

Parent - Student Handbook  
2019-2020



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

## HISTORY

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Hope Community Christian Academy (HCCA) began in 2009 with one teacher and six students. The University Model of Schooling (UM®) appealed to the founders because of its perfect blend of traditional schooling and homeschooling, being the best of both worlds. In this model carefully selected, certified teachers choose appropriate curriculum and provide instruction on campus two or three days per week. On alternate days, parents get the *gift of time* with their children as they follow teacher-planned lessons from home, acting as private tutors on their home days. HCCA's founders were also interested in a Christian based education with small class sizes, a curriculum that meets students at their level (flexibility to move students up or down a level), and incorporates electives, field trips, and social service activities to nurture well-rounded students.

In 2009, HCCA held school at the First Baptist Church on Browning Street in Ignacio- a small space we would soon outgrow. In 2011, we moved to Bayfield and rented classrooms from the Bayfield Church of Christ. We stayed in Bayfield until the spring of 2015 when we moved back to Ignacio to begin the 2015-2016 school year. Currently, HCCA operates out of the ELHI Community Center. We are happy to be back in Ignacio, where it all began!

## STATEMENT OF FAITH

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### **Purpose Statement**

HCCA 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)

### **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 only 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

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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

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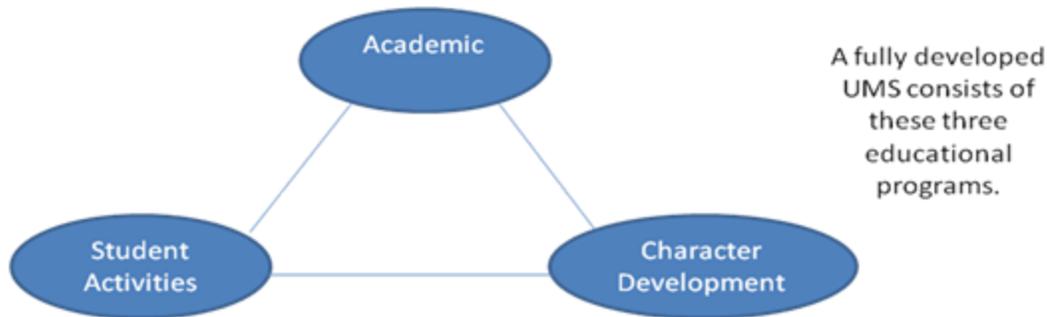
### **From the National Association of University-Model Schooling (NAUMS)**

University-Model Schooling (UM®) 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 God-ordained family relationships in which the Christian faith is most effectively fostered.

A UM® 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 the 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.



HCCA fulfills the Academic and Character Development through our curriculum. Friday Morning Club (or Eagle Explore Day), field trips, and social service activities fulfill the Student Activities component of the UMS model.

### **Certification and Accreditation**

HCCA's goal is to become certified through the National Association of University Model® Schools (NAUMS). Once HCCA is NAUMS certified, we will then apply for an accreditation through AdvanceED.

## ADMISSIONS/ RE-ENROLLMENT

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### **NON-DISCRIMINATORY POLICY**

HCCA 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.

### **ADMISSIONS**

HCCA offers Kindergarten through 8th grades. **Students that have or will turn five years old by October 1st are able to enroll in Kindergarten.**

Steps for admission are as follows:

1. **Attend a mandatory informational meeting.** *All prospective families are required to attend, as these help parents fully understand the culture and function of the school as well as the expectations of involvement in the education of their child at HCCA. Check the website under the "Events and News" tab for the schedule.*
2. **Pray about your decision.**
3. **Family/student interview.** This meeting is to make certain that each family has an individual opportunity to have their questions answered, as well as to consider whether HCCA is the best fit for the child(ren) and family. This interview will also allow the Administrator to apply a set of criteria that will determine whether the student and family will thrive within this model of schooling.
4. **Letter of acceptance.** Once the interview process has been completed and the Administrator determines all criteria has been met, you will receive your letter of acceptance.
5. **Complete the registration packet by May 31, 2019, pay the \$100 registration fee per student, and return it to the Administrator.** The registration packet is available to download on the website under the "Enrollment and Documents" tab. If there are slots open in any grade after May 31st, the Administrator will consider extenuating circumstances until June 10th.
6. **Placement testing and evaluation.** Tests are given to determine the entrance grade level based on your child's skill in relation to our curriculum. Teachers will contact the family to schedule a testing time. Placement tests will not be given to Kindergarten or returning students unless needed.

7. **Order required home materials prior to school starting.** The curriculum guides are available to download on the website under the "Enrollment and Documents" tab. Help is available if needed during this process.
8. **Attend mandatory new parent workshops.** This is scheduled prior to the beginning of school for new parents to get vital information for their child's success at HCCA.

## **RE-ENROLLMENT**

Re-enrollment needs to be completed by April 30, 2019 for the upcoming school year for all families who are in good standing with HCCA. A fully completed re-enrollment form and the \$100 registration fee must be submitted *for each student* in order to reserve your slot(s).

### **Enrollment Status**

At HCCA, your student enrollment status is classified in one of three ways:

1. Good Standing.
2. Provisional Enrollment which includes a plan of improvement on the part of either the student or the parent(s).
3. Disenrollment.

### **Re-enrollment at HCCA depends upon good standing in the following areas:**

1. Attendance: In the previous year, a student has not had more than five excused absences per semester, unless approved by the school.
2. Behavior: The school may decline to re-enroll a student based upon conduct by the student and/or their family. *Please see Parent and Student Code of Conduct for further details starting on page 22.*
3. Financial Payments: All tuition and fees must be current, unless other arrangements have been made with the school accountant.
4. Academic Progress: If a student's semester grades reflect failure in any subject, that student will undergo admission review by the Administrator.
5. Forms: All registration materials must be completed.

### **Provisional Re-Enrollment**

If good standing is not achieved in the above 5 areas, the student may either be refused re-enrollment or be granted provisional re-enrollment with a plan for improvement determined by the Administrator. Dismissal could result if improvement on the part of the student and/or family is not shown within the timeframe outlined in the plan for improvement.

## EDUCATIONAL FEES AND PAYMENT

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### HCCA Education Fee Schedule

#### Base Education Fees:

##### Education Gap Fee

- 2-Day per week students (K-2nd Grade) \$1,200/year
- 3-Day per week students (3rd-8th Grade) \$1,500/year
- Multiple children discount:
  - Second children receive a 5% discount  
and all additional children receive a 10% discount

Registration Fee (Non-refundable, due with enrollment documents): \$100/student

Volunteer-Time Accountability Deposit: \$250/family

#### Add-ons (optional):

School cleaning buyout: \$100/family

Fundraising participation buyout: \$2,300/student

Choice to not enroll your child with us through

Ignacio School District: \$3250/student

There is an Education Fee Worksheet to help you calculate your total fees included in the enrollment documents.

#### Payment Options:

- A. Pay in full by July 15, 2019.
- B. Pay monthly in 10 installments from August 2019 - May 2020.

#### Semester Registration Deadline

- Fall- May 31, 2019
- Spring- November 1, 2019

#### Refund Policy:

- July 16-31, 2019

We strongly encourage all families choosing to make monthly payments to complete the automatic withdrawal (ACH) form located at the back of the registration and re-enrollment documents.

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, unless other arrangements have been made with the school accountant.

### **"Catch an Eagle" Program**

If you are talking positively about HCCA and those positive words encourage a new family to enroll, you can reap the benefit. HCCA will credit you one month's fee for each "New Eagle Family" you catch. Once the "New Eagle Family" completes the admissions procedure and pays the first month's tuition, you will be eligible for the credit.

### **Financial Aid**

HCCA offers financial assistance for qualifying families. The school contracts with an outside confidential service, Independent School Management's Financial Aid for School Tuition (FAST). Only HCCA parents or guardians may participate in this program. All financial aid awards are made on a first come, first serve basis and are contingent upon available funds. The deadline for applications is July 15, 2019. The application fee is \$45.

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 educational fees. Although fees paid by families of enrolled students are not eligible as a tax write off, it is a tax deduction for individuals or businesses that donate to HCCA to cover educational fee costs for others. It is the responsibility of each family to locate their own donors for this program. Businesses in which the parent of an enrolled student are either employed or owned/partially owned are not eligible for this program. Any questions on how this program works can be brought to the school accountant.

## PARENT RESPONSIBILITIES

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

The role of parents at HCCA is vital to the success of the school and the students. Parents at HCCA wear many hats. They are co-teachers, team members, volunteers, and mentors to all HCCA students. Your actions and attitudes significantly affect the atmosphere at HCCA. Along with the varied roles you play at the school, you also hold many responsibilities.

### TO YOUR CHILD

On home days, as a parent and co-teacher *you* are responsible for:

1. Following assignment sheets provided by the classroom teacher to achieve the course goals and objectives. This commitment helps meet quality education standards in accordance with the laws of the State of Colorado.
  - a. Your classroom teacher is there to help you enrich assignments for advanced students or supplement assignments for students struggling in any area.
2. Purchasing the required home curriculum material as outlined in the curriculum guides. HCCA is not responsible for any parent owned material.
3. Keeping open communication with your classroom teacher(s).
4. If you choose Eagle Explore Day (EED) instead of Friday Morning Club, you are responsible for planning an activity and turning in the required paperwork to your classroom teacher(s).

On school days and Friday activities *you* are responsible for:

1. Getting your child to school on time. It is your responsibility to notify HCCA by phone or email if your child will be absent, late, or leaving early.
2. Providing a snack and lunch.
3. Participating in school activities such as field trips, social service activities, and Friday Morning Club. If you are unable to attend, you are responsible for arranging transportation, supervision, and necessary costs for your child. If your child is unable to attend, please see the school secretary for make-up work.

### TO THE SCHOOL

1. You must be familiar with and abide by HCCA's Handbook.

2. You must be committed to the The Philosophy of Education for University Model Schooling (see page 2) and the Christian teaching environment of HCCA.
3. You 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 you have concerns, please first consult your classroom teacher. (please see HCCA UNITY/ CONFLICT RESOLUTION on page 26)
4. You must attend trainings and meetings scheduled throughout the year.
5. You are required to:
  - a. Volunteer in the office one full day per semester.
  - b. Clean school rooms once per semester, unless you choose the buyout option.
  - c. Volunteer a minimum of 4 hours *per semester* on a team for the year, see pages 12-13 for more information.
6. You must be committed to the high level of communication that this model of school requires, see pages 13-14 for more information.
7. To maintain our low fees, fundraising is an ongoing part of the HCCA experience. A parent being at home with their child is a foundational value of our school philosophy, and therefore the financial structure of our school is based largely on fees from single-income families. In order to keep fees affordable for our families and still deliver an excellent education, 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, helping to meet goals set by the school unless they choose the buyout option. Please see page 6 for a buyout option. Details on full participation will be communicated at the beginning of each fundraiser.**

## PARENT ROLE AS A CO-TEACHER

Private Tutor	Transition to Dependent Study	Transition to Independent Study
K-2	3-5	6-8

The parent/ co-teacher role ranges from direct instruction in cooperation with the classroom teacher to monitoring of the student progress, as the student

progresses from elementary to higher grade levels. In most cases, the parent's direct academic role lessens as the grade level increases, coinciding with a student's natural path toward greater independence. This process needs to occur gradually and under parental guidance and mentoring.

At the K- 2nd grade level, students are successful because each student has a private tutor, the co-teacher, who is willing and ready to assist with their learning. 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 co-teachers and are responsible for teaching and supervising all lessons and work assigned for their home school days as required by the teacher's assignment sheets.

Starting in 3rd grade, parents should begin to instruct students in time management and self discipline in completing assignments, while 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 on the student's level of maturity and responsibility. Parents and classroom teacher need to communicate effectively and work together to ensure that this transition takes place smoothly.

As students move from 6th through 8th grades, the role of the parent will change from co-teacher to a guide for dependent study. In these grades you will help develop disciplined study habits through positive encouragement and through your students' growing awareness of personal consequences. In order for these classes to be successful, the teacher is dependent upon you to make certain that your child keeps up with the course material assigned and to communicate to the teacher if difficulties should arise. This is a time when your child should hold primary responsibility for his or her schoolwork, but you must guide and hold your child accountable for completion of assigned work. Through your loving guidance and active responsibility, together we can integrate the home and school effectively toward the common goal of Christian character development and solid academic preparation.

## **HOME DAYS**

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 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 the timeline. These times also do not account for 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 housework and extracurricular activities or errands until the afternoon when their schoolwork is done.**

*Students are tempted, at times, to move ahead in their assignments. Please stay with the flow of the class. Be aware that the classroom 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.*

<p style="text-align: center;"><b><u>KINDERGARTEN</u></b></p> <p>Wkly Preparation: 1.5-2 hours          K Beginnings w/ Phonics: 1- 1.5 hours          min not including optional activities          Math: 30 minutes          Bible/ Chapel Studies: 15 minutes          Read Aloud/ Silent Reading: 30 minutes  <b>Total: 2 hours 20 minutes-2.5 hours</b></p>	<p style="text-align: center;"><b><u>1ST-2ND GRADES</u></b></p> <p>Wkly Preparation: 2-2.5 hours          Phonics &amp; English: 60-75 minutes          Reading: 45-60 minutes          Math: 60-75 minutes          Science- Heritage Studies: 30 minutes          Spelling: 30 minutes          Bible/ Chapel Studies: 15 minutes          Read Aloud/ Silent Reading: 30 minutes  <b>Total: 4 hours 35 minutes-5 hours          20 minutes</b></p>
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<p style="text-align: center;"><b><u>3rd-5th Grades</u></b></p> <p>Wkly Preparation: 2-2.5 hours          Phonics &amp; English: 45-60 minutes          Reading: 60-75 minutes          Math: 60-75 minutes          Science- Heritage Studies: 45 minutes          Spelling: 20-30 minutes          Bible/ Chapel Studies: 15 minutes          Read Aloud/ Silent Reading: 30 minutes  <b>Total: 4 hours 35 minutes-5 hours          20 minutes</b></p>	<p style="text-align: center;"><b><u>6th-8th Grades</u></b></p> <p>Wkly Preparation: 2-2.5 hours          Grammar: 30 minutes          Writing: 30-45 minutes          Reading: 60-75 minutes          Spelling: 20-30 minutes          Math: 60-75 minutes          Science: 45 minutes          Bible/ Chapel Studies: 15 minutes          Read Aloud/ Silent Reading: 30 minutes  <b>Total: 4 hours 35 minutes-5 hours          20 minutes</b></p>
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## **DROP OFF AND PICK UP**

Students can be dropped off as early as 8:00. When you drop your child off at school, park along Pioneer Street. Please enter through the designated HCCA office door from the playground. Students will need to go to their classrooms to put away backpacks, lunches, etc. and *be seated in the Morning Room by 8:15*, in order to avoid being marked tardy.

When you pick up your child, follow the same parking guidelines 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 someone other than the parent is to pick up your child, please notify the office at least 30 minutes before scheduled pick up. If you need to enter the building at any other time, please enter through the HCCA office. 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 the 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 understand there is no refrigerator and teachers will not be heating student lunches*. If they will need silverware and/or napkins, please 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.

## **VOLUNTEER REQUIREMENTS**

Volunteering, as well as donations help meet the difference between our educational gap fee and the actual cost of running the school. Each family is required to volunteer a *minimum* of four hours per semester on a team, serve one day each semester at the school, and clean school rooms once per semester (a buyout option is available for cleaning.) Only one parent per family must participate. Pick an area where you would enjoy serving and/or a team that utilizes your talents and gifts. In order to ensure each family is fulfilling their obligation of volunteer hours, a deposit of \$250 will be made to the school accountant. The deposit will be returned at the end of the school year if required volunteer hours have been met and reported correctly.

Teams choices are as follows:

- Social Service Activities Team
- Friday Morning Club Team
- Fundraising Team
- Hospitality and Support Team (filled by experienced HCCA parents at the request of the Administrator)
- Help Team (hours for this team will be served on various tasks as they are needed, such as helping in the classrooms during DRA Testing, additional office help, childcare for meetings, etc.)

Teams are filled on a first come, first serve basis **and** at the discretion of the Administrator, considering individual strengths and team needs.

As parents, you agree to fulfill your commitment, understanding if you do not do so you will forfeit the return of your volunteer time deposit. Parents are responsible for logging their volunteer hours with the team leader.

### **TROUBLE SHOOTING FOR PARENTS**

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

1. Review all printed material (handbook, newsletters, school calendar, school website, etc.).
2. Contact your Hospitality and Support Team member.
3. Contact your buddy family. Your buddy family may be able to answer questions about how to manage homeschooling life. Any questions specific to the child's strengths and weaknesses, learning style, performance, etc. should be directed to your child's teacher.
4. Contact the school Administrator.

### **SCHOOL-HOME COMMUNICATION**

Communication between school and home is vital. Teachers, parents, and students all working proactively with each other ensures the most effective communication within the UMS 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 homeday 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 also provided for teacher/parent communication.

2. **Monthly Newsletter-** This is our primary communication for general school announcements.
3. **Email-** It is your responsibility to provide HCCA with a current email address. **Please make a commitment to check your email at least three times a week.**  
*HCCA requests that email be used only to communicate encouragement and/or general information. If you have a concern, please contact the classroom teacher or administrator to schedule a meeting to resolve the situation.*
4. **Remind/Texting-** We utilize the Remind App and texting to communicate simple instructions and reminders throughout the year, including snow days and emergency group messages.
5. **Telephone-** Please call the school phone for general information and to report tardies, absences, or change in pick up arrangements.
6. **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.
7. **Progress Reports, Report Cards and Standards-Based Evaluations-** These will be sent home regularly to provide information about the student's performance.
8. **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

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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. HCCA will not exceed a 10:1 student/ teacher ratio for Kindergarten through 2nd grade classrooms and a 12:1 student/ teacher ratio for 3rd through 8th grade classrooms.

HCCA will unapologetically speak and teach in a manner consistent with our 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 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.

### **CURRICULUM**

Our curriculum is carefully selected and meets or exceeds Colorado standards. We focus on teaching the whole child and include hands-on learning opportunities.

### **CHARACTER STUDIES**

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

This subject will align with chapel, but will have homework during homeschool days. The grading system is a pass/fail. You will begin Character Studies in September. Work will be turned in each, Tuesday and Thursday for 2 day per week students, and each Tuesday for 3 day per week students, 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 four social service activities.

Field trips add to the joy of learning. We will have two teacher-planned field trips each year, one per semester.

Field trips and social service activities will be scheduled throughout the year. To fulfill the state requirement of school days, HCCA counts field trips and social service activities as a school day. We do not have access to a school bus for these trips so parents are responsible for their families' transportation needs.

**Attendance is required for the full length of the activity. If you are unable to participate on one of these scheduled days, or have to leave early, you will be required to complete supplemental work at home. You will find forms in the school office. Field trips and SSA's will be reported on report cards as Pass/Fail, so participation is important. Teachers would prefer a week's notice if you are going to be absent.**

### **FRIDAY MORNING CLUB/EAGLE EXPLORE DAY**

Friday Morning Club (FMC) days are scheduled on the third Friday of most months and help us meet elective requirements. These days are parent led and optional. Classes will change each semester. If your child is unable to make it to FMC, they must complete make-up work. We ask that you follow the guidelines for Eagle Explore Day.

You do have the option to opt out of FMC. You can choose to opt out for the whole year or by semester. If you choose this option you will need to plan a learning activity for your child(ren). We call this day an Eagle Explore Day (EED). Please see the school secretary for forms and further details.

**FMC and EED's will be reported on report cards as Pass/ Fail, so participation is important. If your child does not attend a FMC, or turn in completed EED worksheet, they will be marked absent for that day along with the missed work contributing to the Pass/Fail grade.**

### **STUDENT ASSESSMENT**

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

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

## **STUDENT PLACEMENT**

One of the benefits of a UM® school is that students are allowed to move up or down one grade level in any 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 teacher. At time of recommendation, the teacher will have had adequate time in the classroom to observe the students' academic progress and maturity level. The teacher will have assessments as well that show students' current performance and proficiency.

**Step 2:** The teacher will then present the information to the parents and the 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.

## **GRADING**

HCCA students will earn grades based on the quality of work in a given subject at a given time. HCCA awards grades for the following purposes:

1. To record a student's progress and achievements, in relation to the state's standards. This information will be available to parents.
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.

Specific grading procedures and requirements will be communicated to you by the classroom teacher(s) at the beginning of the year. Grades are assessed by the teacher of each course. Our grading system includes the state recommended standards, which allows parents to have a better understanding of their child's academic progress.

## **REPORTING OF GRADES**

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

## **ATTENDANCE**

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Since HCCA students are in the classroom for 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 courses 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, no more than 8 days for those meeting three times per 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 or may result in consequences that lead to a change in the student's enrollment status. See page 5 for more information.

### **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 judgement of the teacher, achieved minimum mastery of the course content.

### **TARDY POLICY**

As our class time is valuable, families need to know that every three tardies will equal one absence. Only those tardies beyond immediate control of the family will be considered excused. Your child will be considered tardy if they are not seated 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.

### **ABSENCE 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 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 a 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 in order to receive full credit.

### **MULTIPLE, CONSECUTIVE ABSENCES DUE TO A PROLONGED ILLNESS OR PRE-ARRANGED ABSENCES SUCH AS VACATION OR SPORTS ACTIVITIES**

The parent should make special arrangements with the teacher to obtain assignment sheets and lesson plans and to 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, due to events outside the immediate control of the family, when 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 with 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 secretary for a withdrawal form to begin the process. A completed withdrawal form with required signatures must be submitted to the school secretary on the student's last day of classes. Student records will not be released without formal withdrawal. Please refer to the Educational Fee Schedule on page 6 for information regarding our refund policy.

## **GENERAL INFORMATION**

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### **VISITORS**

To ensure both student safety and operational efficiency, HCCA will enforce the following guidelines for visitors during regular school hours. 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 HCCA rules and regulations.
- Any student not currently enrolled at HCCA must be accompanied by an adult.
- If someone other than the parent is to pick up your child, please notify the office at least 30 minutes before scheduled pick up.

## **BACKGROUND CHECKS**

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 interacting with students 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.

## **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, Thursdays, or Fridays when a field trip or social service activity is planned. If a snow day falls on a Friday Morning Club day, FMC participants will be required to plan a learning activity for the day and fill out an Eagle Explore Day form which will be emailed from the school. Regular school work is expected on all home days.

## **SCHOOL BOARD**

The HCCA School Board meets every second Tuesday of the month at 5 pm in the school office. These meetings are open to the public.

## **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 school secretary along with the medication. All medication will be kept in the office. HCCA will not supply any medication to students.

## SCHOOL INTEGRITY

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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.

### **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 children by treating HCCA staff and other HCCA families 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/Conflict Resolution section (see pages 26-28) for how to properly proceed toward resolution.

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 done to you."*
2. Parents are expected to be truthful, honest, and upright in their words and actions as a matter of personal conscience and beliefs.
3. Dress at all times should be modest and in good taste not depicting illegal activity, drug references, sexual remarks, or profanity.
4. On campus use of drugs, alcohol, and tobacco is strictly forbidden.
5. Weapons of any kind are not allowed on campus.

### **PARENT CODE OF CONDUCT VIOLATIONS AND ENFORCEMENT**

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

1. The first violation 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 resulting in a change in your child(ren)'s enrollment status.

### **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 done 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 show respect to adults at all times. A title (Mr., Ms., Coach, etc.) and appropriate tone must be used when addressing an adult.
4. Maintain appropriate grooming and clothing standards according to the HCCA Student Dress Code.
5. Cell phones are permitted with parent permission, but they are only allowed for emergency use and must be on silent mode during school hours unless permission is granted by the teacher or Administrator.
6. Students personal technology may not be used for entertainment purposes in the classroom, unless approved by the classroom teacher: including, but not limited to, laptops, tablets, iPods, or cell phones.
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 correction for the purpose of school and classroom management. 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 a change in the student's enrollment status. See page 5 for more information.

## **STUDENT DRESS CODE**

HCCA affirms that the appearance of students should be consistent with vital Christ-like morals. The Student Dress Code is applicable at all HCCA activities unless approval has been obtained by the administrator. Ultimately the teacher has the final say on whether or not clothing worn meets the Student Dress Code standard.

- 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, which would cause distraction to the learning environment.
- Boys should remove caps, hats, hoods, and bandanas indoors.
- No clothing depicting illegal activities, sexual remarks, drugs, or alcohol references.
- Shorts, skirts, and slits should be no higher than 2" above the knee.
- No slippers, pajamas, bathing suits, 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 a change in the student's enrollment status. See page 5 for more information.

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.

## **ACADEMIC DISHONESTY**

*"I know, my God, that you test the heart and are pleased with integrity."  
1 Chronicles 29:17*

We want to encourage and equip our students to become disciples of Christ who are committed to serving and pleasing God in all they do. HCCA will not tolerate academic dishonesty (i.e. cheating), at home or in school. Academic dishonesty is broadly defined as any attempt on the part of a student or parent, 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 teachers 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."
- 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:

- The first offense will result in no credit being given for the assignment plus the teacher will conference with the student and parents.
- The second offense will result in no credit given for the assignment, *plus* the teacher and Administrator will take disciplinary action appropriate to the seriousness of the offense.
- Major and habitual violations to the Standards of Academic Dishonesty may result in consequences that lead to a change in the student's enrollment status. See page 5 for more information.

## **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-like behavior. 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.

## HCCA UNITY/ CONFLICT RESOLUTION

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*"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 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 staff, parents, and students 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 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.
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.

The steps of resolution are as follows:

1. 1st Step: Talk directly with the teacher.
2. 2nd Step: If Step 1 did not result in resolution, go to the administrator. If the administrator feels the issue is beyond them, they will go to the school board **and** complete a Conflict Resolution Form.
3. 3rd Step: As a final step, if the first two steps proved unsatisfactory to the parent they may then 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 go to 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.
2. Express it promptly to the correct person. Keeping it to yourself can cause ill feelings and friction. 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.
3. 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. Misunderstandings of complaints could lead to further problems and needless disunity.
4. 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 in 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 Christians 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 follow the guidelines of Matthew 18:15-53 through their own churches.