

HARRELLS CHRISTIAN ACADEMY

Parent/Student Handbook
2018 – 2019



Harrells Christian Academy
P.O. Box 88
Harrells, North Carolina 28444
910-532-4575
910-532-2958 (fax)
www.harrellsca.com

Harrells Christian Academy Parent/Student Handbook

Table of Contents

General Information	
HCA Motto, Mission, Philosophy	3
HCA Seal	4
HCA Calendar	5
Grading Periods and Test Dates	6
Class Schedules	7
Student/Parent/Faculty Communication	8
Standards of Student/Parent Conduct	
Code of Conduct	11
Attendance	12
Dress Code	13
Mobile Device Policy	15
Student Behavior	18
Parent Code of Conduct	22
Academic Requirements	
Grading Scale	23
Graduation Requirements	23
Exams	24
Athletic Eligibility	25
Awards and Recognitions	26
General Rules and Regulations	29
Upper School	31
Middle School	35
Lower School	36
School Health	38
Admission Procedures	41

General Information

Motto, Mission and Philosophy

Motto

Excellence in Education through Christian Motivation

Mission Statement

With faith, family and a focus on the future, Harrells Christian Academy strives to build Christian character, develop minds and achieve academic success.

Philosophy

Harrells Christian Academy is a K – 12 school whose philosophy is that each student reaches his full potential through steady growth experiences and challenging academic experiences. We devote our efforts to educating children and young adults who value integrity and commitment and who realize that the moral and intellectual domains of our lives blend into one another. HCA creates an environment that encourages the importance of education, respect for diversity and the value of approaching life with confidence and enthusiasm. Our quest is for excellence and personal development consistent with our Judeo-Christian precepts. HCA is committed to excellence in the intellectual, personal, social and physical spheres. We seek to guide and nurture each student in the pursuit of high achievements in these areas.

A HCA education will attempt to address the needs of all students within the parameters of a college preparatory school. An education places the realities and ideals of the students' culture in perspective so that they can become effective, successful and exemplary members of a complex society. Learning is a continuous process where formal education provides individuals with the opportunities necessary to mature and develop their intellectual skills throughout adulthood. Sequential teaching materials, a variety of learning media, and community resources are integral parts of the curriculum.

All those who guide students in their development must understand the students' world and its influential forces. Within limitations, every effort is made to provide for students' individual differences. These differences enhance the students' intellectual and social development – collectively and individually. We believe that students and faculty should continue to learn, explore and move towards wisdom and understanding.

Harrells Christian Academy seeks to prepare students to become productive and responsible citizens by fostering their social development, promoting their physical and mental well-being, building their moral and ethical values, and imparting to them democratic attitudes and a sense of civic duty.

School Seal



Harrells Christian Academy was founded in 1970 and the school seal is based on Ephesians 6:14-18.

Stand therefore – hold your ground- having tightened the **BELT** of truth around your loins, and having put on the **BREASTPLATE** of integrity and of moral rectitude and right standing with God!

And having shod your **FEET** in preparation to face the enemy with the firm-footed stability, the promptness and the readiness produced by the Good News of the Gospel of Peace.

Lift up over all the covering **SHIELD** of saving faith, upon which you can quench all the flaming missiles of the wicked one.

And take the **HELMET** of salvation of the **WORD** the spirit wields, which is the Word of God!

PRAY AT ALL TIMES – on every occasion, in every season – in the spirit, with all manner of prayer and entreaty.

LUX is the **LIGHT** of the world.

HCA 2018 - 2019 Calendar

Tues., Aug. 7– Mon., Aug. 13	Faculty Workdays
Wednesday, August 8	K and New Student Orientation
Thursday, August 6	Orientation – Returning Students
Tuesday, August 14	First Day for Students
Monday, September 3	Labor Day Holiday
Friday, October 19	Faculty Workday
Wed., Nov. 21 – Fri., Nov. 23	Thanksgiving Holidays
Tues., Dec. 18 – Wed., Dec. 19	Grades 9-12 Exams
Thurs., Dec. 20 – Wed., Jan. 2	Christmas Holidays
Wednesday, January 2	Faculty returns
Thursday, January 3	Students return
Monday, January 21	No School
Monday, February 18	No School
Monday, March 18 - Friday, March 22	Spring Break
Friday, April 19 – Monday, April 22	Easter Break
Monday, May 20 – Tuesday, May 21	Grades 9-12 Exams
Tuesday, May 21	Last day for Students
Thursday, May 23	Graduation

HCA 2018 - 2019 Grading Periods and Test Dates

End of Grading period

Monday, October 15
Wednesday, December 19
Monday, March 11
Tuesday, May 21

ACT Test dates

Saturday, September 8
Tuesday, October 2 - at HCA
Saturday, October 27
Saturday, December 8
Saturday, February 9
Wednesday, February 20 - at HCA
Saturday, April 13
Saturday, June 8

SAT Test dates

Saturday, August 25
Saturday, October 6
Saturday, November 3
Saturday, December 1
Saturday, March 9
Tuesday, April 9 - at HCA
Saturday, May 4
Saturday, June 1

PSAT Test date

(Grades 10 & 11)
Wednesday, October 10

InView Test - (Grades 3, 6, & 9)

Wednesday, November 28

Aspire Test (Grades 3 – 9)

Tuesday, April 30 - Thursday, May 2

AP Exams Testing Period

May 6- May 17

HCA Class Schedules

Upper School (Mon and Wed)

1 st period	8:00-9:24
Break	9:24-9:39
2 nd period	9:43-11:07
3 rd period	11:12-12:36
Lunch	12:36- 1:06
Announcements/HR	1:06-1:36
4 th period	1:41-3:05

Middle School (Mon and Wed)

1 st period	8:00-9:24
Break	9:24-9:39
2 nd period	9:43-11:07
3 rd period	11:12-12:36
Announcements/HR	12:36-1:06
Lunch	1:06-1:36
4 th period	1:41-3:05

Upper School (Tues and Thurs)

1 st period	8:00-9:12
Break	9:12-9:27
2 nd period	9:32-10:44
3 rd period	10:49-12:01
Lunch	12:01-12:31
Devotion/Chapel	12:31-1:01
4 th period	1:06-2:18
End of School Enrichment (EOSE)	2:23-3:05

Middle School (Tues and Thurs)

1 st period	8:00-9:12
Break	9:12-9:27
2 nd period	9:32-10:44
3 rd period	10:49-12:01
Devotion/Chapel	12:01-12:31
Lunch	12:31-1:01
4 th period	1:06-2:18
End of School Enrichment (EOSE)	2:23-3:05

Upper School (Friday)

1 st period	8:00-9:03
2 nd period	9:08-10:11
3 rd period	10:16-11:19
Lunch	11:19-11:49
Announcements/HR	11:49-12:19
4 th period	12:24-1:27

Middle School (Friday)

1 st period	8:00-9:03
2 nd period	9:08-10:11
3 rd period	10:16-11:19
Announcements/HR	11:19-11:49
Lunch	11:49-12:19
4 th period	12:24-1:27

Lower School (Mon-Thurs)

First Bell	7:55
Tardy Bell	8:00
Lunch	11:15-11:55
Dismissal	3:05

Lower School (Fri)

First Bell	7:55
Tardy Bell	8:00
Lunch	12:30-1:10
Dismissal	1:30

Parent/Faculty/Student/School Communication

School Drop Off

The school day begins at 8:00 a.m. Students should arrive no earlier than 7:50 a.m. for safety, protection, and appropriate supervision. Car riders in all grade levels are to be dropped off at the front of the school. Please do not pass another car in the drop off line for the safety of all children. If your child is a car rider, please say your “good-byes” before entering the building and allow your child to walk to their classroom. There is to be no unloading of students at the auditorium, middle school or upper school buildings.

School Pick Up

The school day ends at 3:05 p.m. (M-Thurs) and at 1:30 p.m. (Fri). Lower School students should be with an adult after school. Middle School students staying after school to attend athletic events should stay in the middle school building or go to the athletic field/gymnasium and not leave campus. Under no circumstances should students be left to roam freely about campus.

Leaving campus prior to the end of the school day

Students, who must leave school before the end of the school day, must turn in a written note from a parent. The note should state the following: student’s name, reason for early dismissal, time leaving and if student is to return, date, and parent/guardian signature.

Lower School students will remain in the classroom until the parent arrives and the parent must sign the student out in the front office.

Middle and Upper School students must have a note from a parent and sign out in the Upper School office. Upper School students that are 18 still require a parent note. Students must speak with an Upper School staff member when signing out.

Change in Transportation

If transportation needs to be changed during the school day, a call should be made to the school no later than 1:00 pm. If there is no note or call, the student will follow their regular transportation.

Inclement Weather or Emergency School Closing

In the event of inclement weather or other emergency requiring the school to alter the normal schedule, parents will be notified by Tyco Immediate Response System with a telephone call and email. The HCA website will be updated and the following television stations will be notified: WECT-Ch 6 (Wilmington), WRAL-Ch. 5 (Raleigh), WTVD-Ch.11 (Durham) and Spectrum News Channel.

We request all parents to discuss an early dismissal plan with their child. In all cases, parents should not call the school and tie up needed lines.

The school will make decisions on delayed opening and on closing based on the best available information. Because HCA covers a broad geographical area and weather conditions can vary greatly, **each parent** needs to decide if weather conditions in the local area are too dangerous for travel. If HCA operates on either a delayed or normal schedule or weather conditions in the local area present a hazardous situation, do not attempt to travel to school.

Tyco/IRIS Integrated Security

HCA uses Tyco Integrated Security as its rapid notification service to provide parents with a computerized phone call and email in the event of a change in the school's operation schedule due to weather or other emergency situations. Home phone numbers, parents' cell phone numbers and parents' email addresses are included in the database.

Parents should not depend solely on the Tyco system, but should also consult the school's inclement weather policy and the school's website relative to school schedule changes.

Updating Contact Information

Contact information (address, phone, email address, work information) updates should be emailed to Mrs. Jan Searles jsearles@harrellsca.com

Parent-Teacher Conferences

The school will designate two, two week periods, one in the fall and one in the spring, for Parent-Teacher Conferences in the Lower School. The fall dates are September 17-28, 2018. Spring dates will be announced in January 2019. If a teacher feels a conference is necessary sooner due to academic or behavioral issues, the teacher will initiate contact with the parent.

Likewise, parents should contact the classroom teacher if they have questions or concerns about their child's progress.

In the Middle and Upper schools, parent-teacher conferences are made by appointment. Please contact the Middle or Upper School Head to arrange an appointment. Individual teachers are always available by phone during non-instructional time or by e-mail.

Academic and Athletic Calendar

Calendars are linked to the HCA website.

Cafeteria Menu

Weekly menus are posted on the school's website. Fast food items should not be brought for lunch.

Family Information

Each family should keep their Ren Web contact information up to date. Ren Web is used to contact parents by faculty and school administration.

Family Directory

An HCA family directory is available through Ren Web. Parent must log on to his/her Ren Web account to view the directory. Commercial use of this directory is strictly prohibited.

Additionally, reproduction of all or any portion of the roster by any process for other than the personal use of HCA parents and faculty is not permitted without prior written approval of the Headmaster.

Field Trips

Field trips are planned to enhance the classroom learning process, are instructional and relate to the students' courses. The safety of the students is the most important concern.

Parents will sign a field trip permission prior to each trip. Parents are informed of the destination, date, departure and arrival times, cost, mode of transportation, and other necessary information. Siblings are not permitted to attend field trips. Emergency information for each student is taken on the field trip.

In addition to one-day field trip opportunities that arise during the school year, an overnight field trip is planned for the seventh grade and eighth grades. Overnight trips will be chaperoned by faculty and school staff. Parents may be invited to chaperone when the structure of the trip allows. All students are expected to attend these educational opportunities.

Standards of Student Conduct

Code of Conduct

HCA Honor Code - “I will not lie, cheat, plagiarize, steal, or attempt to deceive, and I will not tolerate those who do.”

Preamble

To survive, to grow, and to prosper in any community requires that individuals live in an environment of trust. Each person must feel that he or she is respected as an individual and that a few do not gain an unfair advantage over the majority. Harrells Christian Academy is a community, one in which each member can best ensure mutual respect by respecting the rights of others. That is why having an honor code is vital to every student and faculty member. Those who do not live up to the spirit and letter of the honor code damage our school community; more importantly, they hurt themselves.

Definition of Harrells Christian Academy’s Honor Code

Lying is the intentional falsification or denial of fact, or the breaking of a pledge. It is not limited solely to academic matters.

Cheating is giving or receiving unauthorized help that could result in an unfair advantage in completing schoolwork.

Plagiarizing is the representation of another’s work as one’s own without giving credit to the source.

Stealing is the action of taking or borrowing another’s property without permission. This includes any material issued by the school.

Attempt to Deceive is the action, even unsuccessful, of attempting to engage in any of the above prohibited actions

The above definitions are illustrative.

Academic Integrity

Students should be willing to uphold Harrells Christian Academy’s honor code and to support its intent by affixing their signature to the following honor pledge:

“On my honor, I have neither given nor received unauthorized help which could result in my gaining an unfair advantage over my fellow students in completing schoolwork.”

Attendance

At Harrells Christian Academy we believe that regular attendance is necessary for academic success and therefore place a great deal of emphasis on regular school attendance. Students should be present daily unless there is a valid reason for being absent.

Tardy Procedures

Lower School students that arrive after 8:00 a.m. must have a parent sign them in at the school office. Students will be given an admission slip to present to their teacher.

Middle and Upper School students that arrive at school *after* the tardy bell has sounded for the beginning of the day, must report to the Upper School office to sign in to school. If the tardy is due to a doctor's appointment, the student should bring with them their doctor's note to sign in to school.

Absences

Absences are not categorized as excused or unexcused for the 2018-2019 school year. However, absences in excess of eight (8) in any class seriously affects the learning experience and could result in an incomplete grade for the course.

Extended medical absences or family obligations that will require prolonged absences should be discussed with the school division head.

Loss of Credit

A student who misses more than 8 days in any class per semester may not be eligible to receive credit for the course. Students who exceed the eight allowed absences in one or more classes must meet with the division head and Headmaster. Appeals for loss of credit will be heard by the Administrative Team and their decision is final. Parents should keep record/notes of students' absences in case of a possible appeal meeting.

Attendance Warning Letters

RenWeb will automatically send an email to students' parents regarding a student's attendance.

Minimum Attendance

In order to be counted 'present' for the day a Lower School student be in attendance until 11:30 am (Mon-Thur) and until 10:45 am (Fri). Middle and Upper School students in order to be counted "present" for a class period, must be in attendance for 59 minutes of a 84 minute class, 50 minutes of a 72 minute class period, and 44 minutes of a 63 minute class.

Attendance and Athletic Events and Extracurricular Activities

A condition of participating in the extracurricular life of the school (practices, games, plays, concerts, etc.) is **attending at least two classes per day**. Those who do not abide by this rule cannot participate in the extracurricular activities on the day of the absence unless otherwise authorized by the school level head. The only exception will be a doctor's note or death in the family. The Athletic Director and Upper School Head will monitor student attendance on a daily

basis to ensure compliance for athletic contests. Their decision on whether a student is eligible to play is final.

Makeup Work

Students should notify their teacher of anticipated absences and are responsible for maintaining contact with the class through Ren Web. Class work or homework missed as a result of any absence, planned or otherwise, is the student's responsibility to make up. Students are not exempt from assignments or homework missed during the absence. A missed test will be made up within two days of the return school at the teacher's convenience. Projects/long range assignments are due on the date assigned or on the date of return.

Dress Code

Students should follow the basic guideline of "clean, neat, and unexaggerated." The list below is exemplary of Harrells Christian Academy's expectations; however, it is not an exhaustive list since we obviously cannot cover every example. Clothing must not be disruptive to the teaching-learning process. The Headmaster or authorized faculty member will determine if attire is disruptive or inappropriate or whether it violates the spirit of this code. Students in violation will be handled at the School Level Head's discretion. If the student is in doubt about an item's appropriateness, the best advice is to leave it at home. Students who attend school or school functions dressed inappropriately will be required to change clothes before attending class or the school function. Parents will be called to bring a change of clothing if the student does not have appropriate clothing at school. Standards of dress for athletic events, academic competitions, or other special activities such as field trips will be prescribed by the coach or teacher in charge.

Boys Dress Code

The following items **should not** be worn at school or at school-sponsored activities:

1. Tank tops and sleeveless tops
2. Torn and/or cutoff pants that expose underclothing or bare skin
3. Swimsuits, board shorts or athletic shorts for Middle and Upper School students
4. Swimsuits and board shorts for Lower School students
5. Body piercing (including ear jewelry)
6. Sagging pants or pants belted below the hipline
7. Clothing which displays logos promoting or implying the use of tobacco, alcohol, or drugs or sexual content
8. Clothing with obscene or suggestive print or which degrades another group of people by race, religion, or ethnicity
9. Exposed underclothing

Girls Dress Code

The following items **should not** be worn at school or at school-sponsored activities:

1. **LEGGINGS or YOGA PANTS worn without a skirt/dress or worn without a shirt covering the bottom of the wearer.**
2. Tops or dresses in a halter style, strapless on one or both shoulders, or with spaghetti straps.
3. Torn or cutoff pants

4. Track shorts
5. Swimsuits, board shorts or athletic shorts for Middle and Upper School students
6. Swimsuits and board short for Lower School students
7. Shorts, skirts, and dresses which are excessively short or form fitting
To determine appropriate length, a student should put her hands at her side in a relaxed position. The length must be 2" below the finger tip of one's extended arm and hand, if not, alternate attire should be chosen.
8. Shorts or pants with writing across the seat
9. Visible body piercing (except ear jewelry)
10. Clothing which displays logos promoting or implying the use of tobacco, alcohol, or drugs or sexual content
11. Clothing with obscene or suggestive print or which degrades another group of people by race, religion, or ethnicity
12. Exposed underclothing including see-through or visible/sheer clothing that shows a student's skin or underclothing.

If an item is determined to be inappropriate there is no discussion. If a student is told not to wear a specific item of clothing to school and wears that item again the student will be written up as being insubordinate.

Furthermore, for all students tops and shirts must fully cover the midriff, hats, caps, toboggans, bandannas, visors, or sunglasses may not be worn inside any school building. Headphones are not to be worn at anytime during the school day. An exception is made for online computer classes in the computer labs and as instructed for use by a faculty member.

Chapel Dress Code

Chapel will be held on Thursday for all grade levels. Chapel dress is to be worn all day on Thursday.

Lower School Chapel Dress

Girls will wear an HCA embroidered polo shirt from Lands End in white, maize, black or evergreen, tucked in and knee-length khaki skirts, knee-length khaki jumpers, or khaki slacks. The HCA embroidered polo dress or khaki jumper from Lands End may also be worn. Boys will wear an HCA embroidered polo shirt from Lands End in white, maize, black or evergreen, tucked in and khaki pants (Boys may wear khaki shorts if the Lower School Head announces during hot weather. No cargo pants or cargo shorts are allowed).

Middle and Upper School Chapel Dress

Chapel Dress - Young ladies

Young ladies may wear dresses, skirts, khaki or dress pants and a shirt or blouse. Dresses and skirts must fall 2" below the fingertip in length and not be nylon, polyester, or spandex fitted skirts or dresses.

Chapel Dress - Young men

Young men must wear a collared shirt tucked in and khaki or dress pants or slacks.

Under no circumstances are any denim (jeans, skirts or dresses), shorts, sweatshirts approved for Thursday chapel for young ladies or men. Hoodies are to be removed before chapel begins.

Mobile Device Policy

Lower and Middle School

No lower or middle school student will be allowed to have a cell phone, Apple watch or similar communication device on his or her person during the school day. Any cell phone or other similar device brought to school must be turned off by 8:00 am and left in the student's locker, book bag, computer bag or pocket book until the final bell rings at the end of the day. Students are not to have cell phones on their person for any reason, including checking the time, texting, game playing or Internet access. Middle School students may be allowed to use their cell phone if instructed by the teacher.

Any student needing to communicate with a parent by phone should go to the appropriate school office. Parents needing to contact a student during the school day should phone the office (910) 532-4575.

Upper School

Upper School students are afforded limited cell phone use during the school day. Students in grades 9-12 shall place their cell phones (phones shall be off or silenced) in designated baskets in the classrooms. Students may use their cell phones between classes, at break, and at lunch.

Failure to comply with the mobile device policy is a minor offense. See page 18.

Technology Acceptable Usage Policy

The internet provides students and staff with unparalleled access to information. HCA believes that this access facilitates its Mission, Philosophy, and Vision by encouraging scholarly communications, enabling educational research, and supporting the school's instructional programs. Therefore, HCA provides students and staff ("Users") with access to the internet via HCA computers and a computer network, the use of which is governed by this Acceptable Use Policy. The use of these technologies is a privilege, not a right, and any use in violation of this Policy may result in limitation or cancellation of that privilege and discipline pursuant to the Student Code of Conduct.

Disclaimer: Harrells Christian Academy is not responsible for the accuracy or quality of information obtained via the internet. Additionally, material accessible via the internet may contain illegal, defamatory, and/or offensive language or images. Although the school has taken steps to limit the accessibility of certain content from school computers and the computer network, it cannot control access to all such information.

Use: HCA computers, the computer network, and the internet are to be used in a responsible, efficient, and legal manner, and only in support of the HCA's Mission, Philosophy, and Vision. Distributing and/or accessing profane, abusive, pornographic, and/or obscene material is not permitted. If a website containing such material is accidentally accessed, the User must

immediately leave the website and report the access to a teacher or other appropriate authority. Tampering with or disabling web-filtering technology is prohibited.

Privacy: HCA reserves the right to monitor internet traffic and all data composed, sent, received, and/or stored using school computers or the computer network, including e-mail. Users do not enjoy any expectation of privacy when using HCA technology.

Installing/Copying: Users may not install or download any software, shareware, or freeware onto any school computer or the computer network without the approval of a teacher or other appropriate authority. Additionally, Users may not copy or intrude into another's including the school's files, folders, or accounts without his/her permission.

Laws: Any use of HCA's computers and/or computer network for illegal purposes or in support of illegal activities is strictly prohibited. At all times, Users shall abide by all applicable laws when using the school's technology, including copyright and privacy laws.

Technology Use Agreement: Each student and parent must sign a Student Technology Acceptable Use Agreement to use the resources available at HCA or to bring their resources from home. The agreement will be given to each family upon acceptance to HCA or at the beginning of the school year and will be in effect while the student is enrolled at HCA. The signed form must be returned to the homeroom teacher.

Sexual Misconduct, Harassment, Bullying, & Cyber-bullying

All members of the HCA community have a right to be treated with respect and dignity, and to learn, grow, and develop in an environment free from fear, intimidation, and ridicule. Therefore, HCA will not tolerate sexual misconduct, harassment, or bullying of any type by any member of the community, including the school's faculty, staff, or students. Definitions of these offenses and examples of each are provided below. Although these offenses are described separately, a single act may constitute more than one type of offense.

Sexual Misconduct

Sexual misconduct is gender-based conduct that demeans another's fundamental human dignity. Examples of sexual misconduct include:

1. Any form of sexual advances
2. Requests for sexual favors
3. Sexual comments, jokes, gestures, or rumors
4. Touching, grabbing, or pinching in a sexual way
5. Display of sexual drawings, photos, or graffiti
6. Personal questions of a sexual nature

Harassment & Bullying

Harassment is conduct that demeans another's race, national origin, religion, sexual orientation, ethnicity, gender, gender identity, age, size, or physical or mental ability. Harassment does not have to include intent to harm, be directed at a specific target, or involve repeated incidents.

Bullying/Hazing is the deliberate attempt to control another, his or her actions, or a situation through harassment or intimidation. Examples of harassment and bullying/hazing include:

1. Suggestive or demeaning remarks, jokes, or insults
2. Pushing, shoving, or other physical assaults
3. Hurtful name-calling, teasing, or gossip
4. Physical or verbal threats
5. Shunning

HCA supports and encourages members of the HCA community to report the occurrence of sexual misconduct, harassment, and bullying to the headmaster. The school will take prompt and appropriate action to investigate all such reports. HCA's investigation will vary depending upon the nature of the allegations, the source of the complaint, the age of the student or students involved, and other factors. When investigating such reports, the school will make every attempt to protect the privacy of all involved.

If the school's investigation reveals that sexual misconduct, harassment, and/or bullying has occurred, HCA will take prompt and appropriate action reasonably calculated to end the behavior and prevent it from reoccurring. These actions may include separating the accused from the accuser, providing or requiring counseling for both, taking disciplinary action against the accused, and/or notifying law enforcement or other applicable authorities. The school will implement these actions such that the accuser is not penalized for reporting or being subjected to these offenses. HCA will also take steps reasonably calculated to prevent any retaliation against the accuser, including conducting follow-up inquiries with the accuser and responding promptly and appropriately to any new or continuing problems.

Additionally, the school encourages members of the HCA community to discuss questions or concerns regarding these offenses with the Headmaster. Inquiries regarding the policy or the offenses will not automatically trigger an investigation by the Academy.

Cyber-bullying

Harrells Christian Academy prohibits cyber-bullying, an act involving the use of information or communication technology, including e-mail, text messages, blogs, instant messages, personal websites, online social directories (e.g. Facebook, Twitter), video-posting websites (e.g. YouTube), and online personal polling web sites, to support hostile behavior by an individual or group to defame, harm, threaten, intimidate, or harass students, staff, or the school during school events. HCA will not be involved in the investigation of cyber-bullying that occurs outside of school events unless there is a safety threat for an HCA student or staff member.

Student Behavior

To fulfill its Mission and in accordance with its Philosophy, Harrells Christian Academy strives to create and maintain a secure, challenging, and nurturing learning environment. Harrells Christian Academy considers the offenses listed below to be detrimental to such an environment. Therefore, students committing any of these offenses will be subject to discipline, up to and including dismissal from HCA. This list is non-exclusive and Harrells Christian Academy reserves the right to discipline students on a case-by-case basis for any offense the school considers, in its sole discretion, to be detrimental to HCA, its students, Motto, Mission, or Philosophy. In doing so, Harrells Christian Academy endeavors to treat students fairly, consistently, and respectfully.

Disclaimer: Administration will determine if an offense is minor or major.

Minor Offenses:

1. Failing to respect, be courteous to, or show consideration for other students, teachers, administrators, or visitors to HCA
2. Insubordination towards faculty, staff, administrators, or other students at HCA
3. Failing to follow the Mobile Device policy
4. Destructing, damaging, or defacing any school property or property of other students
5. Failing to exhibit proper behavior while in a school vehicle, including being distracting, disorderly, or otherwise disruptive to its operator, passengers, or other vehicles
6. Behaving in a manner that may lead to the reasonably foreseeable injury of another person, the school, or their respective property
7. Loitering in or around student parking areas during school hours
8. Failing to abide by HCA's Technology Usage Policy
9. Skipping school, cutting class, or leaving school grounds during school hours without proper permission
10. Being out of their assigned area without a hall pass and/or teacher permission

Minor Offense Consequences:

1st Offense – After school detention from 3:05 pm - 4:30 pm (Monday-Thursday)/1:30 pm - 3:00 pm (Friday). Must be served the day of or the day after the offense. Student may not attend club meetings, athletic practices/games, or athletic events and parental notification

2nd Offense – One day in-school suspension, conference with the Headmaster and parental notification. Student may not attend club meetings, athletic practices/games, or athletic events. Assignments/tests may be completed, but will receive a MAXIMUM grade of 70.

3rd Offense – Parental notification, conference with the Headmaster and 1 - 5 days out of school suspension. See page 20.

Dress Code Violation Consequences:

1st Offense – Removal from class(es) until the student either puts on school furnished, dress-code appropriate attire OR the student's parents bring in a change of clothes.

2nd Offense – Three (3) consecutive days of After School Detention and parental notification. Student may not attend club meetings, athletic practices/games, or athletic events.

3rd Offense - One (1) day of in-school suspension and parental notification. Student may not attend club meetings, athletic practices/games, or athletic events. Assignments/tests may be completed, but will receive a MAXIMUM grade of 70.

4th Offense and each subsequent Offense - One (1) day of out of school suspension for each subsequent offense. See page 20.

Smoking/Vaping Offenses Consequences:

Any smoking, vaping, or any other type of tobacco use on campus, or possession of tobacco/vaping material or paraphernalia or distributing tobacco products, containers, or paraphernalia on school grounds or during school related activities - Automatic parental notification, conference with the Headmaster and a minimum one (1) day of out of school suspension. See page 20.

Cheating Offense Consequences:

1st Offense - Zero (0) on the assignment, one (1) day in-school suspension and parental notification. Student may not attend club meetings, athletic practices/games, or athletic events. Assignments/tests may be completed, but will receive a MAXIMUM grade of 70.

2nd Offense – Zero (0) on the assignment, parental notification and one (1) day out of school suspension. See page 20.

3rd Offense – Zero (0) on the assignment, parental notification, conference with the Headmaster, 2 - 5 days out of school suspension. See page 20.

Excessive Tardies Consequences:

3 Tardies per class - Students that have 3 tardies per class will be assigned After School Detention from 3:05 pm - 4:30 pm (Monday-Thursday)/1:30 pm - 3:00 pm (Friday) and parental notification. Must be served the day of or the day after the offense. Student may not attend club meetings, athletic practices/games, or athletic events and parental notification.

4 - 6 Tardies per class - Students that have 4 - 6 tardies per class will be assigned three (3) consecutive days of After School Detention from 3:05 pm - 4:30 pm (Monday-Thursday)/1:30 pm - 3:00 pm (Friday). Must be served the day of or the day after the offense. Students may not attend club meetings, athletic practices/games, or athletic events and parental notification.

7 - 8 Tardies per class - Students that have 7 - 8 tardies per class will be assigned one (1) day in-school suspension and parental notification. Student may not attend club meetings, athletic practices/games, or athletic events. Assignments/tests may be completed, but will receive a MAXIMUM grade of 70.

9 Tardies or more per class - Students with tardies of 9 or more per class will be assigned 1 - 2 days of out of school suspension and parental notification.

Major Offenses:

1. Blatantly disrespecting a faculty or staff member through language or actions
2. Destructing, damaging or defacing any school property or property of other students
3. Failing to abide by HCA's Technology Usage Policy
4. Drinking, using, storing, possessing, or distributing alcoholic beverages, containers, or paraphernalia on school grounds or during school related activities

5. Fighting, disrupting, or intentionally interfering with curricular or extracurricular activities
6. Engaging in sexual misconduct, harassment, or bullying, including cyber-bullying, as those offenses are described beginning on page 16.
7. Stealing, knowingly possessing, or selling any property of HCA or any other private property
8. Reporting a false bomb, fire, or terror threat, or knowingly assisting with the same
9. Disrupting or intentionally interfering with curricular or extracurricular activities
10. Using, possessing, storing, or distributing narcotics or other illegal or unauthorized drugs on school grounds or during school related activities
11. Charged with a misdemeanor or felony offense by legal authorities
12. Possessing, storing, or distributing any weapon or weapon facsimile on school grounds or during school related activities. (Hunters are reminded that shotguns or rifles are not permitted on campus. Please plan accordingly.)
13. Any conduct, even off campus, which reflects poorly on the school or hurts the school's reputation in the community.

Major Offense Consequences for any combination of one (1) or more major offenses

1st Offense – One (1) day in-school suspension or possible 1 - 3 day out of school suspension, conference with the Headmaster, and parental notification. Must be served the day after the offense. Student may not attend club meetings, athletic practices/games, or athletic events.

2nd Offense - Conference with the Headmaster, parental notification, and dismissal from Harrells Christian Academy

Drug or Alcohol Use Consequences:

1st Offense – Conference with the Headmaster, parental notification, mandatory drug/alcohol testing and counseling, five (5) - ten (10) day out of school suspension. See Suspension section below.

2nd Offense - Referral to Headmaster, parental notification, and dismissal from Harrells Christian Academy

Drug Distribution/Selling Consequences:

1st Offense – Conference with the Headmaster, parental notification, and automatic dismissal from Harrells Christian Academy.

In addition to the disciplinary measures discussed above, Harrells Christian Academy also reserves the right to notify law enforcement or other applicable authorities regarding those offenses which HCA believes, in its sole discretion, constitutes a violation of law.

Suspension

Suspension from school is a disciplinary measure that entails a student being isolated from the school community. During suspensions, a student will be required to complete all assigned work and tests with a MAXIMUM grade of 70. During suspension students may not attend any school functions (club meetings, athletic practices/games, or any extracurricular event).

Off-Campus Student Behavior

Improper behavior by a student during off-campus activities, holidays, or vacations that in the school's opinion, is damaging to the welfare of its students, standards or its position in the community may result in suspension or dismissal. Harrells Christian Academy cannot assume responsibility for the off-campus private lives of its students, nor does it wish to, for that burden must rest with them and their parents. However, students' involvement in non-school related activities can affect his/her continued enrollment.

The Headmaster reserves the right to dismiss any student from Harrells Christian Academy.

Authority to Conduct Searches and Seizures

HCA Administration has the authority to conduct reasonable searches and seize materials in accordance with this policy for the purpose of maintaining a safe, orderly environment and for upholding standards of conduct established by Harrells Christian Academy. A search of a student is lawful if there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating a law or a school rule. Reasonable suspicion is not required if a student freely, voluntarily and knowingly consents and agrees to the search of his or her person or personal effects. If a student fails to permit reasonable searches and seizures as provided in this policy, it shall be considered a violation of the expected standard of behavior for students at Harrells Christian Academy, and appropriate consequences may be imposed.

Searches may include a student's person and/or personal effects (purse, book bag, mobile device, motor vehicle, etc.) whenever HCA Administration deems necessary. If a frisk or "pat down" search of a student's person is conducted, it must be conducted in private by a school official of the same gender and with an adult witness of the same gender present.

Desks and lockers are school property and remain at all times under the control of HCA. Desks and lockers may not be used to store illegal, unauthorized or contraband materials. Inspections of desks and lockers may be conducted by HCA administration for any reason consistent with school rules at any time, without notice, without consent and without a search warrant.

HCA Administration may use trained dogs in inspections for illegal materials in school facilities, on school grounds and in school parking lots. All dogs must be accompanied by a qualified and authorized trainer who is responsible for the dog's actions and who is able to verify the dog's reliability and accuracy in sniffing out illegal material. Trained dogs may sniff lockers, student motor vehicles, and other inanimate objects. Such inspections are not considered searches and do not require notice or consent. Dogs may not be used for random searches of students or other persons.

Parent Code of Conduct

Parent Code of Conduct

We ask that you please partner with HCA on the following:

- Provide positive reinforcement for HCA's philosophy and mission and goals of the school in promoting Christian Education.
- Follow the school's rules, calendars, deadlines, policies, codes, and guidelines in the school handbook, and expect my child to do the same even when you may disagree.
- Communicate problems, concerns, or inquiries respectfully and courteously in verbal or written communications to the appropriate person (teacher, educational director, and/or headmaster) within 24 hours of each incident.
- Schedule appointments to meet privately to discuss personal concerns. Please do not use social media and other public forums to express concerns.
- Be a good example in actions and in words in front of your own child (ren) and other children. Please show respect for our staff. Demonstrate good sportsmanship when attending games.
- Show support and volunteer for school functions, fundraiser(s), and other projects.
- Set realistic goals for your child (ren) and take an active role in his/her daily learning.
- Speak about the school and staff in a positive way on school grounds, in the hallway, and away from school.
- Monitor your child's phone, computer, and social networking (i.e. Facebook, Twitter, Instagram, etc.).
- Attempt to build a bridge of acceptance and understanding, and expect your child to do the same, among the cultures and personalities represented at HCA.

HCA reserves the right to hold or deny the enrollment and/or re-enrollment of a student based on the negative behavior of a parent.

Academic Requirements

HCA has high expectations of its students. Considering these expectations and the HCA graduation requirements, it is expected that students' schedules contain an academically oriented course load.

Grading Scale and GPA Scale

A+	98 - 100	4.33
A	93 - 97	4.0
A-	90 - 92	3.67
B+	87 - 89	3.33
B	83 - 86	3.0
B-	80 - 82	2.67
C+	77 - 79	2.33
C	73 - 76	2.0
C-	70 - 72	1.67
D+	67 - 69	1.33
D	63 - 66	1.0
D-	60 - 62	0.67
F	Below 59	0.0

All Lower School elective classes and conduct will be graded as S – Satisfactory or N – Needs Improvement.

The Kindergarten will receive a report card at the end of the second grading period. Prior to that time, the teacher will provide written assessments.

HCA Graduation Requirements

Class of 2019 and Class of 2020

English	4 units – 1 unit may be Dual Enrollment
Mathematics	4 units (must be taken on campus at HCA or transferred from another high school)
Science	4 units - (must include a Biology and a Physical Science)
Social Studies	3 units – U.S. History, World History I and II
Religious Studies	2 units - .5 credit Freshman and Sophomore years and 1 credit Senior year must be taken on campus
Foreign Language	2 units - (both in the same language)
Fine Arts	.5 unit - Freshman year (beginning with the class of 2020)
Electives	<u>7 units</u>
TOTAL	26.5 units

Students must complete eight semesters during grades nine through twelve. Student must take all specified courses on the HCA campus. Students will have the opportunity to accumulate 32

units of credit; however, the graduation requirement of 26.5 units allows a student the opportunity to repeat a class if necessary. HCA will not consider the possibility of early graduation.

Class of 2021 and forward

English	4 units – 1 unit may be Dual Enrollment
Mathematics	4 units
Science	4 units - (must include a Biology and a Physical Science)
Social Studies	3 units – U.S. History, World History I and II
Religious Studies	3 units - 1 credit Freshman and Sophomore years and 1 credit Senior year must be taken on campus
Foreign Language	2 units - (both in the same language)
Fine Arts	1 unit - Freshman year (beginning with the class of 2020)
Electives	7 <u>units</u>
TOTAL	28 units

Students must complete eight semesters during grades nine through twelve. Student must take all specified courses on the HCA campus. Students will have the opportunity to accumulate 32 units of credit; however, the graduation requirement of 28 units allows a student the opportunity to repeat a class if necessary. HCA will not consider the possibility of early graduation.

Students and parents need to remain aware that college entrance requirements vary. Students planning to attend major colleges and universities should seek electives in English, math, science, social studies and foreign language beyond the core subjects required for graduation.

Exams

First and second semester exams will be given in all core course areas for students in grades 9 - 12. Exam/projects may be given in all electives with the exception of yearbook and journalism. Certain deadlines and/or assignments may be considered a student's exam grade. Students in grades 6 - 8 do not take first and second semesters exams however they will have a test during the exam period. The exception to this is 8th grade students taking Algebra I will have an exam during the exam period.

Each exam period will last two (2) hours, and students will be expected to remain in the exam room the entire period. No exams are to be given early, late, or out of sequence except in extraordinary circumstances with the permission of the Headmaster. Exams count 20% of the semester grade.

Exam Exemptions

In order to exempt an exam, class attendance will be taken into consideration.

A student may not exceed a combination of three (3) absences or tardies in a particular class, regardless of the reasons for the absences, during the semester to qualify for exam exemption. In addition to the above, the following grade must be obtained in the class at the end of the semester to be exempt from the exam.

Seniors:	93 average or above
Juniors:	96 average or above
Sophomores:	98 average or above
Freshmen are not allowed to exempt exams.	

Students enrolled in AP courses are not allowed to exempt exams in either first or second semester.

Athletic Eligibility

In order to participate in athletics at HCA, a student-athlete must maintain good moral character and pass every academic course (maintaining a 70 numerical average or better). This will apply to all grading periods, both fall and spring semesters. Grades will be checked at mid-term and at the end of the 9 week grading period. Students who are below the standards at either of these periods will sit out for two academic weeks and then will be reevaluated. Students who have improved their grades to the standard will be reinstated to the team at the end of the two week probation. Those students who still are below the grade standard will continue to sit out team activities and games until the next grade check.

Awards and Recognitions

Headmaster's List and Honor Roll

Students in grades 3 -12 are recognized for academic excellence each grading period. The following criteria are used to determine eligibility:

Headmaster's List All A's for the grading period

Honor Roll All A's and B's for the grading period

Students in grades 3 – 5 must also have all S's in elective classes and conduct.

Duke University's Talent Identification Program (TIP)

Students in grades 4 – 6 that have participated in the Duke TIP Program's 4th-6th Grade Talent Search are recognized at the Lower and Middle School year end chapels. To participate, students meet the following criteria: they must be in fourth, fifth, or sixth grade and they must have scored at the 95th percentile or above on a standardized achievement, aptitude, or mental ability test. Not all students who qualified chose to enroll with the 4th–6th Grade Talent Search but we recognize those students who did participate.

Academic Awards Program

An Awards program is held for Upper School students in the spring of the school year. Students are recognized for an academic average of 4.0 or above during the first through the end of the third grading periods of the current school year, subject area awards, and high honor awards. Students will receive an invitation to the program.

Middle School academic awards are presented at the year end Middle School Awards chapel.

Valedictorian and Salutatorian

Students with the highest “weighted” cumulative GPA from ninth grade to the end of the senior year and who have attended HCA for the last two consecutive school years will be awarded these honors and recognized at graduation.

Marshals

The top five juniors will be selected as Marshals. These five juniors will be those students with the highest “weighted” cumulative GPA's from ninth grade to the mid-point of the fourth grading period of the junior year. Those students MUST have attended HCA for the last two consecutive school years.

These students will be recognized at the Upper School Academic Awards Program and will participate in the Baccalaureate service and the Graduation exercise.

The Newkirk Award

The Newkirk Award is presented at graduation to the senior who has exhibited outstanding character traits, who has demonstrated tenacity (has kept on plugging when the chips were down) and who has shown maturity of judgment and dedication to purpose of loyalty and devotion to

Harrells Christian Academy and to the **Lord Jesus Christ**. It is voted on by the Upper School faculty.

Christian Character Awards

The Christian Character Awards are presented to one student in the seventh through twelfth grade. This award is given to the students who have best displayed Christian character, citizenship, and represented HCA well. It is voted on by the respective school level faculty. This award is presented at the Upper School Academic Awards Program or the Middle School Awards Chapel.

Citizenship Awards

The Academy believes so strongly in the importance of good citizenship that each Lower School teacher selects one student in their classroom each year who exemplifies the following qualities: kind, cheerful, loving attitude, shows respect of property, and to authority, and peers, obeys school and class rules, enthusiastic about school and learning, positive leader, honest, trustworthy, and a peacemaker. These awards are presented at the Lower School year end chapel program.

At graduation, the Citizenship Award is presented to one male and one female member of the senior class. This award is given to the students who have best displayed character, citizenship, and represented HCA well. It is voted on by the Upper School faculty.

Crusader Awards

The Crusader Award is given a fifth grader, an eighth grader and to either a junior or senior each year at their respective year end awards chapel or Upper School Academic Awards Program.

This award is selected by the respective school level faculty and Headmaster using the following criteria:

- Academic integrity and diligence
- A positive role model – one who endeavors to help others
- Respectful in actions and words
- School spirit within and out of the classroom

Edgar William Johnson “Living Will” Awards

The “Living Will” Award is given to a junior or senior and to a fifth grade student in memory of Edgar William Johnson, a former HCA student who possessed the mark of godliness. Godliness is simply sharing the compassionate heart and life of Jesus with others. Will wanted and strived to be like Christ, and in order to be like our Savior, we must be compassionate to people, full of kindness and goodness -- lived out with passion!

The “Living Will” Award is selected by committee and given to the student-athlete/student that demonstrates the following characters of discipleship:

- Hard-working servant
- Dedicated to Christ first, others second
- Christian values that stand strong and true
- Perseverance in all areas of life: weightlifting, athletics, and the classroom
- Respects spiritual authority and leadership, and is a leader for his peers

- Great friend and loyal teammate
- Possess the quality of sportsmanship
- Model of faith and humility
- A bold Christian witness for our Lord, and not ashamed to claim Him as Savior

The Upper School award is presented at the Varsity Athletic Awards program and the Lower School award is presented at the Lower School year end chapel.

Terrific Kids Awards

Lower School students are recognized quarterly at a chapel program for excellence in character. These awards are made possible by the local Kiwanis Club and the students are selected by their homeroom teachers.

General Rules & Regulations

Campus Visitors

1. Students are not allowed to bring visitors to school without receiving permission from the school level head on the day prior to the visit. Arrangements for visitors should be made by the student's parents.
2. On-campus visitors during the school day must come by the school office and report prior to visiting with HCA students.

Parent Visits

HCA maintains an open door policy and welcomes all contacts with parents. Upon school arrival – all parents are required to register in the front office and obtain a visitor badge. This policy is to protect all of our students and staff.

If you plan to eat lunch with your child, please contact your child's teacher prior to your visit. When eating lunch with your child, stop by the office and purchase your lunch ticket for \$7.00 prior to going to the cafeteria.

Parents may sit with their child's class or at a visitor table. We ask that only your child(ren) and/or family members join you at the visitor table.

Classroom visits are to be scheduled with the teacher to prevent distraction during instructional times. All visitors must check in with the front office staff before going to the classroom. This will help maintain a normal uninterrupted school day.

Chewing Gum

Students are not allowed to chew gum during school hours.

Dances

In order for students to attend a Middle or Upper School dance or prom, they must arrive NO LATER THAN one hour after the designated starting time of the dance. Students who arrive at any point after this will not be allowed to attend the dance. Parents will then be notified. Once students leave a school dance or prom, they may not return and should leave the area promptly. HCA students inviting students from another school must have their guest approved by the Upper School Head.

Lockers

No student is to enter another student's locker unless given permission by the student. Lockers should be kept clean.

Motor Vehicles

Many upper school students may wish to drive a car to school. **This is a privilege and should be regarded as such.** If a student abuses the privileges to drive to school and park on school property, the privilege will be revoked.

These guidelines should be followed by all student drivers and/or passengers:

- Students should park in their assigned parking spot
- Upon arriving at school, all student drivers and passengers **MUST** leave the parking areas and enter the school building.
- Absolutely no lingering in or among cars in the parking area at any time before, during, or after school.
- We encourage all students to keep their doors locked while cars are parked at school.
- Proper driving behavior is expected and will be maintained by each student driver.
- Students not possessing a valid North Carolina operator's license should never operate a motor vehicle on the HCA campus.
- **Showing off, squealing tires, and speeding are types of unacceptable behavior and will not be tolerated. Instances occurring on school grounds which indicate such behavior will result in revoked parking privileges and/or school suspension. This includes entering or leaving school property.**

Selling at School

Students will not sell or attempt to sell or distribute any objects or substance which has not been authorized for sale and distribution by the administration.

Upper School

Grades 9 – 12

Academic Schedule Requirements

HCA has high expectations of its students. Considering these expectations and the HCA graduation requirements, it is expected that students' schedules contain an academically oriented course load. All students must sign up for four courses per semester. Exception to four courses may be given to juniors and seniors taking courses through the North Carolina Community College system with labs or extended hours or by the Headmaster or Upper School Head.

Quality Point Average

In computing a student's GPA, Advanced Placement courses add 2 quality points. Honor courses and Dual Enrollment courses add 1 quality point.

Class Rank

HCA does not rank students in grades 9 – 12. In a group of highly capable students, GPA's may cluster closely together, and a small GPA difference can mean a dramatic change in class rank.

Course Changes

Only during the first ten (10) days of the semester may a student drop or add a course. The student must consult with the Upper School Head to change his/her schedule. A course change form must be signed by the teacher of the dropped course, by the teacher of the added course, and by the parent. The completed form is to be returned to the Upper School office. Students entering the added course must make up all the work in the new class.

North Carolina Academic Scholars Program

The State of North Carolina's Academic Scholars Program indicates that students have completed a balanced and academically rigorous high school program preparing them for post-secondary education.

Harrells Christian Academy students must

- begin planning for the program before entering grade 9 to ensure they obtain the most flexibility in their courses.
- complete all the requirements of the North Carolina Academic Scholars Program
- have an overall four-year unweighted grade point average of 3.5
- complete all requirements for a North Carolina high school diploma

Credits: The following designated number of credits per subject area listed below and must be taken in grades 9 – 12.

4 units	English
4 units	Mathematics (Algebra I, Algebra II, Geometry and a fourth mathematics course that includes Algebra II as a prerequisite).

3 units	Science (Biology, a Physics or Chemistry course, and an Earth/Environmental course)
4 units	Social Studies (World History, Civics/Economics, US History, AP World History, and AP US History)
1 unit	Health and Physical Education
2 units	Foreign Language
4 units	Four (4) elective credits in any one subject area, such as: Career and Technical Education (CTE), Arts Education, World Languages, or in another content area
3 units	consisting of higher level courses taken during junior and/or senior years which carry 5 or 6 quality points such as AP, Dual or College Equivalent courses, Advanced CTE/CTE credentialing courses, honors level courses, or on-line courses.

HCA seniors will be recognized at graduation for this accomplishment.

Academic Options

Within the curriculum at HCA, there are options available to students beyond listed course offerings. These options are exceptions to a student's schedule and require special permission by the Upper School Head in consultation with the Director of College Counseling.

Career and College Promise - Eligible juniors and seniors at HCA are able to participate in select college-level online courses offered through the North Carolina Community College system. Students must meet the college's general admission requirements. Students should consult the Director of College Counseling for the minimum readiness benchmarks on the PLAN/PSAT/SAT/ACT. There is an additional fee for these classes.

Challenging an AP Exam

All students are required to take the AP exams for the AP courses in which they are enrolled. There is an additional fee for the AP exam. In addition, any student may elect to challenge an AP exam for a subject in which he/she has not been in the AP class. This must be arranged through the College Counselor by February 1st.

College Visits

Seniors will be allowed two (2) college visits during the fall semester of their senior year. Juniors will be allowed two (2) visits during the spring semester of their junior year. The student will be considered in attendance at HCA during a college visit. Students must notify the Director of College Counseling at least three (3) days prior to the planned visit. A note from the college is required and must be given to the Director of College Counseling upon return to HCA. These visits should not occur within the last ten (10) days of the semester.

Senior Privileges

- Seniors have designated parking closest to the Upper School building
- Seniors are allowed to leave class three (3) minutes early for lunch
- Seniors have the privilege of going to Subway on Wednesdays of each week.

Upper School Clubs

As a requirement for membership into school-sponsored clubs, students will be required to actively participate in two of three club-sponsored projects. These projects will be determined by the club sponsor(s) with approval of the Administrative Team. Failure to take an active role in club activities may result in membership revocation.

Community service is an integral part of a student's upper school career. In addition to community service performed through HCA clubs, all upper school students are encouraged to further participate in other community service activities. Examples of respectable service activities include mission trips; work with the American Red Cross; Relay for Life; and local hospice centers. Students are expected to document community service activities on their academic resumes. All post-secondary institutions value community service performed by upper school students; therefore, HCA students should pursue their passion in the area of volunteer service.

Senior Beta Club

Beta Club is an honor that is reserved for those students who excel in character, leadership, and achievement. Membership is by invitation only. A student who has a cumulative numeric average of a 90 or a weighted GPA of a 3.67 (A-) will be eligible for evaluation to become a member of the Senior Beta Club. Teachers and coaches will complete an evaluation which rates attitude, behavior, dependability, and honesty. The scores will be averaged, and those students who score a 13 or above will be extended an invitation for membership. Failure to maintain strong character and service to our community and the failure to refrain from cheating will result in permanent expulsion from the club. Students who are placed on probation for falling below the minimum academic standards may be reinstated up until the beginning of the senior year. No student will be allowed to join or to be reinstated at the mid-point of the senior year.

Prefect Leadership Program

Prefects will be selected by committee to serve the school community in a variety of areas and student committees will be formed to work with each prefect. Prefects in the Upper School will be seniors and there will be between 8-10 prefects in the program.

Head Prefect

leads the Prefect Board, creates the agenda, represents the school at various functions, serves as student liaison to the Headmaster

Co-Curricular Prefect

organizes dances and events in order to build community at all levels of the school

Academic Prefect

organizes peer tutoring and group study sessions, helps to develop academic programming for student body

Admissions Prefect

leads the student ambassador program, works with Director of Advancement on admissions program initiatives

Community Service Prefect

helps organize community service projects and initiatives at all levels

Athletic Prefect

responsible for school spirit, helps organize fan events at games, works with team captains on leadership initiatives

Spiritual Life Prefects

works with chapel programs, prayer initiatives, and community outreach on faith

The purpose of the program is to provide students with real leadership opportunities. When committees are formed, the program should be engaging many more students in leadership on our campus.

Clubs

FCS
FFA
French Honor Society
Prefect Leadership Program
Science Olympiad
Sr. Beta Club
Spanish Honor Society

Advisors

Ruth Ann Parker
Reva Weathington
Jayne Green
Alex Grey
Kristen Spell
Ruth Ann Parker
Emily Villegas

Middle School

Grades 6 – 8

Academic Requirements

The Middle School Curriculum is designed based on the North Carolina Standard Course of Study. Each student in grades 6 – 8 will be required to take the following core courses: Language Arts, Mathematics, Science, and Social Studies. In addition to the core class schedule each Middle School student will take Bible.

Sixth graders may select either Theatre or Physical Education as an elective, seventh graders may select from Art or Theatre (either semester) or Conversational Spanish (Spring semester) as electives, and eighth graders may select either Agriculture Studies, Computer Science or Strength and Conditioning as electives. Seventh and eighth graders will have Physical Education during EOSE (End of School Enrichment).

Middle School Clubs

Junior Beta Club

Beta Club is an honor and membership is reserved for those students who excel in character, leadership, and achievement. Membership is by invitation only based on the following requirements:

- Students must be performing on or above grade level.
- Students must have a 90 overall average, without rounding, and no lower than a B (80) on all courses.
- Students must exhibit worthy, moral and ethical character and commendable attitude.

Invitations are given at the beginning of second semester for 4th - 8th grades, based upon cumulative averages from the previous two semesters. Teachers and coaches will complete an evaluation which rates attitude, behavior, dependability, and honesty.

Students must maintain a 90 or above average and at least a B (80) on all courses. A one-semester probationary period is provided for students not meeting this standard.

Failure to maintain strong character and service to our community and the failure to refrain from cheating will result in permanent expulsion from the club.

Clubs

Battle of the Books
FCS
FFA
Geography Bee
Jr. Beta Club

Advisors

Joy Usher
Jackson Brock
Reva Weathington
Joy Usher
Cathy Ammons and Margo Bowker

Lower School

Grades K – 5

Academic Requirements

The Lower School Curriculum is designed based on the North Carolina Standard Course of Study. Each grade will have classes in the following areas: Bible, Language Arts, Mathematics, Science, and Social Studies. In addition each grade will have elective classes in Art, Library, Music, Physical Education, and Science/STEAM lab.

Junior Beta Club

Beta Club is an honor and membership is reserved for those students who excel in character, leadership, and achievement. Membership is by invitation only based on the following requirements:

- Students must be performing on or above grade level.
- Students must have a 90 overall average, without rounding, and no lower than a B (80) on all core courses.
- Students must exhibit worthy, moral and ethical character and commendable attitude.

Invitations are given at the beginning of 4th and 5th grades, based upon cumulative averages from the previous year, and at the beginning of the second semester for 4th and 5th grades, based on first semester averages.

Students must maintain a 90 or above average and at least a B (80) on all core courses. A one-semester probationary period is provided for students not meeting this standard.

Chapel

Grades K-5 will have Chapel each Thursday at 8:15 am. Activities always include pledges to the American and Christian flags, and the pledge to the Bible. During the school year each K-5 class will be in charge of a Chapel program.

Chapel behavior is most important. Students that are removed from Chapel because of behavior will be reported directly to parents.

K-5 Concerts and Events

Participation and attendance at K-5 concerts and events during the fall and spring semesters are part of our academic fine arts at HCA. Failure to participate will be reflected in the music grade on the report card.

Snacks

Lower School classes include a snack time each school day. These snacks should be nutritious. Please do not send fast food items, candy, honey buns, or soft drinks for snack. We suggest snacks high in protein – cheese, nuts, granola bars, etc.

Class Parties

Class parties for each grade level shall be determined by the individual classroom teacher. Sign-up sheets for parents to help will be available at Orientation. Classroom birthday parties/treats vary depending on grade level and should be planned with the classroom teacher.

Party Invitations

Invitations to birthday parties and other celebrations should not be distributed at school unless all children in the class are invited. Obviously, girl or boy parties need only invite everyone of that gender.

Drink Policy

The Academy maintains a policy on drinks that may be consumed at lunch by Lower School students. Drink selections are as follows:

Kindergarten –Third grade - water, milk

Fourth and Fifth grade – the above plus iced tea

Note: Students in grades K – 5 are not allowed carbonated soft drinks during the school day.

Student Responsibility

Each student is expected to assume his or her responsibility in keeping the cafeteria clean and neat by removing their personal trash and disposing of it properly after each meal.

School Health

Medication Administration Policy

Some medication regimens necessitate the administration of medication during school hours. In order to provide safe and effective administration of medications, the following procedures apply.

Rules that apply to the administration of ALL medication

A. A copy of this policy and a form on which to record the necessary information shall be readily available to all parents on request.

B. The Headmaster or Headmaster's designee shall:

I. Receive medication only from the student's parent or other responsible adult

II. Keep all medication in a secure location

III. Return all unused medication to the student's parent or other responsible adult at the end of treatment or the end of the school year. All medication not picked up one week after the last day of school will be disposed of properly.

C. **HCA will assume NO liability for students who self medicate.** The medical need for self-managed administration of medications must be evaluated individually by the school nurse (e.g. asthma inhalers) and written direction for self administration of medication must be obtained from a licensed physician as well as written permission from the parent on the Self Carry Contract that may be obtained in the front office. Note: A student will need a medication authorization form AND a self carry contact. Students and/or parents/guardians of students who self-medicate during the school day may be held liable if another student erroneously takes the medication.

The parent of a student who may be subject to unusual health hazards, such as being allergic to bee stings, etc. is responsible to assure that the school administration and teachers as well as the school nurse are aware of the situations and are prepared to employ the emergency measures indicated. A specific emergency plan must be developed annually for each student and approved by the parent. Emergency Action Plans are available from the school nurse.

IT IS THE PARENT'S RESPONSIBILITY TO INFORM YOUR CHILD'S HOMEROOM TEACHER CONCERNING any *special* medical conditions- such as diabetes, heart conditions, allergic reactions, etc. Information about the *special* medical condition and information concerning treatment should be provided to the homeroom teacher in writing.

Dispensing Medication

When a student is required to use medication during school hours, the school nurse and/or the Headmaster's designee shall administer the medication in compliance with the following rules:

Prescription Drugs

The administration of prescription medication to a student by personnel shall be done under the following conditions:

- A. A signed request by the parent/guardian AND physician with specific directions for administration of the medication must be submitted to the school office. Medication Authorization Forms are available in the office. The request should include the student's name, the name of the medication, time of the medication, the time the medication is to be administered, the required dosage of the medication, the termination date for administering the medication and comments concerning the emergency plan for the student. The parents'/guardians' signature, date, and phone numbers must also be included. **Medication will not be administered until the Medication Authorization Form is completed and on file at school.**
- B. A bottle with the pharmacist's label containing the student's name, instruction, the name of the drug and the name of the physician must be submitted to the school.

Nonprescription Medications

Nonprescription medication will only be administered to students with a completed Over The Counter Administration form. In order for this form to be complete it **MUST** have the signature of the parent **AND** the student's physician. If the student does not have a completed form the parent has the option to come to the school and dispense the medication themselves. You may pick up a form from the office should you need one. All nonprescription medications will be administered according to manufacturer's recommendation on the label unless otherwise directed by the physician on the form.

AT NO TIME ARE STUDENTS ALLOWED TO KEEP MEDICATION IN THEIR DESK, BOOKBAG, LOCKER, OR ON THEMSELVES WITHOUT PERMISSION FROM ADMINISTRATION.

Communicable Diseases and Conditions

There will be times when a student with a communicable disease will need to be excluded from school. When a student is suspected of having one of the following but not limited to this list of communicable diseases, it is the responsibility of the parent to take the child to the local health department or physician. The school may require verification of treatment before that student can return to school. If your child has been diagnosed with any of the following conditions, contact the school nurse for a return to school plan for your child.

The following list is included for reference:

- Chickenpox (Varicella)
- Conjunctivitis (Pinkeye)
- Fever
- Fifth Disease
- Impetigo
- Flu
- Head Lice
- Measles/German Measles/Mumps

Meningitis
Ringworm
Scabies
Strep Throat
Shingles (Herpes Zoster)
Vomiting and Diarrhea (Intestinal Viral Infections)

Please note:

If your child has a temperature that is 100 degrees Fahrenheit or higher, he/she should remain at home until the child have been fever free for 24 hours without the use of fever-reducing medication (Tylenol, Motrin) .

If your student has had vomiting or diarrhea (more than once) in the last 24 hours, he/she should remain at home until the symptoms have subsided.

If your student has been diagnosed with a concussion; please make the school nurse aware so that a Return to Learn plan can be initiated as per NC General Statue 115C-12(12) ID Number HRS-E-001. Please note that this policy applies to all students and not just athletes.

As always, the best way to prevent communicable diseases from spreading is good hand washing. If you have any questions or concerns please contact the school nurse.

Recognizing Child Abuse

Child abuse and neglect rarely stop without help from outside the immediate family. All North Carolina citizens are mandated by law to report suspected child abuse and neglect to the Department of Social Services in the county where the child lives. You can make a report without giving your name.

Asbestos Notification

In compliance with the US Environmental Protection Agency (EPA) Asbestos Hazard Emergency Response Act (AHERA), in 1988 we performed inspections of each of our school buildings for asbestos-containing building materials. The inspection findings and asbestos management plans have been on file in the school office since that time.

The EPA requires us to perform reinspections of the asbestos materials every three years. During August 2018, an accredited asbestos inspector performed this reinspection. An accredited management planner reviewed the results of the reinspection and recommended actions we should take to safely manage each asbestos material in our buildings.

We have removed a significant amount of the asbestos that was found in our buildings. All other asbestos materials in our school are in good condition and we will continue to manage them in place, as recommended by the accredited management planner. The results of the reinspection are on file in the management plan in the Business Office. Everyone is welcome to view these

anytime during normal school hours (M-F 8:00 AM – 4:00 PM). We are available to answer any questions you may have about asbestos in our buildings at (910) 532-4575.

HCA Admission Procedures

Harrells 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 race, color, national and ethnic origin in administration of its educational policies, admissions policies, and other school administered policies. Some financial assistance is available.

HCA Admission Procedures: Contact HCA Admissions' Office to schedule a tour, complete an application with \$75.00 application fee, provide a copy of the birth certificate, provide transcript/report card, any 504 plans, Individualized Education Plan (IEP) or Academically Gifted information for academic review, any relevant medical information or documents, and meet with Headmaster or designee. The Admissions Office will complete review and inform applying family of admission decision.