

***Hampton Christian Academy  
Lower School***



***Student Handbook  
2017-2018***

***“Lighting the Pathway of the Future”***

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**School Colors**  
Royal Blue, White, Gold

**School Mascot**  
Warrior



**Accreditation, recognition, and membership:**  
Association of Christian Schools International  
Virginia Dept. of Education-Virginia Council for Private Education  
Hampton Roads Association of Christian Schools

# TABLE OF CONTENTS

Preface and Welcome .....	6
Vision Statement, Mission Statement, and School Definition .....	7
Statement of Faith .....	7
Statement of Educational Philosophy .....	8
Statement of Doctrinal Position and Goals .....	8
Code of Ethics and Conduct for Students .....	9
Core Values.....	10
Student Outcomes.....	11
Admissions/Re-enrollment.....	13
Parent-School Relationships .....	16
School Hours.....	18
Arrival & Dismissal Procedures.....	19
Inclement Weather Procedures .....	21
General School Policies.....	22
Withdrawals and Student Records.....	25
Academic Policies .....	26
Eligibility for Extra-Curricular Activities .....	30
Attendance/Tardy Procedures and Policies .....	31

Character First Education.....	33
Discipline .....	33
Courtesy and Respect/ School Rules.....	38
Lunch Procedures.....	40
Dress Code .....	41
Health Care and Medications .....	43
Special Events, Holidays, Birthdays .....	44
Volunteers/Fundraising.....	45
Policy on Marriage, Gender, and Sexuality.....	46
Addenda to the Handbook.....	49

**Signatures Required:**

<b>Student/Parent Statement of Cooperation* .....</b>	<b>50</b>
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*\*This page must be printed, signed, and returned to Hampton Christian Academy by the first week of school.*

## **PREFACE**

This handbook is designed as a guide to improve understanding of various procedures and policies within Hampton Christian Academy. The intent of these policies is not to impose unnecessary restrictions upon the students or parents, but to avoid the disorder that would result if there were no basic standards established to govern the operation of a school. Individual reactions to these policies are sure to vary; they may seem too restrictive to some and too permissive to others.

As a Christian school, we have endeavored to achieve a properly balanced and Biblical approach when establishing policies. We also believe that rules and procedures are necessary for a smooth and efficient operation, and are guidelines for Christian conduct, character training, forming of good habits, and the rounding out of one's education.

Please accept this manual in the spirit in which it is written. If any questions arise that are not answered in this handbook, please direct them to the school administration.

## **WELCOME TO HAMPTON CHRISTIAN ACADEMY**

*We appreciate your commitment to Christian education by choosing Hampton Christian Academy. Our purpose is to provide students with the opportunity to receive a quality education that is founded in, and integrated with, the Word of God. It is our goal that the students be known by their positive Christian testimony for the Lord Jesus Christ.*

*We are dedicated to training young people who are willing to give their best to the service of the Lord in any situation, activity, and occupation to which the Lord calls them. We are also dedicated to being an **extension of the Christian home, not a replacement for it.***

*This handbook needs to be carefully read by, and openly discussed between, parent and student so that no unfortunate incidents arise as a result of misunderstandings. May God lead, direct and bless you as you participate in this endeavor.*

### **PLEASE NOTE:**

**After the student and parents have carefully read the contents of this handbook, please sign and return the *Student/Parent Statement of Cooperation* (at the end of this handbook) to the school office by the due date. Returning this signed statement is considered a requirement of the enrollment or re-enrollment procedure.**

**Thank you,  
HCA Administration**

## **VISION STATEMENT**

Hampton Christian Academy is a lighthouse to those seeking a Christ-centered education of academic excellence in a nurturing environment to empower students to discover, develop, and pursue their God-given talents and purpose necessary to be leaders in the world.

## **MISSION STATEMENT**

The mission of Hampton Christian Academy is to provide our students with a Christ-centered, quality academic education in a Biblically-directed learning environment that prepares them for leadership and Christian service in the community and in the world.

## **SCHOOL DEFINITION**

Hampton Christian Academy exists as a coeducational, college preparatory school that encompasses pre-school through twelfth grade. Although the school is operated as a non-profit, non-denominational educational institution, independent of the ministry of any individual church body, it is considered a ministry of those churches that directly support it financially, spiritually and philosophically.

Hampton Christian Academy acknowledges the trust placed in the school by parents. The school also recognizes the authority of the home and church to teach those distinctive doctrines held by a family's own local church and denomination. HCA's statement of faith encompasses the central foundational doctrines to which the school will adhere. While we believe there can be no compromise on the Bible's central doctrines, we do acknowledge that there are differences of Biblical interpretation among the body of believers that are unique to their particular denominations. When these differences are raised in our school, we refer the student to the home and family church for clarification and guidance.

## **STATEMENTS OF FAITH**

- ◆ We believe that the Holy Bible is the only inspired, infallible and authoritative Word of God and is the source of Christian doctrine and precept.
- ◆ We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
- ◆ We believe that men and women were created in the image of God, but as a result of sin they are lost and powerless to save themselves.
- ◆ We believe that the only hope for humans is to believe on Jesus Christ, the virgin-born Son of God, who died to take upon Himself the punishment for the sin of mankind, and who rose from the dead so that by receiving Him as Savior and Lord, men and women are redeemed.
- ◆ We believe that Jesus Christ in person will return to earth in power and glory.
- ◆ We believe that the Holy Spirit indwells those who have received Christ for the purpose of enabling them to live righteous and Godly lives.
- ◆ We believe that the Church is the body of Christ and is composed of all those who, through faith in Christ, have been spiritually regenerated by the indwelling Holy Spirit. The mission of the Church is twofold: worldwide evangelism and the nurturing and discipling of Christians.

## STATEMENT OF EDUCATIONAL PHILOSOPHY

Hampton Christian Academy espouses the historic Christian view of life as presented in the Bible. Since God created and sustains everything through His Son, Jesus Christ, the world and life are God-centered and should glorify Him. Man being a sinner by nature and choice, however, cannot in this condition glorify and know God. He can do this only by being recreated in God's image through committing his life to Jesus Christ as Lord and Savior. The total process of education, therefore, must seek this restoration of the student to the position of true knowledge, righteousness and holiness in Christ by developing and relating the whole person to God spiritually, mentally, socially, and physically. This process must present all truth as God's truth and must interpret it by and integrate it with God's Word. Such education is primarily the parent's responsibility and the school functions as an extension of the home to aid parents in giving this education.

## STATEMENT OF DOCTRINAL POSITION

We have experienced great unity at Hampton Christian Academy even though we have many denominations represented in our student body, faculty, and staff. We believe this unity is a blessing from God because we strive to place Jesus Christ at the focal point of everything we do. We believe in the central gospel message of the Word of God. While we believe that there can be no compromise on the *Bible's central doctrines*, we do acknowledge that there are differences of Biblical interpretation among the body of believers that are unique to their particular denominations. When these unique issues are raised in our school, we refer the student to the home and family church for clarification and guidance. We teach those Biblical fundamentals of the Christian faith that are held in common by Christians of various denominations, and when discussed, endeavor to provide a balanced view of doctrinal differences.

## GOALS

**Following God's leading at Hampton Christian Academy, we are:**

- \* *Designing hands-on, Biblically integrated learning experiences*
- \* *Applying Biblical principles to everyday situations*
- \* *Equipping students for the future*
- \* *Establishing our faith through study of the Scriptures*
- \* *Fostering an appreciation for world missions*
- \* *Advancing higher level thinking skills*
- \* *Implementing technology*
- \* *Achieving excellence in academics*

*We are grateful for the families who have chosen to join us at Hampton Christian Academy. We encourage you to become deeply involved in the school by using your talents, financial resources, and prayer support to partner with HCA – "Lighting the Pathway of the Future."*



# HAMPTON CHRISTIAN ACADEMY

## CODE OF ETHICS AND CONDUCT FOR STUDENTS

*As a student at Hampton Christian Academy, I pledge to support the school's commitment to Christian education by adhering to the following code of Christian ethics and conduct (both on and off campus):*

- 1. To display high Christian character and integrity in all that I do by**
  - ◆ always being honest and trustworthy in my thoughts and actions;
  - ◆ walking in a manner worthy of my Lord and Savior, Jesus Christ;
  - ◆ pleasing God in all aspects of my life;
  - ◆ bearing the fruit of the spirit in my endeavors; and
  - ◆ increasing in the knowledge and wisdom of God.
  
- 2. To be a Christian role model by**
  - ◆ being a Biblical example in my actions, speech, and dress;
  - ◆ refraining from consuming alcohol, cigarettes, and illicit drugs;
  - ◆ refraining from going to worldly places such as bars, ungodly clubs; and
  - ◆ watching and/or listening only to wholesome movies and music that exclude profanity, sex, and other ungodly behavior.
  
- 3. To achieve my God-given academic potential by**
  - ◆ setting challenging but attainable academic goals;
  - ◆ striving hard to achieve my goals through trusting in God and doing my best as His child;
  - ◆ attending school regularly and being punctual;
  - ◆ maintaining good study habits; and
  - ◆ being diligent in completing all assignments.
  
- 4. To demonstrate Christ-like respect, courtesy, and kindness by**
  - ◆ showing respect for the rights, privileges, and safety of fellow students and adults
  - ◆ displaying proper Christian conduct and behavior both on and off campus
  - ◆ appropriately caring for my school, and my own, and other people's property
  
- 5. To practice Christian sportsmanship by**
  - ◆ being a model "Hampton Christian Warrior" at all times
  - ◆ doing my best, while playing by the rules and being considerate of others
  - ◆ being gracious in defeat and modest in victory
  
- 6. To promote school spirit by**
  - ◆ demonstrating loyalty and pride in my school
  - ◆ attending extracurricular activities
  - ◆ supporting teams and cheerleaders
  - ◆ respecting decisions of the officials

# HAMPTON CHRISTIAN ACADEMY

## CORE VALUES

### **Spiritual:**

- ◆ Students will become contributing members of society through realization of their God given mandate of ministry, service, and evangelism.
- ◆ Students will learn how to process information and to think critically in the context of a Biblical worldview.
- ◆ The Bible will be taught as a core subject in the academic curriculum.
- ◆ Biblical integration is planned into the learning experience.
- ◆ The faculty and staff exhibit Christ-like character and serve as role models for the students.
- ◆ Education will be Christ-centered.
- ◆ A concerted effort will be made to assure the discipleship of each student.
- ◆ The teachers have a spiritual and philosophical perspective that is compatible with that of the school.
- ◆ The authority, inerrancy, and infallibility of God's Word for faith and practice is taught to, and recognized by, every student.
- ◆ Students are taught to love God with all their heart, soul, mind, and strength and to love their neighbor as themselves.

### **Academic:**

- ◆ A commitment is made to maintain academic excellence and to maximize every student's potential as a creation of God.
- ◆ Parents have the primary responsibility for the child's education, and the school exists to partner with them in this task.

### **Character/Discipline:**

- ◆ Character development of all students, based on the Word of God, is essential.
- ◆ Discipline will be purposeful, administered with respect, and directed toward the goal of self-discipline.

### **Other:**

- ◆ The school's operational practices are consistent with its philosophy, vision, and mission.
- ◆ The faculty and staff are committed to educating the child spiritually, academically, socially, and physically.

# HAMPTON CHRISTIAN ACADEMY STUDENT OUTCOMES

*Students who graduate from Christian schools should be students who have the following qualities:*

## **Personally:**

1. Understand and commit to an ongoing, deepening personal relationship with Jesus Christ. (discipleship and leadership)
2. Are empowered by the Holy Spirit and pursue a life characterized by the fruit of the spirit (Galatians 5:22)
3. Treat their bodies as temples of the Holy Spirit
4. Know, understand, and apply God's Word in daily life
5. Understand that work has dignity as an expression of the nature of God and that all work is to be done to the glory of God
6. Are good stewards of their finances, time, talents, spiritual gifts, and all other resources

## **Socially:**

7. Understand the worth of all humanity as created in the image of God, yet fallen and in need of redemption through the Lord Jesus Christ
8. Embrace and practice Biblical love, morality, justice, mercy, and peacemaking in family and society, respecting the people with whom they interact, and relating to them with integrity
9. Are actively involved in a church community, serving God and others
10. Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner
11. Understand, value, and engage in appropriate social (community), civic (political) and marketplace (economic) activities
12. Have a critical appreciation of languages and cultures of other peoples, dispelling prejudice, promoting interethnic harmony, and encouraging biblical hospitality for the alien/stranger

**Intellectually/Academically:**

13. Are well-prepared in all academic disciplines as indicated by the following:
  - a. being skilled in reading, writing, speaking, listening, and reasoning
  - b. being proficient in mathematics
  - c. being knowledgeable in science and understanding that true science and true Scripture do not conflict
  - d. appreciating literature and the arts and understanding how these areas both express and shape one's values
  - e. knowing how to utilize resources, including technology, to find, analyze, and evaluate information
  - f. having knowledge and understanding of people, events, principles, and movements in history (including Church history) and the culture and geography of other people and places
  - g. being committed to lifelong learning
14. Value intellectual inquiry and are engaged in the marketplace of ideas-open/honest exchange of ideas
15. Have the skills to question, to think creatively, to solve problems, and to make wise decisions according to God's Word and will
16. Can articulate and defend their Christian worldview (apologetics) while having a basic understanding of opposing world views

## **ADMISSIONS/RE-ENROLLMENT POLICIES AND PROCEDURES**

### *Notice of Nondiscriminatory Policy as to Students*

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

### *Acceptance Policy*

Acceptance to Hampton Christian Academy is a privilege, not a right. Students are accepted and re-admitted on a best-qualified basis. All applicants are considered on the basis of pastoral recommendation, Christian testimony, official transcript, recommendation of previous school, completion of the required registration procedures, results of entrance testing and a personal interview with the school administration. A student's previous academic progress, behavior and attitude are also considered in the acceptance process. Students who are under expulsion or long-term suspension from a public or private school will not be accepted at Hampton Christian Academy.

To be eligible for admission, parents or guardians must complete the application process, be in agreement with our statement of faith and make a commitment that their family will attend church regularly. The parents also agree to attend PTF meetings and support school activities, uphold the school in prayer, support it with volunteer help, and give financially to the school when able.

As a condition of acceptance and continued attendance, a student must agree to abide by the standards and policies set by the school. As long as a student is enrolled at HCA, he represents the school both on and off campus. If the administration considers the lifestyle or testimony of a student, either on or off campus, to be detrimental to the reputation of Hampton Christian Academy, he may forfeit the privilege of enrolling or remaining as a student. **Each new student is automatically placed on a one-semester probation. After that time it will be determined whether the student is academically and spiritually suited for Hampton Christian Academy.**

**The parents also agree to make a personal commitment to carry on moral/spiritual training in the home (traditional, legal marriage, not cohabitation, within the Biblical definition of marriage between one man and one woman) to the best of their ability in accordance with the Word of God.**

The administration will make the final admission/re-enrollment decision. That decision may be appealed to the Hampton Christian Academy School Board.

## ***Admission Criteria for New Students***

1. At least one parent or guardian *MUST* be interviewed by an administrator.
2. A written recommendation from each applicant's church pastor is required. This letter shall provide evidence that the student exhibits a Christian lifestyle and is a professing Christian (grades 7-12), **AND** lives with at least one parent or guardian who is a Christian. ***This pastor's recommendation form is required for all applicants and should verify regular church attendance.***
3. The applicant must be active in a local church and live with at least one parent or guardian who is also active in a local church.
4. The applicant must express a willingness to attend Hampton Christian Academy and agree to abide by the standards and policies of the school.
5. Each applicant must take an entrance/placement test and demonstrate an ability to function successfully (in our college preparatory curriculum) in the grade assigned.
6. The parent or guardian must have all of the applicant's official records forwarded from the school(s) previously attended. A copy of transcripts from previous schools including standardized test results, most recent report card, and all other school records need to be provided before the admission decision is finalized.

## ***New Student Registration Procedures***

*Doing the following completes new student registration:*

1. Submit completed application forms and fees to school office: including pastoral recommendation, principal recommendation, teacher recommendation, signed Student/Parent Statement of Cooperation from Student Handbook, signed Arbitration Agreement, and the Disclosure Statement of Prospective Students with Disabilities or Individual Accommodations. A student essay is required for grades 7-12.
2. Students registering for 5K-12<sup>th</sup> grades will be given an entrance/placement test. Students entering 3K and 4K will be given a school readiness assessment. **In order for a student to be placed in a 4K class, the student must turn four before, or by, October 1<sup>st</sup> of the present school year.**
3. Parents have school interview with a member of administration (all grade levels). Students entering grades 7-12 have an interview with a member of administration.
4. Submit an original copy of the student's Birth Certificate for all new students.
5. Students in all grade levels must turn in a completed Virginia Health Form and immunization record signed by a medical doctor.
6. Provide a certified copy of the Court Order of Final Judgment if parents are divorced, separated, or have been designated as the legal guardian(s).
7. HCA receives official records from the previous school.
8. Official acceptance of the applicant will be in the form of a written notice.

## ***Re-Enrollment Policies and Procedures***

Re-enrollment is not automatic. The status of all returning students will be reviewed yearly, and students will be readmitted on a best-qualified basis. That involves consideration of ***academic progress, disciplinary record, attitude, and spiritual growth.*** A personal interview or teacher recommendation will be required of former Hampton Christian Academy students. Each student entering Hampton Christian Upper School from Hampton Christian Lower School will also be required to complete the student essay and turn in a Pastor Recommendation Form.

Re-enrollment will begin in January. Open enrollment for new students will begin after qualified students presently enrolled are first given ***exclusive opportunity.*** Selection will be determined on a best-qualified basis. A re-enrollment application must be completed and submitted to the school office, and all application fees must be paid before enrollment is considered. **The *Statement of Cooperation* form, located on the insert page of the handbook, must also be signed and returned before the enrollment process is complete.**

**A student will not be readmitted if there are financial charges outstanding from the previous school year**, unless financial arrangements for late payment have been made with the Business Office and approved in writing by the School Board.

### ***Payment Policies***

Tuition payment plans should be confirmed with the Business Office of Hampton Christian Academy at the time of enrollment. Questions regarding payment policies should be directed to the Business Office personnel during school hours.

### ***Childcare Enrollment***

As a service to our families, we provide before-school and after-school childcare. If parents need to utilize the childcare at any time during the normal school year, they **MUST** fill out a separate **“Childcare Registration Form”** for each child intending to stay at the school for childcare services. Federal, state, and local regulations govern our childcare services. Our childcare is required to have emergency and health information on file before we can accept a student. We accept applications for our before-school and after-school childcare service on a first-come, first served basis. The before-school childcare hours are **6:30 a.m. until 8:00 a.m.** The after-school childcare hours are **12:00 – 6:00 p.m.**

As an additional service to our school families, the childcare will provide **FULL-DAY** childcare service during certain holiday periods **if at least ten (10) children sign up to use childcare services on a particular day.** A **“Special Day”** form must be filled out and signed by the parent(s) for each holiday/no school period. **It is the parent’s responsibility to return these “Special Day” forms to the Childcare Office by the deadline.** During all holiday periods, parents of children staying for childcare services will be expected to provide their own lunches and snacks.

### ***Acceptance of 3K and 4K Students***

Hampton Christian Academy Lower School is NOT an infant-care facility. Therefore, we can **ONLY** accept students who are already **COMPLETELY** toilet trained. We cannot accept students who use diapers, pull-ups, or training pants. This also means that the pre-school students must be self-sufficient during their visits to restroom facilities.

# PARENT-SCHOOL RELATIONSHIPS

## *The Matthew 18 Principle*

We believe that God's Word places the responsibility of educating children on the home, particularly the father. Our school is an extension of the home and each student's education is a joint effort between the school and the family. We ask parents to train their children at home according to the principles set forth in the Word of God just as their training in school is also based on a Biblical perspective. We ask parents to pledge their loyalty to the goals and ideals of Hampton Christian Academy, to support school policies, and to bring all questions, suggestions and concerns to the proper school personnel.

We ask parents to directly discuss with a teacher/staff member any concerns or questions related to his/her classroom management or teaching before contacting the principal or assistant principal. We also ask that if parents disagree with any school policy, or actions taken by the school that they will not complain or discuss the issue with another party, but will, in the spirit of Matthew 18: 15-17, go to the person involved to resolve the issue. After taking the above steps, we welcome and encourage parents to contact the principal or assistant principal on issues that have not been satisfactorily resolved.

## *Parent-Teacher Conferences*

In addition to regularly scheduled parent-teacher conferences, parents are encouraged to schedule a meeting with their child's teacher when a need arises. Parents may call the school and leave a message for the teacher to schedule a conference. Unless specifically requested, the student or other children should NOT attend parent-teacher conferences.

The minutes immediately before or after school are reserved for teachers to carefully supervise students. Parents should not attempt to involve teachers in a discussion or conference at these busy times. Please be considerate of the teacher's supervision responsibilities during arrival and dismissal. Instruction begins promptly each day at 8:15 AM. After that time, drop off lunches or other items directly to the office for delivery to the classrooms.

## *Parent-Teacher Fellowship (PTF)*

Parent-Teacher Fellowship Meetings are held regularly throughout the school year. Normally, three PTF meetings will be scheduled each year, including Back-to-School Night. Parents and faculty are required to attend these important meetings and to be actively involved in PTF activities. Attendance will be monitored. Parent suggestions and comments are always welcome in writing.

## *Back-to-School Night*

A Back-to-School Night is scheduled in late August. This is an evening meeting for parents only. Parents will gather in the auditorium, and then they will be dismissed to the classrooms for teacher presentations.



### *Parental Visits*

It is the desire of the administration and faculty to be of service to both parent and student. The school welcomes and encourages parents to visit our classrooms to observe teaching and learning. **We do require that all visitors obtain permission, normally 24 hours in advance, from the office prior to visiting classrooms.** Parents may schedule a time to visit their child's class but should not drop-in unannounced to talk to the teacher or disrupt instruction. We also expect that parents visit at convenient times that will **ensure uninterrupted classroom instruction.** **Note: Please remember teachers and other staff members must maintain supervision standards for the safety of the children.**

All visitors must first sign in at the school office and pick up a Visitors Badge before going to other parts of the building (except the main office and auditorium during regular school hours). All visitors are asked to respect our rules and standards. There will be NO SMOKING in the school building or on the school grounds. Visitors are asked to dress appropriately and modestly.

Instruction begins promptly at 8:15 AM each day. After that time, lunches, homework, books, etc. may be left in the office to be delivered to the classroom by school personnel. Parents of pre-school and kindergarten students may pick up their children for early dismissal at the sign-out table (3K-12:00 PM, 4K & 5K-1:30 PM). If parents are later than 15 minutes after the designated time then the students will have already started their nap time and the parent will be charged extra for childcare. **If a child must leave before regular dismissal times, a note should be sent in advance and the child must be signed out at the office.**

### *The Parent Connection*

The Parent Connection is an elementary school reminder of up-coming events and announcements. It is usually sent home with your student on each Monday (or Tuesday if Monday is a holiday).

### *Open House for the New School Year*

Each year in August, an Open House for the elementary school is scheduled. Students and their parents are invited to meet their new teachers and to visit the classrooms. Orientation programs are prepared for new families.

### *Kindergarten and Pre-school Orientation for Parents*

A special orientation program is scheduled each year during the week before school begins for parents of 5K, 4K and pre-school students. The orientation is geared to address the specific needs of students at these ages.

# SCHOOL HOURS

*All offices are open Monday through Friday, except holidays or announced closing dates.*

## ***School Year Hours of Operation:***

Lower School Office	8:00 A.M. - 4:00 P.M.
Business Office	8:30 A.M. - 3:00 P.M.
Childcare	6:30 A.M. - 8:00 A.M. / 12:00 noon – 6:00 P.M.

## ***Summer Hours of Operation***

Lower School Office	8:00 A.M. - 1:00 P.M.
Business Office	8:00 A.M. - 1:00 P.M.
Summer Camp	6:30 A.M. - 6:00 P.M.

## ***Regular School Day Hours:***

3K	8:00 A.M. - 12:00 P.M. (childcare for 3K begins at noon)
4K	8:00 A.M. - 1:30 P.M. or 3:00 P.M.
5K	8:15 A.M. - 1:30 P.M. or 3:15 P.M.
Grades 1-5	8:15 A.M. - 3:15 P.M.

## **Students may not be left at the elementary building before 7:50 A.M. or after 3:15 P.M.**

Childcare services must be arranged for students who need before-school or after-school child-care. Office staff and teachers have assigned duties, faculty meetings, devotions/prayer, continuing education in-services, tutoring of students, and parent/teacher conferences beyond regular school hours. They are not available for childcare before or after school hours.

**Lower school students may not be left at the upper school** to be supervised by an older sibling. Also, older siblings who attend our upper school may not escort their younger siblings of preschool age or elementary age across the North Armistead Avenue/Tidemill Lane intersection.

The school requires permission, written or verbal, from parents or guardians for any child to leave the school grounds during any part of the school day, including after school -- prior to departure but during dismissal times.

**During busy arrival times (7:45-8:15 A.M.) and dismissal times (2:45-3:15 P.M.) it is important to carefully monitor the safety of our students, avoid congestion in the halls, and avoid interruptions to the flow of classroom instruction. Parents are asked to stop at the double doors at the end of the hallway rather than dropping off and picking up their child at the classroom door.**

## ***MORNING ARRIVAL PROCEDURES***

**3K and 4K students** may arrive at the classrooms 7:50 - 8:15 A.M. **Parents of 3K and 4K students must park their cars and escort their student(s) to the classroom each morning.** During the second semester, 4K children may be escorted to the Childcare center instead of to the classrooms. Please be reminded that prior to 7:50 A.M., students must be registered to be a part of the Childcare program. If the 3K and 4K students will be attending our Childcare program during the mornings, they may be dropped off no earlier than 6:30 A.M.

**5K - 5<sup>th</sup> grade students** will gather in the Chapel from 7:50 - 8:05 a.m. At 7:50 A.M., students are allowed to enter the school. Teachers will lead students to homeroom at 8:05 A.M. Teachers are not available before school because they are attending devotion/prayer meetings. \*Parents escorting 5K students into school should take them **directly** to the chapel where they will wait with their class for their teacher. **Prior to 7:50 A.M., students must register and be dropped off at the Childcare Center.**

Cars should not be left parked next to yellow curbs. If parents enter the school, they should park in designated places and not hinder flow of traffic for those dropping students at the curb. Unauthorized individuals cannot use parking places reserved for handicapped individuals. **Drivers may not exceed 5 MPH while in the school parking lot. For the safety of our students, during arrival times (7:45-8:30 A.M.) and dismissal times (3:00-3:30 P.M.) it is required that ALL vehicles maintain a ONE WAY traffic pattern (unless advised differently by our crossing guards or parking lot attendants).**

**Back door security is essential to the safety of our school. Parents and students must use the front door.**

**Tardiness** by students is disruptive to the flow of classroom instruction. Students are expected to be in their classrooms by 8:15 A.M. Students arriving after 8:15 A.M. must report to the office.

## ***DISMISSAL PROCEDURES***

### ***Late Pick-Up Charges***

**3K students** must be picked up on time at 12:00 noon each day. **4K & 5K students** must be picked up on time, at the end of their daily sessions – 1:30 P.M. *or* 3:15 P.M. Unless your child is enrolled in childcare, **\$1.00 per minute will be charged if the student is not picked up within 15 minutes of dismissal.** There will be no need to stop by the main office when picking up your child unless it is not the regular pick up time.

**5K - 5<sup>th</sup> grade students** who are not enrolled in childcare should be picked up no later than twenty minutes after dismissal (3:35 P.M. on regular school days/12:35 P.M. on early release days). **Parents will be charged \$2.00 for every minute past this grace period. Parents must sign the child out after 3:35 P.M. If contact cannot be made with parent or designee, law enforcement officials will be contacted one hour after dismissal.**

**Students not picked up prior to the Childcare closing at 6:00 P.M. will also be charged \$2.00 for every minute past closing.** Childcare staff will exhaust all contact information provided on the childcare application for any child left at the childcare center. At one hour past closing, the staff will contact law enforcement officials regarding any child for whom we have had no successful contact. Also, it is important to pick up students on time to allow adequate time for custodial staff to clean the building and have it ready for the next instructional day.

### ***Car Pool Dismissal***

The car pool number, provided by the school, should be visibly displayed from the car's sun visor. A rubber band or clothespin works well to attach the number on the visor where it will be readily available. Students will only be released to cars displaying the appropriate car pool number on the school-generated sign. Additional car numbers may be purchased for 50¢ in the office.

1. Students should memorize their car pool numbers. Teachers will help students to learn their car pool numbers, and Student I.D. tags will be used for a few weeks.
2. Students will listen for their car pool number and move quickly outside when their number is called.
3. Students will line up on the right side of the walk to allow parents and other individuals to enter the building.
4. Students should move as quickly and safely as possible to enter their vehicle when their names or numbers have been called.
5. Please be mindful when your child is involved in after school activities. Please park in a parking spot and do not block the carpool line.

### ***Early Dismissal***

Parents, or designated representatives, who are picking up students prior to normal dismissal should report to the office and sign out the child. People not recognized by staff should be prepared to show **picture identification**. Office staff will also verify that the person picking up a child is on the list of people authorized (by the parents) to pick up the child.

We expect that parents normally pick up their child(ren) at the designated dismissal time (3:15 P.M.) unless there is an emergency or an appointment. If a child must leave early, a note should be sent in advance to allow for the teacher and the child to be able to prepare and be ready. Following this procedure will help to ensure uninterrupted flow of classroom instruction.

**To maintain security and safety of students during dismissal times we ask that parents refrain from picking up their child(ren) early, unless there is an emergency or an appointment. Students must be signed out in the office if they need to be picked up before 3:15 P.M.**

### ***End of Day Dismissal***

To ensure the safety of your child(ren), the school will maintain a list of people who are authorized to pick up your child(ren). A **written note** will be required before students will be released to anyone not on the list of authorized people to pick up your child. It is imperative to alert the office of any special supervision or safety concerns regarding your child(ren).

### ***Before- and After-School Supervision***

Hampton Christian Academy monitors and supervises its students from 7:50 A.M. - 3:35 P.M. during normal school days. Before 7:50 A.M. and after 3:35 P.M., personnel are not available to supervise/monitor students except for those students registered for childcare or involved in the after school Fine Arts Program. Therefore, outside the hours of 7:50 A.M. to 3:35 P.M. supervisory responsibility for our students shifts from the school to the parents/guardians of the students except for students involved in organized before- or after-school events. With this in mind, all other students need to be picked up by 3:35 p.m. Written arrangements must be made with the principal regarding any exceptions. The parent(s) will not hold the school liable for any complications resulting from these arrangements.

**Hampton Christian Academy Lower School students are not permitted on Upper School property without parent supervision.** Childcare is available for preschool and elementary students needing before- or after-school childcare. **Once the student has been signed out** from school or the Childcare office, the responsibility for supervision shifts from the school to the parent(s). **If a child continues to be allowed by the parent to play on the playground, the parent must be physically present on the playground and is responsible for any incidents or accidents that might occur.**

### ***Inclement Weather and School Closings***

If there is an emergency closing (or late start) of school due to inclement weather, the information will be broadcast over TV-3, TV-10, TV-13. Please turn to these TV stations on days when changes in weather may dictate an early dismissal. In addition, a phone alert will be sent via RenWeb, and a message will be posted on the Hampton Christian Academy Facebook page.

\*The Childcare Center may remain open unless military installations close or it is determined that the safety of our employees may be negatively impacted.

NOTE: Hampton Christian Academy and Childcare will normally be closed if there is an impending hurricane and the city of Hampton is placed on a WARNING status. Please refer to the above list for television announcements regarding school closings.

***\*Please note: The 3K & 4K classes do not make up days missed for snow or other hazardous weather conditions. There is no prorating for days missed due to absence for illness, travel, etc. Tuition is an annual fee broken down into monthly payments. There is no reduction of fees for school holidays or breaks. These holidays are taken into account in the establishment of annual fees.***

# General School Policies

## *Care of Property*

The Hampton Christian Academy facility is dedicated for the Lord's use. The way our property is maintained and cared for is important in affecting the Christian testimony of the school and of its students.

1. Willful damage, defacing, or destruction of school property will not be tolerated. All damage must be paid for, whether willful or accidental.
2. No signs, banners, plaques, pictures, posters, or other objects may be hung on walls/doors of any buildings without explicit permission from the office.
3. No furniture may be moved from any room without permission.
4. Students are to keep all rooms, halls, and bathrooms clean and free from trash.

## *Chapels*

HCA students attend weekly chapel services. Parents and pastors are invited to join us for these special times of worship and devotion on Wednesdays from 8:45-9:15 A.M. The Lower School chapel music club will often lead the worship, and the lower school classes will take turns leading the chapel services. Chapel themes include the "Character First" curriculum and focus on missions during "Missions Month" in January. A schedule of upcoming chapel programs is printed each week in the "Parent Connection."

## *Crosswalk to Hampton Christian Upper School*

Lower School students are NOT permitted to cross North Armistead Avenue or Tidemill Lane without specific permission from an administrator. They must be under the direct supervision of an adult. **Upper School students with younger siblings at the Lower School may not escort their younger siblings across the crosswalk.** This is done for the safety and protection of ALL our HCA students. Parents, faculty, and staff needing to go to and from the upper school must use the crosswalk at the traffic light.

## *Desks and Book bags*

Desks and book bags may be periodically inspected by school authorities to ensure compliance with the following policies:

1. A student must never enter another student's desk, book bag, or gym bag without specific permission from a faculty or staff member. (Removing an item from another student's desk, book bag, or gym bag without proper permission may be considered an act of **theft**.)
2. Students in grades 4-5 should take necessary books and materials when changing classes to avoid returning to their desks after they have already switched classes. This procedure is necessary to protect instructional time.
3. Desks must be kept clean and neat.
4. Food may NOT be kept in student desks for more than one day at a time.

## ***Emergency Drills***

During the school year, students will practice various safety drills. Fire drills, tornado drills, and building lock down drills will be rehearsed and carefully monitored. Adjustments to procedures will be made when necessary to accommodate for the needs of handicapped students or staff.

## ***Field Trips***

Field trips are considered a valuable part of the students' education at HCA. Parents will be notified in advance and **must provide written permission in order for their child to participate**. All students must turn in permission slips and field trip fees **no later than the day before the outing**. A student will not be allowed to go on the trip if the permission slip or field trip fee is not turned in. The students without permission slips or field trip fees will remain in a classroom under the supervision of a staff person. Permission slips will be available from the trip sponsor or the school office. (Field trip fees may not be charged to the family account).

If a parent wishes for a student to ride with his/her parent during a field trip, then the parent will notify the school in **writing** requesting permission at least 24 hours PRIOR to the field trip date. The parent would then assume total responsibility and liability for safely transporting the child. However, due to the nature of **some** field trips with specific timetables, transportation needs, and safety needs, students will **ONLY** be allowed to ride in the buses or vans provided by the school. Examples: Fourth grade field trips to Richmond or field trips that travel out of state.

Attendance at field trips is a privilege, not a right. As part of the HCA overall discipline plan, some students may not be allowed to participate in specific field trips. The parents will be notified at least one school day before the field trip if that is the case. It is also important to note due to added safety and security concerns when attending field trips, teachers and chaperones must be assured that students will quickly follow instructions. A particular student might not be permitted to attend a field trip if there is any question whether or not that student will quickly comply with staff or chaperone instructions. **As a part of our school-wide discipline plan, a student with excessive behavior referrals to the office or excessive lunch detentions, the student may forfeit their participation on the next scheduled field trip.**

## ***Fire Drills***

Periodic fire drills will be practiced. At the sounding of the alarm system, each student should leave the room and walk quietly and briskly to the designated exit along the route outlined by the plan for that room. All doors and windows should be closed; lights and air conditioners should be shut off. Quietness and orderliness must prevail during the entire procedure. Students are to stay together with the teacher in their particular area. Attendance will be taken and a report filed. Students are to remain with their group and return to class quickly and quietly when directed.

## ***Hall Passes***

Students are not to be outside the classroom at any time without the permission of an adult. Teachers will carefully monitor students who have been given permission to be excused. They may choose to issue hall passes or use a sign out/sign in sheet.



## *Insurance*

Accident insurance is available for every student. Information and application forms are sent home with students during the first week of school. Any student participating in a competitive sport must be covered by insurance and have an annual physical exam.

## *Internet/Computer Use Policy*

Only specific grade levels will have access to specific sites on the internet. Any student who will have access to the Internet must have a signed "Internet Policy Agreement" on file with the computer teacher or librarian. The agreement must be signed by the student and parent(s). Students are not to use computers designated for teachers. No student is allowed to change settings on any school computer.

## *Lost and Found*

Lost items will be displayed near the Childcare Office. Students may only claim their own possessions. After PTF meetings, parents will be encouraged to inspect the Lost and Found table for misplaced items. Items not claimed will become school property and may be donated to a Christian ministry at the end of the school year.

## *Textbooks*

Some textbooks and workbooks are supplied by the school for student use. Other materials such as pencils, paper, notebooks, and some paperback books must be purchased by the parents of the student. Additional charges will be assessed when textbooks and library books belonging to the school are damaged or lost.

## *Transportation by Bus*

Bus transportation is available to students (within certain limits and at designated stops to be determined by the administration). Bus schedules, including stops, and a tentative time schedule will be sent out about a week before school starts. It is understood that the bus cannot wait at the morning stops for any student, as that would disrupt the time schedule, causing all the students on the bus to be tardy. All students are to fully cooperate with the bus driver concerning all rules and regulations regarding the bus. Due to safety, as well as our testimony to the community, no improper behavior will be tolerated. **Correct behavior includes being in the seat at all times and wearing a seat belt.** There is to be neither loud talking nor throwing of any items inside or outside the bus. Nothing is to be put out of windows, including hands and arms. **Any of the above offenses may result in the student being suspended from bus transportation.** If any problem ensues with children on the bus, parents should contact the bus driver, then the office, in that order. Please do not request changes in afternoon transportation after 2:00 P.M. The school administration reserves the right at any time to make any bus route changes that are in the best interest of the school.



### ***Use of the Multi-Purpose Facility (Gym)***

Use of the Multi-Purpose Facility for school purposes must be scheduled through the lower school principal. If the activity is approved, it will be posted on the calendar in the entrance of the Multi-Purpose Facility. It will be scheduled on a first come/first served basis.

Gym shoes will be worn during physical education classes and other athletic activities in the multi-purpose facility.

### ***Visitors***

**Visitors must report to the office upon arrival at the school.** Prospective students and visiting students from out of town will normally be the only student visitors allowed to attend classes. Former students may, on occasion, be allowed to have lunch at the school. All visitors must obtain permission from the office and meet our dress code requirements while they are at the school. Badges for visitors will be issued by the office staff. The visitor badges need to be returned to the office at the end of the visit.

Parents and visitors are always welcome to visit our school with 24 hour notification to the office (Please refer to *Parental Visits* section of handbook). However, please understand that there may be times when it is necessary to deny visitation to classrooms (ex. during a test or quiz). Youth pastors and pastors of our students are welcome to visit during lunch. We request that visitors call the school in advance of their visit and sign in and out at the school office. Also, as part of our school-wide discipline plan there are times when students may have knowingly chosen a “silent lunch” consequence as a direct result for their unwise behaviors. As a part of our “Shepherding the Heart of a Child” school-wide discipline plan, we ask that parents and visitors honor the “silent lunch” or reschedule their visit. Finally, if any visitor is disruptive to the educational process, uses inappropriate language, is disrespectful to staff members or students, or is considered a safety/security risk, they will be asked to leave and will no longer be permitted to visit our campus.

## ***WITHDRAWALS AND STUDENT RECORDS***

### ***Withdrawals:***

All financial obligations to the school (including the following) must be met for transfer or release of records:

- A. Library books/fines
- B. Lunch fees or charges
- C. Athletic fees/uniforms
- D. Textbooks
- E. Tuition/Fees (Business Office account)
- F. Withdrawal Fee

### ***Student Records***

Student records are confidential and are available only according to the following policy:

- A. All requests to inspect or review records must be made in writing to the administration by the parent or guardian. Such requests will be honored twenty-four hours following receipt of the request.
- B. There will be no release of student files (without the written consent of a parent or guardian) to any individual, agency, or organization other than the following:
  - ◆ Staff members of the school
  - ◆ Court or law enforcement officials
  - ◆ Federal, state, or local authorities performing functions allowed by law
  - ◆ Officials of other schools in which the student intends to enroll

## **ACADEMIC POLICIES**

The academic program at Hampton Christian Academy promotes a Biblical view of life. Biblical principles may be discovered in every discipline – math, science, history, and language. God’s Word is never in conflict with fact. It will expose error as well as reveal truth.

The lower school curriculum provides a strong academic challenge with additional resource opportunities in music, art, computers, physical education, library, band, dance, gymnastics, and voice. The overall curriculum at HCA includes the following publishers: Purposeful Design, A Beka, Shurley Grammar, and Discovery Works Science Labs.

### ***Grading Scale***

Hampton Christian Academy uses the following grading scale for our 3-K, 4-K, and kindergarten program:

S+	Excellent	N+	Fair
S	Good	N	Has Difficulty
S-	Average	N-	Poor

Grades will be calculated by percentages and designated as a numeric grade for grades 1-5. Hampton Christian Academy uses the following numeric/letter grade scale for first through fifth grades:

A+	97-100	C+	77-79
A	93-96	C	73-76
A-	90-92	C-	70-72
B+	87-89	F	0-69
B	83-86		
B-	80-82		

## ***Honor Roll***

Honor students will be recognized at the conclusion of each nine-week grading period. There are three honor rolls to recognize academic achievement.

- ◆ **All-A Honor Roll** requires all grades to be As.
- ◆ **A-Average Honor Roll** requires all grades average to an A.
- ◆ **A-B Honor Roll** requires all grades to be As and Bs.
- ◆ **B-Average Honor Roll** requires a B average. (There must be an A for each C).

***Each child's ability, application, and achievement are taken into account, but students are marked on actual achievement, not on effort put forth.***

## ***Extra Credit***

Standards for academic achievement must remain constant for all students to have equity in opportunities and for students to have an understanding of being faithful and diligent in their work. IF extra credit or bonus points are being offered, ALL students will have the same opportunity and due dates for extra credit during the normal course requirements. However, individual students will not be afforded the opportunity for extra credit for the purpose of raising his/her grade after grades have already been averaged (Ex. extra credit cannot raise a grade from failing to passing; extra credit cannot be offered in order to qualify for Honor Roll). Students are not to be given advanced points (i.e. allow them to borrow from a future grading period to raise their current grade).

## ***Homework***

It is the student's responsibility to complete homework. However, parents play a key role in overseeing that the work is completed. **On a daily basis, parents should read and sign the student's homework assignment agenda. Young students are learning responsibility, but they need help to stay organized.** Parents need to make sure that students have the necessary supplies and a structured time and place to do homework. Parents should seek the best study arrangement for their child, remembering that each student has unique learning needs.

Interest and appreciation should be shown for each child's schoolwork. Parents should help students correct deficiencies and encourage them to do their best rather than becoming overly concerned with grades.

Teachers normally will give lighter homework assignments on Wednesday nights (to facilitate participation in church activities) and on PTF nights (to facilitate parent attendance at the PTF meetings). NOTE: For the parents' convenience, the most homework assignments will be listed on RenWeb.

## *Academic Probation*

Students who fall below a “C” average may be placed on academic probation. Individual students may be required to enter the tutoring program, which may require additional financial obligations. **In some cases, it may be determined by the teacher and the administration that the student should be evaluated by professionals to determine if there are learning difficulties. If this is the case, parents will agree to abide by the administration’s decision for testing in order for the student to remain at HCA.** During this time, the student’s progress will be closely monitored to determine whether he/she should return the following semester.

Students who need additional help with mastering certain concepts may be referred to in-house tutoring. In this case, the student will leave the classroom during a designated time during the school day and report to the tutoring room for individualized instruction.

A **new student** who fails one or more subjects during the first semester at Hampton Christian Academy will be kept on probation for the next semester. During this period the student’s progress will be monitored to determine whether he/she should return the following semester. Tutoring and other intervention strategies may be put in place to support academic progress.

## *Test and Quiz Procedures*

Students in grades 4 and 5 are **reminded repeatedly** to check over their work BEFORE they hand in a test or quiz. Therefore, students may make NO changes to their test or quiz once it has been handed in. The quiz or test will be scored as it was handed in. Following these procedures will ensure that the test or quiz procedures are fair and equitable for all students. It will also structure the test or quiz environment to discourage opportunities and temptations for cheating.

## *Kindergarten Entrance/Placement*

HCA adheres to state guidelines to determine the age for students to begin school. Therefore, **a student must be five before October 1** of the current school year for entering the five-year-old kindergarten program.

## *4K Entrance/Placement*

If a student enters the 3K program at 2 ½ years of age, he/she will remain in the 3K program the next school year. He/she will not be placed in the 4K program unless he/she is four by the first of October of said school year.

## ***Promotion/Retention***

Childhood goes by quickly. We do not want to rush children into a rigorous academic program before they are emotionally, physically, and developmentally ready. Students who do not show academic readiness, emotional maturity, or self-control may be retained in a grade even though their birthday meets state and school requirements.

## ***Promotion to the Next Grade Level***

The final grade in a course is determined by the average of the two semester grades. A student is considered passing a subject if he has attained an average of at least a 70%. Each student is also expected to maintain a passing grade in Bible.

If a student does not achieve a passing average in Math or Reading/Language Arts OR has an overall average of less than 70%, he/she **will not** be promoted to the next grade level. Summer tutoring and retesting may be required for certain students who are weak in specific subject areas in order for those students to be promoted to the next grade level.

Fifth grade students who have a final end-of-year average of less than 70 in any of the following subjects: Math, Language, Reading, or Bible, may be required to make it up during the summer before proceeding to the 6<sup>th</sup> grade in the fall. This decision will be coordinated with the upper school administration.

## ***Academic Awards Assembly***

An academic awards assembly is scheduled for the last week of the school year. Students in grades 1-5 will be recognized in the following areas:

- ◆ Honor Roll
- ◆ Citizenship
- ◆ Attendance
- ◆ Progress
- ◆ Most Improved
- ◆ Participation in academic competitions

**\*NOTE:** Physical Fitness awards will be presented following Field Day activities.

## ***Eligibility for Students Participating in Extra-Curricular Activities***

Students may participate in the Solomon program, fine arts, dance, band, and gymnastics. Fifth grade students may also be a part of the dismissal duty roster and play JJV sports with middle school students. Eligibility for these extra-curricular programs is dependent upon successful completion of academic requirements (to include homework) and demonstration of good citizenship behaviors. Students participating in these programs must also exhibit Christian respect for all coaches, officials, and instructors. Students who are unable to successfully meet academic or behavior requirements may be asked to drop out of these extra-curricular programs until they have restored their academic average or behavior to the required standard.

### ***Citizenship/Behavior Requirements:***

Students must maintain an overall “Satisfactory” grade for conduct in the regular classroom and resource classroom settings. Students with excessive lunch detentions will be asked to drop out until the next marking period.

### ***Academic Requirements:***

Students must complete ALL homework/classwork assignments on time and maintain a 70 average or higher in ALL subject areas.

## ***Standardized Testing***

All students in grades 5K through fifth are required to take the TerraNova3 Achievement Test in the spring of each year. During the week of the TerraNova testing, students will need plenty of sleep and a good breakfast each morning. Homework assignments during that week will be greatly reduced and the students will be given several short breaks during the testing sessions. All students will need two No. 2 pencils with white erasers. Students at certain grade levels will need a calculator. Parents will be notified in the “Parent Connection” several weeks in advance of the testing dates. A copy of the testing results for the TerraNova3 Achievement Test will be sent home to parents.

## ***Test Schedule***

Teachers will schedule and announce quizzes and tests as far in advance as possible. Although not always possible, teachers will also attempt to coordinate their individual test and quiz schedules so that excessive workloads and project due dates will not fall on the students on the same day.

## ATTENDANCE PROCEDURES AND POLICIES

Attendance at HCA is a privilege. To receive maximum benefit from school, students must be in regular attendance. Parents should notify the school of special problems related to continual absences. Parents should also be aware that **more than nine days absence per semester requires a written explanation addressed to the Hampton Christian Academy Board of Directors.** In addition, a high number of absences could have a negative impact on the academic progress of a student.

The student and parent share the responsibility of making every effort for the student to attend class every school day. Parents have the added responsibility of accounting for their child's absences by contacting the school office as soon as possible.

**Absences will be considered excused for personal illness, serious illness or death in the immediate family, medical and dental appointments, or other compelling reasons specifically approved by the principal. Students will be allowed to make up any work missed. (See *Make-Up Work for Absences below.*) Parents must contact the school office BEFORE 9:00 AM if they would like to come by and pick up their child's missed work. Following this procedure will allow the teachers plenty of time to assemble the necessary materials. Please note that our pre-school and elementary teachers do not have a designated planning time and are on duty all day unless a resource teacher has their students. Please refer to RenWeb for assignments posted online.**

**Any student absences require that parents submit a signed note stating the reason for the absence(s).** Students are allowed to make up work only for excused absences such as sickness or pre-approved family events. Any absence, for whatever reason, will be charged against the student's attendance record, except when the student participates in an approved school activity such as a field trip.

### ***Prior Approval for Special Events***

Students may receive permission to be absent from school for special occasions such as a church retreat or a family activity. A note from a parent/legal guardian must be brought to the office and approval by the principal must be made at least 24 hours prior to the beginning of the time period for that requested absence. Students will then take the approved note to their teachers and arrange to make up work that will be missed during the absence. In the event a teacher feels that the absence may be unwise, that teacher will notify the parents and advise them of the reason for concern. Parents will then determine if the student will be taken out of school.

### ***Make-up Work for Excused Absences***

Teachers will work with students to establish a make-up plan for work missed due to excused absences such as extended illness, death in the family, emergency (as recognized by the principal), or medical and dental appointments. Students will be responsible for completing all work assigned, the quizzes/tests that were scheduled before or during the absence, and they will receive credit for the work completed. Appropriate penalties will be assessed if work is turned in late or quizzes/tests are not completed on the time schedule assigned by the teacher.

## TARDY POLICIES AND PROCEDURES

### *Philosophy*

Being on time is a life skill that is important for each student's future. Parents have the responsibility to teach the importance of this skill while the school has the responsibility to protect the instructional time it provides. Tardiness of individual students interrupts instructional time. Promptness to class protects the teacher's ability to begin the instruction of all students on time.

### *Policy*

Students are tardy if they are not in the classroom in their seats by 8:15 a.m. each morning. Students who are tardy will report to the office in order to determine whether or not the tardy is excused. A tardy slip will then be issued for the student to take to the classroom teacher.

### *Excused Tardiness*

An excused tardy to school is defined as: a tardy due to a doctor's appointment, medical emergency, or any other serious extenuating circumstance. On occasion, students will be tardy due to traffic accidents or military bases going to high alert status. The elementary principal will announce over the intercom for teachers to hold their attendance sheets so that certain tardies will be counted as excused. A note/verbal message from a parent (within three (3) school days after a tardy) must be given to the office staff stating the reason that the student was tardy. Otherwise the tardy will be considered unexcused.

### *Unexcused Tardiness*

Parents need to acknowledge each unexcused tardy by sending a note to the school office explaining the reason(s) for tardiness.

### *Excessive Tardiness*

**Three unexcused tardies per quarter will count as one absence.** If a student has been physically present in school each day, but receives three unexcused tardies, counting as one absence, he/she will not receive perfect attendance.

### *Perfect Attendance*

The **perfect attendance certificate** is given to students who have been present all day everyday throughout the school year, and who have not had three or more unexcused tardies per quarter.



## CHARACTER FIRST EDUCATION

Hampton Christian Academy is dedicated to developing young people of Christian character and integrity. Our goal is to help students conduct themselves in a Christ-like manner at all times.

Each month, teachers and staff members will emphasize specific character traits, integrating Scripture, music, visuals, and much discussion during chapel programs as well as in classroom lessons. This is a four-year program in which we will cover 36 character qualities. Below is a schedule of upcoming character traits:

	<i>2017-2018</i>	<i>2018-2019</i>	<i>2019-2020</i>	<i>2020-2021</i>
<b><i>September</i></b>	<i>Dependability</i>	<i>Responsibility</i>	<i>Attentiveness</i>	<i>Diligence</i>
<b><i>October</i></b>	<i>Thoroughness</i>	<i>Patience</i>	<i>Obedience</i>	<i>Flexibility</i>
<b><i>November</i></b>	<i>Determination</i>	<i>Initiative</i>	<i>Truthfulness</i>	<i>Discernment</i>
<b><i>December</i></b>	<i>Thriftiness</i>	<i>Self-Control</i>	<i>Gratefulness</i>	<i>Boldness</i>
<b><i>January</i></b>	<i>Availability</i>	<i>Punctuality</i>	<i>Generosity</i>	<i>Sensitivity</i>
<b><i>February</i></b>	<i>Deference</i>	<i>Resourcefulness</i>	<i>Orderliness</i>	<i>Loyalty</i>
<b><i>March</i></b>	<i>Compassion</i>	<i>Discretion</i>	<i>Forgiveness</i>	<i>Hospitality</i>
<b><i>April</i></b>	<i>Persuasiveness</i>	<i>Creativity</i>	<i>Sincerity</i>	<i>Enthusiasm</i>
<b><i>May</i></b>	<i>Wisdom</i>	<i>Tolerance</i>	<i>Virtue</i>	<i>Cautiousness</i>

## DISCIPLINE

### ***Philosophy***

The faculty, staff, and administration desire to work with families and students to make each person feel welcome and safe at HCA. There are necessary standards, values, and rules that must be in place.

Our discipline program at HCA is based upon the Biblical model and goals of “Discipline for Discipleship.” Outward actions and hidden motives behind moral choices and decisions are carefully examined in light of the Scriptures. As each human stands accountable before God, we look to our Savior for strength to walk out the steps of confession, repentance, forgiveness, and restoration. As we respond to the call of discipleship, we must ask, “Where will it lead us?” Only Jesus Christ, who bids us to follow Him, knows the journey’s end. But we know that it will be a road of boundless mercy and love. Discipleship means JOY! Discipleship means choosing to do the right thing because it brings honor to the name of the Lord in response to the Savior’s sacrificial love toward us. Discipleship means that as adults, our walk in obedience to our Lord and to our earthly authorities is directly related to how our children will respond to us.

As we follow the policies and procedures of our school with a cheerful willingness to comply, our children will take their cue from us. Discipline for discipleship also means helping our students to understand how the consequences of their actions have negative impact upon others.

Parents may not always agree with every disciplinary decision or policy. However, we seek the prayers, cooperation, and loyalty of each family in upholding the specific standards contained within this handbook. May the Lord lead each of us to reflect the mind of Christ in words, actions, and motives (I Corinthians 2:16).

The teacher is the first line of discipline in any classroom setting. Teachers and administrators will use a variety of discipline intervention methods to maintain a positive, safe school environment. Teachers will focus on the positive behaviors, words, and actions of the students as we study the monthly “Character First” traits. The teachers and support staff will practice positive encouragement, appropriate to grade level.

A teacher may need to refer a student to the administrators for cases of unsafe, disruptive, or habitually negative behaviors. Decisions regarding follow up consequences for discipline infractions will point the students to the Scriptures as a part of the process. The goal, of course, is to become a mature believer who recognizes the tactics of the enemy.

If a student is responsible for a disciplinary infraction, he/she will be expected to cooperate with school authorities to arrive at a solution. The student will also be held accountable for the consequences of his/her actions. A student who is unable to meet these expectations may be asked to withdraw from the school.

### ***Distracters to Education***

Radios, iPods, comic books, electronic games, beepers, cell phones, questionable or offensive reading materials, and toys which cause distractions are not permitted at school or on the bus during school sponsored activities/trips. School supplies, book bags, clothing, and accessories should be free of offensive language, symbols, evil or violent characters, wrestling figures, etc.

### ***Disruptive Behavior***

Respect for self and others as well as respect for property are significant expectations for students at Hampton Christian Academy. Continually disruptive students will not be permitted to remain in school. **If an issue arises between students, they are instructed not to take matters into their own hands, but to follow the Biblical imperatives by seeking the assistance of the nearest staff member.** HCA maintains high supervision standards and will model for the students how to apply Biblical guidance while helping to resolve issues between them.

## ***Examples of Serious Misconduct Include:***

Stealing, disrespect; deliberate disobedience; cheating; lying; biting; dishonesty; hitting/hitting back; kicking/kicking back; pushing/pushing back; mocking; ridiculing; bullying; physical harassment; assault; fighting; wrestling; disruptive behavior; racial slurs; insults; verbal abuse; arson; vandalism; profanity; indecent behavior/drawings; indecent language; damage/destruction of property; possession or use of tobacco, drugs, alcohol; possession or use of fireworks/firecrackers; possession of firearms, weapons or ammunition.

## ***Search and Seizure***

The school reserves the right, **without prior permission from parents or students**, to question students regarding possible disciplinary infractions, and to search and inspect any school or personal property. This includes, but is not limited to, the search of book bag, desk, or classroom, and the seizure of any suspicious or inappropriate items found therein. Also, a search of the student may be conducted, without prior permission from parents (by administration), if reasonable suspicion exists. If reasonable suspicion does exist, a student may be asked to surrender items located in book bags, pockets, etc. **The administration has the right to inspect the contents of any written material, or any other device or item.** Field trips to certain public buildings may require special attention and limitations to the contents of bags or packages.

## ***Corrective Measures***

*When misconduct occurs, corrective measures will be employed to help the student modify his/her attitude or behavior.*

### **Minor Misbehavior**

*Student misbehavior will be considered minor if the authority figure who witnessed the behavior, and/or the administration concludes:*

- ◆ There was no malicious intent in the behavior and it was not intended to cause harm to another student or to another student's property;
- ◆ The behavior was not intended to be disrespectful to a peer or an authority figure (e.g., behavior was spontaneous and unplanned);
- ◆ The student has not previously exhibited this behavior (does not follow a pattern).

### **Major Misbehavior**

*Student misbehavior will be considered major if the authority figure who witnessed the behavior, and/or the administration concludes:*

- ◆ There was malicious intent in the behavior and it was intended to cause harm to another person or to another person's property;
- ◆ The behavior was intended to be disrespectful to a peer or an authority figure;
- ◆ The student has previously exhibited this same behavior (it follows a pattern).

## **POTENTIAL INFRACTIONS**

**Level 1 – Minor Infractions – Offenses such as, but not limited to, the following:**

- ◆ Chewing gum
- ◆ Violating dress code
- ◆ Failing to return notices requiring parental signature within the required time

- ◆ Bringing items to school that are not permitted, such as CD players, iPods, etc.
- ◆ Not finishing seat work
- ◆ Not finishing homework
- ◆ Horse playing in the hallways

***Level 1 – Consequence: Verbal Warning – The teacher/staff will bring the disobedience to the student’s attention and will instruct the student as to how to correct the behavior. The teacher/staff will determine whether to accompany this verbal warning with a loss of privilege.***

**Level 2 – Minor Infractions – Offenses such as, but not limited to, the following:**

- ◆ Persistent talking during class, chapel, assembly, or in the library
- ◆ Writing or passing notes in class
- ◆ Lunchroom misbehavior
- ◆ Repeated violations of level I infraction

***Level 2 – Possible Consequences: Student will lose a privilege which may include Time Out, Loss of Recess Time, Silent Lunch, Parent/Teacher Conference, Clean-Up Assignment or Detail, Time-Out from Classroom Activities. Repeated infractions of level 1 or 2 may result in a detention.***

**Level 3 – Major Infractions – Offenses such as, but not limited to, the following:**

- ◆ Showing disrespect for teachers, staff or other students
- ◆ Displaying disruptive behavior during class or chapel
- ◆ More than minor horseplay
- ◆ Disobeying authority
- ◆ Disrespect of classmate(s)
- ◆ Hitting, kicking, pushing, stomping, etc.

***Level 3 - Possible Consequences: See below\****

**Level 4 – Major Infractions – Offenses such as, but not limited to, the following:**

- ◆ Leaving school property without permission and supervision
- ◆ Using inappropriate language (verbal or written), or using inappropriate gestures on school grounds or at school functions
- ◆ Destroying or defacing school property or the personal property of others
- ◆ Disrespect of an authority figure
- ◆ Cheating, including copying another’s homework as your own or allowing your homework to be copied. *Children learn about cheating at different stages of their development. Sometimes children learn about cheating by participating in those acts, being caught, and receiving guidance and discipline for it. By becoming aware of the inappropriateness of this behavior, children learn what they should and should not be doing. Therefore, the administration will assess the developmental stage of a particular student when administering discipline.*
- ◆ Careless Plagiarizing - *Plagiarizing is using the words or ideas of others but failing to put quotation marks around the words; failing to give credit for another’s idea; or copying word for word another’s work which should have been paraphrased because you are unaware of the need to do so.*
- ◆ Lying – This offense will be handled as a “developmental issue.” We are aware that, at the lower school level, children are growing in their understanding of appropriate conversation and behavior. This will be considered in the disciplinary process.

***Level 4 - Possible Consequences: See below\****

**Level 5 – Major Suspension or Expulsion Infractions – Offenses such as, but not limited to, the following:**

- ◆ Fighting – The school is aware of the fact that students are learning and growing as far as what appropriate conversation and behavior entails. This is a developmental issue and when administering discipline, this will be considered.
- ◆ Intentionally plagiarizing\* - ***\*Intentionally plagiarizing is “half-copying the author’s sentences – either by mixing the author’s phrases with your own without using quotation marks or by plugging your synonyms into the author’s sentence structure” (A Writer’s Reference, by Diane Hacker, fifth edition). Intentionally plagiarizing also occurs when one takes another’s ideas and does not give credit for them.***
- ◆ Stealing or taking something from others without permission
- ◆ Cheating, including copying another’s homework or allowing homework to be copied.
- ◆ Forging parent’s/guardian’s signature
- ◆ Possession of dangerous instruments and/or inappropriate protective devices.

**Level 5 - Possible Consequences: See below\***

***\*Level 3, 4, and 5 Possible Consequences:***

**1. Detention and Parent/Teacher/Administration Conference**

- ◆ After school detention will be held from 2:45-3:45 P.M. The student will report to the Principal’s office. Three detentions in a quarter could result in removal from participation in field trips or class parties. Students in detention will be dismissed promptly at 3:45 P.M.
- ◆ Parents are responsible for making arrangements for the student’s transportation home. In the event that the student cannot be picked up at 3:45 P.M., he/she will be released and signed into After School Care, and the parents will be charged the After School Care fee.

**2. In-School Suspension (ISS) recorded in permanent record**

- ◆ Class work may be completed for credit.

**3. Out-of-school Suspension (OSS) will be under the supervision of an adult at home or at an acceptable location.**

- ◆ OSS is considered an unexcused absence.
- ◆ OSS becomes a part of the permanent record. OSS suspensions result in loss of extracurricular privileges for the year in which the discipline infraction occurs or precedes.
- ◆ Homework assigned before a suspension but due during the suspension will receive full credit, provided the assignment is sent to the school the day it is due.

- 4. Students may be expelled for serious offenses.** Students who are a continuous disciplinary problem or who are not in harmony with other students and/or teachers, may also be expelled. Our school has a zero tolerance for hitting, hitting back, kicking, kicking back, pushing, pushing back, or other forms of physical violence. A staff member will always be nearby to come to the defense of any student(s). Students are instructed not to take matters into their own hands and to follow the Biblical imperatives by seeking the assistance of the nearest staff member if there is an issue between students. HCA maintains high supervision standards and will model for the students how to apply scriptural guidance while helping to resolve issues between them. Wrestling/karate moves or gestures are not appropriate or safe in our school environment. Also, threats of violence or verbal harassment will not be tolerated.

## ***Behavior Referrals***

- ◆ **Behavior Referrals will be sent home for a parent signature.** A student will receive a behavior referral when he/she is sent to the Principal's Office for correction. If a student receives three behavior referrals in a quarter, detention will be assigned. Detention will be in the Principal's Office from 2:45 P.M. to 3:45 P.M. Parents will receive advanced notification of detention assignments. A total of three detention assignments in a quarter will result in an In-School Suspension (ISS). Behavior referrals will start over at the beginning of each quarter.

## ***COURTESY AND RESPECT***

Respect for adults and peers is a Biblical mandate and a common courtesy. Any form of disrespect will be addressed by the teacher and, if necessary, the principal.

### ***Classroom Courtesy***

1. Students are expected to participate and respond appropriately in class.
2. Students should maintain proper posture (students may not put feet on desks, tip chairs, or put heads down as though sleeping – unless instructed to rest).
3. Students are not to write on or deface school property.
4. **Students should be respectful of others and demonstrate a Christ-like attitude at all times.** Use of racial or ethnic slurs, scoffing, ridiculing, mocking, or taunting others will not be tolerated. Also, any type of name-calling or harassment will not be tolerated.
5. Bullying or hazing will not be tolerated. Bullying is repeated negative behaviors either physical or mental that target a specific victim. Behaviors may include, but are not limited to, threats, verbal, written, or electronically transmitted abuse, physical abuse, harassment, ethnic or gender slurs. Hazing involves recklessly or intentionally endangering the physical health or safety of a student(s) or inflicting bodily harm on a student(s) regardless of whether the injured or endangered student(s) participated voluntarily in the activity.
6. Willful damage, defacing, or destruction of school property will not be tolerated. All damage must, of course, be paid for, whether willful or accidental.
7. Students are expected to do their best in all classes and to do all of their homework assignments.
8. Students are expected not to hinder their teachers from teaching or other students from learning.
9. Students need to pick up all trash around their desks at the end of each day.
10. Students are expected to bring to class all necessary books and supplies.
11. Writing and passing notes or playing with irrelevant objects is not allowed during class.
12. Additional books, magazines, or other reading materials brought from home must follow the guidelines found in Philippians 4:8. Harry Potter books, Goosebumps books, and other such materials are not to be brought to school.
13. Horseplay will not be tolerated because of the obvious safety issues that may result.
14. Gossiping about personal matters of other students is demeaning and creates discord among the student population. If a student hears something inappropriate, they are instructed to take the information to the nearest staff member and not to share it with the other students.

### ***Hallway Courtesy***

1. Students are expected to walk, not run in the hallways.
2. Voice level – a respectful and quiet voice is to be used at all times.

### ***Playground Courtesy***

1. Always play fair and obey the rules.
2. Take turns on the equipment and during the various games requiring “turns”.
3. No throwing of stones, sticks, sand, or wood chips.
4. Do not engage in aggressive play (games where children pile on top of each other, tag where there could be a struggle while breaking free, tackle football, horseplay, wrestling moves, karate moves, pushing, or shoving).
5. No spitting on others.
6. No running up or down the slides, no climbing on top of the parallel bars.
7. No climbing of trees.
8. No throwing or kicking balls against buildings.
9. All playground toys (balls, jump ropes, etc.) should be collected after recess and returned to storage area.
10. Each class should leave the playground clear of trash and toys.

### ***Bathroom Courtesy***

1. Use bathrooms for their intended purpose.
2. Flush toilet or urinal one time.
3. Wash hands!
4. Push paper towel button one time and use only that amount to dry hands.
5. Turn off water.
6. Place paper towel in trashcan.
7. Horseplay will not be tolerated due to the obvious safety concerns.
8. Standing on the toilets and writing on the walls is NOT permitted.
9. Do not play in the water, waste soap or paper products, or do anything that might damage, deface, or make a mess in the bathrooms.

\*Teachers will monitor condition of bathroom before and after class use.

### ***Bus Courtesy***

1. Bus students will pack early enough to leave school on time. Make sure all books, jackets, and lunch boxes are packed and ready. Bus riders are to remain in the classroom until the bus dismissal announcement to line up in the hallway.
2. Leave the building quietly and follow the bus driver’s directions.
3. A student who misbehaves on the bus may be suspended from riding the bus at any time during the school year or may be prohibited from attending field trips. Horseplay will not be tolerated due to the obvious safety concerns.
4. Bus riders **MUST** be on time at the bus stop in the morning to allow for the other students to arrive at school on time. Tardiness would result in the driver having to leave a student who is not waiting at the bus stop.
5. Per Virginia Code, all bus riders **MUST** fasten their seatbelt and stay seated at all times while on the bus.



## ***Gum Chewing***

Custodial and maintenance crews work diligently to keep the school clean and in good repair. Gum chewing is detrimental to the monumental cleaning and maintenance efforts of the custodial staff. Gum tends to clog plumbing, mar carpets, damage clothing, and produce an unattractive appearance. For these reasons, and as a courtesy to the maintenance staff, gum chewing is not allowed in any area of the school.

## ***Boyfriend/Girlfriend Relationships***

While the secular media appears to encourage boyfriend/girlfriend relationships for elementary age children, HCA does not adhere to this philosophy and does not permit these types of relationships at school. We find that elementary students are not yet mature enough to handle the emotions and decisions required for these types of relationships. We also find that these types of relationships become a distraction to the educational process. We attempt to guide the students toward positive self esteem that comes from having respect for each other and right relationships as brothers and sisters in Christ. Therefore, we do not allow gifts of flowers or special tokens that would suggest dating relationships at school.

## ***Lunch Procedures***

**Ordering:** Parents/guardians should order lunch in advance through RenWeb. We ask that all orders be placed by 9:00 A.M. on Friday of the week preceding lunch orders. For your convenience, lunch orders can be placed for up to three (3) months in advance. If computer access is not available, a yellow lunch order form is available at the Lunchroom Office, Room #7. Yellow lunch order forms must be handed into the classroom; these also must be handed in **by 9:00 A.M., Friday**, for the following week. Should the student be out due to an appointment or illness and lunch has already been ordered, please advise the lunchroom manager twenty-four (24) hours in advance, and the lunch order will be cancelled and not charged.

**Payment:** Payment, either check or cash, can be made to the Lunchroom Office or in the Business Office. Students bringing in payment to the Lunchroom, must have it in a baggie or sealed envelope with their name and grade indicated.

**Parents' Tables:** There are two (2) tables with chairs specifically designated for occasional lunch time visits from parents and/or other relatives. Additional tables will be added if needed.

Students and their parents/other relatives may visit *only* the designated Parent Tables and not approach any class lunch table. This ensures your child will have a special occasion and the balance of students will have their eating and social time.

If a parent plans to celebrate a birthday with his/her student, the student and parent/relatives need to sit at the Parent Tables. If you wish to bring in celebratory refreshments during lunch for each of your student's classmates, please follow school procedure to make this a special time for your student. Please see the "Special Events" section on page 44 of this handbook for more information concerning birthday celebrations.

**Additional lunch procedures:** It is school policy, if a child does not have a lunch he/she will be given a lunch and it will be billed to the family account. If the child remembers before their lunch period, the child can call the parents to ask lunch to be brought in. However, if the lunch is not delivered within five (5) minutes of the start of the child's lunch period, he/she will be given a lunch and it will be billed to the family account. This ensures the child has time to eat calmly within the lunch period.



# DRESS CODE

## *Philosophy*

Research confirms that dress affects behavior. We encourage parents to remember this truth as they select clothing for their children. This is a Christian school whose *mission is to encourage Christian conduct and morality and to train students to become positive Christian leaders* in their world. Since dress affects behavior, we need to be guided by godly principles such as “Let all things be done decently and in order,” and “Let your moderation be known to all men.”

School is a place where we want students to be comfortable and nicely dressed for work and play. School is not the place to make a fashion statement. Clothing for school should be modest and not an issue for comparison or distraction. Students should refrain from commenting on each other’s clothing and should not pressure one another to wear certain styles, trends, or brands of clothing or shoes. Schools, in general, require certain standards to assure that clothing is safe, appropriate for the occasion, and not a distraction. If we adhere to the following standards, our students will have a lot of individual freedom in their choices but maintain standards that are important to the school. Therefore, parents are asked to ensure that students know and follow the school guidelines and cooperate with the school in maintaining the dress standards.

## *Dress Code Standards: Grades 1-5*

### *General Dress Code (Monday-Thursday)*

1. All shirts must have a collar, but they may be worn in a variety of styles, colors, fabrics, and designs. Dress shirts, as well as collared polo-style shirts (short or long sleeves), are acceptable. **NO T-SHIRTS or sleeveless tops** are permitted at these grade levels.
2. Slacks and jeans for boys and girls must be sized to the waist. Capri pants may also be worn as long as they are loose-fitting and modest.
3. The following are not permitted (in pants, slacks, or jeans): coveralls, overalls, chains, low rise, carpenter loops, patches, roll-up cuffs, graffiti. Leggings, jeggings, and spandex are not to worn as pants.
4. Shorts and skorts -- School uniform shorts, skorts, and regular Bermuda/knee-length shorts may be worn. Colors should be solid or plaid. Denim fabric is acceptable.
5. Heavy outer garments (such as coats) may not be worn in the classroom.
6. Pullover or cardigan style sweaters are acceptable.
1. HCA hoodies may worn over acceptable dress code clothing.
9. Hair or clothing fads which are representative of non-Christian lifestyles or which draw undue attention to the student are not permitted.
10. Clothing should be clean, neat, and in good repair.
11. Tight fitting clothing or styles that call attention to one’s body may not be worn.
12. Due to safety concerns, wheelies, heelies, and flip-flops are NOT permitted. In order to preserve the floor, **ONLY** shoes with **non-marring soles** may be worn in the gym.
13. Hats or sunglasses may not be worn inside the building.
14. Clothing must be free of any cartoon characters, celebrities, slogans, or advertisements. Any depiction on clothing that encourages ungodly character or lifestyle should not be worn.
15. The wearing of camouflage and militant type clothing is not permitted.
16. Outlandish styles and fads are not permitted.

## ***Standards for Boys***

1. All shirts must have a collar and be tucked in, unless the shirt has a band and is meant to be worn on the outside, such as a sweatshirt. Sleeveless shirts are not permitted. Sleeveless sweater vests must be worn with a collared shirt. Turtlenecks or collared shirts must be worn under sweaters.
2. Shoes and socks must be worn at all times.
3. Hair must be kept off the collar in the back, and not cover the eyebrow or more than one-half the ear. Hairstyles should not draw attention to the person. Braids are permitted if they do not extend beyond the collar in the back. Trojan spikes, ponytails, rat-tails, or length of hair anywhere on head more than 1 inch from head are not permitted.
4. Earrings are not permitted.

## ***Standards for Girls***

1. Girls may wear blouses and dresses with or without collars, as long as these are not T-shirts with ribbed bands around the neck. Tank tops, sleeveless shirts, midriffs, and spaghetti straps are not permitted. Clothing must be modest, not tight or form-fitted. Chiffon or see-through blouses are not permitted.
2. Girls may not wear makeup. No fake fingernails or dark polish (purple, black, red, etc.)
3. Socks or tights must be worn with shoes. Shoes should be safe and comfortable for outdoor play. Girls in grades 3-5 may wear sandals (without socks) if the sandals have a back strap.
4. Narrow strapped sundresses may be worn only with an under blouse.
5. Halter-tops, tank tops, playsuits, and miniskirts are not permitted.
6. Dresses and skirts will be modest in length (no shorter than 2" above the bended knee) and also allowing for modesty when sitting in student desks.
7. Skirts, dresses, and pants must be loose, and modestly cut.

## ***Friday/Spirit Day Dress Standards***

- ◆ Friday is School Spirit Day! Students may wear HCA apparel with solid-colored pants, jeans, khakis, shorts, or skorts. (See general dress code guidelines).

## ***The Following Exceptions Are Made For 3K, 4K, and 5K Students:***

1. Sweatpants are permitted for this young age group.
2. Preschool and kindergarten students are encouraged to wear clothing with **elastic waistbands**, rather than using belts. This will make it easier for the students during restroom times.
3. Shirts with appropriate pictures/cartoon characters are permitted for students in grades 3K-5K.
4. Due to the demands of our P.E. curriculum and in the interest of modesty, 3K, 4K, and 5K girls will need to wear shorts under their dresses and skirts.
5. Due to safety concerns, 3K, 4K, 5K students should not wear slide-on shoes (flip flops, backless shoes, etc) or sandals without a heel strap. Socks must be worn with sandals.
6. Temporary tattoos are not allowed.

*\*NOTE: When students enter first grade, they are required to abide by the dress code standards for grades 1-5.*

## ***Dress Code Violations***

Any questionable clothing or style that is not specifically addressed in the dress code will be handled at the discretion of the administration. We wish to assure both students and parents that failure to meet standards of dress or conduct will be dealt with in Christian love, and with concern for the individual involved. In most cases, a reminder note will be sent home to the parents of any student who is in violation of the dress code. However, the administration does reserve the right to send home and/or hold out of class or school activity, any student who may be in violation of the dress code.

## **HEALTH CARE and MEDICATIONS**

Every student attending Hampton Christian Academy must have on file in the school office a completed Virginia Health Certificate, signed by a physician. In addition, each student must have on file in the school office, a copy of his/her current (up-to-date) immunization record. A STUDENT WILL NOT BE PERMITTED TO BEGIN CLASSES UNTIL HIS/HER SHOT RECORD IS ON FILE IN THE SCHOOL OFFICE. Some medications may be dispensed during school hours, but ONLY if certain guidelines are correctly followed. This means that a **“Parents Request for Administration of Over-the-Counter and Prescription Medication”** form (available through the school office or downloaded from RenWeb) MUST be on file. The form must be signed, dated, and correctly completed by PARENT AND PHYSICIAN to be valid. All medications must be brought to the school clinic by parent/guardian in its original container. Students may not bring their medication to school. This is to protect them as well as their classmates. All medication brought to school by the parent/guardian will be kept in the school clinic and be dispensed by an adult.

Every student attending Hampton Christian Academy may participate in an Accident Insurance Plan that covers any accident occurring in the school, traveling to and from school, and at any school-sponsored activity. Details of the cost and specific coverage are sent home the first day of school. Claims must be made within 90 days of the accident and forms are available through the school office.

Ultimately, the health of every student is the responsibility of the student’s parents. Staff members are present at the school to deal with minor emergencies. In case of severe problems, the students will be taken to the designated hospital emergency room. When a child is sick or hurt enough to interfere with normal activity, the parents are informed immediately. If a child visits the clinic for a minor bump or scratch, notification may be in written form to be sent home with the student. This will be at the discretion of the nurse or staff at the time of incident, keeping in mind that it is better to “over report” than “under report” to the parent

Sick children (temperature of 100°F or more, vomiting, diarrhea, repeated visits to the clinic during the school day) will not be sent home on the bus but must be picked up at the school. Please do not send your child back to school too quickly following an illness. **The student must be free of vomiting, diarrhea, and fever for a minimum of 24 hours.** Therefore, if any student is absent for one of these reasons, they are not to return to school the following day. Parents may also be asked to pick up their child if they are found to have contracted conjunctivitis (“pink eye”), ringworm, head lice, (common problems in this locale) or other possible communicable illnesses. The school nurse will make the final determination of whether a child may return to class.

HCA complies with procedures required by the Virginia State Health Department. Should the need arise, we are in constant communication with the Hampton City Schools Nurse Coordinator as well as specific local medical/pediatric specialists.

## ***Lice***

It is not uncommon for schools in our area to detect lice. Just like pink eye, chicken pox and germs, lice multiply rapidly and are easily spread.

If a case of lice is found, the student will be sent home and a note warning parents to check their children for lice will go home to our school families.

The school will check others in the class who have been exposed and also other siblings of the student who may be infected with lice.

Precautions and treatment must be taken to assure that lice do not spread throughout the school. Therefore, lice-infected students may not return to class until the school determines that the scalp is free of any evidence of lice or nits (the tiny eggs). The school will make the final determination of whether a child may return to class.

Lice carries a certain negative connotation but should be considered no more of a disgrace than a virus that simply has to be treated. The school can recommend treatment if necessary.

## **SPECIAL EVENTS**

### ***Holiday Celebrations***

School approved holidays include:

- Harvest/Thanksgiving
- Christmas
- Valentine's Day
- Easter

A Christian (non-secular) emphasis will be the focus of all holidays. Therefore, HCA does not celebrate Halloween or use pictures or decorations representing Jack-O-Lanterns, witches, Santa Claus, Easter Bunny, etc. Also, we do not allow gifts of flowers or special tokens that would suggest dating relationships at school.

### ***Missions Month***

January celebrations will often involve costumes, food, special events, and projects with a missions emphasis.

### ***Birthday Parties***

Children may bring a treat for the entire class. Please notify the school office at least 24 hours before bringing in birthday treats. Cookies, brownies, or doughnuts may be sent to school in the morning to be served at lunch. Do not send cakes that must be cut and served. Please supply all paper/plastic products needed to serve treats (i.e. plates, napkins, forks, etc.). No party invitations may be distributed on school grounds unless every child of the same gender in the class receives an invitation. Due to privacy concerns, the school will not distribute phone numbers or addresses of any students.

# VOLUNTEERS

There are many opportunities for parents to become involved and support our school. We welcome the talents and skills of our parents and encourage parental involvement. All parents and volunteers must sign in at the office. All volunteers will be under the direct supervision of a staff member while on campus.

## ***Prayer Schedule***

Our faculty and administration meet at 7:30 a.m. for devotions. We pray for our students, families, and our school. We encourage parents to pray daily for their children, the school and the staff.

### Suggested Prayer Schedule:

- \* Monday - Administration, K-3, K-4, and K-5
- \* Tuesday - School Board Members, 1st Grade
- \* Wednesday - Office Staff, 2nd Grade, 3rd Grade
- \* Thursday - Childcare Staff, 4th Grade, 5th Grade
- \* Friday - Lunch Room Employees & Bus Drivers
- \* Saturday - Resource Teachers (Art, Music, PE, Computers, Library, Dance, Band)
- \* Sunday - Clear vision of the ministry of Hampton Christian Academy in our families, staff, community and world.

## ***Other Ways to Help the School:***

- \* Save Box Tops for Education
- \* Scan Farm Fresh and Harris Teeter points cards
- \* Become a member of the Gideon 300 Club (\$300/year)
- \* Participate in the Annual HCA Golf Tournament
- \* Participate in the Annual 5K the Warrior Way
- \* Attend the Annual Spring Benefit Banquet
- \* Volunteer to help organize the HCA Annual Auction
- \* Volunteer to help organize and work at PTF events and work days
- \* Go to [www.hamptonchristianacademy.org](http://www.hamptonchristianacademy.org) for more information about our fundraisers.

These are well-developed areas in which you can help support the school with minimal effort or personal expense.

Please consider what you can do to make a difference.

## **Hampton Christian Academy Policy on Marriage, Gender, and Sexuality**

Hampton Christian Academy stands firmly upon the historical truth claims and moral foundations of Christianity. This includes, but is not limited to, the biblical definition of marriage, the attendant boundaries of sexuality and moral conduct, and the clear biblical teaching that gender is both sacred and established by God's design. Parents or the legal guardians who choose to enroll their children at HCA are agreeing to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that HCA will teach these principles and biblical values.

In addition, the Board of Directors urges parents to recognize their scriptural responsibility (Deuteronomy 6:1-9, Psalm 78:5, 6, Proverbs 22:6) to provide their children with a Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). HCA was founded and continues to operate upon biblical values and the desire and commitment for Bible-believing Christian parents to enroll their children in an intentionally Christian environment. HCA will accept students who are willing to support the school's philosophy of Christian education, student conduct requirements, and the school's above-stated positions and whose parents are willing to allow their children to be educated and influenced in an intentionally Christian environment. Continued enrollment at HCA is contingent upon this same understanding and support by both the student and parents.

HCA is a religious institution providing an education in a distinct Christian environment, believing its biblical role is to work in conjunction with the home to mold students to be Christ-like. On occasions in which the atmosphere or conduct within a particular home or the activities of the student are counter to or in opposition to the biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or discontinue enrollment of a current student. This includes, but is not necessarily limited to, living in, practicing, condoning, or supporting sexual immorality, including but not limited to, sex outside of marriage, homosexual acts, bi-sexual acts; gender identity different than the birth sex chromosomal level; promoting such practices; or otherwise the inability to support the moral principles of the school (Leviticus, 20:13a, Romans 1:27, Matthew 19:4-6).

HCA believes that every person is created in the image of God, that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. HCA believe that humanity's creation in the image of God included ability to choose between right and wrong. God's Word makes use of the marriage relationship as the supreme metaphor for His relationship with His covenant people and for revealing the truth that that relationship is of one God with one people. Therefore God's plan for human sexuality is that it is to be expressed only in a monogamous lifelong relationship between one man and one woman within the framework of marriage. This is the only relationship that is divinely designed for the birth and rearing of children and is a union made in the sight of God, taking priority over every other human relationship. This is validated by Gen. 1:27-28; 2:18, 20, 23-24; Isa. 54:4-8; 62:5b; Jer. 3:14; Ezek. 16; Hosea 2; Mal. 2:14; Matt. 19:4-6; Mark 10:9; John 2:1-2, 11; 1 Cor. 9:5; Eph. 5:23-32; 1 Tim. 5:14; Heb. 13:4; and Rev. 19:7-8.

HCA believes to follow the teachings of the Scriptures regarding marriage and divorce we must affirm that sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. We further affirm that heterosexual monogamy is God's plan for marriage. HCA abhors the trend to ignore God's laws of chastity and purity, and vigorously opposes public acceptance of sexual promiscuity and all factors and practices which promote it. The school maintains a biblical view of human sexuality that makes the sexual experience, within the framework of marriage, a gift of God to be enjoyed as communion of a man and woman, as well as for the purpose of procreation. Sexual relationships outside of marriage and sexual relationships between persons of the same sex are immoral and sinful. The depth of the sinfulness of homosexual practice is recognized, and yet we believe the grace of God sufficient to overcome such sin. This is validated by Ex. 20:14, 17; 22:19; Lev. 20:10-16; Matt. 5:32; 19:19; Mark 10:11-12; and Luke 16:18.

Gender differentiation and male/female uniqueness are part of a divine design that God indelibly engraved upon creation. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of

Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social and spiritual consequences of the human race's fallen condition. This state of depravity affects all persons individually and collectively. While society is at liberty to legitimize any behavior it chooses simply by reclassifying and renaming it, Christ-followers adhere to biblical boundaries. It is our Christian conviction that renaming them cannot normalize sin and its expressions. We call upon biblical Christians to continue to accept their role as witnesses who speak prophetically about the need for repentance and sanctification in every culture.

## **Hampton Christian Academy Statement on Marriage, Gender, and Sexuality**

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person.

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

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matt 15:18-20; 1 Cor 6:9-10).



We believe that in order to preserve the function and integrity of HCA as Christian ministry, and to provide a biblical role model to the HCA families, it is imperative that all persons employed by HCA in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of HCA.

### **FINAL AUTHORITY FOR MATTERS OF BELIEF AND CONDUCT STATEMENT:**

The statement of faith (see p. 3) does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of HCA's faith, doctrine, practice, policy, and discipline, our Board of Directors are HCA's final interpretive authority on the Bible's meaning and application.

### **SANCTITY OF HUMAN LIFE STATEMENT:**

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

### **MARRIAGE POLICY STATEMENT:**

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, HCA will only recognize marriages between a biological man and a biological woman.



## **Addenda to the Handbook:**

**Hampton Christian Academy reserves the right to make changes to its policies and procedures at any time and will attempt to make students and parents aware of those changes. Any questions regarding information in this publication may be addressed with the administration for further explanation. The cooperation and support of each student and parent is vital to the success of Hampton Christian Academy and greatly appreciated by its faculty, staff and administration.**

