

**HAMILTON HEIGHTS CHRISTIAN ACADEMY
CHATTANOOGA, TENNESSEE**



**STUDENT AND GUARDIAN
HANDBOOK 2022 - 2023**

HAMILTON HEIGHTS CHRISTIAN ACADEMY

5455 North Terrace

Chattanooga, TN 37411

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WELCOME

It is my pleasure and privilege to welcome you to Hamilton Heights Christian Academy (HHCA)! The very existence of this unique school is testimony to the commitment from parents, faculty, students, and the community to provide quality education to our diverse local and global community. The board, administration, and faculty desire that each student will grow into the individual God wants them to be. I am thankful that each of you is part of the Hamilton Heights Christian Academy family!

This handbook of guidelines explains policies and procedures at HHCA. HHCA is not just a school with a set of policies. It is a spirit and a family. However, policies and regulations are necessary to maintain the spirit and order we desire. Realizing you may not agree with every policy, we expect that you will respect and respond properly to the authority of HHCA. We trust that these guidelines will help maintain a positive and God-honoring environment for you.

My prayer is that you come to know what it means to love and live for Jesus Christ. We at HHCA want to help you succeed academically, socially, emotionally, and spiritually. Our desire is for you to experience joy and satisfaction from accomplishing excellent work at school. We believe you can honor God by your diligent efforts. We will work with you to see that God is honored in your life and at our school.

Welcome to the family Hamilton Heights Christian Academy! May your days at HHCA be filled with happy memories, warm friendships, and plenty of excitement. Once a Hawk, Always a Hawk!

Best always,

Jason A. Miller
Principal

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SCHOOL INFORMATION

Hamilton Heights Christian Academy
5455 North Terrace, Chattanooga, Tennessee 37411

School Office Hours: 7:40 A.M. – 4:00 P.M.
School Hours: 8:00 A.M. - 3:30 P.M.
School Telephone: (423) 894 - 0597
School Fax Line: (866) 567 - 4496
Website: www.HamiltonHeights.net
Mascot: Hawk
School Colors: Navy Blue, Sky Blue, Silver

ADMINISTRATION

President of School Board Mr. Rick Levin
Principal Mr. Jason Miller

SCHOOL BOARD MEMBERS

Rick Levin, Board President	RLevin@HamiltonHeights.net
Chun Shen	CShen@HamiltonHeights.net
George Linden	pappygeo@comcast.net
Dr. Reginald Andrews	1drandrews@gmail.com
Rev. Walter Robert Gilbert Jr. (Robert)	rgilbert@precept.org

ADVISOR(S) TO THE SCHOOL BOARD

Sr. Pastor Eric Johnson	Pastor@ChattanoogaNazarene.org
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“And Jesus grew in wisdom and stature, and in favor with God and man.” - Luke 2:52, ESV

NON-DISCRIMINATION POLICY

Hamilton Heights Christian Academy acknowledges its legal and ethical duty to afford equal treatment and equal opportunity to all persons, and thus complies with all applicable laws and regulations that promote nondiscrimination and equality of opportunity. It prohibits discrimination against its employees, students, and applicants based on race, gender, religion, age, national ancestry or origin, sexual orientation, disability, marital status, sources of income, or other impermissible reasons; harassment and sexual harassment are also prohibited. HHCA also bars retaliation against an employee, student, or applicant who files a complaint of discrimination against the administration and/or faculty.

Hamilton Heights Christian Academy is a non-denominational, inter-faith school that welcomes students from all backgrounds and faiths. We embrace and celebrate all of God’s children.

2021-2022 ACADEMIC CALENDAR

***Please look at the school's online calendar for updates, athletic and extra-curricular events.**

1st TERM

August 23-24, Mon-Tue

August 25, Wednesday

August 25, Wednesday

August 26, Thursday

September 6, Monday

September 23

October 8, Friday

October 11-15

October 18, Monday

October 19, Tuesday

October 22, Friday

October 29, Friday

November 23

November 24-26

December 14, Tuesday

December 15-16

December 17, Friday

Dec 20 – January 5

2nd TERM

January 3 & 4, Mon & Tue

January 5, Wednesday

January 13, Thursday

January 14, Friday

January 17, Monday

February 18, Friday

February 21, Monday

February 24, Thursday

March 18, Friday

March 21, Monday

March 25, Friday

April 1, Friday

April 11-15

May 12, Thursday

May 23, Monday

May 24-26

May 26, Thursday

End of 4th Quarter (43 Days)

May 27, Friday

Administrative In-Service #1 & 2

NO STUDENTS

Teacher Professional Development #1

NO STUDENTS

Open House 6:30- 8:00 P.M.

First Full Day of School

Labor Day (Holiday)

NO SCHOOL

Progress Reports Go Home

End of 1st Quarter (42 days)

Fall Break (Holiday)

NO SCHOOL

Teacher Professional Development #2

NO STUDENTS

School Reopens Second Quarter Begins

Report Cards Go Home

Half Day- Parent/Teacher Conferences

Progress Reports Go Home

Thanksgiving (Holiday)

NO SCHOOL

Semester Exams Review Day

Semester Exams

Half Day - End of 2nd Quarter

Winter Break (Holiday)

NO SCHOOL

Administrative In-Service # 3 & # 4

NO STUDENTS

School Reopens- Beginning of 3rd Quarter

Report Cards Go Home

Half Day for Students - Parent/Teacher Conferences

Martin Luther King Day (Holiday)

NO SCHOOL

Half Day for Students

Presidents' Day (Holiday)

Progress Reports Go Home

End of 3rd Quarter

Teacher Professional Development #3

NO STUDENTS

Report Cards

Half Day for Students, Parent/Teacher Conferences

Spring Break (Holiday)

NO SCHOOL

Commencement Ceremony (Graduation)

Finals - Review Day

Final Exams

Half Day / Last Day of School - Report Cards

Administrative In-Service # 5

NO STUDENTS

BACKGROUND INFORMATION

Hamilton Heights Christian Academy was founded in 1998 as a Christian high school in Chattanooga, TN, under the ministry of Hickory Valley Community Church. Through the leadership, prayer, and vision of Senior Pastor, Duke Stone, the church board at Hickory Valley Community Church, and Christian parents, the inaugural school year of 1998 - 999 began with two teachers and thirteen students (5 ninth-grade students and 8 tenth grade students). The school operated in the basement of Hickory Valley Community Church. Duke Stone was appointed the Administrator of Hamilton Heights.

The school continued to grow with an enrollment of 24 high school students. In the fall of 2000, the school grew to 40 students, added several full-time and part-time faculty members, and celebrated its first commencement ceremony with a graduating class of 8 students. In spring 2001, the decision presented and approved by the Hickory Valley Community Church was to build a new Family Life Center which would house the classrooms of Hamilton Heights Christian Academy as well as a gymnasium for the students to use. To keep tuition at an affordable rate, the church chose to finance the building of the facility and not require rent from Hamilton Heights. In the fall of 2001, Hamilton Heights moved into its new 15,000 square foot facility that contained five classrooms and a gymnasium. In the fall of 2001, the enrollment at Hamilton Heights reached its maximum capacity at 80 students for the first time, placing applicants on a waiting list. In 2006, the school was granted full accreditation from the Association of Christian Schools (ACSI). In 2007, Hamilton Heights became dual-accredited through the Southern Association of Colleges and Schools, now COGNIA.

The school has developed into a ministry that serves the community in Chattanooga and surrounding areas, in addition to impacting students globally. In 2009, Hamilton Heights welcomed its first international student from Brazil. The student wanted to be involved in the athletics program and approached the School Administrator, Duke Stone, about attending. Hamilton Heights began working with SEVIS and received its SEVP-Certified status for F1 international students. Each year, the number of international students increased. Since 2009, the school has welcomed over 200 international students, representing 25 different countries, and graduated over 150 international students. In total, Hamilton Heights has graduated over 750 students.

In 2006, Hamilton Heights became incorporated and separated from Hickory Valley Community Church to become its ministry, separate from the church. In 2018, Duke Stone resigned as Head Pastor at Hickory Valley Community Church and as Head of School at Hamilton Heights Christian Academy. In August of 2018, Krystal Bankston was voted in by the school board to be the new Head of School. When Duke Stone resigned from his position, the church decided they did not want to continue the ministry of Hamilton Heights Christian Academy. The school board separated the school and church through incorporation and by filing for their non-profit status. In 2019, Hamilton Heights applied and received its non-profit status, separate from the church. These decisions were approved by both the school and church board. Hamilton Heights began paying rent to Hickory Valley Community Church for the use of facilities.

Hamilton Heights also prides itself on exceptional athletic programs, including nationally ranked Men's and Lady's basketball teams. Students have received over 200 million in scholarship awards to attend colleges and universities. Hamilton Heights also offers an abundance of extra-curricular activities including clubs, community service opportunities, and events throughout the year.

Through every program, Hamilton Heights offers, the focus of the school is to share the gospel of Christ with every person that comes through the doors. HHCA students and families represent various ethnicities, cultures, and religious backgrounds. We value and are proud of the diversity within our school and view it as an opportunity to share and show the love of Christ throughout each day.

ACCREDITATION

Hamilton Heights Christian Academy is fully accredited by the Association of Christian Schools International (ACSI) and by COGNIA (formerly AdvancED).

PHILOSOPHY AND PURPOSE

Hamilton Heights Christian Academy is a private non-denominational school that is distinctively Christian in its atmosphere and approach to education. Wisdom and knowledge come from God; therefore, man's education is complete only when God and His Word are at the center of all learning. *The fear of the Lord is the beginning of knowledge* (Proverbs 1:7). In education, we are concerned with the total person: his or her intellectual, spiritual, physical, and social being. We believe the needs of the total person can only be met as approached from a Christian or Biblical philosophy. *But to us, there is but one God, the Father, of whom are all things, and we in him; and one Lord Jesus Christ, by whom are all things, and we by him* (1 Corinthians 6:8).

We also believe that Christianity is better caught than taught. While the observable focus of Hamilton Heights is the academic preparation of our students for post-high school experiences, we believe that the mentoring process of relationships will create a strong desire for our students to experience an authentic relationship with Jesus Christ. Because we believe that the mentorship process is best accomplished in a small-group or individual setting, we desire to provide as intimate a setting as possible for the development of our students. To understand our concept of Christian education we will apportion Biblical concepts to three factors of education; the student, the curriculum, and the teacher.

1. The Student

- created by God and in His image, the student is of inestimable worth, possessing an eternal soul that should be nurtured and into a relationship with God.
- Because of sin, the student is unable to reach God through human abilities. The student's natural condition is to live in rebellion toward God. (Proverbs 22:15)
- Faith in Christ Jesus is the only way of establishing a right relationship with God. The reality in life's purposes and values can be ascertained in and through Christ alone.

2. The Curriculum

- God is the source of all wisdom and He has revealed Himself specifically in the Bible - thus God's Word is the basis of all our studies and should be correlated with all experiences that the child has under the auspices of the school.
- Christian education should aspire to train a child in such a way that he will have a sound, practical working knowledge of the Word of God and be able to evaluate every circumstance of life from a Christian perspective.
- The home and church, being ordained of God and being charged with the responsibility of training and teaching (Deuteronomy 6:6, Matthew 28:20), should work together with the Hamilton Heights in promoting the student's growth.

3. The Teacher

- The teacher in the Christian school must of necessity give evidence of knowing Christ as personal Savior.
- The teacher must be wholly committed to following and obeying Christ, thus being wholly committed to a life of service to man for Christ's sake.
- He should possess the academic and professional learning necessary to perform his task.

MISSION STATEMENT

Excellence in Academics and Athletics, Through Faith

STATEMENT OF FAITH

This school receives the Scriptures as the inspired Word of God and the sole authority in matters of faith and practice. The school's understanding of Christian truth is herein contained by the following Declaration of Faith:

1. We believe that the Bible is God's Word, that it was written by men divinely inspired, and that it is the supreme, infallible authority in all matters of faith and conduct.
2. We believe in God the Father, perfect in holiness, infinite in wisdom, measureless in power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and death all that come to Him through Jesus Christ.
3. We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of Virgin Birth, sinless in life, making atonement for the sins of humanity by His death. We believe in His bodily resurrection, His ascension, and visible, premillennial return to the world, according to His promise.
4. We believe in the Holy Spirit who came forth from God to convict the world of sin, of righteousness and judgment, and to regenerate, sanctify and comfort those who believe in Jesus Christ.
5. We believe that all men by nature and by choice living in rebellion to God, but that God so loved the world that He gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life (John 3:16). We believe, therefore, that those who accept Christ as Lord and Savior will rejoice forever in God's presence, and those who refuse Christ as Lord and Savior will be forever separated from God.
6. We believe in the church – a living spiritual body of which Christ is the Head. We believe that a local church is a company of believers in Jesus Christ, immersed in a credible confession of faith, and associated for worship, work, and fellowship. We believe that to these local churches were committed for perpetual observance, the ordinances of baptism, and the Lord's Supper and that God has laid upon these churches the task of proclaiming to a lost world the acceptance of Jesus Christ as Savior and the enthroning of Him as Lord and Master. We believe that all human betterment and social improvements are the inevitable by-products of such a Gospel.
7. We believe that every human being is responsible to God alone in all matters of faith; that each church is autonomous and must be free from interference by a political authority; that therefore, church and state must be kept separate as having different functions, each fulfilling its duties free from the dictation or patronage or the other.

CORE VALUES

1. To lead students to a saving knowledge of Jesus Christ (John 1:12, Matthew 16:26).
2. To teach the Bible as God's Inspired Incarnate Word and to develop attitudes of love and respect toward it (Deuteronomy 4:10, 6:6).
3. To develop a desire in the student to know and obey the will of God (Matthew 26:39).
4. To equip the student to carry out the will of God daily (1 Thessalonians 4:3-12, 1 Timothy 4:12).
5. To encourage the student's love for Christ (Ephesians 3:19).
6. To guide the student in learning the principles of standing alone (Daniel 1:18).
7. To develop the mind of Christ in each student and to teach students how to overcome sin (John 16:33).
8. To train students to stand for Biblical convictions (Psalm 119:46, Proverbs 1:10).

9. To teach students the importance of examining everything in the light of God's Word (1 Corinthians 11:28).
10. To encourage the development of self-discipline and responsibility (Acts 24:16; Corinthians 11:28).
11. To train leaders who will be faithful servants of God (1 Corinthians 4:2).
12. To develop a sense of responsibility in placing God first in the student's life (Matthew 6:33, Proverbs 9:9-10).
13. To encourage the students to recognize the importance that a Bible-believing local church plays in the life of a family (Hebrews 10:25; Psalm 122:1).
14. To help students see in the light of Scripture their responsibility of telling others about the Lord (Matthew 28:18-20).
15. To help students develop good interpersonal relationships with faculty, students, and family (Romans 12:18).
16. To give our students a solid academic foundation in the fundamentals of learning geared for the average to the above-average student along with Christian training taught from a Biblical point of view (Colossians 3:16, 17).
17. To stimulate an appreciation for the beauty of God's creation.
18. To promote proper physical and social development (Luke 2:52).
19. To instill a knowledge of and appreciation for our cultural heritage (Proverbs 14:34, 22:28).

EXPECTATIONS OF STUDENTS

Hamilton Heights seeks to build students with the following characteristics:

1. An openness to possessing and sharing a personal faith in Jesus Christ
2. A commitment to live the Christian life according to God's standards
3. A desire to work diligently in all areas of school
4. A desire to grow into a well-rounded, responsible, critically- thinking person
5. A love for country and faithfulness to the local church
6. A commitment to positive, edifying interpersonal relationships

ADMISSION POLICIES

The privilege of attending HHCA is based upon an evaluation of the student's academic and behavioral records and standardized test scores. The admissions policy of HHCA does not discriminate against students of any biological birth gender, race, and color, national or ethnic origin. All students are entitled to the rights, privileges, programs, and activities provided by the school. In the event where factors make it appear that our program cannot meet the needs of a student, the student will not be accepted. All incoming students are placed on probation for one nine-week grading period; after which, if necessary, a class or grade adjustment will be made. The falsifying or withholding of information on the application, interview, or at any other time may result in immediate suspension or expulsion.

Withdrawal: Parents wishing to withdraw children must come by the school office and sign withdrawal forms. All textbooks (in satisfactory condition) must be turned in, fees paid, lockers cleaned out and any other obligations must be met before the withdrawal.

Since the budget is based on the concept of students remaining in the school for the year, **parents are responsible for the full tuition for the remainder year.** Parents are given a 30-day grace period from the first day of school to withdraw without being required to pay the remaining tuition. Please give as much withdrawal notice as possible so that classroom assignments and planning can be expedited.

Re-Enrollment: Students that are currently enrolled at Hamilton Heights will be given priority

opportunities to re-enroll for the next academic year before enrollment is opened for new students. Re-enrollment is done by paying the \$100.00 re-enrollment fee. If a student pays the re-enrollment fee, he/she is considered enrolled for the next academic year on June 1 of the new fiscal year, unless notification is given in writing to the school. Should the student transfer to another school before the beginning of the new academic year, payments must be made for the months the student is enrolled. Academic records will not be released until payments are made current.

ADMISSION PROCEDURES

1. An application for admission must be submitted and the \$100 registration fee paid.
2. The Administration team, to determine admission feasibility, interviews the guardians and students and provides a tour of the facilities.
3. Students entering school for the first time must have the following: birth certificate and proof of required immunizations.
4. The Administration team requests academic records from the student's previous school(s). This officially unenrolls the student from their former school.

FEES AND TUITION

For local students, tuition is \$6,800.00 annually. This can be paid on a 12-month rate of \$567.00 per month beginning June of the upcoming school year or on a 10-month rate of \$680.00 per month beginning August of the school year. If tuition is paid in full the month of enrollment, the family receives a 10% discount on tuition. Siblings receive a 10% discount if both students are enrolled at the same time. Payment is due by the 10th of each month. A \$50.00 late fee is charged to any account that isn't paid by the 10th of each month. Payments can be made in person via cash, check credit card, or online through FACTS/Renweb. A \$100.00 enrollment fee is required at the time of enrollment. International and domestic students interested in attending Hamilton Heights as boarding students should contact the Office Administrator for more information about tuition and fees. A \$100.00 graduation fee is due in August of the 12th-grade year for graduating Seniors. Domestic and International Fees are subject to change without notice and will be posted online and emailed to parents/guardians.

FINANCIAL AID

With the Covid-19 virus, we have seen many families financially hurt with the loss of jobs and income. While the school is on a tight budget, we strive to provide reduced and or tuition assistance to needy families when we can.

DISCIPLINE POLICY

HHCA is dedicated to the training of youth in a program of study, activity, and living that is Christ-centered. Discipline will be firm, consistent, fair, and tempered with love. Our faculty maintains standards of behavior in the classroom through kindness, love, and genuine regard for the students. HHCA is not a corrective institution or reform school. We are here to work with the home, but not to take the place of parental responsibility in teaching discipline and responsibility. We believe that self-control should be learned before attending school, thus constant unruliness will not be tolerated. Teachers will not waste large quantities of valuable time gaining control of an undisciplined student.

When a student's attitude is not per school policies or principles, the student will be placed on probation and the parents will be called for a conference. If the administration feels that the situation has not changed within a reasonable amount of time, parents will be asked to withdraw the student from the school.

Also, it should be understood, that inappropriate behavior will be confronted. HHCA feels that high school students should understand the concept of "personal responsibility for actions". Parents should not protect high school students from confrontation by authority figures when the student's behavior or performance is unacceptable. When inappropriate behavior results in disciplinary action or confrontation, it is understood that the school doesn't need to contact the parents/guardian for permission to discipline or confront. Should the student or parent feel that the disciplinary action or confrontation is unwarranted or unjustified, the student or the parent (or both) may petition the administration for a grievance meeting (**see grievance procedures**).

Students are expected to maintain a good testimony both at school and in the community. The school will deal with a breach of appropriate conduct.

If a student complains about an aspect of discipline, please follow this procedure:

1. Give the school the benefit of the doubt.
2. Realize that the report may be from an emotional bias and without all the information.
3. Please try to support the faculty and administration and call us for additional facts or a conference.
4. Also, always remember: "There are two sides to every story."

The following are some rules that are necessary to operate effectively:

1. Students must always speak and act with respect toward those in authority.
2. Students must maintain proper conduct while on the school campus, on field trips, or at sporting events. It is important to remember that as a student, HHCA is being represented. Strive to make a good impression.
3. Stealing will not be tolerated.
4. Cheating is considered a serious offense. Anyone caught cheating will automatically fail the assignment or test. It is understood that plagiarism is considered academic dishonesty. The English Instructor will review the standard academic definition of plagiarism at the beginning of each academic term.
5. Use of vulgarity, profanity, God's name in vain, and derogatory remarks, are considered inappropriate and prohibited language. Racial remarks will not be tolerated and will result in immediate suspension and/or expulsion.
6. Any use of tobacco in any form is not permitted on the school campus.
7. Gum chewing is **not** allowed on the school campus.
8. Littering is prohibited.
9. Drinks and snacks, except for water, are to be kept in the assigned area only. No food or drinks are allowed outside of the designated eating areas. Lunch items, such as food or containers, should not be kept in lockers overnight.
10. Public displays of affection are not appropriate for school functions and will not be permitted. There is to be no physical contact between students on the school campus. This includes during school hours and after-school events.
11. Leaving the school campus without parental permission received by a faculty member is not allowed. Students must sign out, indicate the time of departure, and the name of the faculty member who granted permission to leave.
12. Inappropriate use of devices (cell phones, tablets, etc.) will not be allowed on campus. Prohibited Articles:
 1. Illegal drugs or alcohol. Any student possessing, using, selling, or contributing to the participation of illegal drugs or alcohol while on school premises will be permanently expelled.
 2. Tobacco products. Any student possessing, using, selling, or contributing to

the participation of the use of any tobacco product while on school premises will be suspended. A second offense will result in expulsion.

3. Firearms, cap-guns, matches, lighters, knives, fireworks, etc. are not allowed.
4. Digital music players, magazines, and books of a negative nature are not allowed. Headphones are not allowed in classrooms unless permission is given by the teacher.
5. Cell Phones – Please see cell phone policy,
6. Any item or paraphernalia deemed inappropriate by faculty and administration.

DISCIPLINE CODE

Hamilton Heights employs the following discipline procedures should a student continually violate school or classroom policies:

- 1st offense - verbal warning and teacher will document in Renweb
- 2nd offense - Write-up on Renweb, parent contact from the teacher
- 3rd offense - Lunch Detention, parent contact
- 4th offense - After School Detention/Saturday School - based on administration discretion:
- 5th offense - Suspension, Dismissal, or Withdrawal

Dress Code

- 1st offense - verbal warning and teacher will document in Renweb
- 2nd offense - Lose Friday Dress Down
- 3rd offense - In-School Detention

Discipline procedures can be overridden at administration discretion.

OUT-OF-SCHOOL SUSPENSION

During the suspension, the student will not be allowed to attend school functions or visit campus for the duration of his/her suspension. The above policies apply on- and off-campus. During an out-of-school suspension, a student is responsible to complete the missed classwork and there may be an academic penalty.

When a suspended student returns to school, he/she is automatically placed on probation for the remainder of the year. If a serious offense occurs during this probation period, the student may be dismissed or asked to withdraw. The decision to expel a student is made by the school board in consultation with the school administration.

ELASTIC CLAUSE

The Administration at HHCA reserves the right to enforce the disciplinary procedures when, in their judgment, the health and welfare of an individual student or the community are best served. The school reserves the right to require a student to withdraw for cause, medical, or otherwise. The school reserves the right to amend or alter any part of this handbook and/or any policy of the school with written notification to the student and his/her family. The administration of HHCA may override any policy in this handbook when it is deemed in the best interest of the student body and the school community as a whole.

DRES'S CODE

Girls Uniforms:

1. Dresses/skirts - any solid color, must be at least one palm width within the knee in length. No sleeveless or tank-top style dress.
2. Pants - any solid color, made of Docker or Khaki-type material. No biker pants, shorts, or leggings. Shorts - any solid color, made of Docker or Khaki-type material. Must be at least one palm within the knee length.
3. Blouses or shirts - any solid color, collared shirt. Shirts must cover all of the stomach and back area. When sweaters or jackets are worn, the student must meet the dress code when they remove the sweater or jacket. No slogans may be on shirts. There should be **no cleavage** showing. Shirts must be buttoned within one button of the top button as designed by the maker.
4. Shoes - close-toed shoes must be worn at all times. No slides.
5. Hoodies are allowed in the classrooms. Students should not wear their hoods on their heads.

Boys Uniform:

1. Pants - requirements same as above. No underwear may show from "sagging" pants
2. Shorts - requirements same as above.
3. Shirts - requirements same as above.
4. Shoes - close-toed shoes must be worn at all times. No slides.
5. Hoodies – requirements same as above.

*Hamilton Heights spirit shirts will be allowed on Fridays only. *

HHCA does not allow clothing with offensive slogans or pictures, hats, or bandanas.

It is the parent's responsibility to see that the student abides by the dress code. Parents, please be aware of what your child is wearing when he leaves for school. If in doubt, have him/her change.

The Teacher(s) and Administrator may make special allowances for a dress for field trips, picture days, and other special days as stated.

CARE OF PROPERTY

Respect and care of campus property are expected at all times while on the campus. Intentional vandalism will result in payment for reparations by the student and possible expulsion and possible charges being filed. Unintentional vandalism/damage will also be dealt with and payment for reparations made by the student.

CELL PHONE POLICY

Cell phones may not be used in the classroom. Students must turn in cell phones to their assigned number and lock the case at the beginning of the day. Students are allowed cell phones during lunch. Any student caught using a cellphone for any purpose (without the consent of the teacher) during the class period, will have their phone confiscated. Confiscated cell phones will be kept until the end of the student's academic day. The use of social media is prohibited while on campus during regular school hours, except for teacher permission. The discipline for cell phone use is as follows:

- 1st offense: Cell phone taken and returned in 24 hours
- 2nd offense: Cell phone taken and returned in 3 business days
- 3rd offense: Cell phone taken and returned in 5 business days
- 4th offense: Cell phone taken and returned in 5 business days and after school detention

GRIEVANCE PROCEDURES

Any member of our school body deserves a right to express concerns and be heard. If a student or parent desires to express concern over a classroom policy, decision, or action by a teacher, the concern **must be discussed with the teacher first**. If the issue cannot be rectified, then the parent or student may request a conference with the Administration. The teacher will be asked to be present at this conference. If the issue still cannot be settled, the matter will be brought before the school's board. Anyone making a grievance must be willing to see the issue through to a conclusion. The board will not deal in innuendo. Its charge is to work expeditiously in Christian love to settle the issue.

Though all efforts at resolving the issue are sought with prayer and counsel, no one is perfect, but the issue will be resolved based on Scriptural principles found in Matthew 18, 5:22, 6:14.

ATTENDANCE

School Hours: The school day runs from 8:00 am to 3:30 pm. A teacher will be on duty before school at 7:40 am and after school until 3:45 pm. The ideal time to arrive is between 7:45 and 7:55 am. This allows students a few critical minutes to get organized before the day begins.

Absences: Parents should retain documentation (e.g., doctor's visit notice) for all absences. Work that is missed because of illness or family crisis must be completed within the number of days absent plus one additional day. Previously assigned work will be due when the student returns to school. Students traveling for athletic games should get their work before leaving and return with the work completed.

Juniors and Seniors are allowed 2 days of excused absences, and seniors are allowed 3 days to visit college campuses to decide on further education possibilities. All requests for such absences must be made in writing at least 3 days in advance to Office Administrator.

HHCA encourages parents to value the benefits their child receives by the child being present for classroom instruction whenever possible. If a student must miss for a reason other than illness or family crisis, they are required to arrange a plan with their teachers for keeping up with their work. Parents must realize that teachers and the other students in the classroom are adversely affected when a student is absent.

Excessive absences, barring exceptional circumstances, will result in a parental conference and may be grounds for grade retention or termination from the school program.

HHCA does not count excused and unexcused absences. Students are allowed five (5) absences per nine weeks. Students do **not** have to present a doctor's notice or parental notice for absences. Any student who has more than five absences during nine weeks will fail the subject(s) he/she has missed for that quarter. **The only exception to this policy** will occur when a student is hospitalized or doctor mandated absences due to illnesses.

Tardies: All parents and students must realize the importance of arriving on time for each class. It is also essential that each student is in the classroom before the bell signals the next class to begin. Five (5) tardies to the first-period class within a grading period will result in an absence for that class. For all subsequent periods, three (3) tardies within a grading period will result in an absence for that class.

At the beginning of each grading period, tardy count (to count as an absence) begins at zero. Continued absences or tardiness may also result in a family conference with the Administrator, in-house suspension, or assignment to work duty. The school administration, faculty, and board members will review extreme absence/tardy cases.

Any student that arrives after 8:00 AM should check in with the Office Administrator, turn in their phone, and quickly go to class.

HHCA CLOSING AND DELAY POLICY

In the event of inclement weather, Hamilton Heights will follow the decision of Hamilton County Schools for closing or delay. The HHCA Facebook page will display this announcement as soon as it's made. HHCA will use FACTS/Renweb to send out a text and email alert to parents

HEALTH SERVICES

Emergencies: In the event of an emergency, proper medical treatment will be sought at the nearest medical facility. Therefore, it is expedient that every student has the necessary paperwork on file to provide permission for medical treatment in the event of an emergency.

First Aid: First aid treatment will be rendered for minor injuries. When an emergency arises, medical treatment for the child will be sought at the nearest medical facility.

To protect the health and safety of the other students, a student who has a fever or is infectious must be kept at home. If an antibiotic has been prescribed, the student should be kept home until the medication has been administered for more than twenty-four (24) hours. The school reserves the right to send students home when it is determined that the health of other students may be in jeopardy.

Health Forms: The state of Tennessee requires all students enrolling in public or private schools to provide proof of immunization before their attendance in school. This is to be provided to HHCA on an immunization record acceptable by the State of Tennessee and the Hamilton County Department of Health.

Beginning in 2001, the state of Tennessee also requires each student to provide proof of receiving a second MMR immunization. Any student who does not have this form on file by October 1, 2015, will be withheld from classes until the form is updated.

OSHA: Handling and cleanup of accidents involving bodily fluids or blood will follow OSHA requirements using Spill Kits, which include latex gloves.

Emergency Drills: Fire, tornado, and other emergency drills are held regularly to prepare teachers and students for emergencies. Teachers are provided an evacuation plan for classroom discussion. Each classroom has an Emergency Handbook that teachers are to follow concerning outlined and prescribed events.

Vaccinations: Tennessee's Department of Education requires students in both public and private schools to obtain and be current with the vaccinations listed below.

Immunization Records need to be official with dates for all required and current immunizations listed below:

DPT-DtaP-DT-DTP/Hib-TD
Tdap or Tetanus-Diphtheria-Pertussis booster

(Polio (OPV/IPV)
MMR (Measles, Mumps, Rubella)
Hepatitis-B
Hepatitis-A
Varicella (Chickenpox)

We understand that some international students may not have the ability to easily obtain these vaccinations in their home countries. If so, students must pass a medical exam when they arrive in the US and begin receiving the missing vaccinations. Parents and or guardians will be responsible for the medical exam and vaccination costs.

Medical Exemptions: a healthcare provider must indicate the exemptions on official letterhead.

Religious Exemptions: a statement by the parent stating vaccinations are against their religious beliefs.

COVID-19: The school currently has 100% full vaccination for its faculty members and approximately 80-85% fully vaccinated for our students. WE DO NOT HAVE A MANDATORY vaccination policy for Covid-19, except for Student-Athletes and Scholarship Students. If you plan to participate on a school athletic team, you will be required to be fully vaccinated. If you are a full or partial scholarship as a student-athlete and you choose not to become fully vaccinated, or your parents prohibit you from becoming fully vaccinated, your scholarship will be rescinded (revoked) and you will be expected to begin paying all tuition, housing, and miscellaneous fees.

MEDICINE & ILLNESS

HHCA does administer First Aid for cuts, scratches, bee stings, etc. HHCA also does administer topical ointments in the course of offering First Aid. HHCA also administers OTC medications including Motrin, Ibuprofen, and Tylenol. Written permission must be obtained by the legal guardian before administering medications.

Students may receive medication (prescription and non-prescription) when the parent gives written authorization to administer medication and instructions on the methods of administration by completing the Permission to Administer Medication portion of the online application. The medicine must be labeled with the child's name. Out-of-date medications including over-the-counter medications will not be administered. Students are forbidden from sharing any medication with other students.

Students who are in attendance at school and are found to have a fever of 100 or above will be sent to the office and a parent called to come and pick them up. We require that a student be fever-free for 24 hours before returning to school.

LUNCHES (This program has temporarily been discontinued due to Covid-19 Safety Procedures)

Hot lunches (available from outside catering) are available each day for \$6.00 per day. The lunch calendar will be available for the current month on the front page of the school website. Students may also bring a sack lunch. Microwaves and refrigerators are not provided for students. Concessions (chips, candy, and drinks) will also be sold each day. After receiving parent approval, Juniors and Seniors are allowed to leave campus for lunch. Students that leave campus for lunch are allowed 3 late passes to the class after lunch. Once a student has received 3 late passes, he or she will lose their off-site lunch privilege.

CHECK-OUT/CHECK-IN PROCEDURES

When a student needs to leave the campus for any reason before the end of the school day, he or she must be signed out in the office by a parent or guardian. It is helpful to notify the teachers and office in advance so that any work that will be missed can be assigned. As long as a student is enrolled in school, he or she is required to obtain parental permission to leave campus, regardless of age. When coming to school late, the student will report to the office and sign in and receive a note before going to class.

CHAPEL

A time for celebration, worship, and praise will be scheduled once a week. The format of these times will vary, but this time will be designed for worship, sharing by the students, communication with God, and sharing by other Christians for the building up of the body of Christ at HHCA. We desire that Chapel be a relevant, meaningful time of honest communication with God and with one another.

GUEST AND CLASSROOM VISITATION POLICY

Guests are welcome to visit HHCA throughout the day. It is necessary to schedule times to visit the classroom so as not to disrupt instruction. The procedure for visiting a classroom is to contact the school office and/or teacher to schedule a visit. When visiting, please sign in at the school office and pick up a visitor's pass. An office staff member will check with the teacher and escort the visitor to the room. For our students' safety, staff members may refuse entrance to guests for any reason.

LOST AND FOUND

Lost and found is managed through the front office. Items can be claimed each morning before school starts. Items left in Lost and Found for two weeks will be given to charity. **Therefore, students are encouraged to label all of their clothing, personal possessions, and textbooks.**

LOCKERS

Lockers are assigned to students as available. Lockers are the property of HHCA and are subject to inspection at any time without consent from the student. Lockers are to be kept clean at all times. Any damage is the student's responsibility and will be assessed to the family account. Students are allowed to place locks on their locker, but they must provide an extra key or the combination to the office at the time the lock is placed on the locker. No student is to open another student's locker. All locker decorations must follow standards of decency and a positive lifestyle.

LIBRARY AND MEDIA CENTER

The library contains a variety of children, youth and adult books which may benefit both our students and families. Reference books are not allowed to be taken from the library. These include encyclopedias, dictionaries, and other designated books. Any book taken from the library that is not returned or is returned damaged must be replaced. There are also computers available in the library for student usage. Any student who purposely damages a computer or downloads items that may contain viruses will be required to either pay for repairs or replacement of the computer, whichever is the lesser amount.

TRANSPORTATION

HHCA does not provide daily transportation for students. Field trips are taken from time to time as planned by respective teachers. HHCA will issue a blanket permission form, included in the online application, for students to attend field trips. This permission form extends permission for a student to ride a school vehicle or within a faculty or staff representative's automobile (over the age of 21) or an HHCA designated adult's automobile (over the age of 25). Any student who does not have the required permission forms on hand will not be allowed to go on the field trip or athletic event.

STUDENT PARKING

Students who have a legal driver's license are allowed to drive their motorized vehicles to and from school. All motorized vehicles must be parked in the front parking lot. All vehicles must be LOCKED during the day. Students are NOT allowed to return to their vehicles during school hours except for those juniors and seniors who have off-campus lunch privileges and those students who are participating in off-campus dual enrollment classes. Each student should make sure that all needed materials (i.e., money, books, changes of clothes, etc.) are taken to the school and placed in the locker at the beginning of each day. All motorized vehicles are subject to search should the administration feel such action is warranted. The student must be present should the vehicle be searched. It should be noted that parental consent is **not** required for the administration to conduct such an action.

HHCA SCOPE OF SEQUENCE AND GRADUATION REQUIREMENTS

Hamilton Heights provides academic instruction and opportunities for 9th through 12th grades. Our typical scope and sequence will both meet the Tennessee Department of Education (TDOE) and college and university requirements for graduation from high school and matriculation to college. Our typical Scope of Sequence is as follows (* are required for graduation)

Freshman: Sophomore:

English 9 (1 credit) * English 10 (1 credit) *
Algebra 1 (1 credit) * Geometry (1 credit) *
Physical Science (1 credit) * Biology (1 credit) *
World Geography (1 credit) * World History (1 credit) * Music Appreciation (1 credit) * Spanish 1 (1 credit) *
P.E. (1 credit) * P.E. (1/2 credit) *
Bible 1 (1 credit) Bible 2 (1 credit)

Junior: Senior:

English 11 (1 credit) * English 12 (1 credit) *
Algebra 2 (1 credit) * Pre-Calculus or Statistics (1 credit) * Chemistry (1 credit) *
Physics (1 credit)
U.S. History (1 credit) * U.S. Government (1/2 credit) * Spanish 2 (1 credit) * Economics (1/2 credit) * Bible 3 (1 credit) * College and Career Prep (1/2 credit) Elective (1 credit) *
* Comparative Religions (1/2 credit) Financial Peace (1/2 credit) *
The TDOE graduation requirements are as follows: (Total Required Credits: 22)

Math: 4 credits, including Algebra I, II, Geometry, and a fourth higher-level math course (Students must be enrolled in a mathematics course each school year.)

English: 4 credits

Science: 3 credits, including Biology, Chemistry or Physics, and a third lab course

Social Studies: 3 credits, including U.S. History and Geography, World History and Geography, U.S. Government and Civics, and Economics

Physical Education and Wellness: 1.5 credits

Personal Finance: 0.5 credits

Foreign Language: 2 credits (May be waived for students not going to a University to expand and enhance the selective focus)

Fine Arts: 1 credit (May be waived for students not going to a University to expand and enhance the selective focus)

Elective Focus: 3 credits consisting of Math and Science, Career and Technical Education, Fine Arts, Humanities, Advanced Placement (AP) or International Baccalaureate (IB)
While students do not necessarily have to pass all coursework to graduate, they must take the coursework. The administration reserves the right to substitute or exempt a student from respective track coursework as long as the TDOE requirements are met.

Current or transfer students may repeat a course they have previously taken only if they have not received a passing grade for that course previously. Transfer and International students will not be allowed to reclassify to a lower grade to repeat coursework.

PHYSICAL EDUCATION (P.E.)

A note from a parent or doctor stating the reason and duration of the absence is the only acceptable way to not participate in the P.E. class. Students are expected to “dress out” for P.E. class each day. P.E. dress code will be workout pants or shorts, at an appropriate length, plain t-shirts, and tennis shoes.

GRADING SCALE

The grading scale for all classes will be:

- A 90 - 100
- B 80 - 89
- C 70 - 79
- D 60 - 69
- F 0 - 59

GRADUATING WITH HONORS

High School seniors will be designated as graduating with Honors or Highest Honors according to the following criteria:

- Highest Honors: Student must have a cumulative GPA of 3.75 or higher
- Honors: Student must have a cumulative GPA between 3.50 – 3.74

VALEDICTORIAN/SALUTATORIAN

To be eligible to graduate as either Valedictorian or Salutatorian or any other ranked recognition, a student must have been enrolled as an HHCA day school student no less than 2 of the 4 years they are in high school. GPAs will be calculated after seven semesters of high school academic work with the presumption that all requirements will be fulfilled by the end of the 8th semester and the student will maintain at least a B in every attempted credit their 8th semester.

STUDENT EVALUATION

Exams: Students are required to take a semester and final exams. Seniors will be exempted from final exams in the spring. All core curricula instructors give semester and final exams. Elective instructors may exercise discretion concerning semester and final exams.

Conferences: The staff of the school is here to help you as much as possible. If you wish to discuss issues with teachers or administration, an appointment will be scheduled

Grades: The respective teacher will determine grades. Typically, the nine weeks and semester grades are determined by a combination of homework grades, quiz grades, tests, special assignment grades, and semester finals grades.

Homework: Additional assignments that enhance a student's learning in a particular subject may be given at the teacher's discretion. HHCA faculty strives to accommodate a student's extracurricular activities, church attendance, and home life. Generous allowances are granted in "due dates" and research time. Consequently, such assignments are expected to be turned in *on time and without excuse*. Failure to do so will result in a grade of "0" being recorded for that assignment. In cases of excused absences, such assignments are due upon the student's return to school. Make-up work will be allocated the proportional number of days missed to be completed. In cases where make-up work is not turned in by the required time, forfeiture is deemed on the part of the student and a grade of "0" is recorded. Because the HHCA faculty desire to prepare the student for college-level work, extra assignments or work is not usually given to supplement a low test or assignment grade.

Progress Report. To maintain communication with parents regarding students' grades, Progress Reports are sent via electronic communications at every mid-grading period. Parent conferences are encouraged at this point if there are any questions concerning the student's academic performance.

Report Cards: Parents are provided with an accurate indication of the progress or lack of progress made by each student. The student is evaluated in academics. The academic grade reflects the actual work done on all assignments, homework, quizzes, and exams. Report Cards are sent via electronic communications after nine grading weeks. Report Cards will not be issued if there is an outstanding financial balance. Report Cards and Progress Reports may be viewed online when parents have registered with the school office and obtained a necessary password. To register, your correct e-mail address must be on file in the school office.

CO-CURRICULAR ACTIVITY ELIGIBILITY

All students who participate in co-curricular programs (which includes, but is not limited to, athletics, SGA, clubs, etc.) at Hamilton Heights Christian Academy should strive to maintain the highest academic standards. Failure to maintain grades will result in suspension and possible dismissal from the co-curricular program. The faculty and coaches desire that our students lead balanced lives but if a student chooses not to work hard in class or is simply unable to keep up,

then academics are always the priority.

All students who participate in athletic programs should maintain at least a D average in each class. Failure to maintain a D average in each class may result in suspension and possible dismissal from the co-curricular activity. Final decisions regarding eligibility are left to the administration.

TESTING SERVICES

9th and 10th-grade students will complete the ACT Aspire. Students in 11th and 12th grade will be required to take the ACT each year. Grades 9-12 will also complete the Terra Nova testing. Information regarding college entrance exams is available for high school students through the Principal. These include the PSAT, ACT, and SAT.

DUAL ENROLLMENT

Dual Enrollment (DE) takes place when a high school student is enrolled in a high school and college simultaneously. In other words, the student is approved for getting high school and college credits for the same class. Only rising juniors and seniors can apply for DE courses. DE provides a means for high school students to accelerate their college education and get a feel for what learning will be like in college. It also provides students a means to improve their grade point average because DE classes receive added weight for determining GPA. DE classes will be chosen and administered by the school administration in conjunction with parent approval. DE courses are offered off-campus and online. There are additional fees for DE courses.

PARENT-TEACHER CONFERENCES (PTO)

Parent-Teacher meetings are held throughout the year as listed on the school calendar. PTO meetings are usually held in conjunction with the distribution of report cards. These meetings are considered an important part of the educational experience and provide an opportunity for parent-teacher interaction. Please set aside the needed time. You can schedule a PTO meeting through the Office Administrator.

TRANSCRIPTS

A written request is required before any transcripts will be released to other schools. Financial accounts must be cleared before transcripts will be sent. HHCA records semester grades on permanent transcript records. Transcripts for college may be sent via phone, e-mail, personal, or written request by the graduate. Hamilton Heights will provide one free transcript per academic year. After that, all released transcripts will cost \$5.00 per transcript.

HIGH SCHOOL ATHLETIC PROGRAM - PHILOSOPHY OF ATHLETICS

The athletic program at Hamilton Heights Christian Academy (HHCA) exists for the purpose of developing physical, personal, and spiritual skills of the student-athlete that will have lifelong benefits. In providing opportunities for interscholastic competition, the athletic department seeks to support the overall mission of the school, and to promote the Biblical ideal that everything should be done to glorify God (I Corinthians 10:31).

HHCA's athletic programs are focused on and dedicated to helping student-athletes play at a National level so that ALL team members will be eligible for and receive athletic scholarships to U.S. colleges and universities. HHCA student-athletes have received tens of millions of dollars in scholarship offers by committing to and following the guidelines, presented below.

The success of a student-athlete is not only impacted by the support and commitment of the school and its coaches, but also by the student's family, guardians and or host-family. These "influencers" play a critical role and must be as committed and dedicated as the student-athlete.

Athletics Mission Statement

It is the mission of the athletic department to cultivate a culture of excellence and integrity in all aspects of interscholastic competition and to reinforce and expand lessons taught in the classroom.

Student-Athletes and their parents / guardians are required to sign and comply with the following agreement (which will be sport specific).

CONTRACT FOR STUDENT-ATHLETES AND PARENTS/GUARDIANS PARTICIPATING IN BASKETBALL PROGRAMS

I, _____ (name), want to play basketball for the Hamilton Heights Christian Academy. In exchange for the privilege of being on the team, I promise to do the following:

1. **ACADEMICS WILL BE FIRST.** Your grades and class work come before basketball. Do your homework when you should. Directly after practice is best. **Failing grades will result in player ineligibility. DO NOT WAIT UNTIL "THE DAY BEFORE" TO DO YOUR HOMEWORK OR STUDYING.**

2. **ATTENDANCE. BE ON TIME FOR SCHOOL AND PRACTICES.** Comply with student dress code as written in student handbook. **NO EXCUSES!** Be on time for school. Class starts at 8:00, please be at school by 7:50 which gives you time to be in class on time and ready to learn. If you are late for school, there will be consequences. If you miss school, you will NOT be able to practice the same day.

We are aware that there may be circumstances that arise that cause you to miss a practice; (e.g. illness, dr. appointment, etc.) When this occurs, the player or parent/guardian will inform a coach in advance. Please do not wait until the day off to mention missing practice.

Team members are expected to attend and participate in off-campus activities such as: community service projects, team-building, chapel services, etc.

3. **ATTITUDE.** Our goal is to field a team of players that consistently demand more of themselves, than is demanded by the coaches. Be coachable, hustle, display mental toughness, and be focused on the game.

WE WILL WORK HARDER THAN ANY TEAM IN THE COUNTRY. We will develop good habits by practicing hard, being a great listener, and being able to take constructive criticism. These efforts will determine our success during the season.

RESPECT COACHES, TEAMMATES, OPPONENTS, SPECTATORS AND REFEREES. Behavior that reflects negativity on players, coaches and referees will NOT be tolerated, e.g. bad body language, talking back, profanity, and not cheering on teammates.

RESPECT CLASSROOM TEACHERS AND ADMINISTRATORS. Lack of respect and discipline in the classroom **WILL** result in consequences (e.g. running, suspension, or dismissed from team, etc.).

4. **OTHER POLICES AND GUIDELINES.**

- a) Practice gear is to be worn each and every day. Once practice gear is distributed there will be no excuse for not wearing it. **NO PRACTICE GEAR. NO PRACTICE.**
- b) I recognize that I am playing a team sport; as such the interests of the team shall take precedence over individual exploits.
- c) I will not attempt ever to deliberately injure another player.
- d) Playing time is not guaranteed, it is earned by attendance, work ethic, attitude, and ability. All playing time will be determined by the coach.
- e) All players are required to ride the bus up to all away games. Players can be signed out by a parent/guardian after their game. Players wanting to ride home with other parents must have a signed note granting permission prior to the game.
- f) All practices are closed. Parents may come in at the end of practice but not stay the entire practice. This helps the players focus on what we are trying to get accomplished at practice.
- g) Any use of alcohol, illegal drugs and/or tobacco will not be tolerated and result in immediate dismissal from team and further disciplinary actions.
- h) All student-athletes, are required to be fully vaccinated, according to the State of Tennessee Department of Education. The school also requires student-athletes to become fully Covid-19 vaccinated, unless there is a verifiable religious or medical exemption.
- i) If you are on a full or partial scholarship, failure to comply with the rules and policies contained in this document, may result in having your scholarship revoked.
- j) Both the coaching and administrative staff of the school will help the student to achieve and retain their NCAA eligibility. Student-Athletes must commit to this process.
- k) Social media posts that include the name, logo and or information about the school and team need to be done in a positive manner.

5. **AS A TEAM MEMBER, I WILL GO TO THE COACHES/TEAM MEMBER FIRST IF THERE IS A PROBLEM WHICH IS RELATED TO THE TEAM.** I will not complain to others, until I have given the person, I have a problem with an opportunity to correct it; (e.g., a team player or coach, etc.)

6. **ADJUSTMENTS AND SACRIFICES** are necessary to achieve team and individual success. **EXTRAORDINARY COMMITMENT** on the part of players, their families, and the coach staff is important. In return, we have an opportunity to create a positive experience that could affect our lives forever.

7. **APPEARANCE.** Be presentable at all time. This includes wearing the correct clothing and uniforms before, during and after games.

8. **APPLY GOOD HEALTHY HABITS.** This includes proper sleep, eating breakfast, eating healthy foods, abstaining from alcohol, illegal drugs, tobacco, etc.

AS A PARENT/GUARDIAN OF THE ABOVE NAMED PLAYER, I PROMISE TO DO THE FOLLOWING:

Influence my student-athlete to abide by the contract he has signed. Discuss any issues regarding poor academics, bad attitude with the coach as soon as possible. Be an example of good sportsmanship at games by making only positive comments about the players, keeping criticism of the officiating to a minimum.

My child has informed me of the required expectations during the basketball season. I will ensure that these expectations are realized.

BOTH PARENTS - PLEASE SIGN:

Parent/Guardian signature _____ Date: _____

Parent/Guardian signature _____ Date: _____

STUDENT-ATHLETE SIGNATURE:

I realize that failure to comply with the above regulations will result in loss of game time or suspension from athletic participation.

Student signature _____ Date: _____

ACCESS TO STUDENT RECORDS POLICY

Hamilton Heights Christian Academy respects and recognizes the importance of student privacy issues and the responsibility of all faculty and staff members understanding their ethical and legal duties. HHCA DOES follow the guidelines of the Family Educational Rights and Privacy Act (FERPA) found below.

Protecting the Privacy of Student Education Records

Student education records are official and confidential documents protected by one of the nation's strongest privacy protection laws, the Family Educational Rights and Privacy Act (FERPA). FERPA, also known as the Buckley Amendment, defines education records as all records that schools or education agencies maintain about students.

FERPA gives parents (as well as students in postsecondary schools) the right to review and confirm the accuracy of education records. This and other United States "privacy" laws ensure that information about citizens collected by schools and government agencies can be released only for specific and legally defined purposes. Since enacting FERPA in 1974, Congress has strengthened privacy safeguards of education records through this law, refining and clarifying family rights and agency responsibilities to protect those rights.

FERPA's legal statute citation can be found in the U.S. Code (20 USC 1232g), which incorporates all amendments to FERPA. FERPA regulations are found in the Federal Register (34 CFR Part 99). FERPA's 1994 amendments are found in Public Law (P.L.) 103-382.

FERPA Protects Privacy

FERPA applies to public schools and state or local education agencies that receive Federal education funds, and it protects both paper and computerized records. In addition to the Federal laws that restrict disclosure of information from student records, most states also have privacy protection laws that reinforce FERPA. State laws can supplement FERPA, but compliance with FERPA is necessary if schools are to continue to be eligible to receive Federal education funds.

FERPA requires schools and local education agencies to annually notify parents of their rights under FERPA. The notice must effectively inform parents with disabilities or who have a primary home language other than English. The annual notice pertaining to FERPA rights must explain that parents may inspect and review records and, if they believe the records to be inaccurate, they may seek to amend them. Parents also have the right to consent to disclosures of personally identifiable information in the record, except under authorized circumstances.

FERPA gives both parents, custodial and noncustodial, equal access to student information unless the school has evidence of a court order or state law revoking these rights. When students reach the age of 18, or when they become students at postsecondary education institutions, they become "eligible students" and rights under FERPA transfer to them. However, parents retain access to student records of children who are their dependents for tax purposes.

FERPA Defines an Education Record

Education records include a range of information about a student that is maintained in schools in any recorded way, such as handwriting, print, computer media, video or audio tape, film, microfilm, and microfiche. Examples are:

- * Date and place of birth, parent(s) and/or guardian addresses, and where parents can be contacted in emergencies;
- * Grades, test scores, courses taken, academic specializations and activities, and official letters regarding a student's status in school;
- * Special education records;
- * Disciplinary records;
- * Medical and health records that the school creates or collects and maintains;
- * Documentation of attendance, schools attended, courses taken, awards conferred, and degrees earned;
- * Personal information such as a student's identification code, social security number, picture, or other information that would make it easy to identify or locate a student.

Personal notes made by teachers and other school officials that are not shared with others are not considered education records. Additionally, law enforcement records created and maintained by a school or district's law enforcement unit are not education records.

Part of the education record, known as directory information, includes personal information about a student that can be made public according to a school system's student records policy.

Directory information may include a student's name, address, and telephone number, and other information typically found in school yearbooks or athletic programs. Other examples are names and pictures of participants in various extracurricular activities or recipients of awards, pictures of students, and height and weight of athletes.

Each year schools must give parents public notice of the types of information designated as directory information. By a specified time after parents are notified of their review rights, parents may ask to remove all or part of the information on their child that they do not wish to be available to the public without their consent.

FERPA Guarantees Parent Review and Appeal

If, upon review, parents find an education record is inaccurate or misleading, they may request changes or corrections, and schools and education agencies must respond promptly to these requests.

Requests should be made in writing, according to an agency's annual notice of procedures for exercising rights to amend records. Within a reasonable time period, the school or agency must decide if the request to change a record is consistent with its own assessment of the accuracy of the record. If a parent's request is denied, he or she must be offered the opportunity for a hearing. If the disagreement with the record continues after the hearing, the parent may insert an explanation of the objection in the record. FERPA's provisions do not apply to grades and educational decisions about children that school personnel make.

While parents have a right to review records, schools are not required by Federal law to provide copies of information, unless providing copies would be the only way of giving parents access. Schools may charge a reasonable fee for obtaining records, and they may not destroy records if a request for access is pending.

FERPA Restricts Disclosure of Student Records

Local education agencies and schools may release information from students' education records with the prior written consent of parents, under limited conditions specified by law, or as stated in local agencies' student records policies. The same rules restricting disclosures apply to records maintained by third parties acting on behalf of schools, such as state and local education agencies, intermediate administrative units, researchers, psychologists, or medical practitioners who work for or are under contract to schools.

If an education agency or a school district has a policy of disclosing records, it must specify the criteria for determining school officials within an agency, including teachers, who have a legitimate educational interest. Generally, school officials have legitimate educational interest if they need to review an education record to fulfill their professional responsibilities. Teachers and school officials who work with the students and schools to which students apply for entrance may also have access to education records without prior consent of the parent. In addition, information from students' records may be released to state and local education officials to conduct audits or to review records in compliance with Federal laws. Schools may also disclose information from education records without the consent of parents in response to subpoenas or court orders. A school official must make a reasonable effort to notify the parent before complying with the subpoena unless the subpoena is issued to enforce a law and specifies not to notify the parent. In emergencies, school officials can provide information from education records to protect the health or safety of the student or others.

There are cases when schools or school systems decide it is in the public interest to participate in policy evaluations or research studies. If student records are to be released for these purposes, the school or school system must obtain prior consent of the parent. Signed and dated written consent must:

- * Specify the records that will be released;
- * State the reason for releasing the records;
- * Identify the groups or individuals who will receive the records.

In general, information about each request for records access and each disclosure of information from an education record must be maintained as part of the record until the school or agency destroys the education record. Outside parties receiving records must receive a written explanation of the restrictions on the re-release of information.

Additional FERPA Provisions

In 1994, the Improving America's Schools Act amended several components of FERPA, tightening privacy assurances for students and families. The amendments apply to the following key areas:

- * Parents have the right to review the education records of their children maintained by state education agencies;
- * Any third party that inappropriately re-releases personally identifiable information from an education record cannot have access to education records for five years;
- * Information about disciplinary actions taken against students may be shared, without prior consent of the parent, with officials in other education institutions;
- * Schools may release records in compliance with certain law enforcement judicial orders and subpoenas without notifying parents.

CHILD ABUSE REPORTING POLICY

In accordance with TN state law, Hamilton Heights Christian Academy will report possible physical abuse, sexual abuse, or child neglect. The school will consider all available facts and circumstances. The purpose of the state requirement is to protect children based upon the seriousness of the crimes. Accordingly, Hamilton Heights' protection is based upon a reasonable belief that the conduct covered by the statute has occurred or is occurring. Appropriate school staff will make reports in accordance with state law and in the best interest of the affected child.

The Tennessee child abuse reporting statute (37.1.403) makes no distinction between professionals and non-professionals on the issue of reporting. Parents also have a responsibility to make a report based on "available information" in a situation that "reasonably" appears to have been caused by brutality, abuse, neglect, or sexual abuse.

Anyone suspicious of child abuse or neglect should call the Child Abuse Hotline to report child abuse or neglect in the State of Tennessee.

877-237-0004. Reports also can be made online: <https://apps.tn.gov/carat/>

Hamilton Heights faculty and staff, including all substitute teachers' complete child abuse identification and prevention training annually and review reporting requirements and processes specific to the state of Tennessee.

Hamilton Heights is obligated by Tennessee law to report the reasonable suspicion of abuse. Any suspicion of child abuse must be reported to and discussed with the respective principal or the Head of School.

Clues for identifying child abuse/neglect

One sign alone may not necessarily indicate abuse. However, if a number are present, it is prudent to consider the possibility of child abuse. Suspect abuse or neglect if a child:

- * Is habitually away from school and constantly late; arrives at school very early and leaves very late.
- * Is compliant, shy, withdrawn, passive and uncommunicative (perhaps having internalized his problem of dealing with adults).
- * Is nervous, hyperactive, aggressive, disruptive or destructive (perhaps acting out his hurt to secure attention).
- * Has an unexplained injury - a patch of hair missing, a burn, a limp or bruises.
- * Have an inordinate number of "explained" injuries such as bruises on his arms and legs over a period of time.
- * Exhibits an injury that is not adequately explained.
- * Complains about numerous beatings.
- * Complains about the mother's boyfriend "doing things" when the mother is not at home.
- * Goes to the bathroom with difficulty.
- * Is inadequately dressed for inclement weather with, for example, only a sweater in winter for outerwear.
- * Wears a long-sleeved top or shirt during the summer months to cover bruises on the arms.
- * Has clothing that is soiled, tattered, or too small.
- * Is dirty and smells or has bad teeth, hair falling out, or lice.
- * Is thin, emaciated and constantly tired, showing evidence of malnutrition and dehydration.

- * Is unusually fearful of other children and adults.
- * Has been given inappropriate food, drink, or drugs.

Educators should also suspect child abuse if the parents:

- * Show little concern for their child's problems.
- * Take an unusual amount of time to seek health care for the child.
- * Do not adequately explain an injury.
- * Give different explanations for the same injury.
- * Continue to complain about irrelevant problems unrelated to the injury.
- * Suggest that the cause of an injury can be attributed to a third party.
- * Are reluctant to share information about the child.
- * Respond inappropriately to the seriousness of the problem.
- * Cannot be found.
- * Are using alcohol or drugs.
- * Have no friends, neighbors, or relatives to turn to in a crisis.
- * Have unrealistic expectations for the child.
- * Are very strict disciplinarians.
- * Were themselves abused, neglected or deprived as children.
- * Have taken the child to different doctors, clinics, or hospitals for past injuries (often called "doctor shopping" or "hospital shopping").
- * Are unusually antagonistic and hostile when talking about the child's health problems.

Such clues can help you make an informed decision about reporting. You are not required or expected to make a unilateral investigation but only to report a suspected abuse.

COVID-19 VACCINATION & SCHOOL SAFETY POLICY

July 28, 2021

With the recent increase in Covid-19 cases, and 70-80% of the new cases affecting people that have not been vaccinated, and the very real threat of the new Delta variant, the school has put the following policies in place to protect the safety of our students, faculty and adult volunteers.

1. Hamilton Heights Christian Academy (HHCA) recognizes and respects that there are a wide variety of reasons individuals have chosen not to be vaccinated. Regardless of personal feelings, we must acknowledge that hundreds of thousands of people have died from Covid-19 and experts predict we could see 4,000 deaths a day from the new Delta variant, in the US alone.
2. HHCA recognizes and respects the individual's right to choose to be vaccinated or not.
3. HHCA recognizes and respects legitimate Religious and Health exemptions to vaccination.
4. City and County health officials offer free Covid-19 vaccinations to most anyone over the age of 12.
5. National, State and Municipal health officials have recommended Covid-19 vaccinations for all people over the age of 12.
6. Hamilton County Department of Health and the CDC released statements on July 28, 2021 recommending that ALL K-12 students and faculty SHOULD wear masks, even if they have been vaccinated.
7. HHCA has a moral and legal responsibility to ensure the safety of its students, faculty and adult volunteers.
8. ALL students (or their parents), faculty members, and adult volunteers will be required to sign a Covid-19 waiver, understanding the risks and indemnifying HHCA, same as most individuals did last school year.
9. IT IS HIGHLY RECOMMENDED THAT ALL HHCA students, faculty and adult volunteers (tutors, coaches and fitness trainers, etc.) get Covid-19 vaccinated.

10. Anyone that becomes infected with Covid-19 or acts as a carrier / transmitter poses a very real and serious threat to those around them and will negatively impact the school should they become sick and need to be quarantined. Infecting students, locating qualified substitute teachers, the disruption to the student's studies, implementing distance and or remote classes are just a few of the unnecessary actions that could arise as a result of NOT BEING VACCINATED.

11. HHCA will continue to temperature test students and faculty with a touchless thermometer upon arrival each morning at the school. Anyone running a fever will be sent home. Random temperature checks may occur for all who attend and or visit the school.

12. HHCA will continue its Covid-19 sanitation procedures.

13. Students, faculty and adult volunteers that HAVE NOT BEEN VACCINATED will be required to wear masks in classrooms, public spaces, hallways, etc. and maintain a social distance of three feet from others where possible.

14. Students, faculty and adult volunteers should bring their own masks to the school and or event and activity locations. If they don't have masks, HHCA will provide them with a mask.

15. Masks must be worn over the mouth and nose and be an approved medical and or surgical type mask without an exhaust valve.

16. **(THIS HAS BEEN UPDATED AND IS NO LONGER VALID – SEE VACCINATIONS)**

Students, faculty and adult volunteers participating in athletics that HAVE NOT BEEN VACCINATED may be required to wear masks during practice and games. This will also include travel to and from events. Students that have not been vaccinated will be distanced from those that have had vaccinations during meal times and overnight stays. Should the principal and or coaching staff decide that wearing a mask during competition hinders the student-athletes ability to perform or stay safe, the student-athlete may be asked not to play. Please note: Some teams and tournaments may also require 100% vaccination in order for HHCA to play / participate.

17. Students, faculty and adult volunteers that HAVE NOT BEEN VACCINATED may be required to be Covid-19 tested 24-48 hours prior to attending school and or participating in events and activities. Any and all costs for testing will be the responsibility of the person being tested.

18. Vaccinated means: Have had both Covid-19 shots at least 14-days before participating in events, activities and or being in close-proximity to others without a mask.

19. If you have been Covid-19 vaccinated, please bring your CDC vaccination card or proof of vaccination to the school so that a copy can be filed.

20. HHCA will assist any student, faculty member and or adult volunteer that needs help scheduling

their COVID-19 vaccinations and needs transportation to and from a vaccination center.

21. Having been diagnosed previously with Covid-19 does not exempt someone from the rules and procedures listed in this document.

22. HHCA reserves the right to change and or modify Covid-19 policies and procedures based on Health Department and or CDC recommendations.

Positive COVID-19 Case Procedures

1. Any faculty member or student that tests positive for COVID-19 must do the following:

a. Immediately inform the Leadership Team
b. Quarantine at home for 2 weeks from the day of a positive test result (online curriculum will be provided and these absences will be excused)

2. If a faculty member or student tests positive for COVID-19, Hamilton Heights will do the following:

a. Inform all parents and stakeholders of the positive case (identity of the case will be kept confidential)

b. School may be closed for 24 hours to thoroughly disinfect and clean all property

c. The leadership team reserves the right to make decisions regarding school closure based on the number of confirmed COVID-19 cases.

d. Hamilton Heights is not required to follow HCDE guidelines or closures based on COVID-19. Hamilton Heights is required to follow any state and/or government mandates regarding school

closures, the use of masks, or other procedures regarding the spread of COVID-19.

School Lunch Procedures

1. Students will be allowed to eat lunch outside, weather permitting. This is subject to a daily decision by the leadership team.

~~2. Mrs. Derryberry and faculty will be serving all lunch orders and concession sales. Faculty members will wear gloves and a face mask while preparing and serving food.~~

3. Students (11th and 12th grade) will not be allowed to leave campus for lunch the first semester. This policy will be revisited as the year progresses or Covid numbers decrease. We understand that some of these policies and procedures may seem harsh or offensive to some. That is not the intent. Each day the news reports Covid-19 deaths. Last week they reported that a five-year old child died from Covid-19. We take our role of protecting our student's health and safety, very seriously and make no apologies for it. Should you have any questions and or concerns about the policy and procedures above, please contact:

Rick Levin

President, Board of Directors Hamilton Heights Christian Academy

RLevin@HamiltonHeights.net

Cell: 949-683-8866

SCHOOL COMMUNICATION PROGRAMS

HHCA uses emails, phone calls, its website, RenWeb, Facebook, Twitter, texting, face-to-face meetings, and newsletters to communicate with Parents and Guardians. Please see our website for more information.

STUDENT COUNSELING APPOINTMENTS

HHCA is more than pleased to meet with students, parents and or guardians to address any issue of concern, meet with teachers, assist with college admissions, provide university scholarship information, address NCAA issues of eligibility, design and implement special education programs, and help students with social, emotional and mental health issues. Trained Youth Pastors are available to meet with students and or their families too.

TRANSPORTATION POLICY

I. PURPOSE

It is the policy of Hamilton Heights Christian Academy to provide transportation to students in a manner that will protect their health, welfare, and safety. We, the administration of Hamilton Heights Christian Academy, recognize that transportation is an essential part of the school's service to students and parents. This policy is to inform students, parents, and bus drivers of the rules and regulations of school bus transportation at Hamilton Heights Christian Academy while traveling to and from field trips and sporting events.

II. CONDUCT ON BUS

1. Hamilton Heights Christian Academy's school bus safety rules are to be posted on every bus. If these rules are broken, the Hamilton Heights Christian Academy's discipline procedures are to be followed. Consequences are progressive and may include suspension or termination of bus privileges. It is the school bus driver's responsibility to report unacceptable behavior to the school principal using the bus referral form.

2. Bus Stop Rules

- a. Arrive at your bus stop AT LEAST five minutes before the scheduled pick up time. The school bus driver will not wait for late students. Do not wait on the porch or inside the house.
- b. Respect the property of others (homes, lawns, etc.) while waiting at your bus stop.
- c. Keep your arms, legs and belongings to yourself.
- d. Use appropriate language. No fighting, harassment, intimidation or horseplay.
- e. Stay away from the street, road or highway when waiting for the bus.
- f. Wait until the bus comes to a complete stop before approaching. Once the bus driver signals you, you may cross the street to get on the bus, if necessary.
- g. After getting off the bus, move away from the bus.
- h. If you must cross the street, always cross in front of the bus where the driver can see you and signal oncoming traffic.

3. Rules on the Bus

- a. Immediately follow the directions of the driver the first time.
- b. Sit in your seat facing forward with your feet on the ground.
- c. Talk quietly and only to those in your seat – students should not yell across the bus.
- d. Be courteous.
- e. Use appropriate language and actions. No pushing, kicking, swearing, or yelling.
- f. Keep your arms, legs and belongings to yourself.
- g. No fighting, harassment, intimidation or horseplay.
- h. No throwing objects, inside or out of the bus.
- i. No eating, drinking, or use of tobacco or drugs.
- j. Do not bring any dangerous objects on the school bus.
- k. Do not damage the school bus.

III. CONSEQUENCES

1. Consequences for school bus misconduct will be applied using Hamilton Heights Christian Academy's bus discipline procedures, but note that some situations may cause alternative consequences. The HHCA administration team will notify parents or guardians, students, and bus drivers of any suspension of bus privileges.
2. Before writing a referral, the bus driver should try 3 strategies to redirect the behavior.
 - a. Have a private conversation with the student about their actions and review expectations.
 - b. Talk to the parent in person, phone, or by email.
 - c. Move the student's seat on the bus.
 - d. Give students logical choices (e.g. you may talk at a voice level 1 or be silent, you may put your food in your backpack or throw it in the trash, etc.)
3. Bus Referral Protocol
 - a. 1st Referral: Repeated offenses that violate the bus rules. Student will get a warning parent will be notified.
 - b. 2nd Referral: Repeated offenses that violate bus rules. Student will be suspended from the bus for one day.
 - c. 3rd Referral: Repeated offenses that violate bus rules. Student will be suspended from the bus for three days. Parents will need to come in for a meeting with the administration and bus driver prior to the student returning to the bus.
 - d. 4th Referral: Repeated offenses that violate bus rules. Student will be suspended from the bus for five days. Parents will need to come in for a meeting with the administration and bus driver prior to the student returning to the bus.
 - e. 5th Referral: Repeated offenses that violate the bus rules. Student will no longer be able to ride the bus for the remainder of the school year.

IV. PARENT AND GUARDIAN RESPONSIBILITIES

1. Provide the school office with proper student information including the home address, the home telephone number, and the telephone number at which the parent/guardian may be reached in the event of an emergency.

V. SCHOOL BUS DRIVER RESPONSIBILITIES

1. Relations with Students: Bus drivers will treat students with respect and will refrain from any conduct, which is intended or could be perceived as demeaning, intimidating or harassing.
2. Relations with School Officials: School officials can and will be of considerable assistance to drivers. They are trained in the education of students and it is in their best interests that control and discipline be maintained on the bus. Therefore, it is very important drivers have good relationships with the school officials and give them full cooperation.
3. Relations with Parents: Drivers must deal with students and parents in a polite, professional and considerate manner.
4. Student Discipline: Although drivers are responsible for maintaining order on the bus, drivers must always remember that the types of actions they may use are governed by school district policy. Drivers must never, under any circumstances, use corporal punishment. Drivers have no authority to deny a child the privilege of riding the bus. Any denial of bus riding privileges can come only from the school authorities.
5. Discipline Referrals: Drivers must follow the bus referral protocol. All referrals are to be submitted to an administrator. The behavior must be continuous and the driver must have implemented three strategies to redirect behavior before submitting a referral.
7. Bus Driver Training: All bus drivers will attend a 1-hour training session with the school administration. Training will focus on the following:
 - a. Creating a positive attitude on the school bus
 - b. Oral and visual communications skills between the driver and the passenger
 - c. Dealing confidently with a disruptive student
 - d. District discipline policy
 - e. Developing and enforcing workable rules
 - f. Bus referrals
 - g. Appropriate driver behavior
 - h. Sensitivity to a diverse student population
 - i. Relations with parents and school staff

VI. STUDENT RESPONSIBILITIES

1. Riding the school bus is a privilege, not a right. Students are expected to follow the same behavioral standards while riding school buses as are expected on school property or at school activities, functions or events. All school rules are in effect while a student is riding the bus or is at the bus stop.
2. All students that ride the bus will participate in a transportation safety training the first two weeks of school. Students will be responsible to attend these trainings in order to ride the bus. Training will take place from 3:00 to 3:30. Upon completing the training, a student shall be able to demonstrate knowledge and understanding of at least the following competencies and concepts:
 - a. Transportation by school bus is a privilege not a right;
 - b. District policies for student conduct and school bus safety;
 - c. Appropriate conduct while on the bus;
 - d. The danger zones surrounding a school bus;
 - e. Procedures for safely boarding and leaving a school bus.