

Hampton Christian Academy Upper School



Student Handbook 2018-2019

“Lighting the Pathway of the Future”

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PREFACE

This handbook is designed as a guide to improve understanding of various procedures and policies within Hampton Christian Upper School. As a Christian school, we have endeavored to achieve a proper balance and Biblical approach in establishing precepts. We believe that rules and policies are necessary guidelines for Christian conduct, character training, and forming of good habits. We trust that you will accept this manual in the loving and caring 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 should be carefully read by, and openly discussed between, parent/guardian 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.

*Thank you,
HCA Administration*

PLEASE NOTE:

After the student and parents/guardians 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.

ADMINISTRATIVE LISTINGS

Head of School: Meredith Cowley

Principal - Upper School: Cindy Kersey

Principal - Lower School: Brenda Ashe

Finance Manager: Juliann Taylor

Athletic Director: Mike Moore

Childcare Director: Shirlene Ragnar

Office Manager - Upper School: Shannon Doughty

Office Manager - Lower School: Angie Buracker

BOARD OF DIRECTORS

Jonathon Beamer, Chairman

John Cowley, Secretary

Cecil Collier

Mark Cowley

David Hancock

Eurica Pierce

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.

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 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.

GOALS

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

- *Designing interactive Biblically-integrated learning experiences*
- *Applying Biblical principles to everyday situations*
- *Equipping students for the future*
- *Strengthening faith through the study of the Scriptures*
- *Fostering an appreciation for world missions*
- *Advancing higher level thinking skills*
- *Implementing technology and 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:

- ◆ Understand and commit to an ongoing, deepening personal relationship with Jesus Christ. (discipleship and leadership).
- ◆ Are empowered by the Holy Spirit and pursue a life characterized by the fruit of the spirit (Gal. 5:22).
- ◆ Treat their bodies as temples of the Holy Spirit.
- ◆ Know, understand, and apply God's Word in daily life.
- ◆ 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.
- ◆ Are good stewards of their finances, time, talents, spiritual gifts, and all other resources

Socially:

- ◆ 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.
- ◆ 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.
- ◆ Are actively involved in a church community, serving God and others.
- ◆ Personally respond to carry out the Great Commission locally and around the world in a culturally sensitive manner.
- ◆ Understand, value, and engage in appropriate social (community), civic (political), and marketplace (economic) activities.
- ◆ 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:

- ◆ Skilled in reading, writing, speaking, listening, and reasoning
- ◆ Proficient in mathematics.
- ◆ Knowledgeable in science and understanding that true science and true Scripture do not conflict.
- ◆ Appreciative of literature and the arts and understanding how these areas both express and shape one's values. Knowledgeable about utilizing resources, including technology, to find, analyze, and evaluate information
- ◆ Knowledgeable and appreciative of people, events, principles, and movements in history, culture, and geography. Committed to lifelong learning.
- ◆ Value intellectual inquiry and are engaged in the marketplace of ideas-open/honest exchange of ideas.
- ◆ Have the skills to question, to think creatively, to solve problems, and to make wise decisions according to God's Word and will
- ◆ Can articulate and defend their Christian worldview (apologetics) while having a basic understanding of opposing world views.

ADMISSION/RE-ENROLLMENT POLICIES & 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 a minimum of ten hours of 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.

Admissions Procedures and Criteria

1. Each new applicant and at least one parent or guardian *MUST* be interviewed by a member of the administration.
2. The applicant must be a Christian and provide evidence that he/she exhibits a Christian lifestyle.
3. The applicant must be active in a local church and live with at least one parent or guardian who is a Christian and is also active in a local church.
4. 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, 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.***
5. The applicant must express a willingness to attend Hampton Christian Academy and agree to abide by the standards and policies of the school.
6. Each applicant must take an entrance test and demonstrate an ability to function successfully in the grade assigned.

7. 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. Homeschool transcripts should be included in official records.
8. The parent or guardian must have all of the applicant's official records forwarded from the school(s) previously attended.
9. Official acceptance of the applicant will be in the form of a written notice.

New Student Registration Procedures

Student registration is complete by doing the following:

1. Submit completed application forms to school office (including student essay, pastoral recommendation, principal and teacher recommendations, signed Student/Parent Statement of Cooperation from the Student Handbook, and signed Arbitration Agreement).
2. Student will take a written assessment consisting of math.
3. Student and parents will be interviewed by the administration.
4. Records from previous school will be obtained for review.
5. Homeschool records must include an official homeschool transcript.
6. Submit a completed Health Form and immunization record signed by a physician.
7. Pay registration fee and any applicable testing fees.
8. Provide a certified copy of the Court Order of Final Judgment if parents are divorced or separated.

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. This involves consideration of *academic progress, disciplinary record, attitude, and spiritual growth*. Each student entering Hampton Christian Upper School from the 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. Parents can begin this process at RenWeb.com using district code HP-VA. Qualified students presently enrolled are given *exclusive* opportunity through the first Monday in March to re-enroll for the next school year. Open enrollment begins after that date. Selection will be determined on a best-qualified basis.

A re-enrollment application must be completed and submitted to the school office via RenWeb, and all application fees must be paid before enrollment is considered. The *Statement of Cooperation* form, Appendix 4, must also be signed and returned as the final step in the enrollment process.

A student will not be readmitted if there are 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.

ACADEMIC POLICIES

Bible Grade Requirement (All Grades)

Because we are a Christian school, every student is required to take and pass a Bible course every semester. Bible is taught in a **nondenominational format**. Any student who fails a semester of Bible must make up that Bible work through a course of study approved by the administration.

Course Credit (High School Courses)

Students enrolled in high school courses receive one-half credit for successful completion of each semester in a course. If a student passes the first semester of a two-semester course but fails the second semester, the second semester must be made up in a HCA-approved summer school program or be repeated in a subsequent year to obtain second semester credit. If a student fails the first semester of a two-semester course, he may enroll in the second semester only upon the approval of the parents and the administration. If the student successfully completes the second semester (after failing the first semester), credit will be given for that semester only. A student who fails the first semester must repeat that semester in a HCA-approved summer school program or during the first semester of a subsequent school year.

In addition, any projects, papers, or major assignments in a class must be completed in order for students to receive credit for the course. It is recommended that students who fail either or both semesters of a required course repeat that course for credit during the summer. There is no guarantee that a student will be able to make up a failed course during a subsequent school year as scheduling conflicts may occur.

Driver's Education

Students will be responsible to take the Driver's Ed class outside the school. HCA may offer this course during summer school, but no high school credits will be given for Driver's Education.

Dropping High School (9th - 12th Grade) Courses

- ◆ Dropping a course may be done without penalty within the first week of school (five school days).
- ◆ Any course dropped past the first week of school will be recorded as an F for that marking period, and the numeric value will be calculated as a **0.00** in the GPA. He/she will be athletically ineligible for a minimum of five weeks. If, at that time, his/her grades are passing, he/she will once again become athletically eligible.
- ◆ To drop any course, an official add/drop slip must be signed by the Director of Guidance, the teacher, and parent. Students are required to attend the course to be dropped until the official drop slip has all required signatures and is returned to the Guidance Office.

Early College

- ◆ Students interested in taking Early College courses must meet the minimum college requirements. See the director of guidance for specific qualifications.
- ◆ Dropping and adding courses follow college guidelines.
- ◆ Students may not enroll in college courses until paid in full for those courses.

Final Grades for Each Semester and Year

Semester grades are determined by combining the two nine-week grades and the semester examination grade. Each nine-week grade will count two-fifths (2/5), and the semester exam will count one-fifth (1/5) of the final semester grade. Middle school courses receive a final year-end grade, which is calculated by averaging the two semester grades. All high school courses (such as Algebra I, Algebra 2, Geometry, Spanish, French, and Computer Science) will receive high school credits on the permanent transcript, even if students take them during seventh or eighth grade. Instead of year-end averages, these courses receive a final grade for each semester.

Grading System

Grading Scale:

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

Conduct Grades:

<i>(E)</i>	<i>excels above and beyond expectations</i>
<i>(S+)</i>	<i>meets all expectations and excels in some areas</i>
<i>(S)</i>	<i>meets all expectations</i>
<i>(S-)</i>	<i>meets most expectations; needs some supervision</i>
<i>(N)</i>	<i>needs improvement</i>
<i>(U)</i>	<i>exhibits unacceptable pattern of behavior</i>

Graduation Requirements

Hampton Christian Upper School offers two diplomas: Standard and Advanced Studies. Hampton Christian Academy follows state graduation standards as closely as possible. The following subject areas are the minimum requirements for graduation in each diploma option. Those students who plan to attend selective colleges should strive to complete the course work for Advanced Studies Diploma. In addition to the academic requirements, students must complete **10 hours of community service per year.**

Requirements for the Class of 2018:

Area of Discipline	Standard Diploma	Advanced Studies Diploma
English	4	4
Mathematics	3	4
Laboratory Science	3	4
History and Social Science	3	*4
Foreign Language or Fine Arts	2	**4
Health and Physical Education	2	2
Economics and Personal Finance	1	1
Electives	4	1
Career and Technical Education	1	1
Bible	4	4
TOTALS	27	29

*Must include Honors World Geography

**Three credits of consecutive foreign language or two credits each of two different foreign languages.

Grading of Assigned Work

Graded work that is not completed or not turned in will be assigned a grade of zero. Assignments that are a requirement for course completion and are turned in excessively late must be completed and turned in even if a zero has been awarded due to exceeding deadline dates. Failure to turn in required work will result in a course grade of "F" and no credit will be given for the course.

Honors/Weighted Courses

Advanced levels of science, mathematics, English, and foreign languages are considered to be more academically demanding and, therefore, are designated as honors classes. As such they are weighted by multiplying both the GPA and numeric average earned in such courses by 1.125 (Honors) or 1.25 (EC) when calculating the cumulative GPA for the student transcript. Students and parents will be expected to discuss enrollment in honor courses with the guidance counselor prior to enrollment in order to ensure success for the student. Administration may make the final decision regarding approval or disapproval of student enrollment in honors courses.

The following classes have been categorized as Honors/Weighted 1.125: Honors English 11, Honors English 10, Honors English 9, Honors Biology, Honors Chemistry, Honors Physics, Honors Anatomy & Physiology, Honors Marine Biology, Honors World Geography, Honors World History, Honors United States History, Honors Trigonometry, Honors Introduction to Calculus, Honors Spanish II, III and Honors Spanish IV, Honors French II, III, and IV, and Honors Psychology.

The following courses have been categorized as Early College/Dual Enrollment/Weighted 1.25: Early College English 101 & 102; Early College Biology 101 & 102; Early College Engineering 102; Early College Calculus I & II; on-line Early College courses; on-campus Early College courses.

Honor Graduates

Seniors who have earned a cumulative GPA of 3.7 or higher over four years of high school are designated **Highest Honor Graduates**. Those individuals who have achieved a cumulative GPA of 3.40 – 3.69 will be designated **High Honor Graduates**. Those individuals who have achieved a cumulative GPA of 3.00 – 3.39 will be designated **Honor Graduates**. Beta Club members will be awarded honor seals on their diplomas bearing the club insignia. The Christian Leadership recipient will earn an honor bar of distinction on his/her diploma. The valedictorian and salutatorian will also earn distinction on their diplomas.

The valedictorian and salutatorian are chosen on the basis of cumulative numeric average. However, when the numeric averages of the two students are extremely close, their SAT or ACT scores may also be considered. Spiritual growth and Christian testimony are also considered. Students must have been enrolled at Hampton Christian Academy for at least their last four semesters in order to be eligible to be the valedictorian or salutatorian. In the event of a tied GPA for valedictorian, there may be two valedictorians and no salutatorian.

The cumulative numeric average of any student who has been at HCA for less than eight semesters (grades 9-12) will be compared to the cumulative numeric average, for corresponding semesters, of the students who have been at HCA for the full eight semesters (grades 9-12) in order to determine the candidates for valedictorian and salutatorian. For example, a student who attended HCA during his/her junior and senior year only and a student who attended HCA for all four years would use only their cumulative numeric average for their last four semesters to determine who would qualify for valedictorian and salutatorian consideration. Students who have attended fewer than four semesters at HCA during grades 9-12 will not be considered a candidate for valedictorian or salutatorian. *Hampton Christian does not officially rank students.*

Homework Assignments

Homework assignments, including unfinished class work, are designed to develop initiative, responsibility, and self-learning by providing an opportunity to practice and apply concepts learned in the classroom. Teachers will strive to provide lighter homework on Wednesday nights due to church activities; however, students are still expected to complete all assignments as required by the teacher. Students are ultimately responsible for keeping track of homework assignments, but all parents are encouraged to check www.RenWeb.com to help keep track of student assignments.

Honor Roll

The Honor Roll will be announced at the end of each quarter and will be based on all report card grades earned during that marking period. A quarter grade of 79% (C+) or lower in any course will disqualify a student for honor recognition for that nine-week period.

Principal's List recognizes those students who earn a 4.0 GPA or higher for the first three quarters of the year.

High Honors recognizes those students who earn a 3.5 GPA for the first three quarters of the year.

Honors recognizes those students who earn an 3.0 GPA for the first three quarters of the year. To receive an end-of-the year award at the annual awards assembly a student must earn a place on the honor roll the first three nine-week periods of the year.

Honor Societies

*The National Beta Club is an Honor Society which students in grades 9–12 (Senior Beta) and 7–8 (Junior Beta) who meet the following criteria are **invited to join**:*

1. Must have a cumulative GPA of 3.3 or higher.
2. Must display worthy character, spiritual integrity, good mentality, creditable achievement, and a commendable attitude.
3. Transfer students must wait one year before being eligible to join unless they were previously inducted into a similar Honor Society at the school they last attended.
4. To be eligible for Beta Club, a student should have no ISS or OSS for the current or previous year and have an average conduct grade of *S* in each class with no *N*'s or *U*'s in any class during the previous school year.

To Remain in Beta Club, Honors students must maintain the following standards:

1. Must maintain a cumulative GPA of at least 3.0 to remain in the Beta Club.
2. Must maintain worthy character, spiritual integrity, good mentality, creditable achievement, and a commendable attitude.
3. Should not have received an ISS or OSS during the previous or current school year.
4. Must have an average grade in conduct of "S" in each class, with no "N" or "U" in any class during the previous school year.

Beta Club Officers: Senior Beta Club members will meet in September to elect officers for the school year. Qualifications:

1. Must exhibit qualities of initiative and leadership. They must be willing to give time as necessary for fulfilling their responsibilities to the Beta Club.
2. Are expected to set a good example for other students. Therefore, their attitude and conduct in the past should have warranted the respect of students and teachers.

Other National Honor Societies available to upperclassmen:

The National English Honor Society and Science National Honor Society

Independent Course Work

Prior administrative approval must be given before a student may take a course, either independently or through another school/college for credit.

Making Up Failed Courses – Middle School Courses

For students in grades 6-8 who have failed math, language arts, or Bible, he/she will be required to complete an HCA **approved** make-up course in that subject area. The make-up work for other subject areas will be determined by administration.

Making Up Failed Courses – High School Credits

Students who fail a required course **MUST** make it up before proceeding to the next higher course in that academic discipline. To make up failed courses students should enroll in a summer school program approved by the school administration. Refer also to the **Course Credit** section of this handbook.

Probation for Academics

1. New students who **fail a class** during their first semester at Hampton Christian Academy will be placed on academic probation for the following semester. During this period faculty will work closely with the student to monitor progress and to determine whether he/she should remain enrolled.
2. Re-enrolled students who **fail two or more classes** in a semester will be placed on academic probation for the next semester. During this period faculty will work closely with the student to monitor progress and to determine whether he/she should remain enrolled or repeat the academic year.

Progress Reports and Report Cards

Report cards will be issued every nine weeks. Students are responsible for delivering the report card to their parents. Report cards must be signed by parents and returned to homeroom teachers within three days or a detention will be assigned to the student. A replacement fee will be charged if the envelope is lost.

Progress reports are available online after the midterm of each quarter. Parents and students can check the student's progress at any time using the RenWeb system. Teachers are also available to meet with parents, by appointment, to discuss a student's progress throughout the school year.

Promotion

Middle School Courses

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/she has attained an average of at least a 70%. If a student fails two subjects or has an overall average of less than 70%, the administration will decide whether the student will be promoted or retained. A student who fails three or more subjects will not be promoted to the next grade.

High School Courses

Students should successfully pass their courses with at least a 70%. A passing grade in required courses must be maintained every semester to graduate on time. To enter each succeeding grade a student must have earned at least the credits listed below.*

Rising 10th grade	7 credits
Rising 11th grade	14 credits
Rising 12th grade	21 credits

*NOTE: Credit requirements for Bible are reduced by one unit for each year (9-12) a student was not enrolled in HCA.

Semester Examinations

Students who have earned a minimum grade of 93 percent average for the semester in a class and who have no more than nine absences per semester in that class may be exempted from the semester examination in that class at the discretion of the classroom teacher. Seniors who earn a 90 percent average may be exempt from exams as a senior privilege. Semester exams will be administered as scheduled. Exceptions may be made only upon administrative approval.

All Bible classes will give exams the Friday before exam week. Students who have earned a minimum grade of 93 percent average for the semester in Bible class and who have no more than nine absences per semester in that class may be exempted from the semester examination in that class at the discretion of the classroom teacher. Attendance in Bible class includes chapel and life groups.

Standardized Testing

All students in grades sixth through ten are required to take the Terra Nova Test in the spring of each year. A copy of testing results for the Terra Nova Test will be sent home to parents. Juniors and Sophomores are required to take the Preliminary Scholastic Aptitude Test/National Merit Scholastic Qualifying Test in October. Seniors and Juniors are strongly encouraged to take a college entrance test (SAT and/or ACT). During Terra Nova testing, Juniors will take SAT Prep courses online in the computer lab with a teacher to monitor.

Transcript of Grades (High School Courses)

The student's school transcript will reflect the following: final semester grades of each course for all four years, the student's cumulative numeric average, and the student's cumulative GPA. The cumulative GPA is calculated from high school courses taken at Hampton Christian Academy. In addition, courses taken either through a summer school program or an approved online course may be calculated in the student's GPA. All non-HCA courses must have prior approval from the administration. When computing the cumulative GPA, Hampton Christian will include any failing grades as well as passing grades on the transcript and both will be used to calculate the GPA, even when a course is repeated. Transfer credits from a previous school will not be included in the cumulative numeric average/GPA.

The school will bear the expense of providing, without charge, four high school transcripts for graduating seniors. Five dollars will be charged for each additional transcripts requested for HCA seniors before graduation. Transcripts for former students and alumni will be provided at ten dollars per request. A transcript request form is available from the school office and must be submitted each time a transcript is requested.

ATTENDANCE POLICIES AND PROCEDURES

Philosophy

The student and parent share the responsibility of making every effort for the student to attend class every school day. Daily attendance is necessary for success. Parents have the added responsibility of accounting for their student's absences by contacting the school office promptly.

Policy

Those students who have reached the maximum allowable days of absence (nine) during a semester will not be allowed to participate in a school event which requires an additional absence from class. This policy would not eliminate overall participation in activities; it would just impact those events which require them to miss scheduled classes.

If a student exceeds the maximum number of absences (nine per semester) for a non-school related reason, he/she may not receive credit and may fail each class in which the maximum is exceeded. Absences due to long-term illness or extenuating circumstances may be waived on an individual basis by the administration and school board. Students exceeding the maximum number of absences will not be eligible for exam exemption.

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.) Excessive unexcused tardiness will eliminate a student from being eligible for a Perfect Attendance Award at the end of the school year. The excessive tardiness determination will be made by the administration.

Procedures

1. Parents are asked to call the school office before 9:00 A.M. on the day their child is absent from school.
2. When returning after an absence the student must:
 - a. Report to the school office for an admit slip.
 - b. Submit a note from a parent to the office explaining the absence.
3. The administration will determine whether the absence is excused. (An absence is considered unexcused until a note stating the reason for absence is submitted and approved.)
4. Students will not be admitted to any class after an absence without an admit slip.
5. If a student does not submit a note from parents **within 3 school days**, the absence will automatically be considered unexcused, which will result in an In-School Suspension.
6. Students arriving to school after first period must also follow the same procedures listed above and are considered absent in any class they missed.
7. Students who are not in school at least ½ day will not be allowed to participate in athletics or other after-school activities scheduled on that day unless their absence was pre-approved by the administration.

Prior Approval for Special Events

Students should receive permission to be absent from school for special occasions such as a church retreat or a family activity. A note from a parent must be brought to the office for administrative approval by the principal at least 48 hours prior to the beginning of that requested absence. Students will then take the approved note to each of 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.

NOTE: If teachers are given less than 48 hours prior notice of a prearranged absence, they may not be able to provide students their missed work **before** the absence.

ABSENTEE POLICY

Excused Absences

Students should assume that they will take missed tests/quizzes and turn in previously assigned work on the day they return from an absence unless new material has been given. If new material has been covered or if there are extenuating circumstances, it is the student's responsibility to contact the teacher(s), who has the authority to make exceptions when warranted. Sports practice or games (including late games) do not take priority over academic deadlines and arriving to school on time. **Athletes who leave early due to a scheduled game will be excused from classes but are still responsible for making up missed work by the next school day.**

Students absent due to vacation or a pre-arranged trip must turn in work due or assigned and be prepared to take the tests/quizzes when they return to school as pre-arranged with the individual teachers.

Students are responsible for turning in assignments due and/or contacting the teacher and arranging to make up work missed from a class(es) if they are in school the same day the class is missed. For example, a student who is not feeling well and misses a class(es) in the morning but attends school in the afternoon needs to contact the morning teacher(s) to arrange for tests/quizzes missed and turn in any previously assigned work for that day. A student who leaves early needs to hand in any work due that day before leaving school. Teachers will work with students to establish a make-up plan for work missed due to extended illness, death in the family, or emergency (as recognized by the principal).

Unexcused Absences (Other than suspensions)

An ISS will be given for skipping class.

Students will be responsible for completing all work assigned and quizzes/tests 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 according to the schedule assigned by the teacher.

Hampton Christian Academy Travel Policy

Hampton Christian Academy (HCA) students who plan to participate in trips that require travel outside the United States are required to submit information on the location and dates to the administration for review. This information will be used to determine if there are any health risks that may affect HCA. The location and dates will be evaluated using the Traveler's Health Notices on the Center for Disease Control (CDC) website. HCA will abide by the recommendations of the CDC. If a student requires quarantine, it will be classified as a medical absence and HCA will abide by the student handbook rules.

TARDY POLICY

Students are tardy if they are not in the classroom when the bell rings. Students who are tardy to homeroom will report to the office. Administration will determine whether or not to excuse the tardy. An excused or unexcused slip will then be issued for the student to take to the homeroom teacher. For all other class periods, the classroom teacher will determine if the tardy is excused or unexcused. If a teacher detains a student after class, the teacher will sign a pass for the student to take to his/her next class. Each classroom teacher reserves the right to determine whether to excuse a student who is tardy to that class.

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. **Traffic congestion is not considered an excused tardy without administrative approval.** (Whether the driver or passenger, a student is still individually responsible for arriving to school on time.) **A note from a parent must be turned in to the office stating the reason the student is tardy within three (3) school days of the infraction. Otherwise the tardy will be unexcused.**

Unexcused Tardiness

Upon the event of a **fifth** unexcused tardy to school, or **third** tardy to the same class during a 9-week/quarter, a detention will be assigned. Each succeeding unexcused tardy to school or that class during the **9-week/quarter** will result in another detention or ISS. A student is responsible for first checking in with the teacher if they anticipate being late for class (trip to office, visit to clinic, talking to another teacher, etc.). Teachers need to know where students are at all times. An unexcused tardy past fifteen minutes will be considered skipping. (An ISS will be given for skipping class.)

Excessive Tardiness

Teachers will notify administration if a student is consistently late to class. Excessive tardiness, whether excused or unexcused, will result in a conference of parent and student with school administration. Excessive tardiness may result in suspension, revoking of privileges, or other measures determined by administration.

CODE OF CHRISTIAN CONDUCT

Hampton Christian Upper School is dedicated to developing young people of Christian character and integrity. Our faculty and staff attempt to promote a loving, positive attitude toward disciplining the students in our care. We believe that discipline means to direct or change a person's heart and behavior in an effective and, whenever possible, non-degrading manner. Discipline is a process; therefore, our goal is to help students conduct themselves at all times in a manner becoming of a Christian.

Hampton Christian recognizes that while Scriptures do not provide specific teaching regarding all social practices, they do advocate self-restraint in that which is harmful or offensive to others. ***Christian conduct is expected of students at all times (both on and off campus, and in any social media presence).*** If the administration considers the lifestyle or testimony of a student, either on or off campus, or through social media, to be detrimental to the reputation of Hampton Christian Academy, he or she may forfeit the privilege of enrolling or remaining a student, or face other disciplinary measures. As we commit ourselves to a code of conduct that glorifies the Lord no matter where we are, it will benefit others as well as ourselves.

Within the school setting there are certain character traits which please God and promote positive relationships:

Courtesy: “Finally, all of you, live in harmony with one another; be sympathetic, live as brothers, be compassionate and humble” (I Peter 3:8, *NIV*). Our actions and our speech quickly convey to others the factors which motivate us in our relationships. We must daily practice being courteous to those we associate with, and go out of our way to live in harmony with them. Simple action and words can go a long way to express our love and concern for others. Coupled with our desire to be courteous should also be a desire to show respect for those in authority over us. We should respond to them in a manner that shows our appreciation to them for accepting the responsibility placed on them by God to assume a position of leadership.

Self-Control: “Let your moderation be known unto all men. The Lord is at hand” (Phil. 4:5, *KJV*). The quality of our school community is largely affected by our desire to practice moderation in our behavior. We function best in a calm, quiet, controlled environment. We must constantly recognize that our failure to practice moderation in words, actions, and lifestyle impacts those around us. Practicing self-control as a student body will create an environment that is conducive to learning.

Integrity: “The man of integrity walks securely, but he who takes crooked paths will be found out” (Prov. 10:9 *NIV*). A school environment that is based on integrity provides a setting of peace and trust. We must maintain a school that is based on honesty of word and action. There should be no hidden meaning in what we say and our actions must always be open to public scrutiny. There is great comfort and a sense of security and peace in an environment where practicing integrity is the norm.

Love: “Dear friends, let us practice loving each other, for love comes from God and those who are loving and kind show that they are the children of God, and that they are getting to know Him better” (I John 4:7 *LB*). Loving others first is not a character trait that comes easily to us. Our first desire is to put ourselves first. We must constantly strive to “practice” loving one another and to put the needs and well-being of others first.

We expect students to adhere to the following standards:

- ◆ to **observe** Biblical morality in all relationships, words and deeds. “Now you are light in the Lord. Live as children of light, for the fruit of light consists of all goodness, righteousness, and truth.” (Eph. 5:8,9)
- ◆ to **act** with integrity. “I know my God that you test the heart and are pleased with integrity.”
 - ◆ (I Chron. 29:17)
- ◆ to **practice** self-control. “Live self-controlled, upright and godly lives in this present age.”
 - ◆ (Titus 2:12)
- ◆ to **preserve** personal purity. “Keep yourself pure.” (I Tim. 5:22)
- ◆ to **approach** the school and its program with a positive Christian attitude and refrain from negativism either in action, word, or appearance. “Finally, brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable—if anything is excellent or praiseworthy, think about such things.” (Phil. 4:8)
- ◆ to **respond** properly to the authority of the home and school. “Obey your leaders and submit to their authority.” (Heb. 13:17)
- ◆ to **regard** others with courtesy. “So in everything do to others what you would have them do to you.” (Matt. 7:12)
- ◆ to **refrain** from the possession, purchase, use, sale, promotion, and/or distribution of any alcoholic beverages, drug substances (which includes tobacco and tobacco products), drug-like substances, and/or any other drug paraphernalia. “Do you not know that your body is the temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore, honor God with your body.” (I Cor. 6:19, 20)
- ◆ to **refrain** from possession of firearms, or any object used, intended, or disguised as a weapon while on school property or a school-sponsored function. “For all who live by the sword will die by the sword.” (Matt. 26:52)

DISCIPLINE POLICIES: OVERVIEW OF DISCIPLINARY INFRACTIONS

	FOR EACH NINE-WEEKS/QUARTER	COST
Tardies	Upon the fifth unexcused tardy to school or third to class, and each one after that, a detention will be assigned.	N/A
Dress Code Violations	A detention will be assigned.	N/A
Detentions	Only three detentions will be assigned in a quarter; after that an ISS may be assigned.	N/A / \$30 per ISS
In School Suspension (ISS)	Incidents serious enough for an ISS can indicate the need for the student to be placed on administrative probation.	\$30 per ISS
Out of School Suspension (OSS)	<i>Out of School Suspensions</i> may be assigned for offenses that are of such a serious nature that the consequences may result in a day or multiple days of out-of school suspension or expulsion.	N/A

General School Rules

1. Students are expected to reflect the character of Christ in all that they do.
2. Students will not leave the school campus during school hours without parental and administrative approval. Students must sign out through the main office.
3. Students may not go to vehicles, parking lot, etc., during the school day without administrative approval.
4. Students are always to respect the authority of teachers, staff, and administration.
5. Students are to be quiet and respectful while in the hallways before, during, and after school.
6. Horse-playing is prohibited. Students will not push others or run in the hallways.
7. Skipping class or school is prohibited.
8. Hall passes are required for all students in the halls or bathrooms while class is in session. Passes will be issued by faculty, administration, and school office staff only.
9. At teacher's discretion, students may consume bottled water during class. Other beverages may not be consumed except in the lunchroom during lunch.
10. Food will be consumed only in the cafeteria during lunch. No food or drinks are to be left in student's lockers. No food or drinks are allowed in the classrooms, hallways, chapel, prayer room, computer/science labs, bathrooms, or library.
11. Personal comic books, graphic novels, toys, and laser pointers are not permitted on the school campus.
12. Students are not allowed in a classroom without a teacher for any reason. If the teacher is not in the classroom, students will wait quietly in the hallway.
13. A student must never enter another student's locker, book bag, purse, or gym bag without specific permission. Removing an item from another student's locker or belongings without proper permission may be considered an act of theft.
14. Students are not permitted in restricted areas (to include the business office, front office personnel areas, and teacher's lounge) without express faculty permission.
15. Students are not permitted to have weapons, explosives, or any fire-starting devices of any kind. Students are not permitted to have or create any object resembling a weapon, explosive, or fire-starting device.
16. Questionable or objectionable language, reading material, CDs, DVDs, pictures, or cell phone content, etc., are prohibited.
17. Students are not permitted to use profane or obscene language, symbols, signs, or gestures. Students are not permitted to use inappropriate language, such as cursing or lewdness, or any language resembling inappropriate words or comments.
18. Students will not deface school property or any person's personal property.
19. Cheating and forgery will not be tolerated. Any offense would be classified as a *serious offense* and may result in an out-of-school suspension (OSS) pending possible recommendation for dismissal or withdrawal from school. The administration may assign a grade of zero (0) for cheating on exams, tests, quizzes, homework, projects, or other graded assignments. Teachers will report all instances of cheating to the principal.
20. Students are not permitted to plagiarize, use another student's worksheet, notes, or copy any portions of another student's homework without the **specific** permission of the classroom teacher. These violations are considered **cheating**.
21. Public display of affection between students (holding hands, hugging, etc.) is not permitted on the school campus at any time or while on a school-sponsored field trip or event, including athletic events.
22. Students should take pride in their school and should keep all rooms, halls, and bathrooms clean and free from trash. Book bags, books, school supplies, and personal belongings must be kept off the floor in the hallway at all times.
23. Chewing gum is not allowed at any time on school premises.
24. No skateboards, roller blades, skates, scooters, etc. will be permitted on school property.

Search and Seizure

1. Searches/inspections by police dogs may occur, without notice, during the school year.
2. The school reserves the right, **without prior permission from parents or students**, to question students regarding possible disciplinary infractions, and to search, inspect, and if necessary confiscate any school or personal property. This includes, but is not limited to, the search of book bag, vehicle, or room, any written material, or electronic device, 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.
3. If the school suspects a student has or is using drugs, the school administration can:
 - a) require to test the student (at parental expense) for drug usage; and/or
 - b) require the parents to have the student tested (at parental expense) for drug usage.

Electronic Device Policy

Personal electronic cameras, music players and/or electronic games must be kept in book bags and out of sight during school hours. If any of the above items are found, they will be confiscated and returned to the student's parent/guardian. Additional disciplinary action may be taken. Personal laptops may be brought into school if the BYOD agreement has been turned in to the main office. (See BYOD Policy and Agreement Form)

Cell Phone Policy

The use of cell phones while on school property is a privilege, not a right. Parents that need to contact a student during school hours should do so through the school office.

- 1) Students may not use their phone at any time during school, including class, lunch, bathroom, library, hallways, and gym.
- 2) Teachers may not give permission to use cell phones without administrative approval.
- 3) Students are not allowed to use their cell phones to share inappropriate or offensive images/videos, to text or post anything negative about others or the school, nor do anything on their device that could cause a disruption to the learning environment. Devices must not vibrate/ring during class.
- 4) The student accepts primary responsibility for the protection and security of his/her cell phone.
- 5) A violation of any aspect of this cell phone policy will result in the confiscation, loss of privilege, and possible inspection of the cell phone and its contents, as well as disciplinary action.
- 6) **Confiscated cell phones will be given to the administration and returned to the student after school. The student may receive a detention for the infraction.**

Detentions

Detentions must be served after school from 3:20 until 4:00 P.M. or at the school's discretion. Students must serve detentions on the assigned dates. **Exceptions will not be made for extra-curricular activities, including sports.** *A student is not permitted to miss/skip a detention to avoid missing a sports or other extracurricular activity. If the student is absent from school on a detention day, he/she automatically serves that detention on the next available day. If a student forgets about a detention and misses it without a valid excuse (to be determined by administration), that student will serve the original detention and an additional detention. If that same student misses the detention again without a valid excuse, an ISS will be assigned.*

1. Detentions may be assigned by teachers or administrative staff as a disciplinary measure for minor offenses (such as chewing gum, repeated tardiness to class, failure to bring required materials to class, disrupting class, etc.)
2. Teachers assigning a detention will enter this into the RenWeb system which will alert parents.
3. A student will serve a detention by satisfactorily completing assigned work.
4. Students will report to the detention room no later than 3:20 P.M. Students who are late will be expected to stay after 4:00 to complete the detention. After 3:30 P.M., students are considered tardy and will receive an additional detention. Both detentions will be served at later times.
5. During detention students are not permitted to talk, move about, work on homework, or demonstrate a negative attitude.
6. Students are not allowed to eat, drink, or have any electronic device (including cell phones) in the detention room.

Suspensions

There are two categories of suspensions: In-school suspension (ISS) and out-of-school suspension (OSS). Suspensions of greater than 10 days must be approved by the HCA School Board. Parents have the right to an appeal for a suspension/expulsion. This appeal must be made in writing and happen no more than two days from the first day the notification of the suspension or expulsion occurs.

In-School Suspension:

An in-school suspension (ISS) will require the student to be at the school. The in-school suspension will be served from 8:10 A.M. – 3:10 P.M. All assigned work must be turned in.

- ◆ Recorded on permanent record. This infraction is recorded on the student's permanent file during the time he/she is a student here. However, it is not recorded on the student's official transcript.
- ◆ Possible loss of leadership position (i.e. Beta Club, SCA, etc.) for the school year. The student may not be able to run for any student leadership position for the following school year without approval by the principal.
- ◆ Automatic \$30 charge to account for each ISS.
- ◆ Repeated ISS infractions could be elevated to OSS.

In-School Suspensions may be assigned for, but not limited to, offenses such as:

- ◆ More than 3 detentions in one quarter
- ◆ Leaving school property without permission
- ◆ Disrespect
- ◆ Lying
- ◆ Forgery
- ◆ Using profane or obscene language, symbols, signs, or gestures
- ◆ Skipping
- ◆ Entering another student's locker, book bag, or gym bag without permission
- ◆ Possession of questionable or objectionable language, reading material, CDs, DVDs, pictures, etc. (*This includes written, printed, or electronic information stored in cell phones*).
- ◆ Defacing school or another person's property
- ◆ Public display of affection during school or school-sponsored events
- ◆ More than minor horseplay
- ◆ Using another student's worksheet, notes, or copying any portion of another student's homework
- ◆ Cheating and/or Plagiarizing*

This is not an exhaustive list. Other infractions may be designated as suspension offenses as approved by the principal. Students may be given an out-of-school suspension at the discretion of the principal for repeated misbehavior. The principal may also modify suspension policies depending on special circumstances.

***Cheating/Plagiarism**

Plagiarism – Plagiarism also occurs when one takes another's ideas and does not give credit for them. This includes copying or partially copying, paraphrasing, or summarizing another person's words or ideas without citing references (giving the author credit).

Cheating/plagiarism will not be tolerated. A first offense may result in a minimum of an ISS unless there are extenuating circumstances. Any repeated offense would be classified as a serious offense and may result in an out-of-school suspension (OSS) pending possible recommendation for dismissal or withdrawal from school. The administration may assign a grade of zero (0) for cheating on exams, tests, quizzes, or other projects, assignments, etc. Teachers will report all instances and suspicions of cheating to the administration. Students are not permitted to plagiarize, use another student's worksheet, notes, or copy any portions of another student's homework without the specific permission of the classroom teacher. This violation is considered cheating by both parties.

Out-of-School Suspension:

- ◆ Will be under the supervision of an adult at home or at a location agreed upon by administrator and parents during the period of the suspension.
- ◆ Recorded on permanent record.
- ◆ Loss of leadership position (including Beta Club, SCA, Class Officer) for the school year. The student may not be able to run for any student leadership position for the following school year.
- ◆ Loss of privilege to play sports for part/all of the season depending on the circumstances of the infraction. Privilege to play in the following athletic season requires the principal's approval.
- ◆ During the suspension period, the student is prohibited from being on school campus before, during, or after school hours, and is prohibited from attending school-sponsored functions without the specific permission of the administration for each event.
- ◆ Other penalties for each OSS include the following:
 - * Recorded as an unexcused absence.
 - * A possible recommendation for dismissal or expulsion by the School Board.
 - * Other privileges may be removed, to include but not limited to the following:
Senior Retreat, Homecoming Dance, Prom, participation in commencement, etc.

Out-of-school suspensions may be assigned for, but not limited to, the following offenses:

- ◆ Assault and battery to student/faculty/staff
- ◆ Threatening a student or member of the faculty/staff
- ◆ Bomb threats
- ◆ Threatening to damage school or staff members' personal property
- ◆ Possession, use, sale, and/or distribution of drugs, drug look-alike substances, or drug paraphernalia
- ◆ (Approved prescription or over-the counter drugs must be dispensed by the front office only.)
- ◆ Possession, use, sale, and/or distribution of alcohol and/or tobacco products
- ◆ Possession or use of explosives of any kind, firearms, knives, or any object intended as a weapon
- ◆ Indecent or inappropriate behavior, harassment, molesting students/faculty/staff
- ◆ Riot participation or inciting a riot
- ◆ Vandalism
- ◆ Theft
- ◆ Possession of inappropriate or pornographic information (pictures, text, video or voice mails) as determined by the administration
- ◆ Arson or attempted arson
- ◆ Repeated cheating/plagiarism offenses
- ◆ Falsely reporting an emergency (e.g., setting off a fire alarm, calling 911, etc.)
- ◆ Pranks that are determined by the administration to be intentionally directed toward the school
- ◆ Harming the reputation of the school by way of publicly displaying a non Christ-like lifestyle.
- ◆ Fighting*
- ◆ Bullying/Cyber-bullying **

***Fighting** – is a physical conflict between two or more people (to include physical contact of any manner if parties are in conflict); a confrontation between two or more individuals in which each attempts to harm or gain power over the other, as with bodily force.

****Bullying** means any aggressive and unwanted behavior that is intended to harm, intimidate, or humiliate the victim; involving a real or perceived power imbalance between the aggressor or aggressors and victim; and is repeated over time or causes severe emotional trauma. Bullying does not include ordinary teasing, horseplay, argument or peer conflict.

****Cyber-bullying** is defined as using information and communication technologies, such as cell phone text messages and pictures and Internet e-mail, social networking web sites, defamatory personal web sites, and defamatory online personal polling web sites to support deliberate, hostile behavior intended to harm others.

Students should immediately report any acts of bullying to the administration so appropriate action can be taken.

Out-of-School Suspensions/Expulsion may be assigned for offenses that are of such a serious nature that the consequences may result in multiple days of out-of school suspension or expulsion. (The school is not a sanctuary from prosecution in the courts for violations of civil and criminal laws occurring during school, on school property, or during a school-sponsored activity).

Probation

1. All **new students** are on automatic one-semester probation. 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 Hampton Christian Academy, he/she represents the school both on and off campus.
2. **Administrative Probation** may be used, at the administration's discretion, under special circumstances and for problems other than those listed below. This probation does not limit a student's activities or leadership roles. A written explanation of reasons for an administrative probation will be retained on record for one semester, and then if satisfactory progress has been made, be removed from the student's permanent file.
3. Probation may also be invoked when a student has a serious problem and has been given sufficient opportunity to correct or change his/her behavior or academic status. If the situation does not improve to a satisfactory level, the student will be dismissed or asked to withdraw from the school. For such situations, the following probation categories may be invoked:
 - ◆ **Academic:** A new student who fails one or more subjects during the first semester of attendance will be placed on academic probation for the following semester.
 - ◆ **Re-enrolled students:** Any student failing two or more subjects in a semester will be placed on academic probation for the following semester. The student will be removed from any leadership position during the remainder of that school year and any athletic team for a minimum of five weeks. Near the end of a probation period, the administration will reconsider the situation and remove the student from probation or recommend withdrawal from school.
 - ◆ **Attitude:** Any student with a rebellious spirit that is unchanged after encouragement from faculty/staff; a continued negative attitude; or a negative influence upon other students will be placed on probation.
 - ◆ **Disciplinary:** A student with continual, deliberate disobedience or disrespect to faculty or staff members; continual disregard for school rules; or a serious breach of conduct inside or outside of school which has an adverse effect upon the school's testimony will be placed on probation.
 - ◆ Two or more consecutive semesters of probation may result in the student's dismissal from the school.

Expulsion

The School Board of Hampton Christian Academy reserves the right to expel any student if, in the sole judgment of the school, the child is a continuous discipline problem, and/or is not in harmony with the other students and/or teachers. Students may also be expelled for committing any of the serious offenses described in this handbook.

A student who has been expelled may reapply for *possible* admission to Hampton Christian Academy the school year following the completion of his/her expulsion. The student must have repented and apologized to all affected parties as well as displayed a good record at another school. Re-admission will be granted only upon recommendation of the administration and approval of the school board.

Expelled students and students who have withdrawn at the request of the administration are prohibited from being on school campus before, during, and after school hours, and are prohibited from attending school-sponsored functions without the specific permission of the principal for each event.

DRESS CODE

Philosophy

Our commitment at Hampton Christian Academy is to do all things in a way that is pleasing to the Lord and that will bring honor and glory to Him (I Corinthians 10:31). Accordingly, what we wear should direct subtle attention to the inner person, not to the physical body. The essence of our dress code is expressed in I Peter 3:3-4, which states that our attractiveness should not be based on what we wear, but on our hidden inner self, “the unfailing beauty of a gentle and quiet spirit.”

The Hampton Christian Academy dress code has been established to provide minimum standards of dress that will assist parents and students in choosing appropriate clothing to be worn to classes and school functions. We realize that clothing styles are cultural and cultural standards are not always right or wrong. However, student attire needs to be safe, modest, conservative, neat, and appropriate. It should not be a distraction or express an ungodly lifestyle.

Parent Responsibility

God has given parents the responsibility for the nurturing and admonition of their children. Therefore, we expect parents to teach and enforce God-pleasing dress and appearance. **It is the parents’ responsibility to ensure that students comply daily with the dress code standards.**

Policy

Students need to adhere to the following dress code standards, which will be strictly enforced. Unless otherwise designated, these standards apply AT ALL TIMES (before, during, and after school) when the student is (1) on school campus and (2) at any school-sponsored function that is off school campus, including away athletic events. Since the following standards/guidelines are not intended to cover every possibility, the administration will make the final decision regarding dress code compliance or any questionable clothing or style that is not specifically addressed in the current dress code. We wish to assure both students and parents that while standards of dress and conduct will be strictly enforced, students will be dealt with in Christian love and fairness, with concern for the individual involved.

Any student in violation of the dress code may be sent home (with parent permission) or held out of class or an activity until the infraction is corrected. This may result in an unexcused absence. **Since parents are responsible for the dress and appearance of their children, they will be notified of any dress code violations and held responsible to bring in an appropriate change of clothing as needed.**

Depending on circumstances, obvious and repeated dress code violations will result in disciplinary action. **For every dress code violation the student must serve one detention.** The administration will make the final decision regarding dress code compliance or any questionable clothing or style.

STANDARDS OF DRESS

Gentlemen – Standard Dress Code

Section 1. General Gentlemen

1. Clothing must be modest and fit appropriately.
2. Clothing must be gender appropriate.
3. No tight (e.g., skinny jeans) or oversized clothing allowed (e.g., baggy pants/shorts).
4. All clothing must be in good condition, without holes or fringed hems.
5. Must not represent non-Christian subculture or draw undue attention to student.
6. Must be free of slogans, advertisement, or inappropriate pictures. (Small name-brand logos are permitted.)
7. No sweatpants, warm-up style clothing or athletic-type clothing.
8. Military-type/camouflage clothing is not permitted.
9. Official Hampton Christian Academy pullover/zip-up hooded sweatshirts may be worn but hoods must not be worn on the head at any time in the building.
10. No hats/sunglasses/gloves may be worn in the building.
11. No rompers may be worn to school.

Section 2. Pants: Slacks/Jeans/Shorts

1. Pants must be traditional, plain, straight-leg or boot cut, regular/classic or relaxed fit. Pants must be made of denim, khaki, or dress pants material. No overalls or pants made of athletic material may be worn to school.
2. Sagging is not permitted.
3. Pants length must not extend below the sole of the shoe.
4. All pants/shorts must be worn at the waist with a belt. No rolled up pant legs allowed. Pants may be cuffed. Pants/shorts must be solid-colored, plaid or pin-striped.
5. Shorts no shorter than 2” above the top of the knee are allowed throughout the year.

Section 3. Shirts

1. **Must** have a collar and sleeves.
2. Shirt fronts must not be open any more than four closed fingers from the base of the neck.
3. If a long or short-sleeved T-shirt is worn under a shirt or sweater, it must be a **solid color** with no printing.
*Please note – T-shirts (official school-colored HCA T-shirts) are only allowed on chapel days.

Section 4. Shoes

1. No sandals, slides, or flip-flops.
2. Shoestrings must be tied and secured.
3. Students must have footwear on at all times while on school property.
4. No bedroom slippers or similar styles allowed.

Section 5. Hair

1. Must be clean and neatly groomed and cannot cover the eyes. Hair must not touch the collar and must have a natural color. No pony tails, buns, braids, dreads, faux hawks, mohawks, etc.
2. Facial hair must be neatly groomed with clean lines and not more than ¼ inch long.
3. No outlandish hairstyles or hair colors. (e.g. shaved designs, bleached, odd-colored or multi-colored hair)

Section 6. Piercings/Tattoos/Jewelry

1. Body piercings are not permitted. Jewelry must not be distracting or represent a non-Christian subculture.
2. No tattoo should be visible at any time during school or school functions, including athletic games or school-sponsored events.
3. Earrings are not to be worn on campus at any time to include before and after school or at school-sponsored events. No plugs, gauges, or similar devices.

Section 7. Outerwear

1. All outerwear must have an approved shirt underneath that is visible at all times.
2. **Non-HCA hoodies are not permitted.** Non-screen-printed zip-up hoodies, free of logos and patches, may be worn.
3. The following outerwear may be worn in the classroom:
 - *Suit jacket or sport coat.
 - *Crew neck or V-neck sweater (pullover or cardigan).
 - *Lightweight jacket (no team logos except on an HCA athletic jacket).
4. Any other outerwear, including hats, gloves, and sunglasses, worn to school must be kept in student's locker or hung on hall hooks until the end of the day.
5. Students are not permitted to wear other high school logos other than Hampton Christian Academy.

Section 8. Gentlemen – Chapel Day Dress Code

1. School-colored HCA T-shirt or official HCA sweatshirt (hooded or non-hooded).
2. Pants (See Section 2).
3. No sandals, slides, or flip flops.

Ladies – Standard Dress Code

Section 9. General Ladies

1. Clothing must be modest and fit appropriately.
2. Clothing must be gender appropriate.
3. No tight or oversized clothing allowed.
4. No rompers are permitted.
5. All clothing must be in good condition, without holes, or fringed hems.
6. Must not represent non-Christian subculture or draw undue attention to student.
7. Must be free of slogans, advertisement, or inappropriate pictures. (Small name-brand logos are permitted on blouses.)
8. No sweatpants, warm-up style clothing or athletic-type clothing.
9. Military-type/camouflage clothing is not permitted.
10. Official Hampton Christian Academy pullover/zip-up hooded sweatshirts may be worn, but hoods must not be worn on the head at any time in the building.
11. No hats/sunglasses/gloves may be worn in the building.

Section 10. Pants: Slacks/Jeans/Capris/Shorts

1. Pants must be traditional, plain, straight-leg or boot cut, regular/classic or relaxed fit. Pants must be made of denim, khaki, or dress pants material. No overalls or pants made of athletic material may be worn to school.
2. Pants must not be form-fitting or low-rise, and must be modest.
3. Slack/jean length must not extend below the sole of the shoe.
4. Pants must be worn at the waist.
5. Capris or shorts are to be no higher than 2" above the top of the knee may be worn.
6. Pants may be cuffed.
7. No leggings, jeggings, or tight pants are to be worn as pants.

Section 11. Blouses

1. Must have sleeves and cover the shoulders. May be solid colored, patterned (stripes, polka-dots, etc.), or collared. Screen print T-shirts are not permitted.
2. All blouses must be modest - within four closed fingers from the base of the neck, no cleavage, not skin tight.
3. Must cover the midriff when sitting, bending, standing or raising the hand.
4. Camisoles and tank tops may be worn only as undergarments.
5. Sheer material is not permitted.

***Please note – Only school-colored official HCA T-shirts are allowed on chapel days.**

Section 12. Dresses

1. Dresses may be worn as long as the neckline is modest (within four closed fingers from the base of the neck). Knit tops or camisoles may be worn under dresses to adjust the neckline.
2. Hemline, both back and front, including slits, must be no higher than 2 inches above the mid-point of the knee when *standing*.
3. Must be loose fitting, not form fitting.
4. The dress itself must have a sleeve unless it meets section 12.5.
5. Sundresses with straps may be worn with a sleeved outside jacket or sweater (no tie shrugs). No halter style sundresses or strapless sundresses are allowed. Knit tops may be worn under sundresses to adjust the neckline.

Section 13. Skirt

1. Hemline, both back and front, including slits, must be no higher than 2 inches above the mid-point of the knee when *standing*.
2. Must be loose fitting (e.g., no pencil skirts).

Section 14. Shoes

1. No beach flip-flops or athletic slides. Dress sandals are allowed. If there is a question about this, administration will make the final decision.
2. Shoestrings must be tied and secured.
3. Heels may not exceed three inches.
4. Boots are allowed but they may not go past the knee.
5. Students must have footwear on at all times while on school property.
6. No bedroom slippers are permitted.

Section 15. Hair

1. Must be clean, neatly groomed, and out of the face.
2. Students may dye or highlight hair a natural hair color. (e.g., brown, blonde)
3. No extreme fads.

Section 16. Piercings/Tattoos/Jewelry

1. Must not be distracting or represent non-Christian subculture.
2. A maximum of three earrings per ear may be worn.
3. Earrings must be of reasonable size and form; no plugs, gauges, or similar devices. No other body piercings are permitted.
4. No tattoo should be visible at any time during school or school functions, including athletic games or school-sponsored events.

Section 17. Legwear

1. **Leggings are not to be worn in substitution of pants.**
2. Leggings may be worn under dress-code length dress/skirt.
3. Leggings and tights must be of solid color.

Section 18. Outerwear

1. All outerwear must have approved clothing underneath that is visible.
2. **Non-HCA hoodies are not permitted.** Non-screen-printed zip-up hoodies, free of logos and patches, may be worn.
3. The following outerwear may be worn in the classroom:
 - 3.1. Blazer
 - 3.2. Crew neck or V-neck sweater (pullover or cardigan).
 - 3.3. Lightweight jacket (no team logos except on an HCA athletic jacket).
4. Any other outerwear, including hats, gloves, and sunglasses, worn to school must be kept in student's locker or hung on hall hooks until the end of the day.
5. Students are not permitted to wear other high school logos other than Hampton Christian Academy.

Section 19. Ladies – Friday/Chapel Day Dress Code

1. School-colored HCA T-shirt or official HCA sweatshirt (hooded or non-hooded).
2. Pants (See Section 10).

After-School Activity Attire/Athletic Practice Clothing - All Students

Understanding that many school activities, especially sports activities, are not as formal as the school day, the following relaxed dress code will apply to such events. Student attire is expected to be in keeping with the Christian Code of Conduct as laid out in the Student Handbook. Student appearance must be modest and suitable.

Section 20. Shirts

1. Appropriate T-shirts may be worn.
2. Shirts must have sleeves.
3. No tank tops, halter tops, or midriff styles exposing the waist, shoulders, or back may be worn.

Section 21. Shorts/Pants

1. Shorts may be worn but must not be shorter than 7 inches above the midpoint of the knee when standing. (e.g., no short shorts)
2. Athletic-type wear (e.g., sweatpants, jogging suits, etc.) may be worn to after-school athletic events.
3. No leggings may be worn.
4. Spandex shorts must be worn under loose-fitting shorts.

Section 22. Hats/Accessories

1. Hats or other head coverings may be worn in the gymnasium but not in the school building.
2. The bill of billed hats must be positioned on the front of the head.
3. Young men are not permitted to wear earrings or show tattoos after school hours, at school events, on school transportation, during athletic practices, warm-ups, games, whether or not they are on campus.

Spirit Week Dress

Section 23.

The normal dress code will apply to students who are not in Spirit Week attire that reflects the theme of the day. For those participating, the administration will decide and publish spirit wear for each day during Spirit Week.

Formal Dress (Banquets & Dances)

It is the responsibility of the students to ensure that their guests who do not attend HCA comply with these standards.

Gentlemen

Section 24. Formal Dress

1. Dress suit or jacket preferred.
2. Dress shirt and dress pants.
3. Belt and tie.
4. Dress shoes with matching socks.
5. No shorts or denim material.
6. No hats are allowed to be worn inside the building.

All other applicable standards of dress listed above apply.

Ladies

Section 25. Dresses

1. Hemline, both back and front, including slits, must be no higher than two inches above the knee when standing.
2. Necklines must be modest. No cleavage should show.
3. At least half of the back must be fully covered.
4. Must be loose fitting, **not form fitting**.
5. Fabric must not be denim or sheer, and must conform to modest Christian standards.
6. Dress shoes must be worn.

All other applicable standards of dress listed above apply.

Violation of the above standards may require the wearing of a provided wrap or clothing item, and a detention may be issued.

Baccalaureate and Graduation Dress

Section 26. Ladies

Conservative white dresses or skirts and tucked-in blouses/dressy sweaters that meet school standards of modesty, cut, fit, length, and message. Sleeved dresses are preferred, but if these are not available, modest sleeveless dresses/blouses (no more than four closed fingers from the base of the neck), or dresses/blouses with straps at least three closed fingers in width are acceptable. Absolutely no flip flops or heels higher than three inches.

Section 27. Gentlemen

Dress slacks, white dress shirt, belt, tie, and **dress shoes**. Hair and facial hair must meet dress code standards. No earrings.

Violation of the above dress code may result in the student not participating in the ceremony and/or not being included in the class photograph.

Caps and gowns are to be worn over the above attire for each ceremony. Caps must not be decorated.

All other applicable standards of dress listed above apply.

ATHLETICS

Hampton Christian is a member of the Metro Athletic Conference. A variety of interscholastic competitive sports are offered to students in grades 5 through 12, based on student interest and enrollment.

If students participate in the athletic program, they must sign a form indicating that insurance is provided by the parent. In addition, all athletes must pass a physical given by a qualified physician before the athletic season begins. Prospective students must have the HCA administration's approval to practice.

Athletic Dress Code for Game Days

1. For games on Monday-Thursday, students will abide by the formal dress code on away-game days. On home-game days, students will wear collared team shirts, approved by Hampton Christian Academy administration.
2. Those students not dressed appropriately at the beginning of a game day will be issued a detention and may have their playing time reduced or eliminated for that game.
3. Before and after home and away games, coaches will instruct athletes to either stay in full uniform (team warm-up) or remain in their dress clothes.
4. If there is a game on Friday (either home or away), students will adhere to Friday Spirit Day dress code.

Athletic Eligibility (See the *Athletic Handbook* for more information.)

Students participating in athletics must demonstrate Christian respect for all coaches and officials. Their conduct must demonstrate a Christian testimony, practices, traveling to and from events, and while engaged in all athletic competition. Any athlete ejected from an athletic competition will be subject to disciplinary action.

Academic performance takes priority over athletic performance. Students must have an overall "S" average, must not have an unsatisfactory conduct grade in any class, and must have a minimum cumulative scholastic average of 2.3 GPA, with no failure in any course, in order to be eligible to participate in athletics. If a student has a failing grade on his/her first or third quarter report card he/she will no longer be eligible to play in games or practices with the team for at least five weeks and until permission is granted by administration. In addition, students will not be allowed to leave school early on game days, travel to games with the team, or sit with the team at games. Any student who fails a first semester course or does not to maintain a 2.3 GPA will be ineligible to participate in athletics for the remainder of that season. Any student who fails a course in the first quarter, first semester, or third quarter may not try out for a sport until the athletic eligibility standards are met.

Students who reach their 17th birthday prior to October 1st of the school year are no longer eligible to play Junior Varsity (JV) sports. No junior or senior may play on a JV team, regardless of age. Students who have their 19th birthday prior to August 1st may no longer participate in any school sports.

NCAA ELIGIBILITY- Please note: Students who are planning to enroll in college as a freshman and who wish to participate in Division I or Division II athletics must be certified by the NCAA Initial-Eligibility Clearinghouse in order to play a sport. **Students who want to participate in Division I or Division II athletics should plan to start the verification process early---at the beginning of their junior year.** Any student on the Advanced Diploma track should have no problem certifying with the NCAA.

See the Athletic Handbook for more information. However, the information in the Student Handbook supersedes the information in the Athletic Handbook.

GENERAL SCHOOL POLICIES

Before and After-School Supervision

Hampton Christian Upper School monitors and supervises its students from 7:30 A.M. - 3:30 P.M. during normal school days. Before 7:30 A.M. and after 3:30 P.M. personnel are not available to supervise/monitor students. Outside the hours of 7:30 A.M. to 3:30 P.M., supervisory responsibility for our students shifts from the school to the parents/guardians of the students. Students are required to leave the school buildings and the school grounds immediately after 3:30 P.M. in the afternoon. Students who are involved in school-sponsored activities must report immediately to the teacher or coach responsible for the activity. HCA does not assume responsibility for students who remain on campus and fail to report immediately to the teacher or coach responsible for the activity.

Hampton Christian Lower School students are not permitted on upper school property without adult supervision except for students participating in organized before and after-school events. Hampton Christian Upper School students are not permitted on Hampton Christian Lower School property without adult supervision. Child care is available at Hampton Christian Lower School for 6th grade students before and after school.

Care of Property

Hampton Christian Upper School belongs to God. The manner in which property is maintained and cared for is important in reflecting the Christian testimony of the school and of its students.

1. Willful damage, defacing, or destruction of school property, including books, 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 of any buildings without explicit permission from the administration.
3. No furniture or equipment may be moved from any room without permission from administration.
4. Students are to keep all rooms, halls, and bathrooms clean and free from trash.

Chapels

Students are required to attend chapel and life groups, as this is considered the Bible period for the day. Students are encouraged to use Bibles (not Bible apps on iPads or phones). Backpacks are not permissible at chapel; studying or completing homework during chapel is prohibited.

Crosswalk between Hampton Christian Academy Upper and Lower Schools

Students, faculty, and staff crossing the street between the upper and lower schools must use the crosswalk at the light. A detention will be issued to students failing to use the crosswalk at any time, including before and after school hours.

Early Release From School

Students will not leave the school building other than at regular dismissal time, except by permission of a teacher **and** the school office. A student who needs to be released early must submit a note of explanation signed by a parent to the school office for approval. It must also be signed by the teacher who dismisses the student to the office for sign-out. **Students must sign out in the office before leaving the building.** Students returning from appointments will sign in at the office and obtain a pass to enter class.

Students who become ill during school may stay until the end of the school day unless vomiting, high fever, or other indications of a potentially contagious or serious illness exist.

Emergency Drills

Emergency drills will be conducted periodically. Students are to adhere to the procedures and instructions of school personnel while always keeping the safety of others in mind.

Guidelines for Field Trips

Requests for field trips must be submitted to administration at least two weeks prior to the projected trip date. Permission slips must be turned in by all students no later than the day before the outing. A student will not be allowed to go on the trip if the permission slip is not turned in, and the student will remain in the classroom designated during class time.

Hall Passes

Students are not to be outside the classroom at any time during classes without a hall pass. Teachers must give permission for a student to leave, but students bear the burden of proving they have permission with either a note or pass. Students are required to report to the lunch monitor on time and may not leave without a pass.

Inclement Weather Schedule

Unless announcements are made during school hours, all persons concerned should watch the following TV stations: WTKR - Channel 3, WVEC - Channel 13, or WAVY - Channel 10 for information concerning school closing. Parents will receive automated messages through RenWeb regarding school delays and closings.

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.

Internet/Computer Use Policy

Any student wishing to access the Internet must have a signed Internet Policy Agreement on file. The agreement must be signed by both student and parents. These agreement forms will be handed out in homeroom to be sent home. No student is to change any setting on any school computer.

Lockers/Book Bags/Gym Bags/Musical Instruments

Lockers are furnished for students in grades 7-12. They may be periodically inspected by school authorities to insure compliance with the following policies:

1. A student must never enter another student's locker, book bag, or gym bag without specific permission from a faculty or staff member. (Removing an item from another student's locker, book bag, or gym bag without proper permission may be considered an act of **theft**.)
2. Lockers must be kept clean and neat.
3. There is to be no tape or other adhesives on the outside or inside of lockers. Magnets are acceptable.
4. Nothing should be posted on the outside of the lockers without specific permission from administration.
5. Anything posted inside **must be morally and ethically appropriate for a Christian school environment**. Questions regarding the acceptability of posted items will be decided by the principal.
6. Dry food/lunch boxes may NOT be kept in student lockers for more than one day at a time. Other than water, opened drinks are not acceptable outside the lunchroom area.
7. All musical instruments must be taken to the music room for safekeeping. Hampton Christian Academy will not be responsible for lost or damaged musical instruments not safely stored in the music room.
8. Locker contracts must be signed by the student and a parent before placing a lock on the locker.

Lost and Found

Students may only claim their own possessions. After two weeks, items not claimed will become school property and may be disposed of.

Lunchroom Policies

1. Students are not permitted to leave the campus during the lunch period.
2. Students bringing or buying lunches must eat them in designated eating areas.
3. Students must stay in the lunchroom during the entire time of the lunch period unless excused by the lunchroom monitor with a written pass.
4. Students are not permitted to go to the library during lunch unless given a written pass by the lunchroom monitor.
5. Students who need to use the restroom must use the facilities located in the locker rooms.
6. There will be no charging of lunch without parent permission.
7. Cutting in line, shoving, and horse-playing is not permitted.
8. Each student is to be polite and courteous to those serving lunch and to other students waiting in line.
9. No open food or drinks are may be taken from the lunchroom area.
10. All students are responsible to clean up the eating area, including the floor, after lunch. Students in the first lunch need to push their chairs under the table before leaving.
11. Student in the second lunch must neatly place their chairs in the chair racks before leaving.
12. Disruptive behavior in the lunchroom will be dealt with in the same way as misconduct in the classroom.
13. Seniors have the privilege of eating their lunch outside at the picnic tables or gazebo during nice weather.
14. Seniors have the privilege of eating lunch off campus every Thursday with the approval of administration.
15. The cafeteria monitor will dismiss students when it is time to go back to class. Students will remain seated until their table is dismissed.

Medication

Medication will be administered only by the school office personnel and only if there is written authorization by an attending physician and written permission from the parents. In addition, the medication must be in a clearly labeled container from the pharmacy that includes the child's name and administering instructions. Students are not permitted to carry medication, but **MUST** turn in any medication to the front office personnel. Students with severe allergies may carry an Epi-pen, as long as the office is notified. Students carrying inhalers must have a current, signed Physician's Medication Order Form (PMOF) on file in the school office.

Please note that students must be free from fever (without the use of fever-reducing medications), diarrhea, or vomiting for 24 hours before returning to school. If a student is sent home for one of these symptoms, he/she is not allowed to return until at least 24 hours after being symptom free. This is to preserve the health of all students and staff.

Parent-Teacher Conferences

Conferences are scheduled each school year as necessary. Conferences may be requested at any time by parents or teachers and will be scheduled at a convenient time for all participants.

Parent-Teacher Fellowship (PTF)

Parent-Teacher Fellowship Meetings are held regularly throughout the school year. Normally, three PTF meetings will be scheduled each year. Parents are required to attend these important meetings and to be actively involved in PTF activities. Attendance will be monitored. Each parent attending a PTF meeting or volunteering to work at PTF events will receive volunteer hours.

Parent-Teacher-School Relationship and the Matthew 18 Principle

We believe that God's Word places the responsibility of educating children on the home. 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.

Parents need to directly discuss with a teacher any concerns or questions related to his/her classroom management or teaching before contacting the principal or his designee. Also, if parents disagree with any school policy, or actions taken by the school, 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. We welcome and encourage parents to contact the principal on issues that have not been satisfactorily resolved after taking the above steps.

Parental Visits

It is the desire of the administration and faculty to be of service to both parents and students. 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 administration prior to visiting classrooms. We also request that parents visit at convenient times that will ensure uninterrupted classroom instruction.

Prayer Room Policy

Students who enter the prayer room must do so under the supervision or permission of a staff member. Students must be respectful of the prayer atmosphere.

School Hours

School doors will open to all students at 7:30 A.M. Hallways will be open at 8:00 A.M., at which time students will be permitted to go to their lockers and classrooms. At the end of the school day, students must leave the hall area by 3:30 P.M. unless under the supervision of a teacher. At dismissal, students are to exit the building only through the main front doors.

Student safety and building security are paramount. Therefore, upon arrival each morning to school, all students need to enter the building through the front doors only, regardless of arrival time. All students will report to the gymnasium and will be expected to sit on the bleachers until the 8:00 A.M. warning bell rings. At this time, students need to proceed to their classrooms via the main hallway only.

School Social Activities

All school-sponsored activities, banquets, dances, socials, etc. will be scheduled with the administration. School dances will be in conjunction with banquets, and students may leave after the banquet if they do not care to stay for the dancing. Dancing will be appropriate ballroom type dancing, or group dancing to Christian music, music without lyrics, or appropriate group style music. Students who do not comply with these standards will face discipline measures as we desire to create a fun and safe Christian environment at our social events. No school activity will be scheduled without the proper faculty supervision. School-sponsored activities are defined as any activities sponsored by a class or organization of the school, or any social function publicized at the school in verbal or written form, *regardless of where the event takes place*. All school rules and codes of conduct apply to any social function associated with Hampton Christian Academy.

Before inviting a guest (i.e., a person who does not attend HCA) to a school function, the inviter must first obtain prior approval from the administration. If the administration does not know the guest, the school will provide the inviter with a recommendation form verifying the guest's character. All guests will fall under the same policies as HCA students.

Senior Class Baccalaureate and Commencement

Qualifying seniors **are required** to participate in the Baccalaureate and Commencement practices and ceremonies. Any student not attending the Baccalaureate service will face disciplinary action before graduation.

Senior Class Retreats

The senior retreat will take place during the spring semester with a primary focus on missions/outreach. Administration will have final approval of the retreat.

Student Leadership

Student Council Association:

The SCA consists of an Executive Board of elected officers and all elected class officers. Elections are held during the 4th quarter of the current year to fill offices for the following school year.

The office of SCA President carries with it numerous responsibilities. Therefore, the SCA sponsor, in conjunction with the administration, will evaluate whether the student who served as SCA Vice-President during the previous school year should serve as SCA President the following year. If so, that student will be appointed as SCA President.

The SCA Vice-President is elected from the rising junior class, and the positions of SCA Secretary, Treasurer, and Chaplain may be filled by students from the rising 11-12th grade classes. Each candidate must meet minimum requirements listed in the SCA Constitution. Each candidate must have been a student at HCA by the beginning of the second semester of the current year to be eligible to run for office.

Class Officers:

Each grade (rising 9-12th) will elect its own officers during the 4th quarter of the current year for the following school year. Class officers will consist of a President, Vice-President, Secretary, Treasurer, and Chaplain.

Middle school SCA will conduct elections during the first month of school for the offices of president, secretary, and chaplain in each grade level 6-8.

Qualifications for Student Council Officers and Class Officers:

1. Must exhibit qualities of initiative and leadership. They must be willing to give whatever time is necessary for fulfilling their responsibilities to the council.
2. Are expected to set a good example for other students spiritually as well as academically. Therefore, their attitude and conduct in the past should have warranted the respect of students and teachers.
3. Must maintain a 2.3 GPA during the first semester of the year in which they are running, and candidates for president must maintain a 3.0 scholastic average. No candidates may have failures in the 1st, 2nd, or 3rd nine-week grading periods of the current school year.
4. Must have an “S” average in conduct in all classes during the 1st, 2nd, and 3rd nine week grading periods. A student with one “N” may run with the approval of the SCA sponsor and the administration. If a student has received a “U” in any class, he/she may not run.
5. A student receiving an in-school suspension or an out-of-school suspension of the current school year may lose his/her position and may not be eligible to run for a Student Council or Class Office for the following school year (except with special permission from the administration).

Telephone

Students are permitted to use the office phones with permission of the office staff. Parents should not call students during school hours, except in case of an emergency, in which case, parents should call the main office rather than the student’s cell phone.

Textbooks

Hardbound textbooks and some selected softbound books are supplied by the school for student use. Other materials such as pencils, paper, notebooks, and calculators must be purchased by the student. All textbooks and workbooks must be covered with paper covers. Charges will be assessed when textbooks belonging to the school are damaged or lost. Early College students are expected to buy their own text books/lab manuals.

Transportation

Transportation is available (within certain limits and at designated stops to be determined by the administration) to students. 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 cooperate totally with the bus driver concerning all rules and regulations regarding the bus. Due to safety as well as our testimony to the area, 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 no loud talking nor throwing of anything. 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 exists with students on the bus, their 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 or students.

Transportation Policies

Student Travel to School Events

All students participating in school events will ride in the vehicles designated by the school with the following exception. Students may be transported by their parents, or an adult designated by their parents, **only at the discretion of, and after prior arrangements have been made with the sponsor in charge or the school administration.**

Students may be transported by their parents, or an adult designated by their parents, **only with written permission from the student's parents/guardians, designated adult, and after prior arrangements have been made with the sponsor in charge or HCA administration.**

Student Drivers

Driving to school is a privilege, not a right. Observing safety and caution in the parking lot is expected at all times.

All automobiles must be registered with the school office if they are to be driven to school by any student. Failure to register a vehicle may result in administrative consequences. Student parking in the school parking lot is authorized in accordance with the following regulations:

1. Students are authorized to park only in the two large designated parking areas in front of the building and soccer/football field (not on the side of the gym, behind the portable classrooms or in the teacher parking area).
2. All cars are to be locked.
3. **No loitering at any time is permitted in vehicles or the school parking lot. Students are not to socialize in or near vehicles in the parking lot upon arrival or prior to departure.**
4. Cars are not to be used during school hours without permission of parents and the school office.
5. Cars will be properly parked only in designated spaces.
6. Double parking is not permitted.
7. Students are not to drive other students' vehicles.
8. Failure to operate a vehicle in the appropriate manner will result in disciplinary measures and/or suspension of driving privileges.
9. Students should never be texting, talking on their cell phones, or using headphones/earbuds while driving on school premises.
10. Students are required to drive within the speed limit at all times. The speed limit on campus is 5 MPH.

Use of the Gym

1. Organized gym activities must be pre-approved by the athletic director or administration. There will be no athletic activities in the gym unless supervised by a coach or faculty member.
2. Each student who has a physical education class or is involved in a gymnasium sport needs to wear a pair of non-marking gym shoes. These shoes are to be used solely for physical education/gym sports.
3. Persons not participating in an official activity on the gym floor need to walk along the perimeter of the floor, not on the playing surface.

Visitors

1. All visitors of students to the classroom must receive approval from the administration at least one day in advance. Prospective students and out-of-town house guests visiting students will normally be the only visitors allowed to attend classes.
2. Former students/alumni may be allowed to have lunch at the school, but must not disrupt teachers/classes in session for more than five minutes.
3. All visitors must obtain permission from administration to visit, and they must meet HCA dress code requirements while they are at the school. Visitors must report to the office upon arrival at the school, where they will be issued a pass by the office personnel. Visitors must sign out when leaving the campus.
4. Visitors who request entrance for legal or law enforcement purposes, i.e., child protective services, or lawyers, or the police, will do so in accordance with local, state and federal laws and procedures.

Withdrawal Procedures

Notification of withdrawal must be received by the school office prior to the withdrawal date. The student must return all textbooks, library books, school uniforms, and complete necessary assignments, tests, etc., to receive a final grade and credit in each course. Arrangements for withdrawal must be made through the HCA Business Office for determination of final account information, including withdrawal fees. No records will be forwarded to another school until all financial obligations have been met.

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.

Hampton Christian Academy 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).

Hampton Christian Academy 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 believes 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 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 (Eph. 5:22-32; Rev. 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.

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.

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).
- ◆ 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.

HCA PARENT/GUARDIAN PARTNERSHIP AGREEMENT

I. Matthew 18 - HCA's guiding mediation principle

We believe that God's Word places the responsibility of educating children on the home and that HCA is an extension of the home where each student's education is a joint effort between school and family. If you have any concerns or questions related to our classroom management or teaching, we ask that you directly discuss it with a teacher/staff member before contacting the principal. As Christians, we also expect families and faculty to reason together, focusing on common ground, coming to resolution while promoting respect and school cohesion.

II. This partnership agreement between parents/guardians and the Academy's Board of Directors follows the spirit and intent of longstanding HCA tenants as outlined in the HCA Student Handbook. This agreement is a prerequisite for enrollment and remains in effect throughout the school year. Any violation of this agreement will be documented and reviewed by the administration and final disposition will be made by the HCA Board of Directors.

III. Agreement Terms:

Maintaining a Christ-centered, respectful relationship with one another is our top priority. Therefore:

1. We agree to support the goals and ideals of Hampton Christian Academy, to include school policies, bringing all questions, suggestions and concerns to the proper level of school personnel, as outlined in the HCA Student Handbook and Matthew 18 principle above.
2. When issues arise, we, as parents/guardians agree to treat others in a calm and mutually respectful manner. At all times parents/guardians and staff will be courteous to one-another and remain constructive under pressure. At no time will an issue become personal. Separating the problem from the person, issues will be resolved without damaging our relationships in the Body of Christ. In all cases our discussions will be civil, courteous, and will not be done with raised voice or ultimatum. All topics will be discussed in a Christ-centered manner, without damage to our parent/guardian/teacher relationship. Parents, guardians, teachers, faculty and board members agree to treat each other with respect, speaking truth in love as brothers and sisters in Christ.
3. We agree to provide the school's front office at least one days advance notice before visiting a classroom during school hours (8am- 3pm). For the safety of students and faculty, we understand that a HCA staff member will accompany us. In any case, we will sign in at the school's front office and pick up a visitor badge before going further into the school building. If front office staffing allows, we may stand outside of classrooms (i.e. in the hallway) to quietly hear/observe instruction without prior notice. We have the right to remove our child from the classroom at any time, and without notice due to safety or faculty issues.
4. We agree to sign the appropriate sign-out log when our child has to leave early from school. For safety reasons, we will remain in the office while a HCA staff member notifies the appropriate teacher to have our child escorted or sent to the office for pick up.

IV. Implementation:

HCA administration and the Board of Directors are unified in this agreement. The respective Principal will review and document any violation and the parents/guardians notified of the issue. A resolution decision letter from the HCA Board of Directors will be forwarded to them. If it is determined to be a flagrant and unresolved dispute (i.e. physical or verbal threats, bullying, or physical violence) against HCA staff or family, the Board of Directors may determine dis-enrollment as the only option. In that case, a two week grace period may be given in which the family can identify a new school.

V. Parent/Guardian agreement:

Having read the above agreement, we agree to treat each other with respect, speaking truth in love as brothers and sisters in Christ. We are voluntarily agreeing to observe the terms as described in (section IV, 1-3) without reservation. We will consciously seek to partner with HCA teachers and administration.

BRING YOUR OWN DEVICE GUIDELINES

Rationale

The purpose of the Bring Your Own Device (BYOD) initiative is to enhance the provision of a quality, academic education in accordance with our mission.

Permitted Devices

Permission to bring and use privately owned devices is granted and maintained, based upon adherence to Hampton Christian Academy guidelines. Students may be permitted to use notebooks and laptop computers, provided that the devices are approved and that the classroom teacher permits it. Some devices that are not permitted include iPads, iPods, iWatches, and similar smart devices. Connecting to the Wi-Fi network with personal devices is a privilege offered to students. It is not a requirement for HCA students to access.

Acceptable Use/Wi-Fi Rules

- ◆ Students shall be mindful to conduct themselves in a Christ-like manner in using privately owned devices.
- ◆ Students may only use approved devices on Hampton Christian Academy networks.
- ◆ Hampton Christian Academy networks, hardware, and software shall only be used for instructional purposes, and at the discretion of a teacher.
- ◆ All websites visited must be at the direction and supervision of the teacher.
- ◆ Students shall not use the network in such a way that it would disrupt the use of the network by other users.
- ◆ Any violations of the use of the LAN/WAN/Internet by a student should be reported to a teacher.
- ◆ Students are not required to share personal devices.
- ◆ Students shall respect the privacy of others with respect to login information, passwords, electronic documents and files.
- ◆ Students shall adhere to all copyright laws.
- ◆ Examples of Acceptable Use: educational research, informal assessment, and reading electronic texts, under the direction of an educator
- ◆ Examples of Non-Acceptable Use:
 - * Instant messaging/texting, social media, chat rooms, blogging, e-mail and any other methods of communication without verifiable consent from a teacher.
 - * Cyberbullying: If cyberbullying is identified by a student, it must be reported to a teacher or an administrator.
 - * Using the network for any purpose consistent with illegal or unauthorized activity.

Parent/Guardian and Student Agreement

In order for students to participate in the Bring Your Own Device (BYOD) initiative, students and parents must review and agree to the BYOD policies. Students will not be permitted to participate without signed agreement forms.

Potential Consequences of Misuse

A student's privileges may be revoked if it is determined, in the sole opinion of Hampton Christian Academy, that the student has violated the terms of acceptable use or disrupted the school environment. At the discretion of school administrators, disciplinary action may be taken for violations of the Bring Your Own Device guidelines, Student Handbook, or BYOD Agreement Form. *Administration is permitted to confiscate and search personal devices if there is reason to believe that HCA policies or state/federal laws have been violated.*

Loss, Theft, Damage

Devices are brought to school with an understanding of possible risks. If a student believes that a privately owned device has been stolen, it is to be reported immediately. In the unlikely event that a privately owned device is lost, stolen, or damaged, Hampton Christian Academy is not responsible for any loss. In addition, Hampton Christian Academy is not responsible for any charges incurred related to the use of electronic devices. Access to the Wi-Fi network is free to students.

Technical Support

Hampton Christian Academy does not provide technical support for privately owned devices.

BRING YOUR OWN DEVICE:

Student, Parent, Educator, and Administrator Responsibilities

<p style="text-align: center;">Students</p> <ul style="list-style-type: none">◆ Students shall adhere to the Student Handbook, Internet Acceptable Use procedures, and the BYOD Agreement Form.◆ Devices shall be used responsibly for educational purposes under the direction of a HCA educator.◆ Students shall take the steps necessary to keep devices secure, e.g. anti-virus software, device passwords/lock codes if possible.◆ Students shall exercise right judgment regarding the use of devices in order to maintain BYOD privileges.	<p style="text-align: center;">Parents/Guardians</p> <ul style="list-style-type: none">◆ Parents/Guardians shall adhere to the Student Handbook, Internet Acceptable Use procedures, and the BYOD Agreement Form.◆ Parents/Guardians shall take the steps necessary to help students keep devices secure, e.g. anti-virus software, device passwords/lock codes if possible.◆ Parents/Guardians shall encourage students to exercise right judgment regarding the use of devices in order to maintain BYOD privileges.
<p style="text-align: center;">Educators</p> <ul style="list-style-type: none">◆ Educators shall exercise professional judgment in structuring learning opportunities involving devices.◆ Educators shall maintain a safe, productive learning environment.◆ Educators shall exercise professional judgment in allowing/disallowing student device usage.◆ Educators shall inform administrators and parents of any violations regarding student use of devices.	<p style="text-align: center;">Administrators</p> <ul style="list-style-type: none">◆ Administrators shall support a safe and productive learning environment by promoting right judgment regarding the use of devices in educational programming.◆ Administrators shall respond to any student disciplinary issues regarding inappropriate use of devices.

Hampton Christian Academy

BYOD AGREEMENT FORM

I, _____ (*printed name of student*), agree to abide by all the rules and regulations set forth in the BYOD policy, and honor Christ with responsible use of my device. I understand that I am responsible for the security of my electronic device and the school will not be held responsible for any loss or damage that may occur. Furthermore, I understand that at any time my device can or will be confiscated or searched if there is suspicion of misuse. I understand that my use of Wi-Fi can and will be monitored by HCA personnel. I understand that I may only use my device(s) with the permission of the teacher. Lastly, I understand that this is a privilege that at any time can be revoked due to misuse.

Student's signature: _____ Date: _____

I/We, _____ (*printed name of guardian/guardians*), have read and agree with the BYOD policy. Additionally, I/we understand that Hampton Christian Academy will not be held responsible for any damage or loss of electronic devices and it is the responsibility of my child to keep his/her device(s) secure. I/We understand that my child's device may be searched or confiscated if there is suspicion that the BYOD policies have not been followed. It will be my responsibility to pick the device up from the school if it is confiscated. I/We understand if criminal activity is found on the device(s), local authorities will be notified.

Parent's signature: _____ Date: _____

Parent's signature: _____ Date: _____

STUDENT/PARENT STATEMENT OF COOPERATION

After the student and parents have carefully read the contents of this handbook, please print, sign, and return this *Student/Parent Statement of Cooperation* to the school office by the beginning of the school year. Returning this signed statement is a requirement for enrollment/re-enrollment.

Student Name _____
Please Print First and Last Name of Student

I have read the Student Handbook. It is my personal desire and choice to attend this school, and I will voluntarily observe the principles, policies, and guidelines set forth in this handbook. I will consciously seek to develop that pattern of life that will honor the Lord Jesus Christ in my personal, family, school and social relationships, which includes weekly attendance at our church.

Signature of Student **Grade** **Date**

Please note: If a student is living with more than one parent/guardian, each parent/guardian needs to sign ONE of the following statements:

Statement 1: I hereby acknowledge that I have read the Student Handbook **and agree to fully support the school policies outlined.** I will continuously seek to develop my personal and family relationship with the Lord, which includes weekly attendance at our church. (This requirement is in reference to the admission criteria stating that the student must “live with at least one parent or guardian who is a Christian and who is also active in a local church.”)

Signature of Parent or Guardian **Date**

Signature of Parent or Guardian **Date**

Statement 2: I hereby acknowledge that I have read the Student Handbook **and agree to fully support the school policies outlined.** (Should one of the parents/guardians not be a Christian, this statement would apply.)

Signature of Parent or Guardian **Date**

**Note: The enrollment/re-enrollment process is not complete until this form is returned.*

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.