# 2025-2026

# STUDENT AND PARENT HANDBOOK

# Heart to Heart Christian Academy

## Student and Parent Handbook

## 2025-2026

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**(Updated January 20, 2025)**


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# GENERAL INFORMATION

## VISION

Heart to Heart Christian Academy aims to be recognized as the premier Christian school in the area, developing well-prepared champions for the faith who impact the world for Jesus Christ.

## MISSION STATEMENT

**The mission of Heart to Heart is to serve as a ministry of the Lord Jesus Christ by providing youth with the opportunity for a quality Christian education and striving for excellence in spiritual, academic, social, and physical development.**

## GUIDING PRINCIPLES

- Seek God's truth and righteousness first, and all these other things will be added
- Seek only God's glory in all things
- Non-denominational and grounded in the basic tenets of the Christian faith
- Do not favor one of God's children over another
- Keep tuition affordable for a wide range of income levels
- Maintain independence from a church or supporting organization
- Impact the lives of as many children as possible without sacrificing quality
- Maintain strong financial health
- Maintain a high level of parent involvement

## MEASUREMENTS OF SUCCESS

- Graduates have a profoundly Christian worldview - All students will be taught Old and New Testament doctrine, practical everyday application of scripture, and a basic understanding of various other faiths.
- Graduates openly share their faith and impact others for Jesus Christ - Plan opportunities for students to give their testimony. This would be accomplished in school with younger students and with their own peers. Additionally, plan opportunities for students to distribute tracts at school functions and/or other suitable locations within the city.
- Graduates excel in academics - Assess how graduates performed on national entrance exams compared to other graduates. Provide a rigorous and challenging curriculum that fosters a well-rounded and educated student.
- Graduates have strong biblical knowledge and can defend and explain their faith in a hostile culture - Strong biblical and thorough instructions to help students understand the importance of the Word of God in their lives. Regular evaluation through oral essays to determine if students can verbally defend what they believe. Additionally, frequent evaluation through testing helps determine if students have mastered the material. They also need to be exposed to beliefs of most common religions they face in our society.
- Graduates go on to attend major colleges - Chart graduates' applications to any and all High Schools. Through the guidance of a counselor, provide students with the best available data to help them choose the high school that best fits their needs.

- Alumni come back to support the school with time, finances, and their own children - Develop an alumni booster club and plan activities. Give alumni reasons and opportunities to contribute to their school. Additionally, develop a program that involves grandparents, allowing them to volunteer their time and resources. Communication would be accomplished through newsletters, emails, personal notes, and various other means of communication.

## EDUCATIONAL PHILOSOPHY

A philosophy of education draws its form and substance from the shared theological values of the various communities it serves. These communities include the homes, churches, and diverse cultures represented in our student body. It is the shared values of these communities that inform our curriculum and its content. It also gives expression to the covenantal character of this educational community and its commitment to our purpose, mission, vision, core values, and basic beliefs.

The foundation of our philosophy is the shared belief that truth is revealed by God in the natural world, in the written Word of God, and in the person of Jesus Christ, the Living Word. This revealed truth in all three dimensions is the heart of our curriculum and has for us three key aspects: creational, propositional, and relational.

The creational aspect of truth requires a careful examination of the created, natural world and the collective knowledge of humankind throughout history. The propositional aspect of truth requires a purposeful process that focuses on the transmission of the truth revealed by God in Scripture through His Holy Spirit. The relational aspect of truth requires a deep knowledge of the person of Jesus Christ as "the Truth" that involves not only mental understanding but also personal experience as learner-disciples led by the Holy Spirit within a covenant community.

At the heart of our educational philosophy is the relationship between the home, the students, and the faculty in the teaching-learning process. The home is valued because it provides the school with the most valuable objects on earth, God's children. Students are valued as learners who are integral to our educational and spiritual community. Central to this process is the recognition and acceptance of the diverse nature of learners and the diverse ways in which they learn. This diversity is reflected by age, gender, race, ethnicity, culture, life experience, interests, abilities, giftedness, and different learning styles.

The faculty are valued as teachers who do more than teach. Their education, expertise, and experiences are crucial components of the teaching and learning that occurs, but faculty also serve as role models, mentors, advisors, encouragers, and partners in learning. It is their commitment to lifelong learning, to scholarship, to creativity, to the discovery of new knowledge, and to ongoing development that creates a vibrant learning community.

This community of parents, teachers, and learners strives to strengthen the learning partnership in a variety of ways. Parents are invited to be part of the classroom, student activities, and celebrations that are critical to creating an educational community. H2H employs a variety of educational strategies to address the diversity of our learners' ages and life experiences. We promote a variety of settings and opportunities for learning, both formal and informal, focusing on individuals and on groups, located inside and outside the classroom, occurring on-campus and throughout the campus through Christian service involving scholarship and service, academics and ministry.

At the core of this partnership is the desire to achieve learning outcomes that reach the highest levels in all the learning domains, from memorization to critical application. We want learners who do know basic ideas, interpretations, and information, but can also critically analyze those as needed, synthesizing them in ways that allow for more informed judgments, so that our students can apply them to new situations and practical problems in our increasingly complex and diverse world. Ultimately, we want learner-disciples who continue to grow in all areas of their lives to contribute not only to the "common good" but to the Kingdom of God.

**STATEMENT OF FAITH (All scripture comes from the KJV of the Bible)**

All Scripture is verbally inspired as originally written and therefore infallible and inerrant (2 Timothy 3:16-17; 2 Peter 1:21; Matthew 5:18; 1 Corinthians 2:13).

The Bible is the Word of God. We cannot accept the misleading statement: "The Bible contains the Word of God.

There is one living and true God who exists in three Persons – Father, Son and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).

The Father is God (2 Corinthians 8:6), the Son is God (Isaiah 9:6; John 1:1, 14; Hebrews 1:8-10), and the Holy Spirit is God (Acts 5:3-4).

The Lord Jesus Christ was born of a virgin (Isaiah 7:14; Matthew 1:18-25; Luke (1:26-38).

Christ rose bodily from the dead and ascended unto God the Father (Matthew 28; Mark 16; 1 Corinthians 15; Romans 1:4). Christ will return.

First, for the "dead in Christ who will be resurrected bodily; and for those who are alive at His coming". This resurrection not only precedes His return to earth to reign 1000 years but also precedes the Tribulation (1 Thessalonians 4:13-18; 5:9).

Then to reign 1000 years on the earth (Revelation 20:1-6; 2 Timothy 2:12).

All men inherit a depraved nature and are lost sinners in need of salvation (Romans 3:9-19; Ephesians 2:1-3).

God has provided salvation through offering His Son on the cross of Calvary and allowing His BLOOD to be shed to atone for our sins (Romans 3:25; Hebrews 9:22).

We are saved and justified when we recognize ourselves as sinners, and we put our trust in Christ as the Son of God and His finished work on the cross of Calvary. Salvation is by grace through faith plus nothing (Romans 3:24, 4:5; Ephesians 2:8- 9).

Once saved we cannot be lost; we are eternally secure in Christ (John 3:16; Philippians 1:6; John 10:27-29; Romans 8:38-39).

We believe that the baptism of the Holy Spirit takes place at the time of conversion and is the act of placing the believer into the body of Christ. The baptism of the

Holy Spirit is not a second work of grace, nor is it necessarily manifested by unusual signs such as speaking in tongues (1 Corinthians 12:13; Galatians 3:27).

We should regularly participate at the Lord's Table (1 Corinthians 11:23-32).

All believers should be baptized by immersion as an act of obedience, but not for securing their salvation (Acts 2:41; 19:4-5; Matthew 28:19-20).

The Bible teaches the eternal punishment of the lost (John 5:28-29; Revelation 20:10, 15; Matthew 25:46).

The grace of God teaches us "to live soberly, righteously, godly" (Titus 2:11-13).
Titus 2:13 – Looking for the blessed hope of His returning for us. Leviticus 18:32

Colossians 3:2-3; 1 John 2:15-17 – Setting our "affection on things above, not on things on the earth".

2 Corinthians 6:14-18 – Living a life of separation from the world.
We believe in separation "unto God" (Romans 1:1; 2 Corinthians 6:17-18).

**BIBLICAL MORALITY POLICY**

Heart to Heart Christian Academy (H2H) 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 legal guardians who choose to enroll their children at H2H agree to support these and other basic biblical values derived from historical Christianity. Parents understand and agree that H2H 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 Christian education and to understand that the primary responsibility for this task rests with the parents (Ephesians 6:4). H2H 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. H2H 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 H2H is contingent upon this same understanding and support by both the student and parent.

H2H 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).

H2H believes that every person is created in the image of God and that human sexuality reflects that image in terms of intimate love, communication, fellowship, subordination of the self to the larger whole, and fulfillment. 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 this 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.

H2H believes that humanity's creation in the image of God included the ability to choose between right and wrong. Thus, individuals were made morally responsible for their choices, but since the fall of Adam, people are unable in their own strength to do right. This is due to original sin, which is not simply the following of Adam's example, but rather the corruption of the nature of each mortal, and is reproduced naturally in Adam's descendants. Because of it, humans are very far gone from original righteousness, and by nature are continually inclined to evil. They cannot of themselves even call upon God or exercise faith for salvation. But through Jesus Christ, the prevenient grace of God makes possible what humans in self-effort cannot do. It is bestowed freely upon all, enabling all who will to turn and be saved. This is validated by Gen. 6:5; 8:21; Deut. 30:19; Josh. 24:15; 1 Kings 20:40; Ps. 51:5; Isa. 64:6; Jer. 17:9; Mark 7:21-23; Luke 16:15; John 7:17; Rom. 3:10-12; 5:12-21; 1 Cor. 15:22; Eph. 2:1-3; 1 Tim. 2:5; Titus 3:5; Heb. 11:6; and Rev. 22:17.

H2H believes that in order 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, and we regard sexual sin of the spouse, such as adultery, homosexual behavior, bestiality or incest, as the only biblical grounds for considering divorce, and then only when appropriate counseling has failed to restore the relationship. H2H 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 is sufficient to overcome both the practice of such activity and the perversion leading to its practice. 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. God gives our bodies to us for spiritual and relational purposes, as well as physical ones. It is His desire that the most fundamental distinctions we experience as human beings should remind us that our completeness is ultimately found in communion with Himself and others. For this reason, "The Lord God said, 'It is not good for the man to be alone. I will make a helper suitable for him'" (Genesis 2:18). Personal fulfillment involves intimate fellowship and union with God, as exemplified by the ideal of Christ as the bridegroom and the Church as His bride (Ephesians 5:22-32; Revelation 19:7-9). Based on our biblical and theological study, there is no argument for a "third gender" among humans. Gender confusion and dysphoria are ultimately the biological, psychological, social, and spiritual consequences of the human race's fallen condition.

This state of depravity affects all persons individually and collectively. While society is at liberty to destigmatize or 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.

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 H2H as a Christian ministry, and to provide a biblical role model to the H2H families, it is imperative that all persons employed by H2H in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22.)

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

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of H2H.

**Final Authority for Matters of Belief and Conduct Statement**

The statement of faith 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 H2H's faith, doctrine, practice, policy, and discipline, our Board of Directors is H2H's final interpretive authority on the Bible's meaning and application.

In order to stay vigilant with the current changes of our culture, Heart to Heart Christian Academy wanted to further cover the ideologies of the transgender issue, such as Gender fluidity, preferred pronouns, and gender fluid materials. We also wanted to address the physical privacy of Heart to Heart Christian Academy on-campus facilities and how staff should provide a biblical response if any one of these matters should arise.

**Definition of Gender Fluidity**

Any belief, theory, or ideology that (1) espouses the view that gender is merely a social construct. (2) espouses the view that it is possible for a person to be any gender or no gender (i.e., non-binary); (3) espouses the view that an individual's biological sex should be changed to "match" a gender different from that person's biological sex; and (4) supports hormone therapy or other medical treatments or procedures to temporarily or permanently alter a person's body so that it "matches" a gender different from that person's biological sex.

**Using "Preferred Pronouns"** Heart to Heart Christian Academy staff will not promote, require, or encourage the use of pronoun identifiers for students or any other persons in any manner inconsistent with the Biological Sex of such person. Heart to Heart Christian Academy staff will not ask a student for their "preferred pronouns." Heart to Heart Christian Academy staff will only use pronouns for students which are consistent with the student's Biological Sex.

**Gender Fluidity Materials**
No course of instruction, unit of study, materials, instructional materials, or any other curricular or extracurricular materials of Gender Fluidity will be used or introduced in any classroom. This prohibition will also include any such materials or instructional materials that a teacher or administrator might seek to provide to any student, including any situation in which a teacher or administrator would allow a student to "borrow" such materials or instructional materials from the staff member's private collection. Any materials or instructional materials adopting, supporting, or promoting Gender Fluidity, including but not limited to displays, communications, and related signage, is prohibited in Heart to Heart Christian Academy classrooms, and if present, the material will be removed from the classroom setting.

**PRIVACY OF FACILITIES**

**Definition of Facilities** - Restrooms, locker rooms, showers, and similar facilities as determined by the Senior Principal and the Heart to Heart Christian Academy Board of Directors

**Section 1 Overview-** The objectives of this policy are that (1) biological females and males and sex-specific spaces are safeguarded; (2) Heart to Heart Christian Academy facilities, such as bathrooms, locker rooms, and changing facilities are separated by Biological Sex; (3) the pronouns used for persons on campus are consistent with the Biological Sex of the person; (4) Gender Fluidity content is excluded from the classroom and instructional materials; and (5) Heart to Heart Christian Academy staff will not diagnose or treat gender dysphoria but will maintain the biblical standard of male and female. Heart to Heart Christian Academy's ultimate goal is that we develop and raise disciples for Christ, and in order to do this, we must promote God's will for His creation and not promote the social transitioning of students. We believe we are called to be salt and light in the earth, and we want to stand on the truth of God's word in this matter.

**Section 2: Safeguarding Biological Females and Males and Sex-Specific Spaces-**

Biological females and males and sex-specific spaces will be protected to provide students equal opportunity, privacy, and safety.

Purpose In light of Heart to Heart Christian Academy statement of faith, statement on marriage and sexuality, and Student Handbook, and in recognition of personal physical privacy rights and the need to ensure individual safety and maintain school discipline, this policy is enacted to advise members

of the Heart to Heart Christian Academy community of their duties with regard to use of restrooms, locker rooms, showers, and any other Heart to Heart Christian Academy's facilities where individuals may be undressed in the presence of others.

Definitions of Sex means the biological condition of being male or female as determined at birth. Member of the Heart to Heart Christian Academy Community means any Heart to Heart Christian Academy employee, volunteer, student, parent, or visitor. Sincerely Held Religious Belief on Sexuality Heart to Heart Christian Academy's sincerely held religious belief is that God wonderfully and immutably creates each person as either male or female, and that these two distinct, complementary sexes together reflect the image and nature of God (Genesis 1:26–27). Rejection of one's sex is a rejection of the image of God within that person.

Policy Notwithstanding any other policy, Heart to Heart Christian Academy restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex. In any other Heart to Heart Christian Academy facilities or settings where members of the Heart to Heart Christian Academy community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), Heart to Heart Christian Academy shall provide separate, private areas designated for use by members of the Heart to Heart Christian Academy community based on their sex. Heart to Heart Christian Academy recognizes there may be instances where members of the Heart to Heart Christian Academy community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. Heart to Heart Christian Academy encourages members of the Heart to Heart Christian Academy community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word. Heart to Heart Christian Academy will at all times interact with members of the Heart to Heart Christian Academy Community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of the Heart to Heart Christian Academy Community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person—behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by Heart to Heart Christian Academy, which is cause for terminating his/her privilege of membership in the Heart to Heart Christian Academy Community. To preserve the function and integrity of Heart to Heart Christian Academy and to provide a biblical role model to members of the Heart to Heart Christian Academy Community and the community-at-large, it is imperative that all members of the Heart to Heart Christian Academy community agree to and abide by this policy. Posting copies of this policy shall be provided to all Heart to Heart Christian Academy employees, volunteers, students, and parents.

**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, H2H will only recognize marriages between a biological man and a biological woman. Further, the Board of Directors, Administrators, and Staff of H2H shall only participate in weddings and solemnize marriages between one man and one woman. Finally, the facilities and property of H2H shall only host weddings between one man and one woman.

## GOVERNANCE OF H2H

### Board of Directors

The Board of Directors oversees the governance of H2H according to established Bylaws, and it formulates and supervises the implementation of school policy. It is responsible for the financial stability of the school by using sound fiscal principles in its operation. Above all, Board members are to be sensitive to the Lord and His direction and are responsible for the spiritual integrity of the school.

### Senior Principal (Administrator)

H2H is administered by the Administrator/Senior Principal, who is the chief executive officer and reports directly to the H2H Board of Directors. The faculty and staff work directly under the leadership of the Administrator/Senior Principal of the School. The Administrator/ Senior principal of the school is responsible for formulating and administering the curriculum; recruiting, supervising, and evaluating faculty and staff; authorizing and monitoring student activities; and aiding parent organizations (PTF, etc.).

## NON-DISCRIMINATION POLICY

Heart to Heart Christian Academy admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. The organization does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its education policies, admission policies, athletic or other school-administered programs. The school **reserves** the right to enroll and maintain enrollment of students **selectively** to ensure that the student can profit from our program using a Bible-based curriculum.

## PROBLEM SOLVING GUIDELINES

It is the desire of the leadership of Heart to Heart Christian Academy to have a school that God can use and bless to the fullest. We do not believe this can happen if there is disharmony among the H2H families. Scripture teaches us that God desires unity for His children. (John 17:20-23; I Corinthians 12:12-26; Ephesians 4:1-6, 13)

With a desire to honor the Lord Jesus Christ with our conduct, words, and attitudes, we ask you, as parents, to abide by the following guidelines when a problem arises with a teacher, the administration, or another parent:

- **Pray**. Ask God to give you wisdom concerning the situation, to show you what part you may have in the problem, and that you would learn and grow through this

situation (James 1:5).

- **Do not talk** about the conflict to people who cannot correct or solve it, but **do talk** to those who can.
  The appropriate steps to take would be:
- Talk to the other person or persons involved, listen to their side of the story, and seek understanding.
- If it is not resolved, make an appointment with someone in administration for assistance. (Matthew 18:15-17)
- **Be quick to forgive and show love**. (Matthew 18:21-22; I Corinthians 13:4-8; I Peter 4:8)
- **Always speak the truth in love**. (Ephesians 4:15)

## PLEDGES

### Pledge to the American Flag

I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

### Pledge to the Christian Flag

I pledge allegiance to the Christian flag and to Jesus Christ our Lord and Savior for Whose Kingdom it stands; One Lord, One Faith, One Baptism Uniting ALL Christians in Service and In Love.

### Pledge to the Bible

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path, and I will hide its words in my heart that I might not sin against God.

### Theme Verse

Let no man despise thy youth; but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity. (1 Timothy 4:12)

### School Verse

And the Lord, He it is that doth go before thee; He will be with thee, He will not fail thee, neither forsake thee: fear not, neither be dismayed. (Deuteronomy 31:8)

### School Motto

Trust in God
Love His Son Jesus
Malice toward None
Charity for All
Spread the Gospel

**<u>Pledges should be memorized by all H2H students</u>**

## SCHOOL POLICIES AND PROCEDURES

## ADMISSIONS

Student candidates, except for entering pre-school students, are evaluated on the basis of their character, academics, and behavioral background. Academic evaluation is conducted by reviewing a student's most recent report card, his academic transcripts, and current scores from the previous academic year from the Stanford Achievement Test. If testing is not current, a testing time is established for a candidate to receive an abbreviated portion of the Stanford Achievement Test (grade appropriate). A student must achieve a percentile score of 51 or above in total reading and total math for grades 1-8. An entering student's developmental age should meet the following criteria:

| | Minimal | Preferred |
|---|---|---|
| K-4 | 4.0 | 4.5 |
| Kindergarten | 5.0 | 5.5 |
| First grade | 6.0 | 6.5 |
| Second grade | 7.0 | 7.5 |

Students enrolling at the pre-school or kindergarten level must also meet state age requirements. Those entering the 4-year-old program must be four prior to August 1, and students entering the kindergarten program must be five prior to August 1. First-grade students should be 6 years old on or before August 1 and have completed a kindergarten program.

To receive a high school diploma, a Senior must meet graduation requirements as listed under Secondary School Classification and must be enrolled at H2H the first day of the second semester of the year of graduation.

Parents must complete an authorization form for permanent records to be sent from schools previously attended. **Parents must provide H2H with current legal documents when custody rights have been established by a court of law**.

A family interview for all new entering families is the last step of admissions. It is at this time that the Administrator seeks to understand whether these families are people of faith and desire their children to be taught within the guidelines of our Statement of Faith. All students need to have a positive attitude to attend H2H. Also, at least one parent must be a born-again Christian believer and have a form signed by their pastor stating their membership to their church.

Acceptance for admission to H2H is subject to the availability of class space. The priority enrollment period (the month of February) is reserved for current H2H students and siblings of current students. Open enrollment begins March 1.

The final decision for admission will be made by the Administration. To serve the best interests of the school, the committee reserves the right to deny admission to any student who is evaluated as ineligible because of age, academics, character, behavioral problems, or unacceptable past conduct. Attendance at H2H is a privilege, not a right. Withholding information or the deliberate misrepresentation of information on any document submitted to the school will subject the student to immediate dismissal. The school also reserves the right to withdraw a child if the parents or guardians fail to support the policies, teachers, and administration or if the parents or guardians are

uncooperative and/or disrupt the school environment or process. This statement applies to all families of H2H.

Heart to Heart Christian Academy's mission is to work in partnership with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter to or in opposition to the Biblical lifestyle that the school teaches. This includes but is not limited to, sexual immorality, sexual orientation, or inability to support the moral principles and Statement of Faith of the school. In such cases, the school reserves the right to refuse admission to an applicant or disallow continued enrollment to a currently enrolled student.

Married students will not be admitted to H2H. Students who marry after they begin attending H2H will be asked to withdraw from school.

## Referral for Evaluation Policy

Students who demonstrate difficulty in the areas of academics or behavior will be observed and evaluated by their teachers, administration, and the guidance counselor. This process is known as the "Pre-Referral Evaluation." Some accommodation may be implemented, if possible, in the best interest of the student. If there is reason to believe that further evaluation is necessary, the student will be referred for a psychological evaluation. This may be performed either by the public school in the school district of the student's residence or by a private facility. Once the student has been referred for an evaluation, the parents are expected to follow through with the evaluation process in a timely manner (parents must contact the evaluation facility of choice and begin the evaluation process within two weeks of the referral.) Upon completion of the evaluation, it is the parents' responsibility to obtain a copy of the evaluation results and share this with the guidance counselor. The guidance counselor will then schedule a parent/teacher conference to discuss the results of the evaluation and the recommendations made. Failure to follow through with the referral or evaluation process may result in the dismissal of the student from the school. Because Heart to Heart Christian Academy does not have a special education department, parents may be required to seek additional assistance through either their public school district or private assistance providers.

## Student Dismissal Policy

Students who violate the policies of H2H can/will be dismissed from the school. Reasons for such action include, but are not limited to, failure to maintain passing grades, violations of the Student Code of Conduct, contributing to the spiritual or moral decline of other students, falsifying information during the application process, failure to maintain financial commitment, or as deemed necessary for the good of the school.

## POLICY ACCEPTANCE DOCUMENT / CONTRACT
## AS SIGNED IN THE ENROLLMENT PACKET

This agreement or contract is between Heart to Heart Christian Academy, hereafter referred to as "the school", and the parents or legal guardians of the student(s) being enrolled, which **initials and signature** appear on this document of understanding, signifying that you have read, understood, and agree to comply with all the school's policies.

1. I understand that attending the school is a privilege, not a right, and that the school is not a reform school. I understand that the school may refuse enrollment or continued enrollment based on the totality of information given in the enrollment process. I understand that the withholding of information or the deliberate misrepresentation of information on any document submitted to the school will subject my child to immediate dismissal.

2. I understand that Heart to Heart Christian Academy provides an accelerated curriculum and that all students are expected to meet the program criteria. While minor adjustments may be made for students with disabilities, H2H does not provide special education, curriculum accommodations, or curriculum modifications.

3. I agree to pay all fees and tuition payments when due and to conclude all required payments on or before the last day of the applicable school semester. I understand that tuition may be paid one of two ways: (1) **payment in full by the first day of school** (there is a discount if paid by August 1), or (2) **through MySchoolWorx** with a selected payment option of my choice or through the www.h2hacademy.net website. If you choose the monthly option, payments are automatically deducted on the same date of each month from my checking/savings account or charged to my credit/debit card with a convenience fee. An NSF fee will be charged for any payment that does not clear.
4. I understand that it is my responsibility to inform the Business Office if financial problems arise or there is a need to make other arrangements to keep the account current. I understand that if my account becomes 30 days past due, I have five (5) working days to contact the Business Office and make alternative arrangements to bring my account current. I understand that my child may be excluded from classes until the outstanding balance is paid or alternative arrangements have been made. I understand that if my account becomes 60 days past due and I have not made other payment arrangements with the Business Office, my child will be withdrawn from school and will not be allowed to re-enroll until all financial obligations are fulfilled with the school. In the event of such withdrawal, I will have to petition the School's Board to have my child reinstated. I understand that checks returned to the school for insufficient funds, closed accounts, etc., will result in a returned check fee of whatever the cost is charged by our financial institution. I will be contacted by the Business Office upon notification of the returned check. I understand that returned checks must be replaced with money orders or cashier's check within five (5) days of the return notice. I understand that if two (2) checks are returned to the school for any reason during the school year, all future payments must be made by money order or cashier's check.

5. I understand that if I withdraw my child from school, I agree to give written notice of the withdrawal, and it will be effective upon delivery to the school. I understand that paid tuition may be refunded on a prorated basis, but there will be no prorating for the month of withdrawal. **No fees** will be refunded (enrollment, testing, book usage, etc.). I understand that books, materials, and equipment supplied by the school (including sports uniforms and equipment) remain the property of the school and must be returned. I understand that **all** school records will be held if any such items remain in my possession or any obligations are owed. The balance of the account at the time of withdrawal must be paid **in full. No payment arrangement will be made.**

6. I understand that I am responsible for picking up my child at dismissal time. If my child (grades K4-6) is not picked up by 3:30, my child will be sent to the After School Program, and I will be responsible for the incurred charges. I understand that the school is not liable or responsible for any student who remains on campus after hours who is not in an adult-supervised activity.

7. The school sets high Biblical standards for conduct. I understand that my child could be dismissed from the school for activities not consistent with sound Biblical principles such as but not limited to: sexual immorality; use or possession of drugs, alcohol, tobacco, pornography; willful destruction of school property; profanity or obscenity in word or action; weapons on campus; fighting; dishonor to the Holy Trinity and the Word of God; and disrespect to school personnel.

8. I agree to uphold the conduct and principles of H2H. I agree not to partake in the use of tobacco, drugs, alcohol, pornography, or profanity while on the school campus, school field trips, school activities, or sporting events, including pre-/post-game activities.

9. I understand that the Administrator of the school and the teachers serving under him/her shall have full discretion in the administration of appropriate discipline for my child. My child and I will comply fully with the rules and regulations then in force as stated or amended in the current H2H Family Handbook. I authorize Heart to Heart Christian Academy to employ such discipline as it seems wise and expedient for my child.

10. I understand that internet use on school property will only be authorized in the appropriate classroom for the appropriate curriculum; any unauthorized or personal use by my child will be grounds for suspension or dismissal.

11. The school believes that a positive and constructive working relationship between the school, student, and the student's parents/guardians is essential to the accomplishment of the school's educational mission. I understand that the school reserves the right to terminate or not renew my child's enrollment contract if the school reasonably concludes that the action of my child and/or his/her parents or guardians makes a positive or constructive relationship impossible or otherwise interferes with the school's accomplishment of its educational purposes. This takes precedence over any other policy in the Family Handbook.

12. I give permission for my child to attend any school-sponsored trip, to participate in academic, athletic, and other activities of the school. Any subsequent revocation of this permission must be in writing delivered to the Administrator. Heart to Heart Christian Academy and its representatives intend to take all reasonable precautions with respect to all activities; however, I understand that the participation of my child in school-sponsored field trips involves a certain element of risk. I hereby assume that risk, and I agree to hold Heart to Heart Christian Academy and its employees, instructors, and representatives blameless from any liability unless the occurrence happens because of their gross negligence or willful and wanton behavior. I assume full responsibility for any personal injury that might occur to my child while taking part in a school-sponsored trip, and I will absolve Heart to Heart Christian Academy and its employees, instructors, and representatives from all liability in regard to any injury.

13. I give permission for my child's photograph (or video), quotes (including media interviews), stories and/or artwork to be used in ways to enhance the profile of Heart to Heart Christian Academy such as for the school website, newsletter, brochures, billboards or other advertising media unless I notify the Administrator in writing of any restrictions I wish to place on such use.

14. I have read a copy of the current H2H Family Handbook. I support the Philosophy, Doctrinal Statement, and the Student Conduct Code contained therein. I accept and will abide by the terms, provisions, obligations, and requirements thereof.

15. The parties to this agreement believe that the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private or within the Christian church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the parties agree that any claim or dispute arising from or related to this agreement shall be settled by biblically-based mediation and, if necessary, legally binding arbitration in accordance with the Rules of Procedure for Christian Conciliation of the Institute for Christian Conciliation, a division of Peacemaker® Ministries. Judgment upon an arbitration decision may be entered in any court otherwise having jurisdiction. The parties understand that these methods shall be the sole remedy for any controversy or claim arising out of this agreement and expressly waive their right to file a lawsuit in any civil court against one another for such disputes, except to enforce an arbitration decision.

## FINANCIAL POLICY

We believe tuition payments are an investment in your child's education and religious formation. It is the responsibility of the H2H Board of Directors to form policies concerning the amount of tuition and method of payment, and to ensure that adequate financial resources are available for the operation of the school. H2H has financial and contractual agreements with faculty, staff, and vendors, which are made in the spring or summer before the beginning of the school year. These obligations necessitate that families make firm financial commitments to the school.

## TUITION AND FEES

The current Tuition and Fee Schedule determines tuition, fees, and payment terms under H2H's financial agreement. Tuition can be paid in one of two ways:

1) **Monthly payments** through the *MySchoolWorx* system.

Tuition for students registering on or after the first day of school will be prorated over the number of school days they will be enrolled and attending.

Families with more than one student attending H2H will deduct $200.00 off the annual tuition per student for the year. All other fees must be paid on the appropriate due date.

## OTHER FEES

Checks returned to the school for insufficient funds, closed account, etc., will result in a $35.00 returned check fee. The Office, upon notification of the returned check, will contact the family. Returned checks must be replaced with cash or a cashier's check within a five (5) day period of the return notice. *If two (2) checks are returned to the school for any reason during the school year, all future payments must be made by money order or cashier's check.*

## DELINQUENT ACCOUNTS

The Administrator and Board of Directors will work to assist any family that experiences a financial emergency and is temporarily unable to pay; however, it is the parent's responsibility to communicate with the school. Parents who find themselves in financial difficulty are urged to contact the Business Office for alternative payment arrangements before the account becomes delinquent. Delinquent accounts will be handled in the following manner:

- If an account becomes 30 days past due, the parents will be notified that they have five (5) working days to contact the Business Office and make alternative arrangements to bring their account current. Their student(s) may be excluded from classes until the balance owed is paid, or other arrangements have been made; absences due to delinquent accounts are unexcused.

- If the account becomes 60 days past due, and the parents have NOT made other payment arrangements with the Office, their student(s) will be WITHDRAWN from school and will not be allowed to re-enroll until all financial obligations are fulfilled with the school. In the event of such withdrawal, the parents will have to petition the School Board to have their student(s) reinstated.

Official school records, report cards, transcripts, diplomas, etc., will not be released to parents or institutions, and access to MySchoolWorx will be blocked until outstanding items are cleared and all tuition, fees, and fines are paid.

## AFTER-SCHOOL PROGRAM ACCOUNTS

After-school care accounts are billed weekly, and payment is due upon receipt of the statement. Accounts with a delinquent status can result in termination of the child's enrollment in After School Care unless previous arrangements have been made with the Office. It is the parents' responsibility to contact the Office to make payment arrangements for delinquent accounts as soon as possible.

## WITHDRAWALS

Parents must contact the Registrar to initiate a student's withdrawal. All books, materials, and equipment supplied by the school (including sports uniforms and equipment) must be turned in to the school office before a student's records are clear and withdrawal is complete. Any damaged or lost books or equipment must be paid for by H2H will withhold school records for failure to pay outstanding tuition and fees, and failure to return books and equipment that are the property of the school.

## FINANCIAL OBLIGATION UPON WITHDRAWAL

In the event of a student's withdrawal (written or otherwise), paid tuition for the **month of withdrawal** will not be refunded, but is due in full for that month. Any overpayment occurring for the period beyond that month will be refunded. NO FEES OF ANY KIND will be refunded (registration, book, lab, sports, testing, etc.). Families withdrawing students prior to the first day of school will be refunded the entire amount of **tuition only** that has been paid for the current school year.

## NON-CUSTODIAL PARENTS

Divorced and separated families are realities of contemporary life that affect H2H's responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in the school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school:

- Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.

- A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.

- If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary actions.

- Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

**ADDRESS/PHONE CHANGES**

Parents must report changes to the school office personnel if a student changes their residence, mailing address, or telephone number after enrollment. This is to ensure that records are correct and to notify parents in case of an emergency.

**MEDICAL REQUIREMENTS**

A tuberculosis screening test is required if the student has traveled in the past year to Mexico or any other country in Latin America, the Caribbean, Africa, Eastern Europe or Asia for longer than three weeks. The local Health Department may require additional screening in the event of a TB outbreak.

**IMMUNIZATION REQUIREMENTS**

**K4 Students**

| | |
|---|---|
| Polio | 4 doses (*with on after the 4th birthday 1*) |
| DPT/DtaP/DT | 5 doses (*with on after the 4th birthday 2*) |
| Measles | 1 dose *(commonly given as MMR), on or after first birthday* |
| Mumps | 1 dose *(commonly given as MMR), on or after first birthday* |
| Rubella | 1 dose *(commonly given as MMR), on or after first birthday* |
| Hepatitis B | 3 doses |
| Hepatitis A | 2 doses |
| Varicella | 1 dose |
| Haemophilus Influenza B (Hib) | 3 doses<br>Completed series (*2 doses, 2 months apart and a booster*)<br>or one dose after the first birthday |
| Pneumococcal | Completed series or 1 dose after age 2 |

**KINDERGARTEN – 3rd Grade**

| | |
|---|---|
| Polio | 4 doses with one after the 4th birthday<br>*(Three doses required if third is on or after the 4th birthday)* |
| DPT/DTaP/DT | 5 doses with one after the 4th birthday<br>*(Four doses required if fourth is on or after the 4th birthday)* |
| MMR | must be 2 doses Measles, Mumps and Rubella. Open must be after 1st birthday |
| Hepatitis B | 3 doses |
| Varicella | 2 doses (first dose must be after the first birthday) |
| Hepatitis A | 2 doses (first dose after the first birthday and second dose no sooner than six months alter first dose) |

**GRADE 4-6**

| | |
|---|---|
| Polio | 4 doses with one after the 4th birthday<br>*(Three doses required if third is on or after the 4th birthday)* |
| DPT/DtaP/DT | 5 doses *(with one after the 4th birthday)* |

| | |
|---|---|
| | *(a. Four doses required if fourth is on or after the 4th birthday)* |
| | *(b. Three doses for students age 7 and above, if the first dose was after the 4th birthday)* |
| Measles | 2 doses *(with first after the first birthday)* |
| Mumps | 1 dose (given after first birthday) |
| Rubella | 1 dose (given after first birthday) |
| Hepatitis B | 3 doses |
| Varicella | 1 dose (2 doses if the first dose was given after age 13) |

**GRADE 7**

| | |
|---|---|
| Polio | 4 doses with one after the 4th birthday |
| | *(Three doses required if third is on or after the 4th birthday)* |
| DPT/DtaP/DT | 5 doses *(with one after the 4th birthday)* |
| | *(a. Three doses for students age 7 and above, if the first dose was after the fourth birthday)* |
| T dap | 1 dose (May be a measles containing vaccine such as MMR) |
| | (2 doses if the first dose was given after age 13) |
| | (Must be 5 years since tetanus containing vaccine is received) |
| | (Required when 5 years interval is reached) |
| Measles | 2 doses *(with first after the first birthday)* |
| | (Students who have not received T dap are required to receive one booster dose when 10 years have passed since last tetanus-diphtheria containing vaccine) |
| Mumps | 1 dose (given after first birthday) |
| Rubella | 1 dose (given after first birthday) |
| Hepatitis B | 3 doses |
| Varicella | 2 doses (first dose must be after the first birthday) |
| Meningococcal | 1 dose |

**GRADE 8**

| | |
|---|---|
| Polio | 4 doses with one after the fourth birthday |
| | *(Three doses required if third is on or after the fourth birthday)* |
| DPT/DtaP/DT | 3 doses *(with one after the fourth birthday)* |
| | *(a. Four doses required if fourth is on or after the fourth birthday)* |
| | *(b. Three doses for students age 7 and above, if the first dose was after the fourth birthday)* |
| T dap | 1 dose |
| | (Students who have not received Tdap are required to receive one booster dose when 10 years have passed since last tetanus-diphtheria containing vaccine) |
| Measles | 2 doses *(with one after the first birthday)* |
| Mumps | 1 dose (given after first birthday) |
| Rubella | 1 dose (given after first birthday) |
| Hepatitis B | 3 doses |
| Varicella | 1 doses (2 doses if first dose was after age 13) |
| Meningococcal | 1 dose |

**Exemptions**

The law allows physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well-being of the child; and parents/guardians can choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete, and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to the school.

Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief, can be found at the Local Health Department.

Schools should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

**Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccine. If, at the end of the 30 days, a student has not received a subsequent dose of vaccine, the student is not in compliance. The school shall exclude the student from school attendance until the required dose is administered.

A student can be enrolled provisionally for no more than 30 days if he/she transfers from one Duval County school to another and is awaiting the transfer of the immunization records.

**Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel has validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

**ADMINISTERING MEDICATION**

A physician's written order will be required for any prescription medication to be taken for longer than 10 days or any non-prescription medication given for more than 4 times a month. The Medication Administration Form is available in the office. Medication will be administered to students by qualified staff during school hours upon the written request of a parent/guardian. All medication administered must be kept in the office. Students will be required to sign each day when they receive their medication to ensure an accurate account. Students should not have any medication (prescription or non-prescription) at any time. Failure to follow school guidelines will result in immediate discipline.

**Original Container**

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

- Name and address of the pharmacy
- Name of the patient (student)
- Name of the prescribing practitioner
- Generic or brand name of the drug
- Strength of the drug
- Date the prescription is dispensed
- Instructions for use
- Expiration date of the medication

Note: Please request an extra-labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

**Inhalers**

Students in grades K-5 will keep their inhalers in the school nurse's office in order to monitor frequency of use. Students in grades 6 – 12 may carry their inhalers to school or school-related events If there is written permission from the parent on file in the nurse's office. It is recommended that an inhaler with a spacer be kept at school at all times.

**EpiPens**

It shall be the responsibility of the student's parent or legal guardian to supply H2H with an EpiPen for anaphylactic reactions. The EpiPen will be stored in the nurse's office and administered according to the following provision: The parent/ legal guardian gives written permission for its use, releasing H2H from all responsibility involved in its use.

**Medical Equipment**

Any medical equipment that is needed by a student (i.e., glucose testing, nebulizer tubing, etc.) must be provided by the parent or legal guardian and will be kept in the nurse's office. Written instructions for the equipment's use and parental permission are required; both will be kept on file in the nurse's office.

**Disposition of Medication at the End of the School Year**

All medication and medical equipment are kept in the nurse's office and must be picked up by a parent/legal guardian before the last day of the school year. ALL prescription medications will be destroyed after this date.

**H2H, its Board of Directors, and its employees claim immunity from civil liability from damages or injuries resulting from administering medication to a student.**

**ILLNESSES**

Students are expected to be kept at home if they are ill. Heart to Heart Christian Academy reserves the right to refuse admittance to a student who is ill or running a fever. **All medication (whether prescription or non-prescription) must be in the original container, labeled with the student's name, the name of the medication, and directions for time and dosage. The parent or legal**

**guardian must give medication to school employees.** Please keep your child home if he has **any** of the following symptoms:

- Sore throat
- Runny nose with a discolored discharge
- Coughing spells
- Vomiting
- Frequent or loose bowel movements
- Conjunctivitis (pink eye)
- Fever with a temperature of 100 degrees or more
- Rash
- Symptoms of a contagious illness
- Head lice infestation

Your student must be fever-free for at least **24 hours** without the use of medication before returning to school.

**Ringworms**

If ringworms are located in the scalp, a doctor's approval will be needed before the student may return to school. All ringworms located on the body will need to be covered at all times while the student is at school.

**ILLNESS AT SCHOOL**

If a student becomes ill or injured at school, the following guidelines must be followed:

- In a case of critical illness or injury, and a parent cannot be reached, a physician named by the parent will be called, and the student taken to the nearest emergency room or to the physician's office.
- Students are to be isolated if they develop symptoms of illness at school. Students suffering injury will be administered first aid if needed.
- The student will be supervised until leaving school. Students who are obviously ill will not be allowed to remain at school.
- Some medical illnesses will require certified physician approval to return to school.

**COMMUNICABLE DISEASE**

H2H desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted, whether directly or indirectly, by a susceptible host, infected person, or animal to other persons.

In an effort to protect the health of all children, students, and employees who are suffering from a communicable disease will be excluded from school. Readmission to school will be allowed only after the Administrator has been given a written certificate from a physician or a permit issued by the local health authority.

Parents will be expected to notify the school office immediately if their student has a contagious condition so that other parents may be informed.

If the nature of the disease and circumstances warrant, H2H may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. H2H reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

## INCLEMENT WEATHER PROCEDURE

If the school is closed, a text blast will be sent from the administration and posted on the school's website and social media to notify the parents. *School make-up days will be communicated to families by the school office.*

In the event of flooding, storms, or other emergency conditions that occur during the school day, parents may sign their children out earlier than the regular dismissal times. The administration will decide if the absence is excused or unexcused.

## OFFICE HOURS

The school offices will open from 8:00 a.m. to 4:00 p.m. Monday through Thursday and 8:00 a.m. to 1:30 p.m.

## AFTER-SCHOOL PROGRAM

H2H provides an After School Program for H2H students, Kindergarten through Eighth grade, if enough parents request it. An additional charge is assessed for the use of the After School Program. This program is intended specifically for working parents and not for babysitting. Please use this program as a necessity and not a luxury.

Elementary dismissal is 3:15 pm. Any student remaining on campus after 3:30 p.m. will be sent to the After School Program for an additional charge. Parents must check out their student with the After School Program supervisor before leaving with the student. The after-school program is charged at $10.00 per hour and billed by the quarter hour. There will be an additional fee of $1.00 per minute, with a maximum of $25.00 for picking up after 5:30. The school must be notified if you are going to be late. Failure to do so may result in the police department being contacted.

All middle school students (grades 6-8) must be <u>off campus by 3:45 p.m</u>. Parents, please pick up students promptly, unless the student is involved in athletics, tutoring, or some after-school activity. If the student is on site after 4:00, they must check in with the after-school program to note they are on campus. Students are restricted to certain areas designated by the school.

## PHYSICAL EDUCATION POLICY

All students will have recess or physical education time daily, which may include a sport or P.E. class. If your child has asthma or any medical condition that prevents their participation in recess or P.E., please provide a medical excuse note to the office personnel or the child's teacher.

**STUDENT DRESS CODE**
**SET APART AND CHOSEN**

## GENERAL APPEARANCE

The heart of the H2H dress code is:

1. Modesty
2. Decent coverage
3. Honors God
4. Not seeking attention for self
5. I attend Heart to Heart Christian Academy

H2H students are required to dress in accordance with the Heart to Heart Christian Academy Dress Code. The uniform dress code is intended to serve as a tool to create an atmosphere free from distraction. It serves to dispense with competition due to outward appearance and affluence; it de-emphasizes outward appearance in favor of inner beauty and character; it serves as an economic measure for parents; it enhances school spirit; and it allows students to demonstrate a submission to authority.

H2H considers it the parents' responsibility to ensure that the student comes to school dressed in accordance with the H2H Dress Code. Violations of the Dress Code will be subject to progressive disciplinary action. Minor infractions and first-time violations result in a written note or verbal request to the parents(s) asking for cooperation. Repeated violations may result in additional disciplinary action as determined by the Administrator. Example: clean up duty, school, In-School Suspension Program, parent conference, and suspension. In all disciplinary situations, H2H's goal will be to gain parental cooperation in achieving compliance with the Dress Code.

***Students need to be fully dressed in proper school clothing when they arrive at school. For example, ties should be on, belts on, shirts tucked upon arrival.***

**The H2H Academy website is the official uniform provider for Heart to Heart Christian Academy. Dickies or other like brands are allowed for high school students.**

## UNIFORMS FOR FEMALE STUDENTS

**Regular school uniform choices for female students include:**

- Any item from the required uniform list
- Navy or khaki skirt
- Navy or khaki shorts
- Navy or khaki pants
- Navy or khaki capri pants
- Black or brown belt only.
- Short or long-sleeve polo shirts in white, bright red, navy, royal blue, and black.

**ALL SHORTS MUST HAVE A 6-INCH INSEAM. WHEN PURCHASING UNIFORMS, MAKE SURE THERE IS ADEQUATE HEM FOR GROWTH.**

## UNIFORMS FOR MALE STUDENTS

**Regular school uniform choices for male students include:**

- Any item from the required chapel uniform list
- Navy or khaki shorts
- Navy or khaki pants
- Black or brown belt only.
- Short or long-sleeve polo shirts in white, bright red, navy, royal blue, and black.

**ALL SHORTS MUST HAVE A 6-INCH INSEAM. WHEN PURCHASING UNIFORMS, MAKE SURE THERE IS ADEQUATE HEM FOR GROWTH.**

## ADDITIONAL DRESS CODE INFORMATION FOR ALL STUDENTS

To comply with the heart of the dress code, we expect:

- Hair is neatly groomed and is not calling attention to the student.
- Hair and highlights are a natural hair color.
- Hair is not too long for a boy. Hair should be above eyebrows, no longer than the top of collar, and no longer than mid-ear.
- Jewelry is not overdone or draws undue attention to the student. Satanic or body-piercing jewelry is not permitted. Boys may not wear earrings.
- Visible tattoos are not permitted.
- Boys are clean-shaven. Sideburns should not exceed the bottom of the ear.

**DRESS DOWN FRIDAYS**

**Fridays are dress-down days; they are not mandatory, but they are a privilege and are at the discretion of the Senior Principal. Students may wear appropriate attire on Fridays if they pay $3 for their tops and $2 for their bottoms. Students who do not pay to dress down must wear their uniforms, unless we have a school-wide event in which everyone can dress down.** Please refer to the student's dress code for guidance and the heart of the H2H dress code. General Guidelines:

- Slacks, blue jeans, or capris only.
- Leggings used as pants, stirrup pants, and athletic clothing are not permitted.
- Clothing should fit modestly and properly, not tight or baggy.
- Clothing cannot be worn below the hips.
- Clothing must be hemmed.
- Shoes are limited to our normal footwear policy. Roller-type shoes are not allowed.

**DRESS CODE VIOLATIONS**

The First period and homeroom teachers are to report any apparent violations to the parent via MySchoolWorx and address the issue with the student. Regarding the hair code, the student will be given three (3) days, excluding Sunday, to comply with the hair code. If, after three (3) days, the student has failed to comply with the hair code, the student will not be allowed back in class and will receive unexcused absences until the violation is corrected.

Students are allowed three (3) free dress code violations each semester. Four to ten (4-10) violations will result in before-school In-School Suspension Program (1 additional In-School Suspension Program per tardy over 4). Additional tardies will result in disciplinary action, which may include Saturday In School Suspension Program, which will incur a fee.

**DRESS FOR SPECIAL ACTIVITIES (INCLUDING OUTSIDE DATES)**

**Girls may wear the following**:
Dressy, dress, or skirt.
No display of cleavage
The back of the dress may not dip below the top of the bra natural band placement. No exposed midriff. All dresses/tops need to have straps.
Dress pants with dressy blouse,
Appropriate shoes
No tiaras

**Boys may wear the following:**
Dress pants and collared dress shirts.

Because of the different types of events or activities, the Administration reserves the right to add or delete certain types of clothing, as it deems necessary and appropriate.

## STUDENT LIFE

**SCHOOL HOURS** Monday- Thursdays

| | |
|---|---|
| 7:45 a.m. to 3:15 p.m. | Grades Pre-K-5th |
| 7:45 a.m. to 3:15 p.m. | Grades 6th-8th |

Fridays

| | |
|---|---|
| 7:45 a.m. to 1:00 p.m. | Grades Pre-K-5th |
| 7:45 a.m. to 1:00 p.m. | Grades 6th-8th |

## TARDIES TO SCHOOL

Any student who is not in class at the start time is considered tardy. All students reporting late to school should go directly to the front office, sign in, and receive a readmit.

Classes begin promptly at the above times. Habitual tardiness is unacceptable! **Three (3) unexcused tardies equal one unexcused absence.** Students are allowed three (3) free tardies each semester. Four to ten (4-10) tardies will result in before-school In-School Suspension Program (1 additional In-School Suspension Program per tardy over 4). Additional tardies will result in disciplinary action, which may include Saturday In School Suspension Program, which will incur a fee.

## ATTENDANCE PHILOSOPHY

School attendance is one other factor most closely related to successful academic accomplishment in school. Students who are absent miss valuable instruction. Parents should strive to have their children in school every day. Perfect attendance should be the norm for H2H students rather than the exception.

## ATTENDANCE REQUIREMENTS

In compliance with the FLDOE School Attendance Law, Heart to Heart Christian Academy requires students in Pre-K through 8th grade to be in attendance for 90 percent of the entire period of the program of instruction to be promoted to the next grade and/or to receive credit for academic coursework. Time spent during chapel, class parties, field trips, or other types of special events is counted towards school attendance. Students should remain in attendance until school is dismissed for the day.

There are three kinds of absences related to the school.

1. **Excused absences**

   Absences will be excused in the following instances:
   - A death within the immediate family
   - Medical or dental appointments
   - Personal illness
   - Quarantine
   - Weather and/or road conditions making travel unsafe or dangerous

   **Other unusual circumstances that may be considered by the school.**
   **The reason for the absence must be stated in writing and signed by the parent or guardian. A doctor's note is required if the child has been absent for more than 3 consecutive days due to illness. All secondary students must obtain an admittance slip from the front office. Make-up work with credit will be given. <u>For each day of excused absence, one day of make-up time is given.</u>**

2. **Unexcused absences**

Result from circumstances other than those defined as excused absences, even if the student has permission from a parent to be absent from school.

- If a student has more than three (3) days of unexcused absences for the semester, he is in jeopardy of being retained or withdrawn. Make-up work will be required, and zeroes will be recorded, but no credit will be given for the work missed during an unexcused absence. The administration reserves the right to determine whether absences are excused or unexcused. Suspensions are classified as unexcused absences.
- Checking students out of class or school early for convenience is not accepted as an excused absence and will count against perfect attendance.
- Any student absent three (3) or more consecutive days will be required to bring medical documentation stating the date and time of appointment and/ or the nature of the illness.
- Secondary students who arrive 25 minutes or later into a classroom will be considered absent. If the student arrives 25 minutes late, it will be considered tardy.
- For elementary students who arrive at school after 11:00 a.m. or leave school before noon, the attendance will be marked HD (Half Day). Please note that HD will not be considered a perfect attendance.

**3. Planned absences**

The parent must complete a PREPLANNED ABSENCE FORM requesting approval of the absence to the Administration **one week before** the planned absence. These forms are available in the front office.

- All missed work should be turned in before the absence unless agreed upon by individual teachers.
- If teachers allow the work to be made up after the absence, all work is due the day the student returns to school.
- It is the responsibility of the parent and student to initiate this process.
- Even though absences are planned, students will lose the privilege of exemption from final examinations when the total number of absences exceeds five.
- Multiple planned absences will be monitored by the Administrator and should not extend past compulsory attendance requirements.

**Schools are required by law to inform truancy officers of students who are consistently absent. Any student who amasses eight (8) or more absences in one semester may lose credit in that specific course. If a student is denied credit for a course because of excessive absences, the student must appeal to the Board to receive credit. The student must be passing the class to appeal for credit. Every student must be in attendance for 90% of school days.**

**Truancy** is defined as:

- Any absence without the full knowledge and consent of the parent.
- Any absence without school authorization, when under school jurisdiction. Students are under the school's jurisdiction once they arrive on campus.
- Zeros will be recorded for work missed, and disciplinary action will result, which may include suspension.

* *A truancy officer will be notified if truancy exceeds four per semester.*

## REPORTING PROCEDURES FOR ABSENCES

- Parents are asked to call or email the school office before 9:00 a.m. to inform the office of their student's absence.
- All students are required to bring a note dated and signed by their parents stating the reason for the absence, or the parent may email the office. For secondary students, the note is to be taken to the school office on the first day back to school for an admission slip to class. *The administration reserves the right to decide if absence is excused.*
- If a student fails to bring a signed and dated note from the parent on the first day returning to school, he/she will be allowed one more day to bring the note. If the student fails to do so, the absence will be counted as unexcused, and zeros will be recorded for work missed.
- A doctor's note is required after more than three consecutive days of absence.

## RETURNING TO SCHOOL FOLLOWING ILLNESS

- The student must be fever-free for 24 hours without medication.
- A doctor's note stating the illness is not contagious is required if absent for more than 3 days.
- The student must have no severe coughing.
- Chickenpox – The student may return seven (7) days from the onset of rash, if the sores are dry and the child has been fever-free for 24 hours.
- Lice – If a student has been found to have head lice, he/she can return after the hair has been treated and is nit-free. The student must be checked at the Nurse's office before returning to the classroom.

## STUDENT EXTRACURRICULAR ACTIVITIES

Students in grades 7-8 may participate in interscholastic competitions. The interest and sufficient number of students will determine extracurricular activities. Fifth grade will only be used if there are not enough middle school students to complete the team.

**A student must be in full-day attendance on the day of the activity in which he desires to participate. Scheduled appointments are recognized as excused absences and would not prohibit a student from participating. Extenuating circumstances other than sickness resulting in an excused absence on the day of the extracurricular activity must have administrative permission for participation.**

## PERMITS TO LEAVE SCHOOL

Permits to leave school must be obtained through the Senior Principal. If a student leaves school without permission, it will be counted as truancy and may result in disciplinary measures for the student.

## GUESTS

Students are allowed to have visitors join them for lunch. Visitors need to submit a request at least 48 hours before the requested date. Food for students may be dropped off in the front office by parents/family members. NO third-party food deliveries are allowed.

Visits to classrooms are allowed, parent visits are encouraged, and others only by permission of the Senior Principal. Advanced permission must be obtained by contacting the Administration. Guests during class time may be a distraction to the learning environment; therefore, it is discouraged. Visitors are not permitted to stay on campus after the approved time.

## LATE HOMEWORK/ASSIGNMENTS

The following consequences are in place for all students who do not turn in their homework/assignments on time. The homework/assignment must be completed to keep the student current with the class work. This privilege will be revoked at the discretion of a teacher for those students who habitually use it (2 times). A student who is absent from the period that homework is due and returns to school that same day will be required to turn in the work for the period absent immediately upon returning to school. Tests or other work assigned prior to an absence will be due the day the student returns to school.

Late one day, 15 points from the grade, plus a class infraction.
Late two or more days; 0 on the assignment.

Note: Major long-term projects are to be turned in on the due date even when the student will be absent. This is not treated the same as daily homework assignments.

## TEXTBOOKS

Students receive textbooks on **loan** unless the teacher specifically indicates otherwise. These books are to be kept in good condition. The student or parent(s) will pay for damaged or lost textbooks. Marking or highlighting will not be allowed. Textbooks are to be stored in assigned classrooms; students must receive permission from teachers to remove books from classrooms.

At the beginning of the school year, students will be assigned textbooks, and the students will be held accountable for the condition and location of their textbooks. The condition of the books will be recorded when first issued and re-evaluated by the teacher when the textbooks are returned to determine if charges should be made.

Students will be charged for lost or damaged books.

## ACADEMIC GRADING SCALE

| | | | |
|---|---|---|---|
| Kindergarten | E = Excellent | | |
| | G = Good | | |
| | S = Satisfactory | | |
| | U = Unsatisfactory | | |
| Grades 1 – 8 | 90 – 100 = | A | 4.0 |
| | 80 – 89 = | B | 3.0 |
| | 75 – 79 = | C | 2.0 |
| | 70 – 74 = | D | 1.0 |
| | Below 70 = | F | 0 |

Grading Schedule is 50% tests – 50% for 5%daily participation grades, 25% quizzes, and 20% homework. Teachers will specify a grading schedule for projects.

## EXEMPTION POLICY FOR FINAL EXAMINATIONS

Any student in grades 7-8 may be exempt from a final examination if he/she fulfills the following requirements:

- He/she must have a grade point average of 90 or above for the semester in the chosen subject.
- He/she must have exemplary behavior, which includes no unexcused absences, no excessive tardies (ten or fewer), no suspensions, or excessive discipline. (Sent to the office three (3) times.)
- He/she cannot have more than five (5) excused absences in the class in which the exemption occurs. Administration will override this if information is available that demonstrates that the student did not turn work in promptly.

## ATTENDANCE AWARDS

**Elementary**
If a student attends school for at least four hours, they will be considered present for the day. If a student attends for less than four hours, they will be marked as attending half a day and will not qualify for Perfect Attendance.
3 unexcused tardies = 1 unexcused absence
Certificates will be awarded for each **9-week** term as follows:

Perfect Attendance (no absences or unexcused tardies; 1 excused tardy allowed)

Certificates will be awarded for the **whole year** as follows:

Perfect Attendance (no absences or unexcused tardies; 1 excused tardy per 9-week term allowed)

**Secondary**
If a student is absent from a class period, it will result in disqualification from Perfect Attendance.
Recognition will be given at the end of each semester.

Perfect Attendance (no absences or unexcused tardies; 1 excused tardy allowed. This includes homeroom.)

Certificates will be awarded for the **whole year** as follows:

Perfect Attendance (no absences or unexcused tardies; 1 excused tardy allowed per 9-week term. This includes homeroom.)

## PROMOTION REQUIREMENTS FOR GRADES 1-5

A student in grades 1-6 will be retained if he/she has an overall average of 69 or below in two core subjects.

## PROMOTION REQUIREMENTS FOR GRADES 6-8

Students in grades 6, 7, or 8 will be retained if he/she fail any two core subjects for the year. If a student fails two classes, he/she will be required to retake and pass at least one of those subjects before he/she can be promoted to the next grade. It is preferred that the student retake both classes to improve his/her chances of success.

## HONOR ROLL

**Elementary**
Specials/Enrichment classes consist of Computer, Spanish, Art, Music, Library, PE, and Penmanship.
Core classes consist of Math, Language, Science, History, Bible, Spelling, Reading, Phonics, and Health.

**A Honor Roll**
A student must have 90 or above in all core subjects. Specials/Enrichment classes do not count toward Honor Roll. Specials/Enrichment classes only meet 1 - 2 times per week and do not have tests or regular curriculum grades.

**A/B Honor Roll**
A student must have at least one A (90 or above) in a core subject and no grade below an 80 in all core subjects. Specials/Enrichment classes do not count toward Honor Roll. Specials/Enrichment

classes only meet 1 - 2 times per week and do not have tests or regular curriculum grades.

Honor Roll is awarded at the end of each term. There is a cumulative Honor Roll taken at the end of the year based on all four terms.
The cumulative Honor Roll grades must be as follows:
A Honor Roll all year – A's in all core subjects for all four grading periods.
A/B Honor Roll all year – All A's and B's in all core subjects for all four grading periods. The student must have at least one A in a core subject for each grading period.

**Honor Roll – Secondary**
Core classes consist of Math, Language, Communication, Science, History, Bible, and Spanish. Academic electives count with core classes.

**A Honor Roll**
A student must have 90 or above in all core subjects.

**A/B Honor Roll**
A student must have at least one A (90 or above) in a core subject and no grade below an 80 in all core subjects.

Honor Roll for Secondary is issued at the end of each semester for all core subjects, including Online/Dual Credit classes, and is taken from the semester average grade on the report card. There is a cumulative Honor Roll taken at the end of the year based on both semesters.

A Honor Roll all year – A's in all core subjects for all four grading periods.
A/B Honor Roll all year – All A's and B's in all core subjects for all four grading periods. The student must have at least one A in a core subject for each grading period.

The cumulative Honor Roll grades must be as follows:
A Honor Roll all year – A's in all core subjects for both semesters.
A/B Honor Roll all year – All A's and B's in all core subjects for both semesters. The student must have at least one A in a core subject for each semester.

## CLASSES

Students are required to take courses that are offered at H2H. Students are not allowed to take courses through other agencies to avoid specific teachers or classes that are offered at H2H. Any classes that students desire to take off campus must be approved by the Administration.

## CURRICULUM

Heart to Heart Christian Academy utilizes the finest Christian curriculum available. Pre-kindergarten thru Eighth utilizes Bob Jones University (BJU) curriculum and other supporting resources. The early primary curriculum places a strong emphasis on the acquisition of reading skills through phonics. For Bible, we use The Holy Bible, Bible Stories and various resources containing activities that enhance the stories learned.

## PROGRESS REPORTS AND REPORT CARDS

As a means of communication to the parents about the academic progress and conduct of their student, a progress report will be issued via email every 4½ weeks during the 9-week period**.** Report cards will be sent via email at the end of each term. Final Report cards will be mailed out to the address on file after the school year ends. Please be sure to update any address changes that occur throughout the school year.

## INCOMPLETE GRADES

A student receiving an "**I"** for an incomplete grade on his report card will be allowed additional time to complete his work. If the work is not completed within the appropriate time (one day for a day), a grade of "**0"** will be assigned to the incomplete work, and the nine-week grade will then be calculated. A student receiving an incomplete grade is ineligible for extra-curricular activities until the "**I**" is removed.

## TUTORIAL SERVICES

Full-time faculty members will offer a 30-45-minute free tutoring session on a scheduled afternoon each week. The office or subject teachers may be able to provide a list of additional tutors. Tutoring is mandatory for students who have a "D" or an "F" in any subject.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences may be initiated by the parent or teacher to discuss a student's progress and must be scheduled through Admin. The parents, the teacher, or the Senior Principal, if necessary, can request additional conferences.

## GRIEVANCE PROCEDURE

If a student, parent, or staff member has questions or concerns regarding disciplinary actions by a teacher or the Senior Principal or the policy under which an action is taken, he/she should follow these guidelines:

- Schedule through the office to speak directly to the person involved and discuss the matter with the individual.
- If the matter is not resolved in discussion with the other individual, request a joint conference with the teacher and Senior Principal.
- If the matter cannot be resolved, a hearing before the school board may be requested in writing. The decision reached at this level is final.

## LIBRARY/MEDIA CENTER

Students will be responsible for all library books and other media material checked out of the library in their name. A fine of five cents per day is charged for an overdue book until the book is returned or it is determined the book is lost. If a library book is damaged or lost, the student will be expected to pay the full cost to replace the damaged or lost book or other library materials.

## TECHNOLOGY POLICY

The continuing importance of technology in our society and its use in education present many exciting opportunities for students and teachers at Heart to Heart Christian Academy. These opportunities bring with them many responsibilities as well. Students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind.

A. Computer Use

- Computers are to be used by permission of faculty and for school-related purposes only.
- Students should not make unnecessary printouts.
- Students are not to engage in activities that hinder another's ability to do his work.
- Students are not to misuse or abuse hardware and will be responsible for repairs or replacements that result from mishandling.
- Students are not to change or manipulate software or operating environments.
- Students are not to try to repair computer malfunctions or breakdowns. Such situations should be immediately reported to a supervising teacher.
- Students should not view or open any improper or sexually suggestive sites.

Enforcement Guidelines
Offenses will be handled on an individual basis and are punishable by:

- In School Suspension Program
- Loss of computer privileges
- Suspension
- Expulsion

B. Network Use

- Network users are to use their own password. Passwords may not be shared.
- Users may not knowingly go into or read a file that has been opened under another user's password or which is not accessible to them under their own password.
- Students who attempt to use a computer and find it open to a file or program they do not have access to should immediately report the situation to the supervising teacher.
- Students are not to use software indicated for faculty or staff use only.
- The network is to be used for educational purposes only and not for financial or commercial gain.
- Software copyright guidelines are to be respected and followed.

Enforcement Guidelines
Offenses will be handled on an individual basis and are punishable by:

- In School Suspension Program
- Loss of computer privilege
- Suspension
- Expulsion

**ONLINE EDUCATION AND COMPUTER LAB**
**ACCEPTABLE USE POLICY**

The purpose of this policy is to ensure that all uses of school technology, network, internet access, and resources are consistent with the mission of Heart to Heart Christian Academy.

**Purpose:**
Heart to Heart Christian Academy provides computer equipment and internet resources for the sole purpose of education and research. Students may use the school's computer and internet facilities only under the direct supervision of school faculty and staff.

**Network & Internet Use:** Not everything available online is appropriate to the school's mission or its religious and educational programs. The school's network and internet connections are protected by advanced filtering and firewall software to ensure appropriate educational use. Students are **not** permitted to use the school's internet connection for personal use outside of what is required for assignments/class.

All communication originating from school property must be free of language and/or content that is vulgar, hateful, demeaning, violent, obscene, or otherwise contrary to the school's philosophy and mission.

**Computer Labs**
Heart to Heart Christian Academy provides students with state-of-the-art computer labs. All equipment, software, online accounts, and internet-based library resources are the sole property of Heart to Heart Christian Academy.

All H2H students will receive logins to IXL and other educational resource sites at the beginning of their first year at Heart to Heart Christian Academy. These logins identify students as authorized users of all Heart to Heart Christian Academy computers and allow access to network and internet-based resources. Students should not have a presumption of privacy with regard to any material that passes through any computer, laptop, flash drive, or any files that reside on Heart to Heart Christian Academy servers.

The administration reserves the right to periodically and randomly audit a student's files on any Heart to Heart Christian Academy-provided equipment or personal flash drives.

Tampering with system files or files belonging to another student or teacher, installing personal software, altering desktop layout, obtaining another student or teacher's login credentials, using another student or teacher's login credentials, or accessing any system without properly identifying yourself will be considered acts of vandalism, and as such are subject to sanctions that apply to any form of theft, including but not limited to, In School Suspension Program, suspension, probation and/or expulsion at the sole discretion of the Senior Principal.

In the event that a computer user's actions result in damage to equipment, files, operating systems, or network resources, the user is fully and solely responsible for the cost of all such repairs. In the event of any legal action taken against Heart to Heart Christian Academy High School as a result of the action of a user, including but not limited to copyright infringement, harassment, or cyberbullying, the user shall be responsible for paying all legal costs and any and all settlements for damages or court-imposed substantive and/or punitive damages. In the event that the user is a

minor, his/her parent(s) or guardian(s) are responsible for all of the above.

**School-Provided Email**

If Heart to Heart Christian Academy needs to provide students with an individual email address to be used for class purposes, a notice will be sent to the parents for permission. The initiative to provide students with email is expected to help foster better communication between students, teachers, and school administration. Students should have no expectation of privacy with regard to school-provided email. The administration reserves the right to periodically and randomly audit a student's school-provided email to ensure that it is being used for legitimate educational purposes. Heart to Heart Christian Academy shall not assume responsibility in the event of any illegal activities resulting from the use of school school-provided computer, internet access, and email. Questionable material may be turned over to the proper legal authorities as deemed necessary by the school administration.

**Heart to Heart Christian Academy Online/Computer Lab**

Heart to Heart Christian Academy provides students with a platform to better promote online learning. Students should have no expectation of privacy with regard to the online learning platform. The administration reserves the right to audit a student's school-provided online account to ensure that it is being used for legitimate educational purposes.

Any use for illegal purposes, or in support of illegal activities, is prohibited.

Students are prohibited from using the system to express extreme political views.

Any use that disrupts the educational goals of the school or online learning platform is prohibited.

Any use of a Heart to Heart Christian Academy Online network account but the account's owner is prohibited.

Any reproduction of copyrighted material without explicit permission is prohibited.

Profane, abusive, or impolite language during communications is prohibited.

The posting of inappropriate materials that are deemed inappropriate for educational use is prohibited. Students should report all inappropriate materials and posts directly to a teacher or administrator.

All forms of bullying in cyberspace are unacceptable and viewed as a violation of this Acceptable Use Policy. Cyberbullying includes, but is not limited to, the following misuses of technology: harassment, teasing, intimidating, threatening, or terrorizing another person or group of people by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, digital photos, website postings, including blogs, or any other messages via the internet.

**HALL PASSES**

When students are out of class during a class period, they must have authorization from the teacher or a school official in the form of a corridor/hall pass.

**TELEPHONE USE**

All students must turn in their cellphones upon entering the school building. Personal cellphones are not allowed in class, and students are subject to unannounced searches. The purpose is to prevent classroom distractions and other issues that may arise from a student using a cellphone during instruction time. Students may use the student telephone in the main school office on a first-come basis only before school, during lunch, and after school. Permission must be granted by school personnel. If a student is ill and needs to call a parent, he/she must go to the Main Office, and a staff member will call his/her home.

## LOST AND FOUND

Lost articles, including books, clothing, money, valuables, etc., are to be claimed **before or after school only**.

## EMERGENCY DRILLS

H2H will conduct drills in preparation and training for emergencies.

1. **Fire Drills** – A signal will alert students to move quickly and quietly from the building to a designated place of safety.
    - Determine which exit to use and an alternate if the first exit is blocked.
    - **DO NOT TALK** during a fire drill.
    - Walk rapidly to the parking lot or designated area. **DO NOT RUN.**
    - Turn off the lights and close the door as the last person leaves.
    - Check the class roster in the parking lot.

2. **Tornado/Hurricane Drills** – A specified sound will signal this drill.
    - The teacher should draw blinds or curtains.
    - Find sturdy shelter away from outside walls and windows.
    - Classes outside at recess or P.E. should quickly re-enter the building if time permits.
    - Go quietly to the assigned area of protection.
    - Face a solid wall and kneel down with your hands over your head.
    - Return to normal activity when "All Clear" is given.

## SCHOOL LOCKDOWN PROCEDURE

In the event of an emergency situation, terrorist threats, or dangerous situations, the school will go into "lockdown mode", which will include locking all doors, windows, and gates. No one will be allowed to enter or leave the building during a lockdown until the threat has passed. Parents will be notified if necessary to pick up their children.

## CARE OF SCHOOL PROPERTY

The student is to treat all school property as valuable personal property. Parents or guardians shall be responsible for damage done to the school building, furniture, grounds, lockers, textbooks, or any other property of the school by their student. The Senior Principal will make the assessment of any such damage and payment for damages made within two weeks of the assessment, or the student will not be permitted to attend class.

## BUILDING USE

For all activities outside the regular class schedule, approval must be obtained from the Senior Principal. No group will be allowed to use any part of the building without a teacher, the Senior Principal, or approved school personnel being present. All groups must be careful to maintain the

building in good working order and with the same degree of cleanliness in which it was found or better.

**PARTIES**

All class parties must have the approval of the teacher and Senior Principal. Teachers must be consulted regarding party activities. If bringing in cupcakes or a cake for a student's birthday, it must be brought in during lunchtime. No food is allowed in the classroom. Parents/Students, please do not hand out invitations for private class parties.

**FIELD TRIPS**

A field trip is defined as an off-campus activity or event that is an outgrowth of a course of study. All school rules are in effect on field trips. Before departure, students shall obtain assignments for any classes they will miss while on the trip. Students may be denied the privilege of attending field trips because of inappropriate behavior.

Parents should be provided with a notice explaining the details of the trip. School dress is the standard uniform for all field trips.

All parent volunteers who assist on field trips through driving and/or chaperoning must sign the H2H Driver/Chaperone Agreement Form and abide by the rules listed below. Chaperone Agreement forms are available in the office. Students are to travel to and from the destination in the same vehicles unless granted permission by the faculty sponsor. Attendance at school field trips is restricted to students currently enrolled at H2H and to those students who are in the designated grade level.

Heart to Heart Christian Academy and its representatives intend to take all reasonable precautions with respect to all activities; however, the parent must understand that the participation of their student(s) in school-sponsored field trips involves a certain element of risk. The parent must assume that risk and agree to hold Heart to Heart Christian Academy and its employees, instructors, and representatives blameless from any liability, unless the occurrence happens because of their gross negligence or willful and wanton behavior. The parent must assume full responsibility for any personal injury that might occur to their student(s) while taking part in a school-sponsored trip, and they must absolve Heart to Heart Christian Academy and its employees, instructors, and representatives from all liability in regard to any injury.

**DRIVERS AND CHAPERONES FOR H2H FIELD TRIPS**

When parents or guardians volunteer to be drivers or chaperones for H2H field trips, the following rules must be observed:

- Bringing siblings on field trips is discouraged but may be permitted based on the availability of drivers.
- Vehicles may stop only at the approved destination point (no side stops, please).
- All traffic laws must be obeyed (including speed limits). Each child must wear a separate seat belt (no double buckling). ***A child passenger safety seat should be used for children younger than eight years of age or under four feet nine inches.***
- Only Christian music or G-rated videos may be played in the vehicle (no talk radio or secular music).
- Teachers make all travel assignments. Students must travel to and from the destination in

the assigned vehicle unless the faculty sponsor gives special permission to change vehicles.

- Students must have Administration approval to drive on field trips.
- Parent drivers must provide a copy of their driver's license and proof of insurance and fill out the chaperone agreement form, and meet volunteer background screening requirements.

## ATHLETICS

Students in grades 5-8 who become involved in interscholastic athletic competition must get a **physical examination by a physician** and secure **written permission from their parents** before being allowed to participate. Student athletes are required to have a physical every year. No athletic school insurance is available. Parents must assume responsibility for insurance.

There will be a Sports Fee of $50.00. This fee is due before the first practice, along with the completed physical examination form.

## ELIGIBILITY FOR PARTICIPATION

Eligibility will be determined by progress report grades and report cards. A grade of 75 is required in each class for eligibility; however, a student may have one grade below 75. A student can remain eligible if he/she has one grade below 75 but still pass the class with at least a 70. If a student has two grades below 75 or fails any class (below 70), he/she will be ineligible for two weeks. At the end of the two weeks, a student may regain eligibility if he/she has no more than one grade below 75. Students may regain eligibility after 2 weeks.

## ELECTRONICS POLICY

Policy Rationale:

H2H believes integrity, community, and collaboration are key values that enable us to fulfill our purpose and mission as a Christian school. Electronic devices can be utilized to enhance students' academic success. But they are often utilized in ways that put student integrity at risk, which in turn negatively impacts academic success. Electronic devices are also recognized as providing positive and negative influences regarding community building. Thus, in the spirit of collaboration and the desire to strengthen parental partnerships as critical to a school's effective disciplinary policy, the following has been adopted by the school board.

No electronic device that is used exclusively for gaming is allowed on campus unless the Senior Principal has made an exception for a special occasion.

A Student may have other electronic devices at H2H if the following guidelines are observed. When students enter the school phones and all electronic accessories connected to the phone (ear buds, tablets, and watches) ***are to be powered off and turned in to the front office***. Phones and their accessories are not to be carried in clothing pockets, backpacks, etc., and ***they are not to be powered on until the student leaves for the day, including lunch.***
***Students needing to contact parents may do so by coming to the office, and parents needing to contact their child should contact the school office.***

**Consequences:**
Students who violate this policy shall be subject to established disciplinary measures. School personnel will confiscate any electronic device being used against policy.

1st violation - The electronic device will be kept until the end of the school day in the office. The fine is
$10.00.
2nd violation –The electronic device will be confiscated and held in the office, and returned to the parent/guardian only at the end of the day. The fine is $20.00
3rd violation – The electronic device will be confiscated and held in the office, and returned to the parent/guardian only at the end of the day. The fine is $30.00. The student will be assigned to a Saturday In-School Suspension Program.

**CYBER-BULLYING**

Cyberbullying involves the use of information and communication technologies to support deliberate and hostile behavior by an individual or group that is intended to harm others. This includes, but is not limited to, the use of the internet, social networking sites (such as Facebook and Twitter), and cellular telephones to intimidate, harm, or ridicule another student. The board, administration, and faculty at H2H consider cyber-bullying, regardless of when the act occurs (either during or after normal school hours), to be a direct violation of our Student Code of Conduct. Consequently, any student who supports or participates in any form of cyber-bullying of another student will be subject to disciplinary actions at school, up to and including expulsion from H2H.

**STUDENT BEHAVIOR**

**STUDENT CONDUCT**

A high standard of conduct is required of each student at H2H for the purpose of maintaining order and building Christ-like character.

Students are expected to:

- Exhibit an attitude of respect toward all individuals and property.
- Speak in such a way as to lift others up (Ephesians 4:29).
- Be honest and trustworthy.
- Be obedient to all rules.
- Be dressed properly.
- Attend all classes daily and be on time.
- Be prepared for each class with the appropriate materials and assignments.
- Turn in assignments on time.
- Bring only teacher-required materials, supplies, and approved personal items to school.

When an offense is committed, reconciliation will be sought in a Biblical manner (Matthew 18).

**CONDUCT EXPECTATIONS**

**Students are expected to obey.** Obedience demonstrates proper submission to God and God-

ordained parental authority extended by agreement to the school administration and staff. Students are taught to accept responsibility for their behavior by being held accountable by their teachers and the Senior Principal. All students are expected to conduct themselves according to the following guidelines:

- In the classroom, the student shall speak with permission of the teacher. To obtain permission to speak, the student will raise his hand. Students are to listen to the teacher as a sign of respect for authority and listen to other students as a display of courtesy.
- Students may move about the room only with permission of the teacher.
- Students shall refrain from any act of disrespect, such as:
  - Mimicking others
  - Laughing at the mistakes of others
  - Backtalking or arguing with any teacher
  - Making facial or non-verbal expressions of disrespect/contempt
  - Whispering and/or passing notes in class
- Failing to pay attention in class or sleeping
- Students are expected to answer all adults with a respectful "Yes, Sir", "Yes Ma'am", Yes, No etc. "Yeah" and "Huh?" are unacceptable responses.
- Profane, vulgar, and/or abusive language (such as name-calling) is prohibited.
- The student is not to engage in horseplay to avoid accidental injury, misunderstood intentions, or conflicts. Pushing, shoving, punching, and cutting in line are not allowed.
- Eating and drinking are permitted only in designated areas.
- Chewing gum is not permitted on campus.
- Fighting will result in disciplinary action. (Exception: self-defense)
- The student is to treat the property of the school and others with care. Vandalism and writing on desks, chairs, or walls is not permitted. Property that requires replacement results in higher costs to parents. The offender will reimburse the school.
- Use or possession of drugs, vaping paraphernalia, alcohol, and tobacco is prohibited.

- Although the male/female attraction is understandable, kissing, hugging, holding one another, and other public displays of affection are not permitted at school. During school functions, the student is to exercise self-control and demonstrate Biblical love for others by acts of selflessness.
- The following items are prohibited on campus or at any H2H function, including field or class trips, sporting events, fundraisers, etc.: chemical substances, firearms, knives, any weapons, skateboards, or any other items deemed inappropriate by the administration.

**PHILOSOPHY AND GUIDING PRINCIPLES FOR DISCIPLINE**

The goal of all instruction at H2H is love. We seek to teach students to love God and obey Him out of that love. It is our aim to see H2H students learn to love others with the selflessness of Christ.

**PHILOSOPHY**

Discipline is inseparably linked with the process of discipleship. The goal of H2H disciplinary procedures is to teach personal responsibility for one's actions, obedience to authority, and dependence on God and His Word. The approach to this goal will be based upon Scriptural principles and will involve a three-step model:

1. **Instruction** of God's commands and the right ways of thinking and behaving
2. **Warning** concerning natural and parent/teacher-imposed consequences
3. **Correction** of misbehavior

H2H will endeavor to teach what is right and pleasing while keeping corrections appropriate and minimal. We will act out of love that seeks the best for the student rather than anger, which seeks only retribution. Teaching students to conduct themselves in a loving and responsible manner is a lasting value and will be considered the highest priority at H2H. (Galatians 6:1-2)

## BIBLICAL GUIDELINES FOR STUDENT CONDUCT

**Respect Authority**
"Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good." (Romans 13:14)

**Respect and Esteem**
"Consider one another as better than ourselves." (Philippians 2:3)
Protecting the dignity of all students is our aim. Malicious talk can do more harm than physical wounds.

**Be an Example:**
"Don't let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity." (I Timothy 4:12)

**Seek Excellence:**
"I can do everything through Christ who gives me strength." (Philippians 4:13)

**Be Honest**
"Providing for honest things not only in the sight of the Lord, but also in the sight of man."
(II Corinthians 8:21)

**Be Truthful**
"Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body." (Ephesians 4:25)

**Practice Clean Speech**
"Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen." (Ephesians 4:32)

**Reflect Jesus:**
"Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable – if anything is excellent or praiseworthy – think about such things." (Philippians 4:8)

## STUDENT BEHAVIOR

Discipline is an absolute necessity for any successful, organized group. At H2H, the emphasis is on the development of self-discipline and self-direction toward socially desirable ends. External measures will be used only when there is evidence that a student's internal controls fail and his/her actions fail to comply with school policies and regulations.

**HUMAN DIGNITY/HARASSMENT**

H2H intends to provide its students with an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments, or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God Himself.

- All students are expected to conduct themselves with respect for the dignity of all others.
- We do not condone or allow harassment of others by teachers, administration, support staff, students, or other persons present in our facilities.
- Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or work environment. These actions will not be tolerated!
- Any form of ridicule of others based on, but not limited to, race, gender, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this misbehavior will be disciplined.
- Any person who believes he or she has been the subject of harassment should report it immediately to an appropriate superior. Students may report to a teacher or Senior Principal.
- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

Steps for handling charges of sexual harassment:

The harassment will be reported to the proper authorities and brought before the School Board. Subsequent action by the School Board will be determined by the outcome of the evidence obtained. If a student is found guilty of sexual harassment, they will be expelled from H2H and will not be allowed to return.

**JURISDICTION**

H2H has jurisdiction for discipline purposes over its students from the time of arrival from home until departure at the close of the school day. Misconduct during this time becomes a matter of school discipline. Policies and regulations of this school governing the discipline of students apply to all school-sponsored activities on and off the school campus.

**STEPS IN DISCIPLINE**

Listed below are various offenses, grouped by seriousness as well as penalty, including the length of In In-School Suspension Program. If a student is to serve an In-School Suspension Program, at least one day's prior notice will be given to the student, and the parents will be notified. An excessive number of In-School Suspension Programs (5) will result in additional disciplinary action as determined by the Administration.

The following steps are in general order of seriousness and are typically followed in this order,

depending on the offense:

- Counseling, praying with, and warning student regarding their actions and attitudes
- Means of correction shall be in keeping with the offense. In the School Suspension Program, after school is permitted, but parents shall be given a day's notice.
- Communication with parents by telephone or in writing after the first offense
- Student referred to the Senior Principal for corrective action and parent conference
- Saturday class
- Paddling
- Suspension
- Expulsion
- Probation – the student may be put on probation after being referred to the office 3 times.

## ELEMENTARY SCHOOL BEHAVIOR MANAGEMENT PROGRAM

The Behavior Management Program is to clearly define to students and parents how student behavior will be handled in the elementary classrooms. The program has built-in rewards and consequences. This is an objective and consistent program that has slight variations at different grade levels, allowing for what is appropriate for that age group.

## CONSEQUENCES

For each infraction pulled that day, the student will have a "time-out", missing time from recess or socializing time at lunch. Teachers will counsel the students concerning what they need to improve. The teacher will make contact with the parent verbally, by telephone, by a note, or by email in the older elementary grades.

## STEPS OF DISCIPLINE FOR LOWER ELEMENTARY

The following steps are to be implemented so that there is consistency between classroom and administrative discipline. The teacher implements classroom discipline. If further discipline is needed, students will be sent to the office. If discipline is administered in the office, a behavior notice will be sent to the parent via email. If discipline requires corporal punishment, a parent will be contacted beforehand.

At any time, if the offense is serious enough, the steps may be altered. At the Administrator's discretion, probation may be established at any time. If unacceptable conduct is persistent or serious enough, suspension or expulsion can occur. See the excessive/persistent behavior-conduct section.

## LEVEL I OFFENSES FOR GRADES 4-8

The following steps are to be implemented so that there is consistency between classroom and administrative discipline. These steps are to be used after the teacher has implemented their classroom discipline. *Please note that when discipline reports are sent home, the student is required to return the form the next day, signed by the parent.* For these offenses, punishment may include a warning, clean-up duty, or In-School Suspension Program for the 1st offense.

- Talking in class without permission
- Eating and drinking during class

- Note passing during class
- Littering the building and campus (the use of the word "campus" throughout also refers to the location of any school-sponsored function)
- Violation of the dress code
- Going to or through off-limit areas without permission of the teacher
- Personal grooming during class (including make-up application and hair brushing)
- Being unprepared for class (without books, paper, pencil, homework)
- Causing a distraction in class
- Horseplay
- Failing to return anything without a parent's signature the day after it is issued
- Failing to do homework assignments

**LEVEL II OFFENSES FOR GRADES 4-8**

Because the incidents listed below are more serious, the discipline will range from the In-School Suspension Program to additional disciplinary action as directed by the Senior Principal.

- Public display of affection
- Improper behavior toward other students
- Unedifying speech/profanity
- Possession of prohibited items on campus (see #12 under Conduct Expectations) except for items listed under Level IV and Level V offenses
- Disrespect to faculty/staff
- Tampering with, destruction of, or harm to others' property (Full payment for restitution will be required.)
- Inappropriate attitude
- Misconduct toward a substitute teacher
- Mocking or making fun of other students or a teacher
- Gossip/slander – depending on subject matter
- Classroom behavior that is inappropriate or unruly
- Out of the designated area (e.g., behind building, parking lot, playground)
- Unauthorized absence from an In-School Suspension Program

**LEVEL III OFFENSES FOR GRADES 4-8**

Because the incidents listed below are more serious, the student will be suspended for 1 – 3 days. Students will turn in work the day they return.

- Direct disobedience (defiance toward a teacher or school official)
- Cheating, first offense
- Lying, first offense
- Any type of bullying (verbal, physical, or cyber)
- Negligent driving (speeding or lack of vehicle control) on campus
- Skipping class (Truancy)
- Forgery, first offense
- Impure speech or gestures (swearing or vulgar language)
- Vandalism
- Leaving campus without permission

- Plagiarism
- Harassment (sexual, verbal, or physical) – could go to Level V if brought before the Board of Directors and found guilty
- Slamming the door in defiance toward the teacher
- Gambling (any type)

**LEVEL IV OFFENSES FOR GRADES 4-8**

Offenses that may result in an immediate two-day suspension and or expulsion include:

- Cheating, second offense
- Stealing, first offense if not a felony
- Fighting
- Possession and/or use of tobacco on/off campus, first offense
- Lying, second offense
- Tampering with technical equipment/computer
- Forgery, second offense
- Any threat – verbal, physical, etc., to a teacher, student, parent, or school employee
- Gambling - second offense. Depending on the involvement of the student, expulsion
- Sex texting- any type of inappropriate pictures of the human body and /or inappropriate written messages

*Excessive suspensions will result in expulsion. More than three suspensions would be determined excessive.

**LEVEL V OFFENSES – EXPULSION FOR GRADES 4-8**

In rare circumstances, a student may be expelled by the Senior Principal for reasons of misconduct, attitude, or sustained failure to put forth academic effort. Other offenses that may result in immediate expulsion are as follows:

- Possession of a firearm or weapon on campus
- Possession of illegal substances on or off campus, including drugs and/or alcohol
- Possession and/or use of tobacco on campus, second offense
- Criminal misconduct on or off campus
- Assaulting a faculty or staff member or another student
- Withholding pertinent information during the application process
- Immoral conduct such as fornication and/or homosexual practices, which are contrary to Biblical teaching, on or off campus
- Conviction of a felony act
- Possession or use of prescription medicine without being administered by a school nurse or school personnel.
- Excessive/persistent behavior or conduct that is unacceptable.

**IN SCHOOL SUSPENSION PROGRAM**

The School Suspension Program will be issued for students in grades one and above as a disciplinary option available to teachers to assist students in learning proper conduct. Administration will

determine the procedures for the In-School Suspension Program, unless otherwise stated herein. In School Suspension Program is not to be used for tutoring.

All In-School Suspension Programs must be proctored by staff who will determine the assignment during this time. Parents must be notified before a student will be allowed to serve in the In-School Suspension Program. The In-School Suspension Program is a 30-minute study hall.

The following items will result in an extra In-School Suspension Program being issued:

- Arriving late to the In-School Suspension Program room
- Not taking the signed In-School Suspension Program slip to the In-School Suspension Program teacher the day after it is issued
- Talking while in the In-School Suspension Program
- Sleeping while in the In-School Suspension Program
- Arriving without writing supplies and/or materials to work on during In In-School Suspension Program
- Failing to attend an In-School Suspension Program, unless excused by the Senior Principal, will result in an Unauthorized absence. See Level II – Unauthorized absence.

**PROBATION**

A student who is not performing according to the guidelines set forth in the Conduct Expectations portion of this handbook may be placed on conduct probation as a means of discipline by the Senior Principal. Probation indicates that a student's behavior is so improper that a majority of his teachers recommend probation. Probation is not to exceed 4 ½ weeks. At the end of the probationary period, the student's conduct will be re-evaluated.

A consistently rebellious attitude toward the faculty, school rules, and procedures, or a continuously negative attitude and bad influence on other students, may result in dismissal from school. A student on probation due to misconduct is ineligible to play in or practice for any extracurricular activities. If the conduct is not corrected, the student will be asked to voluntarily withdraw or be expelled.

A student who is not making sufficient progress academically due to low grades, not turning in homework on time, or obviously working below his ability will be placed on academic probation. A student will be placed on academic probation if he/she makes at least **2 D's** or **1 F** in any nine-week grading period. If the grades and work habits are not significantly improved by the end of the next grading period, the student may be asked to voluntarily withdraw or be expelled. It is hoped that probation is sufficient notice to the student and his parents that a serious problem exists requiring correction.

When all disciplinary actions taken by the teacher are ineffective, with documentation, the student may be considered for probation. Probation gives the student time to improve to a satisfactory level.

**The Senior Principal must complete a Probation Form.**

- If the Senior Principal determines that probation is required, a conference will be held with the student and parent/guardian to explain what improvements in behavior are necessary and to outline the terms of the probation.
- If the notification to the parent is verbal, it should immediately be followed by written notification.

- Disciplinary probation extends through the end of the nine weeks in which it occurs, but not longer than 4½ weeks.
- While on probation, a student will be excluded from school-sponsored extra-curricular activities and all positions of trust and responsibility.
- Weekly progress reports on the student in grades K-8 will be issued by the teacher. Copies of progress reports will be sent to the parents.
- At the end of the probationary period, a conference will be held. All decisions will be issued orally and in writing.
- The decision of the Senior Principal regarding probation is final.
- Any student who is on disciplinary probation for twelve weeks in one year is subject to dismissal. He/She may not be readmitted the following year, depending on the decision of the Senior Principal.

**EXCESSIVE/PERSISTENT BEHAVIOR-CONDUCT**

If a student incurs excessive or persistent violations of H2H policies, he/she will not be allowed to continue their education at H2H. After a student has been sent to the office for disciplinary reasons for the 4th violation, the student and parent will be notified of the excessive/persistent behavior violations. On the 5th violation, the student will receive a 1-day suspension, plus whatever level of discipline the behavior requires. The 6th violation will result in a 2-day suspension, plus whatever level of discipline the behavior requires. Additional violations may result in the student being expelled or asked to withdraw.

Teachers cannot teach and students cannot learn if students refuse to obey and follow classroom rules and procedures. It is our hope that students will use good judgment, self-discipline, and obedience to the policies of H2H, so that none of these actions will need to be taken.

**SUSPENSION AND EXPULSION**

The suspension or expulsion of a student is a very serious matter and must be handled in a way that guarantees due process to the student.

**RULES OF PROCEDURE**

- Student Notification
    - A student whose conduct has been such that severe disciplinary action results must be told exactly what the breach of conduct has been. If a specific rule or regulation has been disobeyed, the rule or regulation should be stated prior to suspension or expulsion. If the student denies the allegations against him, he shall be given an opportunity to explain his version of the incident before the suspension or expulsion is effective. The Senior Principal shall verify the facts.

- Decision to Suspend or Expel
    - The classroom teacher may recommend suspension, but only the Senior Principal, after determining that suspension is required, may order a student suspended for a period not more than 3 days.

    - The recommendation to expel a student shall be made by the Senior Principal. The decision to expel is the sole responsibility of the School Board.

- Parent Notification
    - If the School Board determines there is probable cause that a student should be expelled, the parents must be notified in writing of the exact nature of the offense charged. A written notice of expulsion shall further advise the parents of the opportunity for a hearing. If the parents desire a hearing, they shall notify the Senior Principal in writing within three days of the decision to expel, and a hearing shall be held as soon as possible, but no more than five (5) days thereafter. While awaiting the hearing, the student will be suspended from school and school activities.

- Emergency Situation
    - In emergency situations when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student may be immediately removed from school. The necessary charges should follow.

- Hearing Process
    - For Suspension: The hearing will be before the Senior Principal. At the hearing or shortly thereafter, the Senior Principal will decide. If notification to the parent/guardian is verbal, it should immediately be followed by written notification. Copies of all information should be sent to the School Board. The decision of the Senior Principal is final.

    - For Expulsion: The hearing will be before the School Board. Their decision will be final.

**SPECIAL INFORMATION**

Suspension shall last one-half to three days. Students on suspension will not be allowed to participate in any school-related events during suspension. Three suspensions will create grounds for expulsion.

**VOLUNTARY WITHDRAWAL**

Parents may be asked by the Senior Principal to voluntarily withdraw a student if it is determined by the school that the student is demonstrating that he is not eligible to continue attending for reasons of misconduct, attitude, or a sustained failure to put forth academic effort. Voluntary withdrawal versus expulsion is usually more favorable to the student. It generally makes enrollment in another school easier.