the HCA Handbook. When a student is enrolled at HCA and joins our community, they must embrace our educational experience and core values, agree to follow our rules, practices, and policies, abide by our decisions and submit to the governing authority of the school.
5. Will adhere to this honor code: "As a Highland Christian Academy student, I will neither lie, cheat, nor steal."
6. Will exhibit a sincere appreciation and gratitude for the opportunity to attend Highland Christian Academy and for those who make it possible by their sacrifices.
7. Will pursue excellence in the spirit of Colossians 3:23 and 2 Timothy 2:15.
8. Will be on time. Missing classes and coming late disrupts learning and classroom procedures.
9. Will bring the required materials to class: textbooks, notebooks, and writing materials, etc.
10. Will come to each class with all assignments completed on time.
11. Will come to class with a cooperative and teachable spirit; this is to be manifested in both speech and body language. Philippians 2:14 tells us that when we do things without arguing and complaining we shine like stars against a culture that is hurting and does the opposite.
12. Will actively take part in enhancing the HCA experience by positive participation in classes and extra-curricular opportunities.
13. Will demonstrate kindness and a warm civility and respect for the staff, students, parents, and all members of the HCA family.
14. Will be dedicated to becoming a Christian young person and leader who will serve as a role model to the younger members of our school family.

These are not extraordinary conditions but they are the expectations for all who partake of the Highland Christian Academy educational experience.

DISCIPLINE

The purpose of discipline is to correct and train a student in biblical standards for conduct. Our ultimate goal is not that students would simply modify their behavior, but that their obedience would be an outflow of a heart that loves God. Disruptive behavior and non-cooperative attitudes have a detrimental impact on the Highland Christian Academy educational experience and will not be tolerated.

The teacher is responsible for individual classroom management and has the freedom to determine individual classroom rules. These rules will be posted in the classroom at the beginning of the school year. A copy of these rules will be sent home to parents to keep them informed of the classroom government. Three consequences may be used for correction of conduct, detention, suspension, and expulsion. Middle and High school students will be notified at least one day in advance of a detention. Failure to report to an assigned detention will result in a double detention. After three detentions, a review of the student's conduct and reasons for serving detentions will be made by the administration. Suspension or expulsion may be used in cases of repeated violations of the discipline code or for extreme violation of acceptable behavior. Suspension is not being allowed to attend school for a specified amount of time. Expulsion is irrevocable dismissal from HCA.

HCA reserves the right to suspend or dismiss any student who is unable to meet the academic or behavior standards of Highland Christian Academy. HCA reserves the right to suspend or dismiss any

student who develops a negative attitude toward the Highland Christian Academy educational experience. Students will receive a grade of zero (0%) for each day of the suspension.

Suspendable offenses (including, but not limited to, the following):

1. Fighting/Violence in any form. Students must not make forceful contact with other students, even in fun.
2. Lying
3. Dishonesty in any form, cheating or aiding cheating, lying, or plagiarism
4. Leaving campus without permission
5. Disrespect/defiance direct or indirect,
6. Disobedience or disruption in the classroom
7. Abuse or defacing of property
8. Stealing
9. Abusive language/swearing
10. Pornography (may also result in expulsion)
11. Bullying
12. Sexual harassment
13. Excessive tardiness and absences

Expulsion (Types of offenses include, but are not limited to, the following):

1. Abuse of the Drug/Alcohol Policy
2. Fighting/Violence in any form. Students must not make forceful contact with other students, even in fun.
3. Defiance/disrespect
4. Sexual contact of any kind
5. Immoral activities
6. Physical threats against a student or employee
7. Repeated suspensions

*Highland Christian Academy reserves the right to use flexibility to discipline for unexpected situations.

SEXUAL HARASSMENT

The school prohibits any form of sexual impropriety, sexual harassment, or sexual violence in any form. Sexual harassment and sexual violence are unlawful and will be dealt with accordingly. Any student who believes he/she has been the victim of sexual harassment or sexual violence should report the alleged act immediately to a teacher and/or administrator. Sexual harassment is defined as sexual advances and other forms of verbal, written, or physical conduct of sexual nature. HCA reserves the right to fully investigate every complaint and to notify the student's parent/guardian and appropriate law enforcement officials as circumstances warrant. Any student found to be responsible for sexual harassment will be subject to the appropriate disciplinary action up to and including expulsion and the complaint may be reported to the appropriate law enforcement officials. The severity of the disciplinary action will be contingent upon the circumstances of the violation.

INAPPROPRIATE MESSAGING/CYBERBULLYING

In keeping with the school's responsibility to provide a safe learning environment for all students, the following policy concerning sexting and cyberbullying has been established. Even if these things take place off campus, they may result in disciplinary action at school. This is our policy because these things affect the culture of our school.

Sexting is the act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos, or images via cell phone, computer, or other digital devices. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing, pictures, text messages, or e-mails that contain a sexual message or image a violation of this policy, a violation that will result in school discipline, up to and including expulsion, and notification of local law enforcement. Students possessing or distributing sexual images of minors can be tried and convicted of sex crimes under state law. Students who view or send such pictures may face criminal liability.

Cyber bullying is the act of bullying a peer via technological means such as text messages, Instagram, Facebook, Twitter, and Snapchat.

PERSONAL PROPERTY

No weapons or firearms of any type will be allowed at any time on school campus! No illegal drugs, alcohol, or tobacco products will be allowed on school campus at any time! Any contraband property confiscated by school authorities will be turned over to the local authorities. Parents will be notified of the seizure of the property and a student identified with firearms, weapons, illegal drugs, alcohol, or tobacco products will be expelled from school. A student may make a written appeal or explanation. The school reserves the right to search any personal property on school campus believed to have firearms, weapons, illegal drugs, alcohol, tobacco products, or an inappropriate item at any time. This search may be conducted without the student's or the parents' permission. Registration of the student constitutes parental consent to such searches. Parents should know that student automobiles, backpacks, purses, pockets, lockers, and desks may be searched in the event that the school suspects an unauthorized item. This is for the safety of all students.

PERSONAL INJURY THREAT POLICY

Personal safety has priority at Highland Christian Academy. In order to ensure safety of students and teachers, any personal injury threats should be reported immediately to the School Principal. Any person making a personal injury threat may be suspended or expelled from school. In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending a parent meeting. These include all cases in which the student was "just joking." If circumstances warrant, the school may conduct further investigation. The school will require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student, in the counselor's opinion, does not present a threat of danger. No firearms or weapons of any kind will be allowed on school property. Any student with a firearm or weapon will be expelled immediately and reported to local law enforcement authorities.

ACADEMIC AND BEHAVIORAL EVALUATION

Our mission statement declares that we exist to partner with families in seeking to develop discerning, articulate, and biblically rooted young men and women who are equipped to go into the world as salt and light. In order to accomplish this mission, we seek to continually assess the progress and needs of our school. Each year the teachers have a post planning session. During this time we review our curriculum for areas that need improvement and make needed modifications for the next year. This school improvement process helps us to develop new instructional challenges for our students.

Individual academic progress is continually reviewed for improvement. Every child will take a Terra Nova Test or a high school PSAT. These tests are reviewed by parents and teachers in post-planning to identify areas that need strengthening.

In addition to academic progress, behavioral progress is reviewed in October and at the end of December. Teachers and administrators focus on training and corrective behaviors in the beginning half of the year (August until December). Some characteristics that may be reviewed are level of responsibility, submission to those in authority, honesty, treatment of other children, and respect for others and their property. **If a student has been unresponsive to training and correction for the first half of the year, they may be denied the privilege of returning for the last half of the year (December until May).**

Academics

HCA GOALS

Goals are specific, measurable targets of accomplishment-results. These goals tell us when we have accomplished our purpose. Highland Christian Academy has the goal of producing graduates with a Christian worldview who:

1. Are well prepared in all academic disciplines and are skilled in reading, writing, speaking, listening, and thinking.
2. Are proficient in mathematics and science.
3. Have a knowledge and understanding of people, events, and movements in history (including church history), and the cultures of other peoples and places.
4. Discover and develop their personal God-given creative gifts.
5. Understand and know their culture and their own beliefs. Students are provided with opportunities to express their beliefs through the arts to reflect a distinctly Christian world and life view.
6. Have a critical appreciation of languages and cultures of other people, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for all races.
7. View scripture as truth and have opportunity commit to a personal relationship with Jesus Christ
8. Personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
9. Understand that God's call on their lives is in the context of lifelong service regardless of vocation.
10. Can articulate and defend their Christian worldview while having a basic understanding of opposing worldviews.
11. Know how to utilize resources including technology to find, analyze, and evaluate information.
12. Have the skills to pose questions, solve problems, and make wise decisions.
13. Understand the value of making a difference in appropriate social, community, and civic activities.
14. Are prepared to practice the principles of healthy and moral family living.
15. Are good stewards of their finances, time (including discretionary time), and all other resources.

16. Understand that work has dignity as an expression of the nature of God.

CURRICULUM

HCA believes that students should be under the influence of a Christian curriculum. In the event that a non-Christian curriculum is utilized, the content will have been rigorously examined. Any falsehoods and unbiblical philosophies will be addressed. A variety of curriculum products are used: A Beka, Association of Christian School International, Prentice Hall, and Mosdos.

STUDENT PERFORMANCE

Student grades and other records can be checked daily via our student information system ALMA (www.hcavaldosta.getalma.com)

Elementary and Middle Grade students must pass English and Math in order to be considered for promotion to the next grade level. High school students earn credits in subject area. The first semester is from August through December. The second semester is from January until late May. One half credits may be earned for each semester.

ELEMENTARY, MIDDLE SCHOOL AND HIGH SCHOOL GRADING SCALE

Grade	Description	Percentile
A	Excellent	90-100
B	Good	80-89
C	Passing	70-79
F	Failure	69 or below

HONORS AND AWARDS

Highland Christian Academy uses the Biblical perspective of recognition for good work and we recognize students accomplishing "A" and "B" levels of academic work.

- | | | |
|----|---|---|
| 1. | All A's in a 9 week period | "A" Honor Roll |
| 2. | All A's with no more than two B's | "A-B" Honor Roll |
| 3. | All year on the "A" Honor Roll | Recognition at the Awards Ceremony |
| 4. | All year on the "A-B" Honor Roll | Recognition at the Awards Ceremony |
| 5. | Most Improved Student
as recommended by the teacher. | Significant, consistent academic improvement, |
| 6. | "Timothy Award" (I Timothy 4:12) | Consistent, observable, Christian behavior |
| 7. | "Perfect Attendance Award" | 100 % attendance in the school year |

NOTE: Other awards may be recognized as deemed appropriate.

INCOMPLETE WORK

Work in any course which is incomplete at the end of a grading period may receive a grade of "I" for Incomplete. All such grades must be converted to a regular grade during the first two weeks of the new grading period (or within two weeks of the closing of school if awarded during the last quarter.) Grades not converted will automatically be recorded as "F". A waiver may be given for an extreme case with the approval of the school principal administration.

HOMEWORK PHILOSOPHY

Highland Christian Academy will assign homework on a consistent basis. The following are the primary reasons for homework being assigned:

1. Students often need extra practice in specific new concepts, skill, or facts.
2. Shorter periods of practice are usually more effective than longer practice sessions.
3. Homework can also be used as opportunity for parents to assist in the child's education.
4. Homework may also be assigned to students who have not completed class assignments.
5. Self-discipline and time management skills may be taught with assigned homework.

STANDARDIZED ACHIEVEMENT TESTS

The Terra Nova Test is given every year to every child in K-8th grades. The test is normally given in April and results are received in May. When test scores arrive, parents can make appointments with the teacher to explain the results and plan learning for the next school year.

TESTING

HCA encourages all high school students to take the SAT or the ACT. The PSAT is given in 9th grade and it is recommended that all high school students take either the SAT or the ACT every year until the 12th grade. It is the responsibility of the student to register at the appropriate time for the test. Students can get registration information from the school office. Students may visit the College Board web site to get more information www.collegeboard.com.

HIGH SCHOOL ACADEMIC STANDARDS

HCA challenges each student to strive for academic excellence. The program is founded on a rigorous, traditional college-preparatory curriculum. To qualify for the college prep diploma, a student must satisfy a minimum of 23 units for graduation as listed below. Students successfully completing 6 units are identified as sophomores, students completing 12 units are identified as juniors, and students completing 18 units are identified as seniors. Electives must be approved by the principal or counselor. New incoming seniors may be required to complete an end of course test to validate credit from non-accredited schools. This credit will be held until the end of the year before posting it on the HCA high school transcript.

English	4 units (English/Grammar 1, English/Grammar II, American Lit, and World Lit)
Math	4 units (including Algebra, Geometry, Algebra II and 1 unit beyond Algebra II) Students may receive credit for Algebra I, if taken in the eighth grade at HCA

Foreign Lang	2 units (same Language)
Science	4 units (Physical Science, Biology, Chemistry and one other science from a specific list provided by the Georgia Department of Education) All four sciences must be lab sciences.
History	3 units (Citizenship ½, Economics ½, World History, U.S. History)
Physical Ed	½ unit
Health	½ unit
Electives	4 units

Students must have successfully completed all required units before they can participate in the graduation ceremony.

HCA and Wiregrass Georgia Technical College partner to offer dual enrollment opportunities to eligible high school students through the dual enrollment program.

Honor graduates are full-time students who have a cumulative average of 90 or higher in academic subjects. Honor graduates may wear the gold stole. The student with the highest GPA in the graduating class is awarded the honor of Valedictorian. The honor of Salutatorian is awarded to the senior with the second highest GPA in the graduation class. These honors are calculated by the registrar and kept confidential until Honors Night. Students must complete a two year residency at HCA to qualify for the honors of Valedictorian and Salutatorian.

Students attaining a semester GPA of 90 for a course may exempt taking a final examination of that course. Students cannot have more than 6 absences or tardies to be eligible to exempt final exams.

SUMMER SCHOOL

Summer school will be recommended for students in the primary grades who receive a grade of "F" in language arts, reading, or math and for students in the middle and upper grades who receive a grade "F" in a major subject. Successful completion of a recognized and approved summer school program and the passing of an appropriate assessment may enable a student to pass to the next level. The decision for passing to the next level will be a cooperative decision made by the parent, teacher and school principal. A student may not be granted credit for more than 30 quarter hours or two Carnegie units during any summer school period.

TECHNOLOGY POLICIES AND PROCEDURES

Included in the schools new technology is a campus-wide network through which teachers and students can access many different software applications and the Internet. Technology stations are located in classrooms and the media center. All technology resources and the schools network are the responsibility of the Computer Technology Instructor. The Internet is available for instructional purposes. Students who access the Internet are automatically agreeing to follow the Highland Christian Academy Technology Agreement. In doing so, the student is agreeing to follow reasonable responsibilities associated with Internet use. The use of technology is a privilege. Any misuse of school

technology could result in revocation of the privilege and suspension which would reflect on the student's grade. Food and drinks are strictly prohibited in technology rooms and stations.

Unacceptable uses of technology include:

1. Accessing inappropriate Internet sites
2. Participating in chat rooms/social media
3. Playing interactive games or recreational activities while on the school network
4. Using someone's name or account, or impersonating another person or account
5. Posting personal contact information about you or someone else.
6. Re-posting personal communications without permission of the author
7. Loading or downloading software, written works, information, files, in violation of copyright or patent protection
8. Intentionally transmitting material or messages that contain viruses, or chain letters
9. Cheating, using, or transmitting obscene, threatening, abusive, hateful, libelous, or harassing language or messages
10. Accessing any server files of any system without prior permission from the Computer Technology Instructor.
11. Users may not alter the computer in any way. Changing the configuration of the computer, installing applications, and downloading are not allowed.
12. Engaging in any electronic crime while on HCA computers will result in criminal prosecution to the fullest extent of the law.
13. Users are financially responsible for any and all charges they may incur from the use of the Internet including purchases.

Admissions

ADMISSION CRITERIA

Students will be accepted to Highland Christian Academy in the following priorities:

1. Students presently attending Highland Christian Academy. (Note: Applications for re-enrollment will be approved at the sole discretion of the school.)
2. Students of currently employed faculty and staff of Highland Christian Academy.
3. Students meeting the following qualifications:
 - Parents or guardians must have a clear understanding of the Biblical philosophy of the school. This understanding includes a willingness to have the student taught the STATEMENT OF FAITH in various and frequent ways within the school's program.
 - Students meeting the academic and behavioral requirements.
 - Parents or guardian and students must read and sign the Parent and Student Handbook.
 - Parents or guardian and students must be willing to attend an admission interview with the registrar.
 - Parents or guardian are expected to attend scheduled PTO meetings.
 - Parents or guardians are expected to participate in volunteer activities to enhance your child's school environment.

During times of high enrollment demand, a waiting list will be in effect. The previously described priorities of admission will take precedence and vacancies in individual classes will be filled by names on the waiting list. Submission of an application does not mean automatic acceptance.

Highland Christian Academy has a nondiscriminatory policy and, therefore, will not discriminate against applicants, students, and others on the basis of race, color, national or ethnic origin.

Highland Christian Academy exists in partnership with the home. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the biblical lifestyle the school promotes. This includes, but is not necessarily limited to, sexual immorality, any expression of the LGBT movement, or inability to support the moral principles of the school. In such cases the school reserves the right, within its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a student.

ENROLLMENT PROCEDURES

1. Call the Highland Christian Academy office at (229)245-8111 to schedule an informational visit. This will give you opportunity to take a tour of the facilities and to talk with our registrar. A day will be arranged for the potential student to shadow in the current grade.

2. Complete and submit all application forms to the admission office. The application fee must accompany each application.

The following must be submitted to the school office:

- A Georgia Certificate of Immunization on GA Form 3231
- Report cards and standardized test scores from the past year
- Any behavioral reports
- Medical Treatment Form.
- Eye, Ear, and Dental Certificate GA Form 3300
- A copy of Social Security Card
- A copy of Birth Certificate.
- A Teacher Information Form.
- A signed Student Handbook Policy Agreement
- No space can be reserved until fee is paid

3. Entrance Exam/Evaluation. Based upon various assessments (report cards, standardized test scores, etc.) an entrance exam may be required for placement of the student. Highland Christian Academy will provide the assessment. The assessment will be given by the assigned teacher, or a qualified, assigned person, and the principal.

4. Notification. Following the interview and review of academic and behavioral documentation, you will be notified in writing of the decision regarding acceptance or denial. Admission is not based solely on a first-come, first-served basis. It is our sincere desire to place students in the learning environment that is best fitted for the individual student.

REENROLLMENT POLICY

Registration will begin in February. Pre-registration forms will be sent home with students presently attending Highland Christian Academy. All returning students will need to register before March 1 to ensure their spot for the following school year.

PARENTAL EXPECTATIONS

The Bible declares that parents are responsible unto God for the Christian nurturing and education of their children. Christian schools are called by God's grace to assist the parents in carrying out this responsibility. Teamed together, parents and Christian schools endeavor to prepare children to successfully meet the challenges of the world and be the salt and light which Jesus calls His followers to be.

The Scriptures provide direction and expectations for our students so it is appropriate that they do the same for the parents of Highland Christian Academy. HCA cherishes the cooperation of parents who

share our faith, understand and embrace our mission, and fully support our curriculum and staff. When joined by these beliefs and purposes, this school and our parents form a powerful team to raise the children entrusted to their care. Parents of HCA:

1. Embrace and live by our Statement of Faith and will be dedicated to helping their student attain our goals.
2. Support and abide by the policies and practices found in the HCA Handbook. When parents choose to enroll their child at Highland Christian Academy, they agree to subscribe to our mission, our rules, practices, and policies, and abide by the governing authority of the school board.
3. Exhibit a sincere gratitude for the educational experience offered by Highland Christian Academy and for those who make it possible. It is expected that parents demonstrate support, a warm civility, and respect for the staff, students, fellow parents, and all members of the HCA family.
4. Impart to their children the pursuit of excellence in the spirit of Colossians 3:23 and 2 Timothy 2:15.
5. Fully embrace the responsibility of having their student come to HCA well rested, on time, with assignments completed, and with a respectful, cooperative attitude and teachable spirit.
6. Actively participate in enhancing the HCA experience through service in the PTO, attendance at important events, support of fundraising activities, and by volunteering for school improvement projects.
7. Honor all financial responsibilities to HCA in a timely manner by keeping in mind the school's business expenses and financial obligations.
8. Are dedicated to raising up Christian young people and leaders who will serve as a role model to the younger members of our school family.
9. Will promote Highland Christian School to family, friends, and neighbors.

WITHDRAWALS

A student may be withdrawn from Highland Christian Academy at the parents discretion. The school asks to be given notice of the withdrawal before it takes place. Likewise, the school has the right, for any reason to ask the student to withdraw.

Parents that have paid for the entire school year will receive a refund for the remaining months of the year not being used. For example, if a student is withdrawn from the school as of January 12th, a refund would be issued for tuition already paid for the months of February through the end of the school year. Any refund given applies only to tuition already paid, but not to any fees or other expenses paid by the parent.

TRANSFER CREDITS

Transfer work will be reviewed to ensure that all transfer credit is from an accredited school (GAC or SACS). All transfers that are not from an accredited school must be validated. To validate credit, HCA may give an examination or may certify satisfactory performance.

Any student requesting admission into Highland Christian Academy from a home study program must have his/her parent or guardian provide proof to the principal that all eight requirements for operating a home school as specified in Georgia Code 20-2-690 have been met.

The maximum number of units accepted from non-accredited institutions and home schools are ten (10), two (2) per area tested. No more than eight (8) units can be applied for or awarded from any non-accredited situation in any single academic year.

TRANSCRIPT REQUESTS

Parent or student must initiate a transcript request with the registrar. The first transcript is free. All other transcripts will cost \$10.00 each.

Financial

TUITION PAYMENT POLICY

Tuition is to be paid by our E-Tuition system. This is electronic monthly tuition filing that pulls directly out of your checking accounts. There will be a charge of \$0.25 for a checking transaction. You may choose the day of the month for your tuition payment. Also, you may divide the payment in half on two separate dates. For example, if the tuition at the monthly rate is \$350.00 per month with the \$0.50 transaction charges. You would pay \$175.25 on the first date, then the remaining \$175.25 on the second day of the month. E-Tuition is designed to ensure your payment and avoid late fees. If for some reason the payment is returned, there will be a \$35.00 charge each time it is insufficient. If you do not have a checking account, you may pay in cash on the 1st of the month. If not paid by the 10th of the month, a \$25.00 late fee will be applied.

LATE TUITION MANAGEMENT PROCESS

1. A statement with late fees assessed will be sent to families who have not paid current month tuition no later than the 20th of the current month.
2. If payment is not received by the end of the current month, a payment will be sent that will include the past due money with the next month's tuition.
Example: January's past due tuition must be included with February tuition no later than the tenth of the month.
3. If full payment is not received by the beginning of the third month (example March), the child is withdrawn from school.
4. All accounts must be current in order for a student to participate in final exams, year-end trips, or graduation ceremonies. All charges billed must be paid before a student will be allowed to re-enroll at Highland Christian Academy.

COLLECTION POLICY

If an account is three months behind, it will then be turned over to the Credit Bureau for collection purposes. In addition to the balance owed, there will also be a 30% charge added to the balance for processing charges.

FEES

In addition to tuition, other fees are charged by the school for various purposes. These fees are not refundable in the case of a student withdrawal after the beginning of the school year. Below is a list of applicable fees due upon the beginning of the year:

1. Registration (payable at the time of registration and non-refundable).
2. Book/supplies (A list of needed school supplies will be made available at the beginning of the school year in the classroom or Administrative Office).
3. Science Lab fees.
4. Computer Lab fees.
5. Transcript Fee - The first transcript is free. All other transcripts will cost \$10.00 each.
6. Standard Achievement Test fees are due on February 1, before testing in April.
7. Field Trip fees are due before trip is to be made.
8. Sports fees are due prior to starting that sport.

PLEASE SIGN AND RETURN TO HOMEROOM TEACHERS

MEDICAL TREATMENT FORM

We understand the Medical Treatment Policy of Highland Christian Academy and as the parents of _____ give Highland Christian Academy and school authorities' authorization to medically treat our child in the event of an emergency and the school is unable to contact us. We the parents agree not to sue the school over the school's exercise of this authority, and in the event the school is sued, we agree to hold the school harmless against any adverse judgment.

Highland Christian Academy has a racially nondiscriminatory policy and, therefore, shall not discriminate against members, applicants, students, and others on the basis of race, color or national or ethnic origin when accessing or administrating medical treatment.

STUDENT HANDBOOK AGREEMENT

We the _____ family have read the Parent/Student Handbook. We agree to abide by the rules, practices, and policies of Highland Christian Academy and decisions and governing authority of the HCA Board of Education.

Date _____

Signatures:

Legal Guardian #1 _____

Legal Guardian #2 _____

Student Signature(s) _____