



**Harvester Christian Academy  
Parent/Student Handbook  
2011-2012**

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## **History**

Harvester Church, now Chapel Hill Presbyterian Church, realized the need for a Christian school ministry in 1981. Over the next few years much prayer and preparation took place seeking to fulfill the shared desire of focusing on discipleship as Harvester Church continued to seek ways to “train them up in the way they should go so that when they are old they will not depart” from Christ.

In February of 1986, the construction of a multipurpose building was completed without debt on a site located near the intersection of Chapel Hill and Central Church Roads in the center of Douglas County. The building was designed to function as a first-stage educational facility and interim sanctuary. In the fall of 1986 the Christian School Committee, now the HCA School Board, was formed. September of 1987 was targeted for the opening of HCA with the initial offering of kindergarten through third grade. As the community recognized the value of the HCA education, enrollment demanded additional classes and grades. Thus, a new classroom facility was completed in January 1981, and a large multipurpose gymnasium building was occupied in August of 1995. At that time the HCA School Board authorized the addition of a high school for the fall of 1996. In November of 1999, as a result of emergence of the school as a viable entity, the session of CHPC began to ascribe greater sovereignty to the school by creating a distinct school corporation owned by the church. The first graduating class from Harvester Christian Academy was in 1997.

## **Biblical Mandate**

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

## **Vision**

Our graduates will desire to glorify God in all areas of their lives. They will use their minds to lead and will devote their lives to the service of others.

## **Mission**

HCA exists to train young men and women who will impact our culture for Christ. The purpose of HCA is to provide Christ-centered discipleship (education) for covenant Christian families. This is done in a challenging academic setting by training the mind to lead and the heart to serve.

## **Purpose**

We affirm that all truth is God’s truth. In giving recognition to the fact that absolute and infallible truth exists and is known through the revealed word of God, the Bible, we affirm that knowledge apart from God has no meaning. God has revealed that man is responsible to use his God-given resources in such a way that his work glorifies God, the Provider of all things. It is incumbent upon man to understand

himself and his world in relationship to God. This means that as Christian parents and as the Christian Church we must be full participants in the process of education. We must educate our children in the strict admonition of the Lord—helping them develop an integrated Biblical world and life view.

It is therefore the purpose of HCA to glorify God by assisting parents and the Church in discharging their God-given responsibility as follows:

- Providing an academic atmosphere consistent with a Biblical world and life view for teaching and learning that supports the teacher, student, parent, and Church in their Biblical responsibilities and privileges.
- Providing a curriculum consistent with the Biblical world and life view.
- Developing and providing facilities, resources, and opportunities for learning and training wherein the student can discover, develop, and utilize more fully his mental, emotional, physical, and volitional resources, gifts, and talents to glorify God and enjoy Him forever.
- Providing Christian teaching faculty and support personnel whose Christian calling, occupational expertise, methods, personal belief system, moral conduct, and lifestyle are reflective of the philosophy, mission, and policies of HCA.
- Equipping the student to pursue in a scholarly manner his particular talents, enabling him to interact with his culture in such a way that his response to the mandate to exercise dominion, to love God and his neighbor, and to evangelize is significant, effective, positive, uplifting, and consistent with Biblical standards. We seek, with God's enabling, to train students to be leaders in bringing all of life into submission to the Lordship of Christ.

## **Philosophy**

Christian education compels students to apply what they learn in the classroom by becoming agents of Christ's Redemption in a fallen world. It guides students as they acquire knowledge, consider how to apply it, and act on it through service. Christian schooling is more about preparing students for life and less about protecting them from life; therefore, effective Christian Schools do not withdraw from culture. Instead, they teach students how to filter their thoughts about their studies of the world through the lens of Scripture, urging them to consider how they may engage and transform culture. HCA is committed to equipping the hearts and minds of students to impact the world for Christ by educating the whole child (spiritually, intellectually, emotionally, and physically), using God's revelation of Himself in both His creation and His Holy Scriptures.

We believe that true education is the process whereby the Holy Spirit:

- Enlightens the intellect so that the individual comes to understand man, the universe, and the Scriptures as God intends them to be understood, taking every thought captive for Christ, and thereby comes to know God more fully through Christ.
- Enables the will to trust this enlightened understanding and act in a manner that reflects this understanding and God's eternal purpose for man and the universe.
- Enlivens the affections so that the student responds to the revelation of God with reverential fear, love, and humble service through Christ.

Further, we believe that the education process is a shared responsibility, with the primary oversight being the responsibility of the parents. God has called the student to be active, to “gain understanding.” Christ has gifted some men and women as teachers. He has given to the church pastor-teachers for the equipping of the saints. He has given elders to the Church who are to cultivate teaching gifts and guard the flock against corruption in doctrine and practice. We believe that only as parents, students, teachers, and church leaders act responsibly in obedience to God’s Word and in dependence on Christ will true education take place. Education of our children will be most effective when it is the collaborative effort of the church, the home, and the school.

## **Statement of Faith**

The following is a statement of the world and life view that will govern the objectives, curriculum, methods, and operations of the education processes at HCA. This Statement is consistent with the ACSI standards of faith and the system of doctrine affirmed by the Westminster Confession of Faith.

- **Triune God:**  
We believe that one true, living, personal, and triune God exists and that He has revealed Himself and His will to men in nature; and more fully in the sixty-six books of the Bible; and most fully in His Son, Jesus the Christ, Who is God incarnate, Who is active today in the presence and power of the Holy Spirit.
- **Truth/Scripture:**  
We believe that absolute, infallible truth exists. Truth is that which reflects the character, attributes, will, and words of the one living triune God. Truth is known only as the Holy Spirit conforms our minds and wills to think God’s thoughts after Him in response to the truth He has revealed, the Bible. The Bible is the only infallible standard of truth and is itself the objective word of God.
- **Creation:**  
We believe God is the Creator of men and the universe and that He most sovereignly governs and sustains them for His own glorious purposes, requiring all men under the sanctions of divine judgment to render to Him the glory He deserves and the obedience He demands in thought, affection, volition, and behavior.
- **Man:**  
We believe that God created man, male and female, with reasonable and immortal souls; endued with knowledge, righteousness, and true holiness after His own image; and charged them with exercising dominion over the Creation for God’s glory and man’s enjoyment.
- **The Fall/Sin:**  
We believe men and the universe to be “fallen” under God’s curse, as the result of the transgression of Adam and Eve. The result is that men and the universe suffer under the bondage of spiritual and physical death, that they are left under the power and influence of Satan, deceived and unable to understand themselves or the universe truly, and in need of spiritual and physical restoration.

- **Reconciliation/The Gospel:**

We believe that God is reconciling men and the universe to Himself through Jesus Christ as men repent and believe the gospel through God's gift of faith, trusting in Jesus Christ as both their personal Savior and Lord; whose life and death were accepted as full satisfaction for the sins of His people; whose righteous life is imputed to their account; whose Holy Spirit indwells those reconciled and sets them free from the power of Satan, enabling them to understand themselves and the universe truly, and to render to their Redeemer God the glory and obedience required in thought, affection, volition, and behavior.

- **Christ's Return:**

We believe that Jesus Christ bodily rose from the dead, ascended into the heavens, is now reigning, bringing the creation under His rule. Further, we believe that He will return bodily from heaven, at which time there will be a bodily resurrection of those who have died. Those who reject the gospel of Jesus Christ will go away into everlasting suffering and torment in Hell; those who trust in Jesus Christ alone for salvation will join Christ in the presence of God the Father for eternity, being at last glorified, which is our great hope and motivation.

We believe that these purpose statements necessitate that the assumptions and implications of the gospel of redemption through Jesus Christ be integrated into every area of thought and behavior. Christ must be at the center of every area of life, most particularly in the church, the family, and the school.

## **Expected Student Outcomes**

1. Articulate the Biblical themes of creation, fall, and redemption/restoration and how these biblical themes inform one's understanding of the history, fine arts, and literature of mankind.
2. Recognize that mathematical and scientific concepts are human abstractions of a universe that glorifies the God of order and design and accordingly demonstrate competence and wise stewardship.
3. Identify and describe key historical events and recognize that God providentially directs human history.
4. Demonstrate Biblical discernment in researching, reading, evaluating, and communicating information.
5. Develop the skills and desires necessary for life-long learning and the pursuit of higher education in any institution appropriate for academic abilities and a sense of God's direction and calling.
6. Recognize the complexities of other cultures in order to attain a global vision of the Church.
7. Identify and steward God-given individual talents, abilities, health, possessions, environment, and spiritual gifts.
8. Serve in church, community and civic activities.

## Strategic Initiatives

In July 2010, school leadership conducted a strategic planning retreat to review the school's mission and consider its future. The following initiatives were established.

1. Program improvement:
  - a. Academics
  - b. Arts
  - c. Athletics
  - d. Admissions
  - e. Technology
  
2. Parental involvement plan that includes education and service.
  
3. Financial Plan that establishes an annual budget cycle, provides forecasting, and develops a funding strategy.
  
4. Develop a master site plan.
  
5. Provide for effective faculty and staff development and evaluation.
  
6. Organize, revise, and publish foundational documents.
  
7. Create and implement a comprehensive marketing plan.

## **Accreditation**

Harvester Christian Academy is accredited by the Association of Christian Schools International, Southern Association of Colleges and Schools Council on Accreditation and School Improvement (AdvancEd), and the Georgia Accrediting Commission.

## **Address/Contact Information Change**

Parents are requested to update demographic information on the school's data management system at [renweb.com](http://renweb.com). Parents may also notify the school immediately if there is a change of address, telephone number, work number, emergency number, or other important information.

## **Admissions**

HCA seeks to accept mission appropriate students. HCA defines a mission appropriate student as one who shows aptitude to succeed in a college bound academic environment, one who is regularly involved in a Biblically Evangelical Church, and one who has a history of acceptable behavior and conduct.

An entrance test will be given to all applicants consisting of math and English standardized test subsets, and appropriate grade level reading and writing skills. Applicants are required to score in the 50<sup>th</sup> percentile or above. For as much consistency and alignment with current HCA student performance as possible, admissions testing will correlate with HCA's standardized assessment program. In addition to the entrance test, the previous two years of report cards and standardized test scores will be considered.

To foster discipleship of covenant Christian families, students admitted to HCA must provide a church leader's recommendation verifying that at least one parent is regularly involved in a biblically evangelical church. A credible parental testimony of saving faith in Jesus Christ is a required part of the application.

Mission appropriate students will have a history of acceptable conduct. Behavior and discipline records will be reviewed as a means for creating a community of learners in a positive environment where long-term Gospel transformation can take place. Applicants with no significant history of behavior or discipline problems will be considered as mission appropriate.

HCA abides by Georgia's birthday requirement. Students entering K4 - 2nd grade must be of the appropriate age for that grade by September 1st of the school year. Prior to students attending school, parents must provide current immunization records. HCA maintains the right to refuse admittance or continued enrollment if it is determined by the school that a child's health is of a nature which might endanger the health or lives of others attending the school.

HCA does not discriminate on the basis of color, race, national or ethnic origin in its enrollment, educational, and administrative policies. However, students and their families must meet Christian, moral and personal lifestyle standards as deemed appropriate by the school and reflective of its philosophy and goals.

## **Attendance Procedures**

Regular attendance is expected as it is essential for a successful school year. The student who is absent misses class instruction and discussion that cannot be made up. The philosophy behind the attendance policy is to train students to become responsible and conscientious adults.

### **Absences**

A student's absence may be **excused** for the following reasons:

1. Personal illness
2. Death of a loved one or serious family illness
3. Unusual and uncontrollable circumstances, in which case the appropriate principal will decide if it is an excused absence.

### **Excused Absence Procedure**

Students with excused absences will have one day for each day of absence, to make up their missed work for both tests and homework. If a student misses only the day of a scheduled test, the test can be given the next day. Long-term assignments (those given more than 5 school days in advance of their due date) are due **the first day after the due date that an absent student returns to class**. In all cases the student or parents are responsible for arranging for making up missed assignments.

For extended absence, an alternative make up work schedule may be determined at the discretion of the classroom teacher. In the event of an absence, parents are encouraged to contact the school prior to 9:00 a.m. to report the absence. Not receiving parental contact on the morning of an absence or not receiving a subsequent note indicating the special nature and dates of the student's absence may cause the absence to be recorded as unexcused.

## **Planned Absences**

Family vacations may be excused when prior, mutually acceptable arrangements are made with the classroom teachers and the school office. When parents take their student on vacations during school time, they must assume full responsibility for securing missed study assignments. All relevant information is available on RenWeb. While some classroom materials may not be available before or during the student's absence, these should be obtained and the assignments completed upon the student's return. Work completion time will follow the **Excused Absence Policy**.

- 1. Written notification must be presented to the principal two weeks in advance of the absence for approval.**
2. The principal will review the request and the office will notify the parents concerning the request. If approved, the absence will be counted as an excused absence.
3. During Academic Exam Week, Planned Absences ***will not*** be approved for trips or vacations. Missed standardized tests (PSAT; Stanford; etc.) cannot be re-tested because of external deadlines.

Any student planning to miss school for an HCA sponsored event must fill out a Planned Absence Request.

## **Unexcused Absence**

Examples of unexcused absences are a personal day or time away from school to go to the movies, shopping, sleepovers, hair styling, attending activities such as proms or sporting events at other schools where HCA is not involved, or running errands for parents. **These are also examples of unexcused reasons to leave school early. Students with unexcused absences will not be given any additional time to complete school work.**

## **Credit for Classes**

Students must attend at least 85 percent of the scheduled school days to be readmitted. All students K4-12<sup>th</sup> grade are allowed a 7-day absentee limit per quarter, whether excused or unexcused. This does not include school-sponsored trips, which are counted as academic days rather than absences. Excessive absences must be documented with the extenuating circumstances necessitating the absence (medical, family emergency, etc.).

Any student in grades 9-12 having more than seven absences (excused or unexcused) in any class period during a quarter may not receive credit for the class unless a waiver is granted by the headmaster. Students who have exceeded the number of allowable absences must appeal in writing to the headmaster one week after the end of the grading period to receive earned credit. If any absences are unexcused, the headmaster shall determine whether there exist unusual conditions or extenuating circumstances which would require that the provisions of this policy be

waived. If so, the student shall be allowed to make up missed work and shall not be denied credit for the grading period based on excessive absences. All make-up work must be completed by mid-term of the following quarter. If the student has any unexcused absences and there are no unusual conditions or extenuating circumstances relating to the student's personal life or family situation, the student may not be allowed to receive credit for the grading period, even if the student has passing grades.

## **Tardiness**

**It is the parent's responsibility to ensure the prompt arrival of students each morning.** Tardiness disrupts the instructional flow of the classroom and deprives teachers and students of quality instruction.

Late arriving students must report and sign in as tardy in the school office.

A middle/high student may not enter his/her classroom after 8:00 a.m. without a pass from the office. An elementary student may not enter his/her classroom after 8:15 a.m. without a pass from the office.

### **Excused Tardies**

The following are examples of excused tardies:

1. unusual inclement weather (heavy rain, snow, ice)
2. family illness
3. involvement in a traffic accident

### **Consequences of Tardiness**

*Upper Elementary:  
(4<sup>th</sup>-6<sup>th</sup> grades)*

*6 tardies = 1 detention*

*Middle/High:*

*3 tardies = 1 detention*

*Student Drivers:*

*More than one detention for tardies to first period in any nine week period will mean loss of driving privileges to school for one week.*

## **Leaving School Early**

**We encourage you to schedule all appointments after school hours. However, if you need to pick up your child during school hours for a medical appointment, you must come to the office to check out your child.** If you return him/her to school on the same day, you must check him/her in the office. The student will then receive a check-in slip to give to his/her teacher upon his/her return to class.

**FOR SAFETY REASONS, TEACHERS ARE NOT PERMITTED TO RELEASE A CHILD FROM THE CLASS WITHOUT AUTHORIZATION FROM THE SCHOOL OFFICE.**

Parents may not wait for their child outside the classroom door while class is in session. If a student driver becomes ill at school, the office will telephone parents to receive permission to release the student.

**Students are not allowed to check themselves out of school.** Student drivers who must leave school prior to the set time for their dismissal to attend a medical appointment must provide parent communication/authorization with the school office. This communication must specify the time that the student is to leave school, and the time and place of the appointment. The communication must also inform the school if the student is expected to return to school after their appointment.

*A student who is chronically not in school or a student leaving the school property without permission from the school office and parent/guardian will be considered truant and may receive a one-day suspension from school.*

## **Birthdays**

Birthdays are important events. However, we do not have birthday parties during the school day. A student may with the teacher's permission bring a treat to share with all of his classmates at the end of lunch.

If all students have been included in your child's plans, invitations may be given out at school. **Otherwise, invitations must be mailed from home.**

## **Calendar**

The School Calendar is available online at [www.harvesteracademy.com](http://www.harvesteracademy.com).

## **Cheating/Plagiarism**

Any student who uses another student's work and presents it as his or her own (in part or in whole) will be guilty of cheating and will receive a zero on the assignment. This includes, but is not limited to essays, papers, daily homework assignments, tests and quizzes.

Any student who uses any work (published or unpublished) without properly giving credit to and correctly citing the source, will be guilty of plagiarism and may be issued a zero on the assignment. Repeated incidents will be dealt with as the administration deems necessary. Any student who knowingly provides his or her work to another student for the purpose of copying and or cheating, will also receive a zero on the assignment.

## Classroom Placement

HCA determines classroom placement.

## Closed Campus

The campus of HCA is closed during school hours (7:30 a.m. - 6:00 p.m.) to all outside visitors except those who have immediate business with the school or with Chapel Hill Presbyterian Church. All HCA visitors, including parents and relatives and HCA alumni must, upon arrival, go to the appropriate school office to receive a visitor's pass. Anyone found on campus without a visitor's pass will be required to go immediately to the office and obtain a pass.

Only parents and designated adults will be allowed to pick up students. **STUDENTS WILL NOT BE RELEASED TO ANYONE BUT THE PARENT OR A DESIGNATED ADULT.** If there is any doubt on the part of the school, parental permission will be required before a student is released.

Parents who come to pick up their children before school dismissal **MUST** check in at the appropriate school office and sign their children out.

Extended Enrichment parents may pick up their children after school without a pass but must notify an employee of Extended Enrichment that they are leaving with their child.

For reasons of safety and liability, use of church and school facilities by outside groups or individuals is prohibited during school hours and allowable outside of school hours only by specific permission from the school administration. The school and the church have priority in the use of all facilities and must be consulted prior to the scheduling of an outside group.

Prospective students may visit the school upon prior arrangement by the parent with the school administration. Prospective students are expected to meet all behavioral expectations of HCA. They must check-in with school office upon arrival, be assigned a host or hostess for their time on campus, and notify the office upon their departure from campus.

## Conflict Resolution

Sinners that we are, it is likely that one or the other of us will feel offended or offend someone throughout the course of the year. We offer the following reminders of the Biblical plan for reconciliation:

1. Pray for a fresh application of the gospel of forgiveness to your situation. Meditate upon 1 John 1:1-2:11, 1 John 1:9 and 4:19, and Galatians 6:1-5.
2. Sense the urgency to be reconciled (Ephesians 4:25-27).
3. Ask God to enable you to know and speak the truth. (Ephesians 4:25)
4. **Avoid** discussing the matter with **anyone** for any reason other than the people involved. (1Peter 4:8) This would be the sin of gossip.

5. Go ***privately*** to the one who offended you or who you have offended and ask to explain ***your*** perspective of the matter, trying to avoid judgmental statements about the other. Allow the other person to explain. Be quick to listen and slow to anger (James 1:19-20). Remember your objective is ***reconciliation***, not justification or condemnation (Matthew 5:21-26, 18:15ff).
6. If necessary, follow the ***next*** step of Matthew 18:16. Take a witness (i.e. a teacher or Headmaster/Principal) to assist in establishing truth and maintaining objectivity.
7. If necessary, follow the ***next*** step of Matthew 18:17. Take the matter to the Church (this is not a “public” announcement) by contacting the School Board chairman to assist in the process of reconciliation.

Jesus indwells His people and has saved them from their inability to be reconciled--He has called us to fellowship.

### **Course Changes**

Schedule adjustments will be made within a two-week period at the first of school. Every effort will be made to give the student the subjects he/she has requested.

All schedule changes are handled by the academic advisor. A student must have official permission to change or drop a course. A student may not be dropped from or added to the roll unless permission has been granted by the academic advisor.

### **Discipline Procedure**

*Parents* have been given the responsibility by God for the education and discipleship of their children. HCA parents confer this authority on teachers and administrators as partners in our covenant community.

*Teachers and administrative staff* are responsible to God for the lives placed under their care (James 3:1). They have the authority from the parents to administer discipline within the limits and guidelines of the discipline policy. Furthermore, it is the responsibility of teachers and administrators to work with the parents in the matter of discipline, informing them in a prompt manner of disciplinary action taken, and making themselves available for discussion and counsel of disciplinary situations to the parents and students involved.

*The Administration's* responsibility is to ensure that the guidelines of the discipline policy are being uniformly maintained throughout the school.

*Students* are responsible under God to obey and show respect for teachers and administrators, as they should their parents, and they are responsible for helping to maintain an effective learning environment.

### **Examples of Expected Student Behaviors**

Parents are encouraged to assist HCA in promoting the following specific behaviors then motivating students to own the attitudes that will foster these behaviors.

- Displaying respect for those in authority
- Respecting the rights and property of others (including good stewardship of personal and school property)
- Quick obedience when corrected
- A teachable attitude, not one of scoffing or mocking
- Refusal to pick on or bully others
- Honesty
- Sharing
- Kindness
- Diligence
- Patience
- Self-control
- Godly leadership

**Behavior is a serious matter.** Parents and students should heed intervention as a warning that a problem may exist that could culminate in serious consequences if unattended. Infractions may be issued to students as an initial intervention. **Detention takes precedent over any other scheduled activity.** Excuses for rescheduling may be granted for extenuating circumstances. Excused detentions **must be made up.** Unexcused absences on the day of a scheduled detention will result in an additional detention.

### **Elementary Detention**

In 4<sup>th</sup>- 6<sup>th</sup> grades, a teacher or staff member will assign a student detention to be served **after school for 30 minutes** (for 4<sup>th</sup> – 6<sup>th</sup> grades, with a \$5.00 charge). It is **strongly** recommended that the student, not parents, be responsible for the payment of this detention fee. Payment is due at the scheduled time of the detention. *An unexcused missed detention will automatically result in an additional detention and a fee of \$10.00 for Elementary. Two unexcused missed detentions will result in a **one-day suspension** from school. Any elementary student receiving **six detentions in a semester** will be given a **one-day suspension from school.***

### **Middle School/High School Detention**

Detentions assigned to a student must be served before school. For MS/HS, detention will be from 7:00-7:50 Wednesday mornings and \$10 charge will be assessed for each detention period assigned. An unexcused missed detention will result in an additional detention being issued. Two unexcused missed detentions will automatically result in a one-day suspension from school. The student must still serve the original detentions. Detention will begin promptly at 7:00 AM. Any student who is late for detention will be considered as having missed the detention and will be issued an additional detention.

**Any student driver who receives 3 detentions in a 9 week period may have their on campus driving privilege revoked for the remainder of the 9 weeks.**

### **Suspension**

Suspension is a severe form of student discipline administered at HCA for students who continue their enrollment. A student may be suspended for cause. If circumstances dictate a suspension from school, the student may receive zeroes in each class missed including daily work and tests. All previously assigned schoolwork will be due the day the student returns to classes.

### **Expulsion**

If student behavior is deemed to be so out of accord with the expectations of the school, the Headmaster may expel the student for the remainder of the school year. Such students are prohibited from attending school events and from school property. An expelled student may appeal to the School Board. Expulsion may result from incidents such as the following:

- Excessive misbehavior
- Possession of pornography, illegal drugs, alcohol, tobacco, firearms or weapons
- Sexual harassment (including remarks and behaviors)
- Violence or threatening/intimidating behavior
- Racially inappropriate remarks
- Stealing
- An un-teachable attitude
- Behavior that brings disgrace to the name of Christ and to the reputation of HCA (during school or after school, on campus or off campus)
- Parents who are uncooperative in the process of administering discipline

### **Behavioral Probation**

A student may be placed on behavioral probation. Terms of the probation will be established and communicated as appropriate.

### **Corporal Punishment**

The Scripture is clear that corporal punishment is valid and necessary for raising godly children (Proverbs 10:13, 13:24, 22:15, 23:13, 14; and 29:15). It is also clear that God intends that this form of discipline be reserved for the hands of a loving father to administer (Proverbs 3:11). Therefore, HCA does not apply corporal punishment in the discipline process.

## Dress Code

HCA strives to provide an environment where clothing choices do not distract from learning. The dress code which follows is intended to be a practical, simple, and standardized expression of the principles of good sense, modesty, and appropriateness. The three watch-words regarding clothing should be **modesty, decency, and propriety** (I Tim. 2:9). The purpose of clothing is modesty--not to draw attention to the wearer (1Peter 3:3-4). Students dressed modestly will not wear clothing that is gaudy or provocative. Modesty also mandates an avoidance of extreme styles in either clothing or appearance.

While we recognize that the Bible does not give specifics about clothing, some guidelines are clearly necessary in the training of the conscience. The following are in no way to be considered equal to Biblical rules but are simply implemented for the sake of orderliness. Propriety demands that students (and adults) dress in a manner consistent with the environment most conducive to promoting Christ-honoring, Christ-centered education. **We do ask parents to remember these principles when visiting the campus during the school days, and to please dress appropriately.**

### Dress Requirements

- Denim and spandex are prohibited.
- Pants must be worn appropriately (i.e. with belts and at the waist).
- Skirts, dresses, skorts and shorts must be hemmed no higher than a length of two (2) inches above the top of the knee when standing.
- Pullover shirts must have collars.
- "Oxford-style" shirts must be buttoned appropriately.
- Boys must tuck in collared shirts. Girls may wear collared shirts un-tucked.
- Sweaters (pullover or button up) and sweatshirts are allowed.
- Elementary students are to wear casual, dress, or non-marking tennis shoes. K4-5<sup>th</sup> grade students' shoes must be closed-toe/closed heel. Sixth-12<sup>th</sup> grade students do not have shoe restrictions, but students must wear shoes at all times. ALL students must wear non-marking tennis shoes on P.E. days.
- Students' hair must be clean, neat, combed or brushed out of the eyes. Exaggerated styles (tails, uneven cuts, or excessive use of gels, sprays or color, etc.) are not permitted. Boys' hair must be trimmed neatly above the collar.
- Boys must be clean-shaven. Beards and mustaches are prohibited. However, it is a senior privilege for boys to have a neatly trimmed beard or mustache. Sideburns may not extend below the ear lobe.
- Hats are not allowed in the buildings.
- Girls may wear a modest amount of makeup.

### **General Do's and Don'ts**

- All clothing must be clean, free of tears, rips, and holes. All pants and shorts must have a finished hem and must not drag on the ground.
- Clothing must not be skintight or see through.
- Tattoos and/or body piercings should not be visible. (Girls may wear pierced earrings.)
- All students are expected to maintain good hygiene.

### **DRESS CODE VIOLATIONS**

The monitoring of the dress code is often difficult. The responsibility to ensure compliance is a shared responsibility with the home and school. Dress code and personal appearance violations will be addressed in the following manner.

- **First dress code violation-** Parent must bring a change of clothes to the school. The student may not be allowed in class until in compliance with the dress code. Classes missed may be considered an unexcused absence.
- **Second and third dress code violation-** The student may receive a detention and parent may be required to bring a change of clothes to the school. The student may not be allowed in class until in compliance with the dress code. Classes missed may be considered an unexcused absence.

Subsequent violations may result in more serious consequences such as detention or suspension.

### **School Events:**

Generally, dress code guidelines apply for all school events. Appropriate standards will be communicated for specific events. Students must remain in dress code, unless an exception is granted.

### **Driver's Licenses**

Students will need a verification of attendance from the school before they can apply for an instructional permit or a driver's license. Requests for these verification forms should be submitted 3 days prior to the student's appointment for their driver's test.

Students who accumulate more than ten school days of unexcused absences in a semester may be ineligible for an instructional permit or driver's license and students who already possess an instructional permit or driver's license may have such suspended (O.C.G.A. 40-4-22).

## **Drop-off and Pick-up**

Transportation is the responsibility of the parents. HCA must be notified of any carpooling arrangements and/or changes in who will pick up a student. Students MAY NOT be released to anyone but the parent(s) or legal guardian without prior **written** approval.

### **Drop-off**

(Elementary) Elementary class begins at 8:15 each morning. Students will be admitted to their classrooms no earlier than 7:55 a.m. Students who are dropped off prior to 7:55 a.m. will be supervised by the early morning teacher in the gym. Elementary students may not be dropped off before 7:30 a.m. There is no adult supervision available prior to 7:30 a.m. Parents are encouraged to drop their child(ren) off at the designated points rather than walking them into the building.

(Middle/High School) Middle and High School classes begin at 8:00 a.m. Students should report to homeroom between 7:45 a.m. and 8:00 a.m. Middle and high school students arriving before 7:45 a.m. will be supervised in the classroom designated for early arrivals. Middle and high school students should not arrive to school before 7:30 a.m. There is no adult supervision available prior to 7:30 a.m.

### **Pick-up**

(Elementary) Since dismissal is a very busy time, children need to be quiet and attentive to hear their names when called. Students who are not picked up after 15 minutes of their class dismissal time will be escorted to Extended Enrichment and the parent will be charged the cost of the E.E. services.

(Middle/High School) Students must use caution and safety when leaving the building. Students who are not picked up from the Middle/High School building by 3:45 p.m. will be escorted by a teacher to Extended Enrichment and the parent will be charged the cost of the E.E. services.

**FOR SAFETY CONCERNS DO NOT PARK ACROSS THE DESIGNATED CROSS-WALKS. PARENTS ARE REMINDED NEVER TO ALLOW YOUR CHILD TO WALK BETWEEN VEHICLES UNACCOMPANIED BY AN ADULT.**

**DO NOT PARK AND BLOCK TRAFFIC IN ORDER TO “RUN INTO THE BUILDING” OR TO SPEAK WITH SOMEONE.**

**DRIVERS ARE ALSO REMINDED TO OBSERVE THE SPEED LIMIT AND OTHER TRAFFIC RULES ON CAMPUS.**

**Both arrival and dismissal are very busy times, requiring the full attention of faculty and staff. Therefore, impromptu conferencing is not allowed.** If you need to speak with your child’s teacher or a staff member, please set up an appointment through the office. Teachers feel very strongly their mission to serve the parents of their students, so please do not put them in the awkward position of having to remind you of this procedure.

## **Extended Enrichment**

Extended Enrichment is an after-school educational program for currently enrolled HCA students. This program was developed to meet a need for the working parent. Extended Enrichment is a time for students who must remain after school to be supervised as they complete homework assignments, enjoy a light snack, and engage in organized recreation. We strive to offer a Christ-centered atmosphere that is convenient and affordable. There is an additional charge for E.E.

## **Field Trips**

Field trips, which expand and enhance the curriculum and are an important part of the educational experience, are arranged each year. Some field trips require additional cost. Occasionally parents may provide transportation. Guidelines will be distributed as appropriate.

## **Financial Information**

Tuition payments are normally paid on a 10-month schedule and are due on the first day of the month, beginning Aug 1 and ending on May 1. For those students entering during the school year the payments will be prorated. A late fee of \$25.00 per week can be assessed if the tuition account is not current by the 10th of the month. As long as a child is enrolled tuition is to be paid whether the child is in attendance or not. If an occasion arises that you are unable to meet your obligations, you must inform the school so other arrangements may be made. The Academy reserves the right to dismiss a student for non-payment of fees or tuition.

All accounts (including but not limited to: tuition, library, lunchroom, and athletic) must be current at the end of the academic year before report cards are released. All accounts must be current before school records are released for a student. All accounts must be current before a student is allowed to pre-enroll for the subsequent academic year.

## Grading System

HCA uses the traditional system of letter grades to assess and communicate the progress of each student above the kindergarten level. The following table indicates the numerical value and the achievement level represented by each grade:

A =	100% - 90%	=	excellent work
B =	89% - 80%	=	above average work
C =	79% - 74%	=	average work
D =	73% - 70%	=	poor performance
F =	below 70%	=	failing, unacceptable work

Because the emphasis is different for kindergarten students, the following grading system is used:

E =	Excellent, well above expectations
S =	Satisfactory, progressing at established norms
N =	Needs improvement by additional effort or by maturation
U =	Unsatisfactory

HCA students will receive a report card approximately every nine weeks and a Progress Report approximately every four and a half weeks. Only final grades for each semester are recorded on the official transcript.

Changing an “I” incomplete quarter grade: All missing assignments **MUST** be turned in to the teacher so that it can be graded, recorded, and entered onto the student’s transcript **BY THE MID-TERM OF THE FOLLOWING QUARTER**. Any incomplete which is not adequately addressed and completed by a student by mid-term of the following quarter will result in the student’s grade being computed with the missing assignment(s) entered as zeroes.

## Graduation Requirements

### Students entering 9<sup>th</sup> Grade prior to Fall 2007

College Prep.: 24 total units Diploma	Non-College Prep: Diploma	21 total units
English	4	English
Mathematics	4	Mathematics
Science	3	Science
Social Studies	3	Social Studies
Health/Fitness	1	Health/Fitness
Foreign Language	2	Foreign Language
Bible	4	Bible
Electives	3	Electives

## **Students entering 9<sup>th</sup> grade after Fall 2007**

High School Diploma: 24 total units

English	4
Mathematics	4
Science	4
Social Studies	3
Health/Fitness	1
Bible	4
Electives	2-4
Foreign Language	2*

\* While Foreign Language is not a Georgia requirement for graduation from high school, it is an admission requirement for most colleges.

### **Graduation with Honors**

Summa Cum Laude (3.9+ GPA), Magna Cum Laude (3.7-3.89 GPA), Cum Laude (3.5-3.69 GPA)

### **Graduation Participation**

All graduation requirements must be satisfied before a student is permitted to participate in the graduation ceremony or receive his/her diploma. Seniors are not allowed to participate in Senior activities if they have any unsatisfied graduation requirements. A student must be enrolled full time at HCA during the semester prior to graduation in order to graduate and receive a diploma from HCA. All financial obligations must be met before commencement.

## **Holidays**

HCA recognizes traditional holidays such as Thanksgiving, Christmas, and Easter. Classroom decorations and activities are to focus on the Christian perspective for the celebration rather than the world's view point that is traditionally expressed. Teachers will plan activities to recognize these holidays as appropriate.

## **Homework**

Homework is an important part of the educational program and is an extension of classroom instruction. It is important for students to complete their own work in order for an accurate evaluation of a student's progress. Homework should be viewed by student and parents as an opportunity to work together toward a common goal. While a parent should never do the student's work, the parent should feel free to act as tutor and guide.

The following is offered as a homework guideline.

K-4-1 <sup>st</sup> grade	25 min. per night	5 <sup>th</sup> grade	50 min. per night
2 <sup>nd</sup> grade	25 min. per night	6 <sup>th</sup> grade	1 hr. per night
3 <sup>rd</sup> grade	30 min. per night	7 <sup>th</sup> /8 <sup>th</sup> grade	1.5 hr. per night
4 <sup>th</sup> grade	40 min. per night	9 <sup>th</sup> /12 <sup>th</sup> grade	2 hrs. per night

### **Illnesses and Medication**

The elementary and middle/high school offices are stocked with first aid supplies. Parents are asked to send in medications that may be needed by their children. The teacher will then administer these medications with parental permission and record in the Medication Log on RenWeb.

#### **NO MEDICATIONS ARE TO BE KEPT BY STUDENTS ON SCHOOL PREMISES.**

A student who becomes ill or injured while at school must make the teacher aware of his/her condition, and he/she will be sent to the school office for evaluation.

If the situation requires immediate care by a physician, the office staff may contact the County Medical Emergency Unit (911) for transportation to an emergency treatment hospital. If the parent is not available, the student will be accompanied to the emergency treatment facility by a member of the school staff.

If the injury is minor, the parent will be notified and will make the decision whether the student shall remain in school or have early dismissal. Students should be dismissed in the following circumstances: fever above 100 degrees, lice, pink eye, contagious disease, uncontrollable bowel movements, vomiting, and inability to function in the classroom.

If your child experiences any of these symptoms at school or at home, they **MUST** remain at home until symptom free for 24 hours. If antibiotics are given for a bacterial infection like strep throat, the child is usually considered to be contagious for 24 hours after treatment has begun. If the child has a virus, he/she is usually considered to be contagious until the fever has gone. Because of its highly contagious nature, parents should keep children with conjunctivitis (“pink eye”) at home.

Emergency information is kept in the clinic’s student file. We would appreciate your keeping this information current in order that you may be contacted as soon as possible should the need arise.

Members of HCA’s faculty and staff are certified regularly in CPR/AED.

## **Late Arrival/Early Departure**

All students arriving after classes begin must sign in at the front desk. Students must be signed out by a parent in the case of early dismissal. High school students may sign themselves out if the office has received prior notification either through a parental note or phone call.

## **Late Work**

Not having homework and assignments completed by the due date is the same as being unprepared for class. Teachers will establish late work procedures in accordance with age appropriate and school standards.

## **Lockers**

A locker for student use is assigned to each middle school and high school student. Students are required to provide their own locks; lockers should be kept locked at all times. Students should not share their combination with other students. A record of the combination or an extra key must be turned in to the office.

Student use of the locker is considered a privilege. The school administration reserves the right to enter and inspect any locker at any time without the prior knowledge or permission of the student. There is to be no sharing of lockers unless directed by school administration.

Lockers are to be kept clean and neat at all times. No decals are to be applied to lockers. Appropriate pictures may be posted on the inside only if mounted with removable tape. Any damage that occurs to the locker will be the responsibility of the student to whom it is assigned.

## **Lost and Found**

All personal items need to be marked. Students who find lost articles are asked to take them to the office. Students are not to leave property in the hallways or restrooms. Students may check the lost and found between classes only. Lost articles which are not claimed will be donated to charity on the last day of each month. Students are cautioned not to bring large amounts of money or valuables to school. Students, not the school, are responsible for their personal property.

## **Lunch**

All full-day students are provided with a lunch period. Students have the option of either bringing their lunch from home or purchasing the lunch provided at school. Drinks and snacks also may be purchased.

### **Off Campus Lunch**

Seniors may also go off campus to the Kroger shopping center area during their scheduled lunch break Monday – Friday. **Students must be back before their next scheduled class.** A signed “Permission to Leave Campus” form must be on file in the office. Individual students must sign out and back in on the “Senior Privileges Log” in the office.

## **Phone Procedures**

Students may not make or receive personal phone calls. Students may use the telephone in the office for necessary calls. The secretary will place the call for the student. Phone messages can be taken by the school office and will then be relayed promptly to the student. Please do not send text messages to students or call them on their cell phones during school hours

Use of cell phones during school hours will not be allowed. This includes calls, text messaging, gaming, music, etc. Cell phones must remain turned off (not just on silent) at all times.

## **Physical Education**

MS/HS students will be allowed the privilege to use the locker rooms to change before PE class. Attire includes t-shirts (not torn), shorts (finger-tip length or longer) which are modest and allow for movement without being revealing, and non-marking tennis shoes.

A student may be excused from physical activity a maximum of two consecutive days with a written note from home. The third consecutive day of such a disability may be excused only if prescribed in writing by a physician.

## **Probation**

All newly enrolled students are initially accepted on academic and behavioral probation for the first semester. This period is to insure that the match between the school and the home is one that benefits both. If a student does not maintain an overall Grade Point Average (G.P.A.) of 2.0 and/or appropriate behavior, they may be subject to expulsion.

## **Prohibited Articles**

Tobacco in any form, alcoholic beverages, any non-prescription drugs, knives, guns, matches, explosives of any kind, and electronic devices are not allowed. The school reserves the right to expand this list at any time. Any unauthorized items found at school will be confiscated.

Prescription drugs must be kept and administered by the appropriate staff member.

HCA seeks to produce a Biblical lifestyle that is a reflection of a Biblical worldview. *If any student is discovered on campus in possession of tobacco, alcohol, drugs, pornographic materials, or weapons of any kind, such possession will be grounds for immediate expulsion.*

## **Progress Reports and Parent Conferences**

Progress reports are available real-time on RenWeb. Progress reports are issued mid-quarter.

Report cards are issued at the end of each quarter.

Parents may request a conference at any time. These should be scheduled by appointment. Parents are encouraged to communicate with teachers before or after school regarding the progress of their student. However, should an issue arise requiring extended discussion or concentration; parents are requested to schedule an appointment. In consideration of the teacher's commitments during the school day, parents are asked to refrain from lengthy discussions that may interfere with the teacher's instructional schedule. Remember that when you meet a teacher in the hall, in his/her classroom or in the parking lot, he/she has many children and responsibilities on his/her mind. You are concerned about your child, but the teacher must be concerned with all of the children in his/her care. Please do not attempt impromptu hall, parking lot, or carpool line conversations with faculty.

## **Red List (Athletic and Extra-curricular Eligibility)**

A student is on the Red List (ineligible for extra-curricular participation) based on the prior semester's grades. A student must pass five academic units, of which three must be in the core areas of Math, Foreign Language, Science, Social Studies, English, Religion, or Business Education. Students not meeting this requirement are ineligible for the entire semester. Participation in the Fall will be contingent on the prior semester's grades from the previous year.

Deficient credits during the second semester may be regained by successful completion of summer school for the courses failed.

## **Search And Seizure**

The Administration of HCA reserves the right at any time to search the persons and possessions of all students and visitors on campus or at school sponsored activities off campus. This includes book bags, lockers, cell phones, and cars. Personal searches of individuals will be done by a staff member of the same sex with another staff member as a witness.

Any prohibited items found in a search will be seized by the Administration. Depending upon the circumstances, these items may be returned at some later time, not returned, or destroyed at the discretion of the Administration. Possession of such prohibited items as tobacco, alcohol, drugs, pornographic materials, or weapons, constitutes grounds for immediate expulsion.

HCA will cooperate fully in the criminal prosecution of any student found in the possession of illegal items.

## **Semester Exams**

All middle school and high school students are required to take cumulative Semester Final Exams. Semester exams are administered by each individual teacher during a scheduled time period and must be taken by the student only during this allotted time. Excused absences will need special consideration. The semester exam schedule is published prior to exam week. Students will be required to remain in the classroom until the allotted time period has ended. Students may arrange with the teacher to stay longer.

### Exam Exemption Procedure

Students in grade 9-12 may exempt no more than two exams each semester if they meet the following requirements.

1. 92 semester average in the course
2. No more than 5 absences per semester
3. The same exam cannot be exempted both semesters

Seniors may exempt all semester exams second semester if they meet all of the following requirements. If the senior is not eligible to exempt all second semester exams, he/she falls under the general exemption policy listed above.

1. 85 average in all classes at the time of exams
2. HOPE eligible
3. Accepted to at least 1 college
4. No more than 5 absences per semester
5. Current on all payments to HCA
6. Attend all Senior Week activities

Middle School students are not eligible to exempt semester exams. MS students will take 2 exams each semester. First semester, they will take English and Science; second semester, they will take Math and History.

## Severe Weather

If circumstances arise that necessitate the unexpected closing of the school, parents will be notified via WXIA-TV (11 Alive); Star 94 radio (94.1 FM), WAGA-TV (Fox 5); and WSB-Radio (750 AM). If weather conditions call for the closing of Douglas County Public Schools, HCA may close school.

We will also announce school closing through RenWeb Parent Alert.

## Standardized Testing

### Elementary and Middle School Testing:

Achievement tests are given each year to students in grades 1 - 8 using the Terra Nova 3 in the spring. Results are reported to the school and are sent home for parental review.

### High School Testing:

The following standardized tests are given annually to students in grades 9-12:

Students in grades 10 and 11 take the PSAT/NMSQT (the qualifying test for the National Merit Scholarship Competition) in October.

Students in 9-11 also take the Terra Nova 3 in the spring. Results are reported to the school and are sent home for parental review.

It is recommended that Juniors take the SAT in the spring semester.

All college-bound students should to take the SAT and ACT before graduation

## Student Drivers

Students are permitted to park on campus as a matter of privilege, not of right. Students parking on campus must obey all parking and traffic rules while driving on campus.

1. Students must park in authorized areas only.
2. **Students may not go to their car during the school day without permission from an administrator or faculty member.** Any student going to a car during school hours without permission from an administrator or faculty member will be considered as having left the campus and the matter will be handled accordingly.
3. The speed limit is 15 miles per hour. Always be aware of the possibility of children darting out from between parked cars.
4. Absolutely no reckless driving allowed.

The driver/owner of any vehicle will be responsible for the use of his/her vehicle while on campus and subsequently for a violation of the above rules and regulations by persons other than himself/herself if the offense is committed with, or in, his/her vehicle.

*Parking and traffic violations on campus shall be subject to one or more of the following disciplines:*

1. *Temporary suspension of parking on campus*
2. *Permanent suspension of parking on campus*
3. *Detention*
4. *Suspension*
5. *Impounding of vehicle per county ordinance*

## **Transcripts**

Written requests for official transcripts to be sent to other schools for students withdrawing or transferring from HCA should be sent to the school office. Written requests for official senior transcripts to be sent to college for admissions purposes should be sent to the school office. The first three transcripts are provided free of charge. A fee of \$5.00 will be charged for each subsequent transcript.

**Transcripts will not be released if any tuition and/or fees are due. Also, athletic uniforms and all school books and library books must be turned in to the school before transcripts will be released.**

**Final transcripts for graduating seniors will be held until all of the above is reconciled.**

## **Transfer Credits for High School Students**

A maximum of eight credits per academic year will be considered for transfer credit. A maximum of two credits will be considered for summer school transfer credit.

An accredited program is one recognized by a regional or state accrediting agency.

Course work from non-accredited or homeschool programs is subject to review, validation, and acceptance.

## **Valedictorian/Salutatorian**

Selection of Valedictorian and Salutatorian will be calculated in the following manner:

- The student must be enrolled as a full time student at HCA 3 consecutive years in grades 10-12 without receiving modifications in the normal HCA curriculum.
- The numerical semester averages of all college prep core classes (Math, Science, Language Arts, Foreign Language, and Social Studies) and Bible 9-12 are added. An additional weight of 10 points is added to the numerical average for all AP and joint enrolled college core courses.
- The student with the highest total is Valedictorian and the student with the 2<sup>nd</sup> highest is Salutatorian.
- The Christian character of the Valedictorian and Salutatorian must have been demonstrated during their enrollment at HCA and approved by the administration.

## **Visitors**

Anyone not enrolled at HCA is considered a visitor. All visitors are to stop by the office, sign in, and place a nametag on his/her outer garment in a visible place. This includes coming for lunch with your child. This will let teachers know at a glance that you are a welcomed guest. This is for the protection of our children and the school. If you are bringing something to your child during school hours, please leave it with a receptionist in the office.

Only parents, relatives, and youth ministers may come to eat lunch with a student. HCA alumni are welcomed visitors to campus, however they cannot interrupt teaching.

## **Current School Parents**

HCA parents are welcomed to visit in the classroom. We request that a certain process for visitation be followed.

1. Call the school office with your request.
2. Allow the secretary time to coordinate a time compatible to the teacher and class schedule.
3. Please be prompt for the scheduled visit.
4. Remember that the teacher has obligations to the students for the day. Avoid conversations with the teacher until a free time in the teacher's schedule would allow a discussion.
5. Minimize as much as possible any disruption in the normal classroom routine, especially regarding instructional time.

## **Prospective Parents and Students**

A guided tour of HCA may be arranged through the Admissions Office. Prospective students interested in learning about HCA may contact the Admissions Office to schedule a time to "shadow" a peer who is already a student.

## **Volunteers**

Parents are encouraged to sign up to serve in various capacities around the school. We welcome your assistance and appreciate your heart for service. Volunteers are required to apply through the office and complete a criminal background check.

## **Withdrawal Procedures**

The necessary withdrawal form (obtained from the school office) must be completed and signed by the parent. All accounts must be current before school records will be released. The processing time for the release of records after withdrawal is two weeks. Please be reminded that tuition is assessed through the end of the month following the month of notification of cancelation of the enrollment contract. Enrollment fees and deposits are non-refundable.

## **Work Permits**

All minors wishing to receive a work permit must have a certificate issued by the Principal Administrative Officer of a licensed private school or his/her designee. These minors should take their birth certificate to the issuing officer. After the issuing officer has certified the employment certificate online, he/she will print a completed copy from the system and present it to the minor. The minor takes the computer generated copy of the online certificate to the employer. **The employer must maintain this copy of the employment certificate at the work site as long as the minor is employed.**

To access the work permit certificate online, go to [www.dol.state.ga.us](http://www.dol.state.ga.us).