



HENDERSONVILLE  
CHRISTIAN ACADEMY

**Upper  
School  
Handbook**

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# INTRODUCTION

## **Welcome**

Welcome to Hendersonville Christian Academy. Our school is a special place where we believe the Lord uses the classroom teacher to accomplish incredible things in the lives of every student.

This handbook has been provided to help you and your child(ren) have a great learning experience at HCA. Please let us know if you have any questions.

## **Accreditation**

For over forty years, our school has provided a quality Christian education for students in our community. Our quality educational program has been accredited by the Tennessee Association of Christian Schools (TACS) and Advanced Ed, formerly known as the Southern Association of Schools and Colleges (SACS). Our school is also Agency Approved by the Tennessee Department of Education. Likewise, our teachers are highly qualified, receive continual training every year, and are certified by the Tennessee Association of Christian Schools.

## **History**

Hendersonville Christian Academy is an important ministry of Bible Baptist Church. The church was founded in 1969 by Pastor Carl Frensey. Our school ministry was begun in 1977. The original school building was erected with gifts from the members of Bible Baptist Church. Since then, a number of additions have been made to our facilities including the gymnasium, cafeteria, and Family Life Center. In 2015 the church called Dr. Greg Mutsch as its pastor. Under his leadership and vision for growth, the church is working towards building a new campus for the church and its school ministry, HCA.

## **Statement of Purpose**

Our goal is to assist the home and church in teaching students the Word of God and the skills and knowledge necessary to live a productive Christian life.

## **Statement of Philosophy**

We believe the best model of education is the Christ-centered classroom. This is what makes us distinct from many other schools. A Christ-centered classroom approach to education teaches that the Lord uses the classroom

teacher to accomplish great things in the lives of every student. These great things include seeing students grow academically, spiritually, socially, and physically (Luke 2:52).

### **Statement of Faith**

This abbreviated version of the Bible Baptist Church's Statement of Faith does not exhaust the extent of our faith, but it does accurately reflect what Bible Baptist Church and Hendersonville Christian Academy believes the Bible teaches about life. A complete copy of the church's Statement of Faith is available upon request.

- A) We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God and are inerrant, infallible, and the final authority for faith and life (II Tim. 3:16-17).
- B) We believe in one Triune God, eternally existing on three persons—Father, Son, and Holy Spirit (Deut. 6:4; Mt. 28:19-20).
- C) We believe that the Lord Jesus Christ, the eternal Son of God, born of a virgin, redeems sinful man through His death on the cross and that our justification is made sure by His literal, physical resurrection from the dead (Acts 2:18-36)
- D) We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He indwells all believers (Jn. 16:8-11)
- E) We believe that salvation is the gift of God brought to man by grace and received by repentance and personal faith in the Lord Jesus Christ and not on the basis of human merit or works. (Eph. 2:8-10)
- F) We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (Rom. 8:1, 38-39)
- G) We believe in the autonomy of the local church. We recognize water baptism and the Lord's Supper as the scriptural ordinances of obedience for the church in this age (Mt. 28:19-20; I Cor. 11:23-26).

- H) We believe that God created the universe in six literal, 24 hour periods. (Gen. 1-2; Ex. 20:11).
- I) We believe that the only legitimate marriage is the joining of one man and one woman (Gen. 2:24; Rom. 7:2; I Cor. 7:10; Eph. 5:22-23). We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman; and that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance (Gen. 2:23-24; Ps. 139:14).

## **ADMISSIONS**

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

### **Requirements**

HCA welcomes students and families who are like-minded and supportive of the school's purpose, philosophy, and procedures. Students must be academically ready; likewise, they must also be interested in growing spiritually and socially.

**Enrollment Procedures** – The enrollment process follows these steps:

1. Request information.
2. Complete online or paper application.
3. Schedule school tour and visit with school administrator.
4. Take placement testing or provide recent test results or report card.
5. Complete a shadow visit when possible.

6. Receive tentative acceptance letter and complete enrollment process. The school office will help you complete an online enrollment form, apply for financial aid, receive additional paperwork, and accept your payments.

**Re-enrollment**

HCA’s re-enrollment deadline is March 15th. The cost is \$100 and is non-refundable. The school accepts late re-enrollment of students after March 15th. The cost is \$150 and is non-refundable.

**International Students**

HCA accepts a limited number of international students each year. Please contact the Upper School Principal for more information.

**Transfer Students**

HCA is willing to accept students transferring from other schools throughout the school year, but acceptance is based on the student’s character, academic readiness, and interest in Christ-centered education.

**FINANCES**

We are committed to helping families attend HCA. For this reason the school offers financial assistance and works with families who are committed to having their children receive a Christ-centered education. Please schedule an appointment and visit with our administration if you have questions.

*Special Note: This new tuition and fees schedule are effective for the 2019-20 school year and all new students enrolling after August 6, 2018. Please see the school office if you have any questions about your tuition and fees.*

**Tuition**

First child in family.....	\$8,800
Second child (7.5% discount).....	\$8,140
Third child (additional 7.5% discount).....	\$7,480

**Fees**

Application Fee (non-refundable).....	\$10
Enrollment Fee.....	\$150
Re-enrollment Fee (due March 15th).....	\$100
Late Re-enrollment Fee (after March 15).....	\$150

International Student Enrollment Fee.....	\$300
Annual Comprehensive Fee .....	\$375
Textbooks, Field Trips, Library, Technology, Science Labs, Yearbook, Standardized Testing, Teaching Supplies, etc.	

**Participation Fees** (does not apply to every student)

FACTS Tuition Management..... \$45  
*If you choose to make ten (10) monthly payments, there is annual fee of \$45 per family payable to FACTS. Payments begin in July and continue through April of the following year. You can choose to have the payments processed on the 5th or 20th of the month.*

Athletic Fee..... \$75-\$225  
*Amount depends upon the team (MS or HS), sport, and number of games per season. The fee helps cover officiating, equipment, and transportation. There may be additional individual costs for team apparel, clinics, and camps.*

Graduation Fee (seniors only)..... \$150  
*Record keeping, college transcripts, cap and gown, diploma, sitting for senior portrait, and graduation invitations.*

Monthly Bus Service..... \$35-\$80  
*HCA offers bus transportation for students living in Gallatin. Ask the school office for additional information on pick-up/drop off locations, times, and rates. See school office about multiple children discount.*

**Financial Aid**

Our commitment to helping families attend HCA means we offer a 10% discount to alumni, law enforcement, first responders, and active duty military. We also offer the following tuition discounts:

**3% tuition discount** for paying by semester in two equal payments

**5% tuition discount** for paying your tuition in full before Aug. 1

**0% - 30%+ tuition discount** based on FACTS recommendation.

FACTS is a third party agency that evaluates your financial needs and makes a financial assistance recommendation to the school.



There is a \$30 fee for applying which is made payable to FACTS.

### **Financial Policies**

\$15 fee for late tuition payments.

\$30 fee for bank items returned for insufficient funds.

*No child is allowed to attend classes if school account is more than 30 days past due.*

*No student is allowed to purchase lunch or participate in Team Sports, Fine Arts Competition, school trips, etc. if account is more than 30 days past due.*

### **Student Withdrawal from School**

Occasionally, students need to withdraw from school for a variety of reasons. We understand and will help in the process.

It is the parent's or guardian's responsibility:

- 1) To notify the school in writing of intention to withdraw their child(ren) from school.
- 2) To settle any past due amounts. Parents are responsible for the entire current month regardless of how many days are left in the month.
- 3) Return all school property including any textbooks, library books, athletic uniforms, and any other school property.

Student records including report cards and transcripts will not be released until the parent's account is paid in full.

### **Donations and Contributions**

As a ministry of Bible Baptist Church, a 501c(3) non-profit organization, your donations or contributions to Hendersonville Christian Academy are tax deductible. This includes monetary gifts and materials; unfortunately, it does not cover your tuition payments and fees. The school will provide you with a receipt for your donation for tax purposes.

## **Lunch Program**

The school offers a complete hot lunch program. This includes a daily plate lunch, as well as a la carte items.

Plate lunch menus are sent home each month. Students place their daily order in their homeroom. The daily cost for a plate lunch is \$4.50. A price list for ala carte items is available from the school office.

The parent's lunch account will be charged on RenWeb for their children's orders. Lunch accounts must be paid in full each month. Students may not order from the school if their parent's lunch account is past due.

A wide selection of snacks and drinks are also available from the vending machines in the cafeteria lobby.

## **ATTENDANCE**

Educational research shows that school attendance is an important contributing factor to school success. For this reason, HCA requires students to attend school regularly and only be absent in the event of an emergency.

### **Excused Absences**

The following situations are considered excused absences:

- Illness of the Student
- Family Emergencies (serious illness of family member, death in the family, out-of-town trips, etc.)
- Adverse Weather Conditions

### **Planned Absences**

The following situations require the student to complete a "Notification of Planned Absence" form from the Upper School Office at least one full day before the planned absence:

- Medical or Dental Appointments
- Necessary Out of Town Trips
- College Visit
- Extended Illness of a Family Member
- Any Absence where the Parent/Student knows there will be a future absence.

## **Excessive Absences**

Upper School students who miss more than 15 days for any reason during the semester risk failing the class. If a student fails the class because he or she exceeded 15 absences, then the student will not earn credit for the class and may need to retake the class. Please contact the school administration for extended hospital stays and/or recovery periods.

## **Unexcused Absence**

Any absence that is not excused or pre-excused is an unexcused absence. This includes arriving late or leaving school early without permission.

Students will not receive full credit for any work missed during a unexcused absence; however, the student will be required to make up any work that was missed and the highest score the student can earn is a 69 on a daily classroom grade.

## **Early Dismissal**

If a student begins to feel ill at school, the student should report to the school office. The student's parents will be notified to pick up the student if the student has a temperature above normal or is vomiting. Classes missed will be excused.

## **Leaving Campus**

Students may not leave campus during the school day without permission from parents and approval from the school administration. Students leaving campus must sign out at the office. If a student leaves campus without permission, it will be considered an unexcused absence and handled as a major discipline offence.

## **Tardiness**

Students are to be prepared for class and in the classroom before the bell rings or at the assigned starting time for the class. If a student is tardy more than two times per quarter, one (1) demerit will be assigned by the Upper School Office.

## **Make-up Work**

Students may receive full credit for work missed during an excused absence as long as the work is completed on time. The student will normally have the same number of days to make up any missed work as the number of days absent. For example, if a student is absent two days he has two days to make up his work. Work submitted late will only receive partial credit.

# GENERAL BEHAVIOR

## School Values

At HCA, we want to create a school culture where students feel safe, loved by their teachers, and able to make good friends. We do this by modeling these principles as a faculty and staff; and we purposefully teach the following biblical principles from Ephesians 4:20-32 to all of our students:

At HCA, we are....

- 1) Truth-Tellers (v. 25)
- 2) Right Responders (vs. 26-27)
- 3) Good Givers (v. 28)
- 4) Grace Speakers (v. 29-31)
- 5) Real Forgivers (v. 32)

## General Standard of Conduct

All students in grades 6 -12 and their parents must support HCA's General Standard of Conduct.

- 1) HCA students should respect parents, faculty and staff, other students, themselves, school property, and most of all, the Lord Jesus Christ.
- 2) HCA students should obey teachers, staff, and school rules with a good attitude.
- 3) HCA students should honor God, their parents, and our country.
- 4) HCA students should please the Lord at all times.
- 5) HCA students should maintain a high personal standard of honesty and integrity.

## Working Together

At HCA, we work together with parents to help all of our students have the best possible, Christ-centered education possible. If your student is having academic, personal, or behavior problems in school, please contact your son or daughter's teacher first, then his or her principal, and then the school's headmaster.

## **Correction and Discipline**

At HCA, we teach students to do what is right in a spirit of love and humility (Micah 6:8).

Sometimes, this means we must correct student misbehavior. We strive to correct misbehavior at the lowest level possible beginning with the teacher's proactive comments and actions, then enlisting the help of the parents, and then asking the administration for help. We believe by working together as teachers, parents, and administrators, we can help all of our students succeed. However, sometimes this means the school must also administer a consequence such as demerits, detention, and/or suspension.

The school reserves the right to dismiss from school a student if the school reasonably concludes that a student's action violates the school's General Standard or because of a lack of parental support for the school's decisions in discipline matters or the school's Mission and/or School-Wide Goals.

### **Demerits**

HCA uses demerits in grades 6-12 to track and deter student misbehavior. Teachers or administrators may give demerits; these demerits are recorded in RenWeb.

Demerits can be given for less serious incidents and usually conclude minor discipline incidents. Examples of things a student may earn demerits include but are not limited to being tardy, unprepared, inattentive, or disruptive to class; horseplay, teasing, practical jokes; or having a visible cell phone or other device out at school without administrative permission.

### **Consequences for Excessive Demerits**

- 5 demerits - Detention after school on Wednesday for 1 hour
- 10 demerits - Detention after school on Wednesday for 2 hours
- 15 demerits - Detention after school on Wednesday for 2 hours  
Administrator – Parent – Student Meeting
- 20 demerits - Suspension out of school for 1 day  
Administrator – Parent – Student Meeting
- 30 demerits - Dismissal from school

Students begin each new semester with zero demerits.

### **Detention**

Detentions are not intended to be convenient. Students are usually assigned to serve detentions on Wednesday afternoons beginning at 3:30 PM. Students serving detentions are fined \$10 for every hour spent in detention; this fine should be brought to detention. Tardiness to detention will result in additional time in detention. Students who fail to attend their assigned detention will have their original detention time and fee doubled. Parents can request the Upper School administration to reschedule the detention if requested at least 24 hours before the assigned detention.

### **Discipline Committee**

Consequences for violating the school's General Code of Conduct will be determined by a school discipline committee usually consisting of the Headmaster, Principal, and at least one teacher.

Violations of the school's General Standard includes but is not limited to the following: mistreatment of others, skipping class, threatening others or fighting, cheating, disrespect, inappropriate language, inappropriate use of technology and social media, use of tobacco and e-cigarettes, and displaying an attitude of opposition to the basic principles and purposes of the school or an attitude that restricts the spiritual and academic atmosphere of the school.

### **Dismissal from School**

Serious violations of the school's General Code of Conduct such as, but not limited to, student consumption of alcohol, threatening to bring a weapon to school to hurt others, the use of illegal drugs, or immorality, on or off campus will result in dismissal from school.

### **Appeals and Re-admission to School**

You may appeal any decision made by the school's discipline committee by writing to the pastor and deacons of Bible Baptist Church who function as a school board. Their decision is final.

Students dismissed from school may petition the school administration in writing to return to HCA after being out of school for at least one full semester. Parents are still responsible for any monies owed to the school at the time of dismissal.

## Specific Behavioral Policies

### 1) Hands-off Policy:

Public displays of affection or physical acts of aggression are not appropriate at HCA. This also includes rough play between students and verbal altercations.

### 2) Cell Phones/Devices:

Students may bring cell phones to school; however, please take note of the following conditions.

- a) Students may not use cell phones 7:00 A.M. – 3:30 P.M.
- b) Students must keep their cell phones in the off mode and not visible during the school day.
- c) Students' cell phones are subject to examination by the school administration if reasonable suspicion suggests that there might be information on the device that violates the school's General Standard or materials that might be harmful or hurtful to the student or another individual.
- d) The faculty, staff, and administrators may authorize the use of cell phones during an emergency. If a parent has an emergency, please contact the school office so we can assist you and your student.
- e) Confiscated phones or devices may be picked up **ONLY** by a parent or guardian at the end of the school day in the Upper School Office.

In addition to receiving a demerit for every offense and requiring the parent to pick up the phone, the following "hold" policy will be observed:

First offense – cell phone held until end of day

Second offense – cell phone held for 24 hour

Third offense – cell phone held for 48 hours

Subsequent offenses – additional disciplinary measures

### 3) Work Policy

Students are not allowed to miss classes in order to go to work. Students and parents must realize that all required school events take priority over work. It is the responsibility of students to notify employers of required school events.

### 4) Use of School Lockers

Upper school students are assigned a school locker at the beginning of the semester. The student is responsible for keeping the locker clean and locked. Tape and stickers may not be used on or in lockers. Magnets may be used to hold pictures and other items. No writing is allowed in or on the locker. Lockers are the property of the school and are subject to search at any time by school administration with no advance notice.

## **GENERAL APPEARANCE & DRESS CODE**

At HCA, we teach students to dress appropriately, modestly, and exemplarily.

### **Uniforms**

The school's official uniform provider is Tommy Hilfger. Students must wear a school uniform each day, but there are several options available for variety's sake. On non-chapel days, students may wear current HCA outerwear in addition to the uniform.

All students must arrive to school in uniform and leave the same way. Exceptions to this rule include arriving or leaving in a PE uniform if PE is the first or last class of the day or preparing for an extra-curricular activity to be held immediately after school. Students who arrive to school not in uniform (without administrative approval) may be sent home to change into uniform.

There are special dress and appearance requirements for certain events throughout the year such as award dinners, competitions, dress down days, etc. These requirements are announced several weeks in advance. In all cases, student clothing should be modest, appropriate, and exemplary.

### **Athletic Wear**

Athletic teams have the opportunity to wear the following team apparel on



game days. Current athletic jacket with HCA team t-shirts may be worn. Team captains are responsible for communicating to players what shirt will be worn. Failure in unity may result in suspension of this privilege. All other part of the dress code must be followed, including footwear.

### **Specifically for Girls**

On chapel day (Thursdays) girls wear the Hilfiger plaid skirt and oxford shirt. Slacks are not permitted on chapel day. Hilfiger uniform skirts must not be higher than two inches from the bend of the back of the knee.

Girls may wear a moderate amount of make-up. Jewelry should not be excessive or distracting. Girls may wear pierced earrings but other visible pierced jewelry is not allowed. Tattoos, whether permanent or temporary, are not permitted.

Only feminine hairstyles are permitted for girls. If hair dyes are used, the color must be a natural hair color.

Girls may wear casual or dress shoes. Tennis shoes are allowed on non-chapel days. Girls may not wear flip flops or beach type shoes to class. Visible socks should be a solid color that is represented in the school uniform. Only Hilfiger leggings may be worn under skirts.

Shorts worn for an activity must have a 9" inseam. Shorts worn for athletic events may be the same length or longer than the uniform shorts for the respective sport.

### **Specifically for Boys**

On chapel day (Thursdays) boys wear the Hilfiger khaki pants, oxford shirt, and school tie. Chapel shirts must be tucked in and a belt worn.

Boys do not need to tuck in polo uniform shirts, but if the student tucks in his shirt, then a belt must be worn.

Boys may wear casual shoes, dress shoes, or tennis shoes. Tennis shoes are not allowed on chapel day. Visible socks should be a solid color that is represented in the school uniform.

Pierced jewelry is not allowed at school or school events. Necklaces may not be worn outside of shirts. Tattoos, whether permanent or temporary, are not permitted.

Boys' hair should not have a messy appearance; it should be above the ears, eyebrows, and shirt collar. If hair dyes are used, the color must be a natural hair color. Extreme styles are not permitted. Boys must be clean-shaven. Facial hair is not permitted.

## **ACADEMICS**

### **Curriculum**

HCA has a strong Christ-centered academic program that prepares students for college and life. Our school's Guidance Counselor, Upper School Administration, and faculty are committed to helping all of our student's reach their potential.

### **Standardized Testing**

Students in grades Kindergarten through 10th Grade take the IOWA Basic Skills and Assessment Test each year. Students in 11th & 12th grade take the ACT at least once per year.

### **Textbook Use**

All textbooks and workbooks are the property of the school. Rental of these books is included in the comprehensive fee. If a textbook or workbook is damaged or lost, the replacement cost will be charged to the student's account.

Students are required to keep some textbooks covered. If a student's book is not covered, he may receive a demerit or be required to pay a damage fee.

### **Grading Scale**

93-100	A	Excellent
85-92	B	Above Average
75-84	C	Average
70-74	D	Below Average
0-69	F	Failing

### **Grade Point Average**

HCA determines Grade Point Average (GPA) using a 4.0 system, where an A = 4 points, B = 3 points, C = 2 points, D = 1 point, and an F = 0 points. A student's GPA is used by HCA to determined class standing, honor roll, and Valedictorian/Salutatorian.

## High School Credit

High School students earn credit for each class they successfully complete during the semester. Typically a class that meets five (5) times a week for the entire semester earns 0.5 credits for the semester.

Special Notes:

- a) Earned credit is based on a semester-to-semester basis. Credit is given after the successful completion of a semester.
- b) Failed courses must be made up or a substitute credit must be earned. Courses taken at other institutions for summer school credit must be approved by HCA administration.
- c) Bible credit must be earned every semester a student is enrolled in high school at HCA.
- d) Requirements for class designation are determined by the total number of credits earned:

Freshman	0-5	Credits
Sophomore	6-11	Credits
Junior	12-17	Credits
Senior	18-26	Credits

## Graduation

A high school diploma will be awarded to students who earn 26 required credits, take the ACT at least one time in the junior year and at least one time in the senior year, and have satisfactory records of attendance and conduct.

## Graduation Ceremony

A student will not be allowed to participate in the ceremony if the student has compromised the testimony of the school in the opinion of the administration even though all academic criteria has been completed.

## Minimum Credits for Graduation

Bible:	4.0 credits	One credit for each year at HCA
Math:	4.0 credits	Alg. I, Alg. II, Geo., Senior Math
Science:	3.0 credits	Including Biology
English:	4.0 credits	

Social Studies	3.0 credits
Physical Education	0.5 credits
Wellness:	1.0 credits
Personal Finance:	0.5 credits
Foreign Language:	2.0 credits
Speech:	0.5 credits
Fine Arts:	1.0 credits
Technology:	1.0 credits
Electives:	1.5 credits

Math, Science, History, English,  
Technology, Visual Arts, Performing  
Arts, Advanced PE

### **Cheating**

If a teacher suspects a student of cheating to earn a grade, the teacher may require an alternative assessment or assignment. If a teacher has proof of cheating, disciplinary action for the student will be decided by administration.

### **Homework**

Homework is an important part of education. Incomplete homework will result in a 0 and may be made up for a maximum credit of a 69 during a time window set by the teacher. Make sure homework is done neatly and according to the teacher's instructions. If an assignment is missed due to absence, it is the student's responsibility to get the assignment and make up the work within the required time for full credit.

### **Honor Students**

Report cards are issued every nine weeks. We recognize those students who have excelled academically. Students who earn a 3.75 GPA on their report cards are placed on the Principal's List. Students who earn a 3.25 GPA are placed on the Honor Roll. These students receive a reward in chapel and are publicly recognized.

A Valedictorian and Salutatorian will be honored each year at commencement. The Valedictorian will be the student who has the highest cumulative grade point average and numeric average for seven semesters through the first semester of the senior year. The Salutatorian will be the student with the second highest grade average.

### **Dual Enrollment Courses**

Students who take dual enrollment courses must meet qualifications at

HCA and for the college administering dual credit. Dual enrollment may take place on campus, off campus, or online. Students are required to pay additional fees for college credit.

### **Drop/Add Courses**

Students may opt to drop or add a course from their course load at the beginning of a semester. Students may fill out a drop/add slip no later than five class periods of instruction. The slips will be reviewed by the administration to accommodate the student's schedule. Underclassmen must have a seven course load each semester. Seniors must take at least six courses each semester unless granted special permission by the administration.

### **Release of Student Records**

Student records will be released in accordance with state and federal laws. Records may not be released if there is an outstanding balance on a student's account. Records, including quarterly grade reports, will not be released to non-custodial parents without the consent of all custodial parents or guardians.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Athletics**

HCA participates in the Tennessee Athletic Association for Christian Schools (TAACS), as well as Middle Tennessee Athletic Conference (MTAC). Sports offered include cross-country, volleyball, basketball, softball, and soccer for girls. Boys compete in cross-country, basketball, baseball, and soccer. Students must meet eligibility requirements and pay an Athletic Fee for each sport.

### **Fine Arts**

HCA participates in Academic and Fine Arts with other member schools of the Tennessee Association of Christian Schools (TACS) at the district and state level; the school also competes at the national level with the American Association of Christian Schools (AACS). Students must meet eligibility requirements and pay a participation fee.

# HEALTH AND SAFETY

## **School Safety and Security**

The school has a written Emergency Response Plan and regularly conducts drills for students and training for staff. After students are received in the morning and the building doors locked, guests and visitors can only gain admission at the school receptionist's desk.

The school has a number of security cameras in public areas as well as other security protocols that cannot be shared publically.

## **Severe Weather**

In the event of tornado watches or warnings, HCA monitors the weather closely. When a tornado warning is issued for our area, students are evacuated to severe weather locations as is practiced in monthly drills.

## **School Closings**

Although HCA does not necessarily follow Sumner or Davidson County school closings, HCA closes as needed due to inclement weather. Emergency closing or delayed openings will be made when normal school operations are prohibited or when employee or student safety is jeopardized. HCA uses the following media sources to notify parents of school closings or delays. All announcements will be listed under "Private Schools" and will be listed as "Hendersonville Christian Academy."

- Mass e-mail will be sent
- TV channels 2, 4, 5 and 17
- Hendersonville Christian Academy on Facebook
- RenWeb Parent Alert text

In the event of inclement weather, always use your discretion even if school is open. A student's attendance records will not suffer due to inclement weather.

## **Sickness or Accident**

Healthy students thrive and learn more. To help ensure a healthy school community, no student with the following symptoms of illness will be allowed to attend school:

- A temperature of 100 degrees or over within the last 24 hours
- Repeated episodes of vomiting or diarrhea (Children may not return to school until 24 hours after the last episode.)

- Sore throat with severe redness or white patches in the back of the throat (Children with strep throat must be on antibiotics for at least 24 hours before returning to school.)
- A persistent and severe cough. In order to continue attending school, children with a severe cough must have a note from the doctor stating that the child is not contagious or has been on antibiotics for over 24 hours.
- Rash of any kind without a doctor’s note stating the rash is not contagious.
- Severe redness and/or drainage from the eyes (Children with conjunctivitis (“pink eye”) are required to take antibiotics for at least 24 hours. In severe cases, and in the case of classroom outbreaks, 48 hours may be required.)
- Any sign of lice or nits (In cases of lice, no child may return without an examination by a designated HCA employee. We maintain a “nit free policy” which means that no child may return unless they are completely free of lice and nits.)
- Any child unable to function near a normal level in the classroom due to not feeling well.

HCA makes every effort to keep the children safe through supervision and preventative measurements. Minor injuries receive appropriate first aid, and if any more serious injury or illness occurs, you will be contacted as soon as possible. If necessary, your child will be taken to the nearest hospital where you will be asked to meet us. It is imperative that you make yourself reachable at all times during school hours in case of an emergency.

### **Medication**

If a child is to be given medication (prescription or over the counter) at school, a medicine form (available in the school office) must be filled out by the parent and given to the office. The medicine must be given directly to the school office in its original container where it will be given when needed. Students may not keep medication of any kind in their bags or lockers.

### **Communicable Diseases**

Hendersonville Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable diseases” shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

Any student or employee with a communicable disease will be temporarily excluded from school while ill and during recognized periods of communicability.

### **Health and Accident Insurance**

Hendersonville Christian Academy is not financially liable for accidents that may occur at the school. Parents must provide insurance for their children.

### **Asbestos Management Plan**

All of our school buildings have been inspected for asbestos in accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations. Our management plan is available in the office for your review. Areas in our school with asbestos containing material are in good repair and are inspected twice each year. The current one-year re-inspection report and the three-year report are available as a part of the school's management plan.

## **ARRIVAL AND DEPARTURES**

### **A.M. Arrival of Students**

Students must be unloaded on the north side of the building. Doors 6, 7, and 8 are the only doors of entry for upper school students. Students should be dropped off after 8:10 a.m. After 8:10 they may go to the restroom, their classroom, or the office. They must be in the classroom by 8:20, or they will be counted tardy.

### **Visitors' Policy**

Any person visiting Hendersonville Christian Academy must report to the receptionist desk and obtain visitor ID. The person must have a legitimate and well-defined reason for the visit.

## **PARENT-SCHOOL COMMUNICATION**

### **Parent/Teacher Conferences**

1. Dates for the Parent/Teacher Meetings are listed in the school calendar.



2. A representative from each family should be present at every meeting.
3. If a program will be presented during the meeting in which students are required to participate, students should be present.

### **Contacting Your Child's Teacher**

All of our teachers are willing to talk with you about your child's progress. In order for your correspondence to be most productive, we have established the following procedures for contacting your child's teacher:

1. If a phone conversation is necessary, call the school office and leave a message with the secretary. The teacher will return your call as soon as possible. You may call teachers at home if they have distributed their number to the class.
2. If a conference is necessary, contact the teacher by phone or e-mail. Please do not disturb classes to talk with a teacher. Either the parent or the teacher may request the presence of an administrator in such conferences.
3. Do not discuss problems your child may be having in front of other students or adults. Conversations of this type should be conducted in private. Refrain from discussing school problems at church or social activities.

## **MISCELLANEOUS**

### **Field Trips**

Field trips are an important part of our curriculum. They have been carefully planned to enhance the learning in the classroom. All students are required to attend scheduled field trips. Permission slips and money for the field trips must be turned in before the field trip.

### **Honor Society**

Hendersonville Christian Academy is a member of the Tennessee Association of Christian Schools Honor Society.

- Members of the Honor Society are selected on the basis of spiritual qualities, character, leadership, scholarship, and service.
- Students in grades 9-12 who maintain at least a 3.4 grade point average in core academic subjects (and no grade lower than a C in any subject) will be nominated for membership. New students

will be eligible for nomination to the honor society after the completion of one semester at HCA.

- Once nominated to the Honor Society, a committee of administrators and teachers will determine whether or not a student will gain entrance into the Honor Society. Each semester members of the honor society will be evaluated by the high school faculty and administration to determine acceptance into the society the following semester.
- Students who are dismissed from the honor society for any reason by the faculty and administration may be reinstated after one full semester if the administration is in approval of the reinstatement.

### **Student Council**

Once nominated by peers in a designated assembly, 9-12th graders may choose to campaign for student council positions: president, vice president, chaplain, secretary, and class senators. If elected, student council works in conjunction with administration to boost school spirit and to lead the student body in achieving school-wide goals.

### **Senior Privileges**

Seniors who have fulfilled their credit requirements and are on course for graduating on time will be allowed to leave campus when their classes are not in progress. Seniors may also leave campus for lunch with permission from their parents; seniors who choose to stay on campus during lunch must be in the cafeteria. Seniors must sign in and out at the Upper School Office. Senior privilege is immediately lost upon receiving 15 or more demerits. Senior privileges may be taken away by the administration for disciplinary or academic reasons. Seniors may also lose senior privileges for abusing school policies and procedures. Seniors that lose privileges will need to report to an area designated by administration.

### **Student Drivers**

Vehicles driven by students must be parked in the south lot in the spaces closest to New Shackle Island Road. Students may not go to their car during school hours without permission from high school administration. Students may not loiter in the parking lot after school. All vehicles should be removed by 3:45 p.m. unless the student is participating in an extra-curricular activity.

Students may not ride to and from school with another student without permission from both sets of parents and notification of the arrangement to the school office.

Vehicles driven by students and parked in the school lot may not have objectionable bumper stickers or other signs on them. This includes the promotion of questionable radio stations.

Vehicles are subject to search by the administration at any time while on school campus without additional notification to the student or parent. Careless driving in the parking lot will result in revoking parking privileges and may be reported to law enforcement.

### **Yearbook Staff**

Choosing to be on the yearbook staff gives students opportunities to develop teamwork, time management, marketing, design, and photography. The yearbook staff meets after school once a week to work as a team and receive individual assignments to achieve the overall goal of creating a yearbook for HCA.

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