

Parent - Student Handbook

2017-2018



But those who trust in the Lord will find new strength.
They will soar high on wings like eagles.
They will run and not grow weary.
They will walk and not faint.
Isaiah 40:31

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GREETINGS

We believe the benefit of Hope Community Christian Academy (HCCA) is having two dedicated teachers working together. It is truly a blessing to cooperate in providing a quality education where the child's best interest is always top priority. With the University-Model® Schooling design we are able to provide the "gift of time" to families. Working together, it is our hope to glorify the Lord, encourage the parents, edify the student, and influence the world for Christ.

Prayerfully consider the cost of this educational model, in terms of time, financial and spiritual commitments, and know that we desire everyone at HCCA to be on the same page, moving toward the common goal of glorifying Jesus Christ in everything we do.

While not everything relevant to our school is contained in this handbook, it is an effective summary of information vital to understanding and navigating life at HCCA; therefore, it is important to read, understand, and be prepared to abide by the policies and procedures expressed.

STATEMENT OF FAITH

Purpose Statement

Hope Community Christian Academy exists to glorify God, providing hope for the future, developing Christ-like leaders by partnering with families in Christian education (Phil. 2:12-16).

Mission Statement

Serving Christ, educating children, and empowering families (Deut. 6).

Vision Statement

We want to see everyone we serve walking in the truth and accomplishing their full potential in Christ (3 Jn. 1:4).

What We Believe

The Bible [all the books of the Old and New Testament] is the true written message of God to the world. The writers of the Bible were inspired by God and are therefore completely trustworthy. The Bible is the final authority on all matters to which it speaks.

There is one God, who exists forever in perfect community as three persons: Father, Son, and Holy Spirit.

Jesus Christ is fully man and fully God. He is the perfect reflection of God's character and glory. He lived a sinless life and offered himself as the only perfect sacrifice for the sins of all people by dying on the cross. All who believe in Him are declared righteous on the basis of His death and resurrection. He rose physically from the dead and will return again to earth to reign forever with those who are His.

Humans are created in the image of God, but each one has fallen short of God's perfect standard and is in need of salvation.

Salvation from our sinful condition is a free gift from God to us. It is not something we earn or deserve. It is offered in grace and received by faith in Jesus Christ alone.

NON-DENOMINATIONAL POSITION

HCCA does not promote or endorse any particular denomination. It is our desire to maintain this position for the purpose of unity and fairness to each student. Other doctrinal issues upon which HCCA has no official stance will be considered secondary doctrine and will not be taught. In the event secondary doctrine is brought up, students will be referred back to the family for final authority. We desire to remain united in the salvation and love of Christ, avoiding any dissension that may be caused by denominational distinctions.

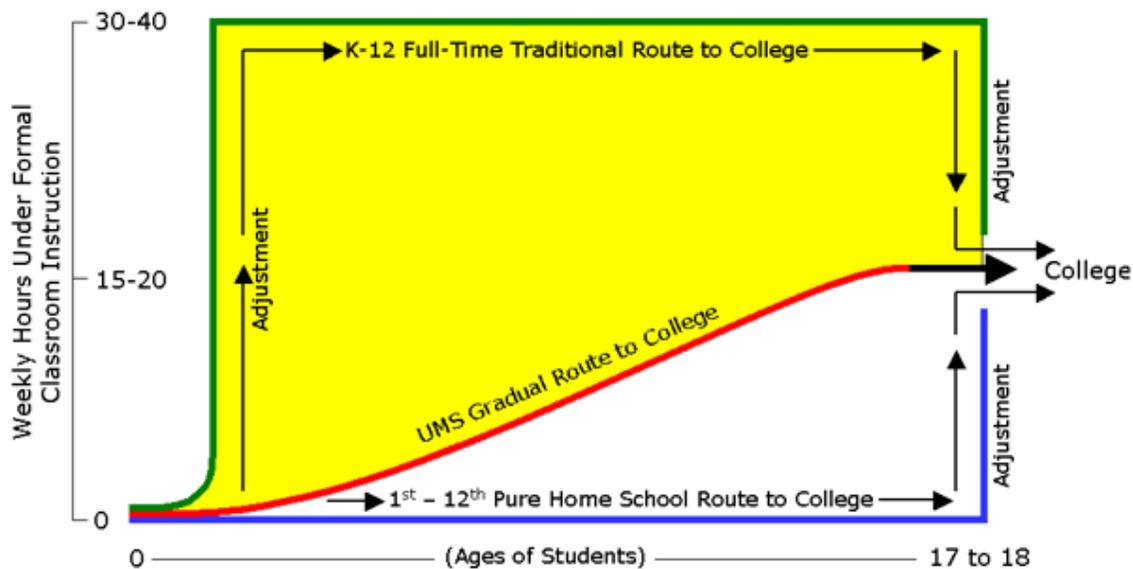
PHILOSOPHY OF EDUCATION FOR UNIVERSITY-MODEL SCHOOLING

From the National Association of University-Model Schooling (NAUMS)

University-Model Schooling (UMS) was developed as a result of two guiding objectives:

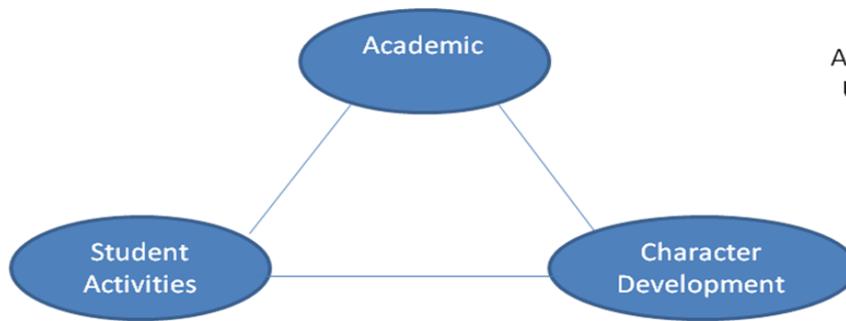
- to offer students the opportunity to acquire a high degree of academic achievement and
- to preserve and strengthen the God-ordained family relationships in which the Christian faith is most effectively fostered.

A UMS school is designed for those families where parents want to take an active role in the oversight and implementation of their children's education. As the level of parental involvement progresses from being a private tutor in the early years to students transitioning to dependent study and then to independent study in later years, parents are expected to continue exercising loving and active responsibility for their children all the way through graduation. In partnership with these committed parents, the school is then able to integrate the home and school effectively toward the common goal of Christian character development and solid academic preparation.



Reference: naums.net/images/UMS_Philosophy.pdf

HCCA will unapologetically speak and teach in a manner consistent with HCCA's Statement of Faith, emphasizing the necessity of a personal relationship with Christ and growth in Christ-like character. In addition, HCCA will develop and implement academically challenging, college-preparatory courses that integrate an appropriate level of parental involvement into each student's home day. HCCA will encourage and expect the student to learn the material assigned and will provide regular feedback to both the parents and students concerning the student's progress.



A fully developed UMS consists of these three educational programs.

HCCA fulfills the Academic and Character Development through our curriculum. The Eagles' Explore Day (EED), field trips, and social service activities fulfill the Student Activities component of the UMS model.

Certification and Accreditation

HCCA is seeking certification through the National Association of University-Model® Schools (NAUMS), which we have three years to complete after application. Once HCCA is NAUMS certified, we will then apply for an accreditation through AdvancED.

HCCA will not exceed a 15:1 student/teacher ratio for classes. NAUMS schools are required to have academic standards that meet or exceed those set by the state government.

HCCA requires all teachers to be certified through the State of Colorado Department of Education, be CPR and First Aid certified, and pass necessary background checks.

ADMISSIONS

1. **Attend an informational meeting.** All prospective families are required to attend as these help parents fully understand the expectations of their involvement in the education of their child at HCCA. Check the website under the 'Events & News' tab for the schedule. **Students that have or will turn five years old by October 1st are able to enroll in Kindergarten.**
2. **Pray about your decision.**
3. **Complete the registration packet, pay the \$100 registration fee, and return it to HCCA.** The Registration Packet is available to download on the website under the 'Enrollment & Documents' tab.
4. **Family interview.** The purpose of this meeting is to make certain that each family has had an individual opportunity to have their questions answered regarding our school, as well as to consider whether HCCA is the best fit for their family.
5. **Letter of acceptance.** Once the interview process has been completed, each family will receive a letter.
6. **Placement testing and evaluation.** The tests are given to determine the entrance grade level based on your child's skills in relation to our curriculum. Teachers will contact the family to schedule a testing time. Placement tests will not be given to Kindergarten and returning students.

7. **Order required home materials prior to school starting.** The curriculum guides are available to download on the website under the 'Enrollment & Documents' tab.
8. **Attend new parent workshop.** This is scheduled prior to the beginning of school for parents to get vital information for their child's success at HCCA.

RE-ENROLLMENT

Re-enrollment needs to be completed by the 1st of June of each year for the upcoming school year for all families who are in good standing with HCCA. Until June 1st, returning students and their families will be given priority for registration over non-enrolled applicants, after which time that priority is lost. A fully completed registration form and fee must be submitted for each student. The school may decline to re-enroll a student based upon conduct by the student or his family that the school deems to be detrimental to its mission.

Continued enrollment at HCCA depends upon compliance in the following areas:

1. **Attendance:** A student must not be absent without approval from school more than five days per semester.
2. **Behavior:** A student may be expelled for serious breaches of the "Student Code of Conduct" or if a parent seriously breaches the "Parent Code of Conduct" or "Parent Responsibilities."
3. **Financial payments:** All tuition and fees must be current.
4. **Academic progress:** If a student's semester grades reflect failure in any subject, that student is subject to admission review by the school board.
5. **Forms:** All registration materials must be completed.

Provisional Re-enrollment

If a family has shown a consistent lack of interest in school assignments or an uncooperative, disrespectful, irreverent or disobedient spirit with HCCA, they may either be refused re-enrollment or be granted provisional re-enrollment with a plan for improvement determined by HCCA. Dismissal could result if improvement on the part of the family is not shown.

TUITION

As a private school, HCCA is funded through tuition, fees, donations, and fundraising. By completing the admissions procedures, you pledge to HCCA that you will pay the costs indicated. We employ staff in accordance with the number of students enrolled and our budget is based on your child attending the full school year. Our fixed costs do not change if a student withdraws midterm. To receive transcripts, records, or any other documentation all outstanding balances must be resolved.

TUITION AGREEMENT

I acknowledge that the annual \$100.00 registration fee per student is non-refundable. I further acknowledge that my child will not be fully enrolled in HCCA until their registration package is received and completed in its entirety (form, fee, immunizations).

Payment Plan A: Payment of **\$2,280 for 2-day students** or **\$2,612.50 for 3-day students** in full (by July 15, 2017). *This reflects a 5% discount.* By selecting this payment plan, you are agreeing to fully participate in all fundraising efforts throughout the school year. By paying in full and receiving the discount, you are committing to the whole year and are not eligible for a refund after the grace period. The grace period is from July 16 - July 31, 2017 for a 100% refund.

Payment Plan B (Fundraising Buyout Option): Payment of tuition plus \$2,300 per student in full (by July 15, 2017). This is the true cost to educate a student at HCCA. By selecting this option, you are opting out of any fundraising requirements. By paying in full you are committing to the whole year and are not eligible for a refund after the grace period. The grace period is from July 16 - July 31, 2017 for a 100% refund. All other parent responsibilities must be met, including volunteer time and cleaning.

Payment Plan C: Monthly payments of **\$240 for 2-day students** or **\$275 for 3-day students** (August 2017-May 2018). By selecting this option, you are agreeing to fully participate in all fundraising efforts throughout the school year. By selecting this option, you are signing up by semester. If you withdraw during the grace period, you will receive a 100% refund. After July 31, 2017 or November 14, 2017, no refunds will be given and you are committed to paying the full semester's tuition even if you choose to withdraw mid-term.

*By selecting Payment Plan C, tuition payments are due the 1st of each month beginning August 2016 and ending May 2017.

_____ Payment Plan D: 12 monthly payments of **\$200 for 2-day students** or **\$229 for 3-day students** (June 2017-May 2018) due the 1st of each month. By selecting this option, you are agreeing to fully participate in all fundraising efforts throughout the school year. By selecting this option you are signing up by semester. If you withdraw during the grace period, you will receive a 100% refund. After July 31, 2017 or November 14, 2017, no refunds will be given and you are committed to paying the full semester's tuition even if you choose to withdraw mid-term.

Semester	Registration Deadline Date	Withdrawal Grace Period	Payment Months
Fall	June 10, 2016	July 16-July 31, 2016	August - December 2016
Spring	November 1, 2016	November 1-November 14, 2016	January-May 2017

If you would like an automatic deduction for tuition from your bank account, please contact the school accountant for further information.

A late payment charge of \$30 will be assessed if payment for tuition and/or fees is not received within ten days of the date the payment is due. A \$30 charge will be assessed for any checks being returned by your financial institution. A **finance charge of 6%** will be billed at the end of each month to all accounts that have a balance 60 days or older.

Families will receive a 5% discount on tuition for the second enrolled sibling and a 10% discount on each additional enrolled sibling.

"Catch an Eagle" Program

You may have heard the saying, "The best advertisement is word of mouth." If you are talking positively about HCCA and those positive words encourage a new family to enroll, you can reap the benefit. HCCA will waive one month's tuition for each "New Eagle Family" you catch. Once a "New Eagle Family" completes the admissions procedure and pays the first month's tuition, you will be eligible for one free month of tuition.

FINANCIAL AID

HCCA offers financial assistance for qualifying families. The school contracts with Independent School Management's Financial Aid for School Tuition (FAST) Program to administer the need assessment via outside confidential application submission. Only HCCA parents or guardians may participate in this program. All financial aid awards are made on first come, first-served basis and contingent upon school admission and available funds.

New families must submit their full application documentation prior to receiving notification of qualified assistance. Final financial aid confirmation will be given to new families upon acceptance to HCCA. For further information regarding this process, please contact the school accountant.

ADOPT-A-STUDENT

The adopt-a-student program is another avenue for parents to pursue if they need financial assistance with regard to tuition. While occasionally HCCA has individuals or entities come forward to assist families with tuition, it is otherwise the responsibility of each family to locate resources for this program. Any questions on how this works, or where to turn for financial assistance in this program can be brought to the HCCA administrator.

Although tuition paid by enrolled families is not eligible as a tax write-off, it is for those donating their financial assistance to cover tuition costs for others. This is an asset for those contributing to students/families.

VITAL ROLE OF THE PARENT

In order for HCCA to achieve its goals and objectives for students, there must be cooperation between the school and the home. Parents need to recognize their responsibilities to their children and to the school community. Parents should help assure proper attitudes toward the environment desired at HCCA by reading, understanding, and supporting the policies of this handbook and discussing it with their students. Both parent and student involvement and cooperation is essential to the school's successful fulfillment of its mission.

PARENT RESPONSIBILITIES

Train up a child in the way he should go, even when he is old he will not depart from it. Proverbs 22:6

1. Parents must be familiar and in agreement with HCCA's purposes and policies, and abide by HCCA's rules and regulations, including the Parent Code of Conduct. Parents are responsible for enforcing the Student Code of Conduct, Dress Code and other policies. Parents must be committed to the UMS learning experience and Christian environment of HCCA. If difficulties arise due to the parents' failure to consult school policies, to read communication, or to attend HCCA meetings, parents must accept full responsibility for the consequences of an uninformed decision.
2. Parents must agree to release responsibility to HCCA concerning curriculum, course load, classroom instruction, and pace. Academic standards and school discipline ensure the greatest success of students at HCCA. If parents have a concern regarding any of these aspects, they should first consult with the classroom teacher.
3. Parents are responsible for purchasing the required home curriculum material as outlined in the curriculum guides.
4. Parents must be committed to providing partnership instruction (regular structure, completing home assignments, and helping the student as needed) on the home days in order to provide quality education in accordance with the laws of the State of Colorado.
5. The home teacher will not simplify or change assignments, but will work with the classroom teacher to achieve the course goals and objectives. Parents are encouraged to enrich assignments for advanced students or supplement to assist children with various learning styles with teacher partnership. However, assignments must be completed as assigned by the due date.
6. Although there may be times you do not agree with a situation, with a teacher, or HCCA, it is important that the children see a unified front. You must be supportive of HCCA and the teacher.
7. Students must arrive on time for class. It is the parent's responsibility to notify HCCA by phone if their child will be gone from school for the day, arriving late, or leaving early.
8. Parents are responsible for their child's snack and lunch on school days.
9. Parents are encouraged to participate with their children on all activities. Parents must provide or arrange for transportation, supervision, and all necessary costs of their child if the parent cannot attend.
10. Families agree to attend trainings and meetings held throughout the year.
11. Parents are required to volunteer a minimum of 4 hours per semester, 8 hours per year, or serve on a team for the year.
12. Each family must sign up to clean the school rooms a minimum of 1 time per school year.
13. Parents must observe in the classroom a minimum of 1 hour each semester. The fall semester will be in their child's current grade, the second semester will be that of their child's upcoming grade in the next school year. This observation will give you ideas to add to your home days.
14. By its very nature, HCCA encourages a high level of participation. To best protect our students and the school, HCCA requires a sexual offender background check for all adults that will be volunteering at the school. The cost of the background check is included in the registration fee for enrolled students. All information will be kept confidential and will be screened by the administrator.

15. Parents are requested to advise the teacher of any change in the student's environment that would affect the student's academic performance (i.e. vacation, prolonged illness, etc.). Vacation lesson plans must be requested two weeks prior to absence.

ROLE AS HOME TEACHER

The parental teaching role ranges from direct instruction in cooperation with the classroom teacher to monitoring of student progress, as the student progresses from elementary to high school. In most cases, the parent's direct academic role lessens as grade levels increase, coinciding with a student's natural path toward greater independence, a process that needs to occur gradually and under parental guidance and mentoring.

Private Tutor		Transition to Dependent Study				Transition to Independent Study						
K	1	2	3	4	5	6	7	8	9	10	11	12

All Elementary Grades

At the elementary level, students are at a dependent age where disciplined study habits must be developed through positive encouragement and through the students' growing awareness of personal consequences. The success of the students at HCCA depends on the parent's commitment to their home days. Parents are responsible for teaching and supervising all lessons and work assigned for home school days as required by the teacher's assignment sheets.

Parents receive instructions from the classroom teacher on a weekly basis outlining the home assignments. Parents will be responsible for direct instruction in some aspects of the curriculum. The home classroom environment needs to be nurturing with limited distractions. The home teacher should reinforce material that is currently being taught. It is this one on one environment where students can have information clarified. For example, if a child is doing math and doesn't understand a concept, the home teacher's role would be to explain the concept using the references from the math book, making sure that the child understands it.

Elementary students can expect to spend about 40% of their time on Reading/English and 30% on Math, understanding that these two areas are the foundation for strong academics.

Students are tempted, at times, to move ahead in their assignments. Please stay with the flow of the class. Be aware that the HCCA teacher has a set plan for the lessons. Completing an assignment at home that is scheduled to be taught at school can result in boredom and conflict in the classroom.

K - 2nd Grades

Students in these grades are successful because each student has a private tutor, the home teacher, who is willing and ready to assist with their learning.

3rd - 6th Grades

Starting in 3rd grade, parents should begin to instruct students in time management and self-discipline in completing assignments, while still supervising work completion and comprehension. As the students progress to the older grades, parents start to transition in their roles. When this transition takes place depends upon the student's level of maturity and responsibility. Parents and classroom teachers need to communicate effectively and work together to ensure that this transition takes place smoothly.

VOLUNTEERING

Volunteering, as well as donations, helps meet the difference between tuition income and actual expenses. Each family is required to volunteer a minimum of eight hours per school year. You have the option to volunteer four hours per semester at the school or to serve on a team for the year. Pick an area where you would enjoy serving and/or a team that utilizes your talents and gifts.

Option A: Help four hours per semester. These times must be prearranged with the school office.

Option B: Serve on a team for the school year (July-June). Options include Social Service Activities Team, Future Development Team, and Fundraising Team. These are filled on a first come, first serve basis. Being on a team fulfills 8 hours of volunteer time.

As parents, you agree to fulfill your commitment. Only one parent per family must participate. **Parents are responsible for logging their volunteer hours in the school office.** HCCA relies on your help, please make every effort to be there when you sign-up.

TROUBLE SHOOTING FOR PARENTS

Outside of assignment specific questions, please take these steps when you are lost and need help on any school related items:

1. Review all printed material (family binder, handbook, newsletters, school calendar, etc).
2. Contact your buddy family. Your buddy family may be able to answer questions about how to manage homeschooling life. While any questions specific to the child's strengths and weaknesses, learning style, performance, etc. should be directed to the teacher.
3. Contact the school office.

Home Days Timeline

The following is a general timeline for you on your home days. If you are consistently finishing early or if you are taking significantly more time with a subject than the guidelines below, please use this as a flag to talk to your teacher. Your teacher will be able to help you with your teaching techniques, give you supplemental ideas, and/or help to place your child at the proper academic level. Variables such as student ability, work ethic, and variety of assignments will impact this timeline. These times also do not account for multi-tasking with housework or teaching multiple students at one time. **It is strongly recommended that students complete their home days in the morning when they are most alert and**

to postpone extracurricular activities and errands until the afternoon when their schoolwork is done.

KINDERGARTEN

Wkly Preparation: 1 ½-2 hrs
K Beginnings w/ Phonics: 60-90 min not including optional activities
Math: 30 min
Bible/Chapel Studies: 15 min
Read Aloud/Silent Reading: 30 min
Total: 2 hours 20 minutes - 2 hours 50 minutes

1st - 2nd GRADES

Wkly Preparation: 2- 2 ½ hrs
Phonics & English: 60-75 min
Reading: 45-60 min
Math: 60-75 min
Science/Heritage Studies: 30 min
Spelling: 30 min
Bible/Chapel Studies: 15 min
Read Aloud/Silent Reading: 30 min
Total: 4 hours 35 minutes - 5 hours 20 minutes

3rd - 6TH GRADES

Wkly Preparation: 2- 2 ½ hrs
Phonics & English: 45-60 min
Reading: 60-75 min
Math: 60-75 min
Science/Heritage Studies: 30 min
Spelling: 30 min
Bible/Chapel Studies: 15 min
Read Aloud/Silent Reading: 30 min
Total: 4 hours 35 minutes - 5 hours 20 minutes

SCHOOL INTEGRITY

As part of the HCCA family, it is critical that each person guard the reputation and public perception of the school and refrain from any activity that would cast a negative light on HCCA.

STAFF CODE OF CONDUCT

Follow my example, as I follow the example of Christ. 1 Corinthians 11:1

The staff at HCCA is expected to follow the highest standards of integrity, propriety, and Christ-likeness. Students and parents, as well as fellow staff members, are always to be treated with respect and dignity. HCCA staff are ambassadors of Christ, dedicated to His glory, determined to equip the next generation with a biblical worldview in preparation for the Great Commission and Christ's glorious return. Failure to exemplify this high moral and ethical standard may result in termination from employment from HCCA. Further information regarding staff conduct is detailed in the Staff Handbook.

PARENT CODE OF CONDUCT

"May the words of my mouth and the meditation of my heart be pleasing in your sight, O Lord, my Rock and my Redeemer." Psalm 19:14

Parents should model humility, gentleness, and spiritual maturity to their students by treating HCCA staff with respect, both publicly and privately. Our communication to and about one another must be seasoned with grace, edifying to others, and glorifying to God. This applies to all HCCA events. If an issue or conflict arises, review the HCCA Unity section for how to properly proceed toward resolution.

Parent Code of Conduct Violations and Enforcement

Violations to the Parent Code of Conduct will be treated as follows:

- 1) If a parent acts or speaks in an unkind or disrespectful manner to any HCCA staff, the matter will be taken up by the administrator.
- 2) The second violation will result in a warning letter.
- 3) If circumstances continue without improvement, it will then be handled directly by the school board and appropriate consequences will be put into place immediately, in order to maintain the relationship HCCA is striving toward between school and families

STUDENT CODE OF CONDUCT

It is by deeds that young people distinguish themselves, if their conduct is pure and right. Proverbs 20:11

The purpose of HCCA's Student Code of Conduct is to promote a Christ-like attitude in its learning environment and to encourage the development of positive Christian relationships among its students. Therefore, it is important that specific guidelines regarding behavior while attending HCCA be set. This applies to all HCCA events.

1. Treat each other with respect, kindness, purity and compassion just as God commands us in Matthew 7:12, "So in everything do to others what you would have them do to you."
2. Students are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs.
3. Students must be willing to submit to Biblical authority.
4. Students must show respect to adults at all times. A title (Mr., Ms., Coach, etc) and appropriate tone must be used when addressing an adult.
5. Maintain appropriate grooming and clothing standards according to the HCCA Student Dress Code.
6. Cell phones are permitted with parent permission, but are only allowed for emergency use and must be on silent mode. Electronic equipment may not be used in the classroom; including, but not limited to, audio devices such as CD players, MP3s, and iPods.
7. Drug, alcohol, and tobacco use is strictly forbidden.
8. Weapons of any kind are not allowed on campus.

Student Code of Conduct Violations and Enforcement

HCCA feels that the school staff is primarily responsible to utilize mild forms of reproof, rebuke, and correction for the purpose of sound classroom management and that the parents are primarily responsible for dealing with discipline problems of an ongoing or more serious nature.

Violations to the Student Code of Conduct will be treated as follows:

- 1) The first violation will result in a warning.
- 2) The second violation will result in a conference with parents and student.

- 3) The third violation will result in the school limiting or withdrawing participation privileges in special activities (i.e. field trips).
- 4) Major and habitual violations of the Student Code of Conduct may result in consequences that lead to expulsion.

HCCA UNITY

Let no unwholesome word proceed from your mouth, only such a word as is good for edification according to the need of the moment, that it may give grace to those who hear. Ephesians 4:29

Occasionally during the course of the year, misunderstandings or problems can arise between a teacher and a student, teacher and parent, parent and the HCCA staff, or any one of several other possibilities. Unity among the HCCA staff, parents, and students will demonstrate the reality of the gospel with the way conflict is handled when it occurs.

Use of the Tongue

So also the tongue is a small part of the body, and yet it boasts of great things. Behold, how great a forest is set aflame by such a small fire! James 3:5

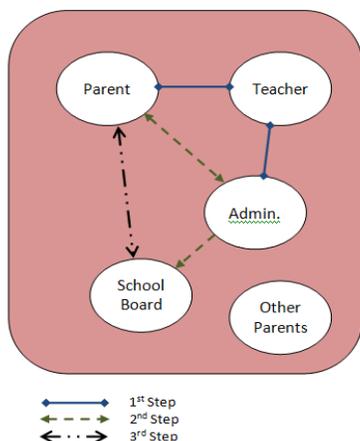
We realize the tongue is one of the most significant threats to God's work at HCCA. Therefore, we expect everyone involved with HCCA to use the tongue in a manner that praises God, encourages and heals, speaks the truth, is sensitive to all faiths, and seeks to build and not destroy. When we fail, we will be eager to repent, forgive, or correct those offenses, as the Bible requires.

Action to Ensure Unity

We ask that parents, students, and staff follow these guidelines to ensure unity.

1. Avoid Slander and Gossip: Do not enter into a conversation of slander and gossip. Slander is speaking about someone (whether true or false) in such a way that their reputation is in question and the words spoken cause the hearer to think less of that person. Gossip is the spreading of someone else's business that you do not have permission to share. Be careful not to disguise slander and gossip as a prayer request. Slander and gossip have devastating effects on individuals and a ministry and can poison the spirit of HCCA. Please don't be a party to the poison.
2. Follow the Matthew 18 principle of speaking with the individual directly involved in a conflict and avoid speaking with persons who are not directly involved or who cannot affect change. If there is something the teacher does that you do not like, DO NOT discuss it with your child or another parent but go directly to the teacher. It is possible that your child relayed information incorrectly or you misunderstood the intent.

RESOLUTION PROGRESSION



3. Recognize and Support the Authority Structure of HCCA: Parents and students are encouraged to follow the “chain of authority” at HCCA. This will keep from bypassing the person that should be consulted first, prevents breakdowns in the flow of communication, and prevents the rejection of the biblical mandate to go directly to the person with whom there is a concern.

Below, and to the chart at left, the steps of resolution are listed:

1st Step: Talk directly with the teacher or administrator (whichever is appropriate to the situation)

2nd Step: If step 1 did not result in resolution, go to the administrator, or the administrator will go to the board.

3rd Step: As a final step toward resolution, if it did not take place within the first two step, is to go directly to the school board.

By following these prescribed paths, questions and concerns can be resolved more quickly and efficiently. If you do not receive a reply within 24 normal business hours (Monday-Friday 8:15-3:15), you may call the next step. The more effective the partnership between parents and HCCA, the more successful we will be.

Problem Solving Within Our School Community

If you have a concern:

1. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of HCCA. Read and think about such passages as Ephesians 4:1-3 and Colossians 3:12-13. Pray about it!
2. Express it promptly. Keeping it to yourself can cause ill feelings and friction.
3. Tell it to the right person. Complaints against specific individuals should be expressed first to the individual in question, and expressed to the administrator only if you cannot work it out between yourselves or if you feel he/she should know about it.
4. Express it clearly. Make sure the person to whom you are expressing your complaint knows all the details of the situation, and exactly what you are concerned about and why. Misunderstanding of complaints could lead to further problems and needless disunity.
5. Don't broadcast it. Express your complaint only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the situation.

Action to Conference

In order to effectively resolve concerns, the following rules must be adhered to interactions with HCCA:

1. Mutual respect for everyone is expected.
2. All interactions will be about your student, or situation, only.
3. Unfounded or absurd allegations are not to be made.
4. Conferences with teachers or the administrator must be by appointment.
5. When a need for these steps arises, the parties involved will complete a Conflict Resolution form detailing meeting date, time, and discussion points along with any decisions made between the parties and give that form to the administrator for accountability.

Release of Liability

As a Christian group, we seek to follow the Biblical mandate that discourages bringing charges against Christian brothers in civil court. We are a group of families existing as a non-profit organization. Neither our group, nor its leaders, nor its members are liable for any injuries or damages, whether or not connected with HCCA.

It is expected that any member or his/her child or guest who damages property or who causes injury, either willfully or through neglect, will take personal responsibility for his/her actions. Any person, whether or not a member, who has such a claim will be directed to discuss the offense individually with the party he/she believes to be responsible. The outcome of such a problem is out of the realm or control of HCCA's responsibility. If such disputes cannot be handled by the parties individually, we will expect that they will follow the guidelines of Matthew 18:15-35 through their own churches.

SCHOOL ~ HOME COMMUNICATION

Communication between school and home is vital to the success of students at HCCA because we function in a team-teaching situation with the parents. It is our desire to cultivate a positive and effective relationship with the parents to ensure the students' success. Teachers, parents, and students all working proactively with each other ensures the most effective communication within the UM® school model. All members of the school community are expected to make proper and ongoing use of the following communication methods:

1. **Communication Folder and Assignment Sheet** - Each student is responsible for bringing the communication folder to and from school each day. The weekly assignment sheet, which outlines home day instructions and due dates, will be sent home in this folder. Students will use this folder to transport completed work back and forth to school. Paper is provided for teacher/parent communication.

2. **Monthly Newsletter** - This is our primary communication for general school announcements.
3. **Email and Telephone** - As HCCA is funded by tuition only, we will not be sending home information by mail. Please make a commitment to check your email at least three times a week. If you are not receiving HCCA e-mails, it is your responsibility to provide HCCA with a correct e-mail address. During a snow day these two forms of communication are a must. Email and telephone also allow the teacher to explain an assignment more thoroughly if there are questions.
HCCA requests that email be used only to communicate encouragement and/or general information. If you have a concern, please contact the teacher or administrator to schedule a meeting to resolve the situation.
4. **Workshops** - Mandatory semester workshops give parents the tools they need to succeed as a partner in their child's education at HCCA. They include training, encouragement, fellowship and the sharing of information. They also ensure that we are on the same page regarding a range of topics such as time management in the UM school model, grade-level transitional issues, mechanics of reading and writing, the role of the home teacher, and others.
5. **Progress Reports, Report Cards and Standards-Based Evaluations** - These will be sent home regularly to provide information about the student's performance.
6. **Parent-Teacher Conferences** - These are required and scheduled once per semester. Additional conferences may be scheduled throughout the year as needed.

Each teacher will let the parents know at the beginning of the year what method of communication is preferred and their office hours.

ACADEMICS

Curriculum

We strive to provide a cohesive, research-based curricular framework that spans across all learning styles and disciplines. Our curriculum is carefully selected, NAUMS recommended, and meets Colorado standards. We focus on teaching the whole child and include hands-on community learning opportunities.

GRADING

HCCA will strive to view and publicly present grades not as a commentary on the value of the individual, but rather as an accurate reflection of the quality of work in a given subject at a given time. HCCA awards grades for the following purposes:

1. To provide an ongoing and widely understood means of communicating a student's progress and achievements, in relation to the state standards, to his or her parents or other schools to which the student may transfer
2. To help in the ongoing placement of students
3. To provide a means of holding students accountable for the quality and completion of their work

One of the requirements of a UM® school is that we meet or exceed the state standards. Therefore, our grading system includes the state recommended standards, which allows parents to have a better understanding of their child's academic progress.

Grades are assessed by the teacher of each course. Specific criteria for evaluating a student's progress will be defined by HCCA staff. All such criteria will be consistent with any standards, requirements, or limitations imposed by the curriculum being used in a particular course. Specific grading procedures will be sent home at the beginning of the school year.

Reporting of Grades

Each semester is divided into two grading periods. Progress reports will be given to parents midway through each grading period.

Student Assessment

The following assessments will be administered by HCCA and all test scores will be communicated to parents.

1. DRA2 (Developmental Reading Assessment) - ongoing reading analysis will be performed on all students in Kindergarten through 3rd grades.
2. Curriculum based assessments - ongoing throughout school year, for all grades.
3. Terra Nova Standardized Achievement Test - one time at the end of each school year, for all grades.

STUDENT PLACEMENT

One of the benefits of an elementary UM® school is that students are allowed to move up or down one grade level in a given subject based on their ability. The following steps are used to properly place students:

Step 1: The recommendation for student placement must come from the on-campus teacher. At time of recommendation, the teacher will have had adequate time in the classroom to observe students' academic progress and maturity level. The teacher will have assessments as well that show student's current performance and proficiency.

Step 2: The teacher will then present the information to the parents and administrator. If the student's parents feel comfortable with the placement, a transition plan will be developed.

Parents are responsible for the cost of any new consumable curriculum used and agree to respect the school's decision on the placement of the student.

ACADEMIC DISHONESTY

HCCA will not tolerate academic dishonesty (i.e., cheating). Academic dishonesty is both a serious breach of personal integrity and a serious hindrance to real student learning. Therefore, we exhort our students and their parents to adhere to high standards of personal integrity, both in school and in the home. I

Chronicles 29:17a reminds us that God "tests the heart" and is "pleased with integrity." We want to encourage and equip our students to become disciples of Christ who are committed to serving and pleasing God in all they may do. Academic dishonesty is broadly defined as any attempt on the part of a student or parent, whether realized or not, to falsely represent the student's level of achievement or mastery in a given course or with regard to any element of the course. This includes, but is not limited to, the following:

- Lying or giving false information about completed assignments
- Copying the work of others at any time without direct authorization from the teacher
- Using any resources, such as solution manuals and teacher edition textbooks, to complete assignments without the direct authorization from the teacher
- Obtaining any quizzes, tests, or academic materials, created by or belonging to HCCA
- Engaging in plagiarism - "to take ideas or writings from another and offer them as one's own"
- Altering a graded paper or project for the purpose of disputing the accuracy of the grade
- Talking with another student during any quiz, test, or academic assignment without direct authorization from the teacher.

Enforcement

The teacher will follow these steps if academic dishonesty has taken place:

- First offense: No credit will be given for the affected assignment plus the teacher will conference with the student and parents.
- Second offense: Same as above plus meeting with the administrator.
- Third offense: Same as above plus the teacher and administrator will take disciplinary action appropriate for the serious offense.

ATTENDANCE

Since HCCA students are in the classroom only two or three days a week, these days are extremely valuable to their education. Therefore, every effort should be made for the student to attend. In order to successfully complete a course, students must attend at least 85% of that course's regularly scheduled class sessions. This means that **they may not be absent more than five times during a semester for a course meeting two times each week**. Students failing to meet these attendance requirements will not be recognized as having completed the course (i.e., they will be given a grade of incomplete and denied credit for the course). In most cases, a failure to successfully complete a course because of excessive absences will also prevent a student from passing on to the next grade.

Exceptions: An exception may be granted by the teacher if a student has been unable to meet the attendance requirements due to circumstances beyond the family's control (such as extended illness), and provided the student has, in the judgment of the teacher, achieved minimum mastery of the course content.

Tardy Policy

It is important to remember that when a student is late, it disrupts the teacher and other students. As our class time is valuable, families need to know that every three tardies will equal one absence. Only

those tardies beyond the immediate control of the family will be considered excused. Your child will be considered tardy if they are not in the Morning Room by 8:15.

Illness

Sick children will be sent home from school. Students should be free of fever, vomiting, and diarrhea for a minimum of 24 hours before coming to school.

Absent Due to Illness

The student will have two consecutive class days to turn in work missed while absent due to illness; this deadline must be met in order to receive full credit. This is in addition to the "new" work being assigned. Work that was due on the day of the absence (the student knew about it prior to the absence) should be turned in the first class day the student returns to school. If this is not possible because of the nature of the illness, the parent should notify the teacher to obtain permission to turn in the assignment at a later date. Students who are absent for reasons other than illness are still required to turn in assignments on the due date (the student knew about it prior to the absence).

Unprepared Due to Illness

If the student is ill on a home day and is unable to complete assignments or prepare for a test, but is able to attend the following school day, parents should contact the teacher concerning the child's inability to do home assignments while ill. This contact needs to be made prior to the student returning to class. The student will be allowed to come to the next school day but not be responsible for the assignments due or the test. Parents should be aware that this might keep the child from participating in all learning activities because of the work not completed. All assignments and testing must be completed and turned in to the teacher within two class days without incurring a penalty.

Multiple, Consecutive Absences Due to a Prolonged Illness

The parent should make special arrangements with the teacher to obtain assignment sheets and lesson plans and work out a schedule for turning in work. Failure to make special arrangements could result in the student not obtaining credit for the course.

Failure to Turn in Work for Special Circumstances

There may be a time when, due to events outside the immediate control of the student or his family, a student is unable to turn in an assignment by the due date. In this case, the parent should notify the teacher prior to the student coming to class. The parent should explain the special circumstances and obtain permission from the teacher to turn the assignment in at a later date; otherwise, the work will not be accepted for full credit.

Inability to Complete Assignments

Parents must follow all assignments listed on the assignment sheet. The parent and/or student should make every effort to contact the teacher if an assignment is not clear, the student has difficulty with the concepts, or the student cannot finish the assignment in a "reasonable" time before returning to class. If the teacher gives prior permission, the student may be allowed to turn in the work at a later

time without penalty. However, without this permission, the student's work, whether complete or not, must be turned in and graded as required. A parent's note to the teacher on the following class day does not remove the academic penalty associated with not completing the assignment as required.

No late work will be accepted any time after the end of the semester in which it is due unless the student receives an "Incomplete" in the course, and it is approved by the administrator.

Make-up Tests

Students will be allowed to take make-up tests based on the following procedures:

- The parent must notify HCCA by phone if their child will be gone from school for the day due to illness.
- The parent must contact the teacher prior to the day of the absence if the student will be absent for reasons other than illness. Permission to take the make-up exam in these circumstances is at the discretion of the teacher.

Students must take all make-up tests within two class days of the absence. Students who do not make up the test by the required deadline will receive a "0" on the test.

WITHDRAWAL PROCEDURE

If you find it necessary to withdraw your child during the year, please contact the school office for a withdrawal form to begin the process. A completed withdrawal form with required signatures must be submitted to the school office on the student's last day of classes. Student records will not be released without formal withdrawal. Please refer to our Tuition Policies on page five of this handbook for information on our refund policy.

SCHOOL DAYS

STUDENT DRESS CODE

HCCA affirms that the appearance of students should be consistent with vital Christ-like morals. Certainly, for a dress policy to be effective, common sense and personal discretion by the HCCA community are essential. The Student Dress Code is applicable at all HCCA activities unless approval has been obtained by the administrator.

- Dress at all times should be modest and in good taste.
- Students are not allowed to wear clothing that is too tight, too baggy, or immodest.
- Hair should be clean and neatly styled, with no extreme styles or unnatural hair colors.
- Boys should remove caps, hats, and bandanas indoors.
- Girls are allowed to wear earrings in the earlobes only; no other pierced jewelry is permitted. Boys are not allowed to wear earrings.
- No clothing depicting illegal activity, sexual remarks, drugs or alcohol references.
- Shoes must be suitable for the weather and activity at the time (ex: no sandals in snow).
- Shorts, skirts, and slits should be no higher than 2" above the knee.

- No slippers, pajamas, bathing suits, athletic wear, or bare feet.

Violations to the Student Dress Code will be treated as follows:

- (1) The first violation will result in a warning and require that the student have appropriate clothing brought from home.
- (2) The second violation will result in a conference with the parents and student.
- (3) The third violation will require that the student be picked up by a parent and not attend school for the rest of the day.
- (4) Major and habitual violations of the Student Dress Code may result in consequences that lead to expulsion.

The goal for our Student Dress Code is to TEACH modesty and not just MAKE students dress modestly. By giving students more of a choice in what to wear, they develop a stronger ability to make right decisions. Ultimately the teacher has the final say on whether or not clothing worn meets the Student Dress Code standard.

Drop-off and Pick-up

When you drop your child off at school, either park along Pioneer Street along the fence for 10-minute parking, or along the baseball field/park for longer term. Please enter through the designated HCCA office door from the playground. Students will need to go to their classrooms to put away lunches, backpacks, etc., and be seated in the Morning Room by 8:15, in order to avoid begin marked tardy, for announcements and prayer. Students should be dropped off between 8:00 and 8:15, with enough time to complete the above procedures so they will not be counted as tardy. When you pick up your child, follow the same parking guidelines, according to your timeframe and needs, as the morning drop off. Teachers will have students ready for dismissal and lined up inside the hallway at the north door by Pioneer Street. If you need to enter the building at any other time, please enter the HCCA office through the designated door on the playground. Please note, official HCCA school hours are 8:00-3:15. If you need to make arrangements to meet at the school outside of that timeframe, please do so with your child's teacher or school administrator.

Snacks and Lunches

Each school day, please pack your child's snack and water bottle in their backpack, separate from their lunch. When packing their lunch, please send items that can be safely kept cold. Teachers will not be heating student lunches. If they will need silverware and/or napkins, don't forget to pack them. Thank you for taking the time to pack healthy foods.

School Facilities

The school facility and grounds must be kept clean and orderly, reflecting an attitude of gratefulness and biblical stewardship.

Visitors

To enhance both student safety and operational efficiency, HCCA will enforce the following guidelines for visitors at school during regular hours (8:00-3:00 on school days). Students and parents should make potential visitors aware of this policy. For the purposes of this policy, "visitors" are defined as all individuals other than staff, students, and parents. Persons having no reason for being at HCCA will be asked to leave immediately.

- All visitors must check in with the office upon arriving.
- All visitors must be willing to comply with all rules and regulations.
- Any student who is not a current HCCA student must be accompanied by an adult.

GENERAL INFORMATION

Character Studies

We fulfill our Character Development requirement with our weekly chapel and the Bible Studies curriculum.

This subject will align with chapel, but have homework during homeschool days. The grading system is a pass/fail. You will begin Bible Studies in September. Work will be turned in each Tuesday and Thursday to the classroom teacher.

Social Service Activities and Field Trips

HCCA believes a heart for serving is essential in a Christian's life development. It is our desire to provide opportunities for all students and their families to serve locally. Each year we will have two social service activities. Field trips add to the joy of learning. Field trips and social service activities will be scheduled throughout the year and are optional to attend. To fulfill the state requirement of school days, HCCA counts field trips and social service activities as a school day. **If you choose not to participate on one of these scheduled days, you will be required to complete a full day of supplemental assignments at home. Teachers must receive a written notification one week prior to the event.** We do not have access to a school bus for these trips so parents are responsible for their families' transportation needs.

Eagles' Explore Day

These days are scheduled on the third Friday of most months. It is our hope that this day will allow you a little more flexibility with your home school day. Options for this day will be to take your child on a field trip or delve into a topic of choice from home. Specific instructions will be sent home at the beginning of the school year, including what documentation will be required from each family.

Fundraisers

To compliment our low tuition, fundraising must be an ongoing part of the HCCA experience. A parent being at home with their student is a foundational value of our school philosophy, and therefore the financial structure of our school is based largely on tuition from single-income families. In order to keep

tuition affordable for our families and still deliver an excellent program, our school must rely on fundraising and donations in order to be financially sound. **All families are expected to support our fundraising efforts and fully participate.**

Snow Days

In the event of school closure or a delayed start due to snow/ice conditions, HCCA will be following the Ignacio School District's decision. Snow days only apply to our school if they occur on Tuesdays or Thursdays (or Fridays when a field trip or social service activity, is scheduled). Regular school work is expected on all home days.

School Board

HCCA school board meets every second Tuesday of the month at 5 p.m. in the school office. These meetings are open to the public.

Parent Owned Teacher Manuals

HCCA is not responsible for the distribution of any parent owned material. All parent transactions need to be handled individually. However, HCCA often has extra copies of home materials available for purchase.

First Aid

HCCA is restricted to minor first-aid (cleaning cuts, applying Band-Aids, etc.) Parents will be called if the student becomes ill or injured. If your child requires medication during the day, a note with instructions must be brought to the office along with the medication. All medication will be kept in the office. HCCA will not supply any medication to students.

Medical Release Form

In case of emergency, we require a medical release form for each student to be signed and kept on file.

Non-discriminatory Policy

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