

ORGANIZATION OF HOLDEN CHRISTIAN ACADEMY

Holden Christian Academy (HCA) is a non-profit organization governed by its own school committee, and is organized under the sponsorship umbrella of Holden Chapel, Inc., a non-denominational Christian church. HCA is a member of the Association of Christian Schools International (ACSI).

STATEMENT OF FAITH

1. We believe the Scriptures contained in the 66 books of the Old and New Testament, as originally written, to be inspired of God and free from error. They are the only true, infallible, and authoritative guide in faith and practice. Rom. 15:4; 2 Tim. 3:15-17; 2 Pet. 1:20-21
2. We believe there is one God, eternally existing in three persons who are equal in deity, power, and glory: God the Father, God the Son, and God the Holy Spirit. Gen. 1:26; Deut. 6:4; Matt. 3:16-17, 28:19
3. We believe that God the Father is an infinite, eternal, personal Spirit, perfect in holiness, wisdom, power, and love. God is the Almighty Creator, Savior, and Judge who governs all things according to his sovereign will and for his own glory. As Father, he forgives, adopts as his own, redeems, and gives eternal life to all those who come to him in faith through Jesus Christ. Gen. 1; Matt. 6:6-13; Rom. 8:15; 2 Cor. 6:18; Eph. 2:17-19, 1 John 3:1
4. We believe in the deity of our Lord Jesus Christ, the Son of God, and in his complete and perfect humanity. We believe in his virgin birth, his sinless life, and in his miracles. We believe he died on the cross as the sinner's substitute, shedding his blood for the remission of sins. We believe that on the third day he rose bodily from the dead. He ascended to the right hand of the Father where he performs the ministry of intercession. We believe he will come again, personally and visibly, to complete the eternal plan of God and to rule over the nations. Psalms 22:27-31; Matt. 1:23; John 14:3; Hebrews 7:25; 1 John 2:2
5. We believe the Holy Spirit is God, a separate and distinct person along with the Father and the Son. He is sent to dwell within the heart of each born-again believer, to comfort, teach, empower, and lead into all truth. Gen. 1:2; John 14:16-26, 16:7-15; Acts 1:4, 1:8, 10:44-46; Rom. 8:11
6. We believe that Satan, originally a great and good angel, rebelled against God, taking a multitude of angels with him. He was cast out of God's presence and is at work with his demonic hosts to establish his counter-kingdom of darkness and evil on the earth. Satan was judged and defeated at the cross of Christ and will, at the end of the age, be cast forever into the lake of fire which has been prepared for him and his angels. Gen. 3:1; Isaiah 14:12-15; Matt. 4:10; Revelation 12:9, 20:7,10
7. We believe that mankind was originally created to be good and holy in the image of God, but voluntarily sinned. This one act of disobedience brought upon the entire human race both physical death and spiritual death, which is eternal separation from God. Because of our sinful nature, no one is able to obey or please God, and the entire human race is in active moral rebellion against our Creator. Gen. 1:27; Rom. 5:19, 6:23
8. We believe that it is only by the grace of God through faith in Jesus Christ that people can be

saved from eternal death. By faith, not by our own effort, we are also transformed by the indwelling presence of the Holy Spirit to become holy and acceptable to God. John 14:6; Acts 4:12; Rom. 10:13-15; Eph. 1:13-14, 2:8-9; Tit. 3:5-7

9. We believe the Holy Spirit empowers believers to obey the commands of Jesus Christ and to be his witnesses in the world. For the edification of the church, the Holy Spirit distributes spiritual gifts as he determines. We believe the Scriptures teach us that all the gifts of the Holy Spirit at work in the church of the first century are available today, are vital for the mission of the church, and are to be earnestly desired and practiced in love, humility, and in order, in accordance with instructions given in Scripture. John 14:26, 16:8-11; Rom. 8:26; 1 Cor. 12:4-11; 2 Cor. 3:6

10. We believe that communion (also called the Lord's Supper) and baptism are the two ordinances instituted by Jesus Christ. Neither is required for salvation, but each is a public confession of a Christian's desire to be identified with Christ and to live in obedience to him. Those who personally and consciously place their faith in Jesus Christ as Savior and Lord are welcome to partake of communion and to be baptized. Matt. 26:26-28, 28:19-20; Acts 2:38-39; 1 Cor. 11:23-26

11. We believe that the church is the body of Jesus Christ and he is its head. The church is comprised of all believers throughout history and is God's primary instrument through which he is fulfilling his redemptive purposes in the earth. We also affirm the priesthood of all believers and the importance of every Christian regardless of age being joined with and actively involved in a local church. 1 Cor. 12:27; Eph. 1:22-23, 2:19-22; Heb. 10:24-25; 1 Pet. 2:5

12. We believe that the church is commanded by Jesus Christ to make disciples of all nations, sharing the good news of salvation with non-believers and instructing and baptizing believers, teaching them to obey everything he has taught. God has called the church to care for the poor, the widows, and the orphans, and to minister to their needs through sacrificial giving and practical service. Prov. 19:17; Matt. 28:18-19; Acts 1:8; 1 Tim. 4:13; Jas. 1:27

13. We believe in the resurrection of both the unsaved and the saved; those who are unsaved enter into eternal separation from God, which is hell, and those who are saved enter into eternal fellowship with God, which is heaven. When Christ returns, the Kingdom of God will be completely fulfilled in the new heaven and the new earth, where righteousness dwells and where God will be worshipped forever. Matt. 25:40-46; John 5:28-29; 1 Cor. 15:20-25; Phil. 3:20-21; 1 Thes. 4:13-18; 2 Thes. 1:5-10; Rev. 20:11-21:8

PHILOSOPHY OF EDUCATION

Our Mission

Honoring God through creative learning and strong academics, in a caring, fun-filled school!

During the elementary and middle school years the minds of children are developing at a remarkable rate. Patterns of thinking, reasoning, and analyzing are being formed that will last a lifetime. Because this is the most opportune time for faith and reason to grow together, we seek to create an environment which nurtures both.

In this way children are given the tools to cultivate a world view based upon Biblical truth, enabling them to think and reason from God's perspective. This training provides them with a dependable framework through which to interpret the world, make wise decisions, and pursue future learning.

Our Foundation

We believe that knowledge, wisdom, and truth come from a deep personal relationship with God, and that the Bible is the inspired Word of God. We believe that although people are separated from God by sin, God in His infinite, tender mercy planned for our redemption through the blood of His Son, Jesus Christ. We can enter that new life in Christ by confessing our sin and giving our lives to Jesus Christ through faith.

Our Parents

We believe that education is the responsibility given to parents by God. Therefore we work in partnership with families and their greater family, the Church, to accomplish this task. Parents play a vital role in our school and are always encouraged to visit and participate. A minimum of thirty hours of school service time a year is pledged by each family.

Our Children

All children are created in the image of God and are worthy of the respect that demands. We follow the example of Jesus who made time for children and called them to Himself. He took their faith seriously and used it as an example for adults to emulate. The Bible tells us that God has individually gifted every person. Therefore each child, no matter what their I.Q., is a "gifted" child. We seek to help each child discover ways of using and developing their gifts for the common good. While the child and his or her ideas are to be respected, his or her opinions should not be regarded as having the same weight as those of a mature adult. God ordained that parents and teachers are to lead the child into wisdom.

Our Behavioral Expectations and Discipline

Because we are all sinners living in a fallen world and inclined toward self-centeredness, we should never be surprised when a child is disobedient or rebellious. We need only to look at our own relationship to God to understand these tendencies. The teacher is to deal with each child as God deals with us. As the authority figure, the teacher is to first assure the child that he or she is loved unconditionally, affirming the child as a person; then the teacher must uphold the standard and teach the child a better way. Right behavior will be taught and encouraged, while wrong attitudes and behaviors will be addressed appropriately. No corporal punishment will be administered.

Self-discipline is a positive, personal attitude of the heart that God helps us to develop. As a fruit of the Spirit it is always to be encouraged in children. Discipline in a school provides boundaries which give the children a sense of safety, stability, and security. Personal discipline allows one to be more productive and creative and is a necessary element in positive conflict resolution. It also promotes ethical work habits which are an important foundation for good lives.

OUR APPROACH

Concept Based Instruction

Each school year concept statements are developed. These statements provide a superstructure for the curriculum out of which flow the units of study for the year. They provide the thread that weaves our entire curriculum together, thus minimizing fragmentation of subject matter. Our concepts are based on the Bible content for the year preventing the artificial separation of secular and sacred studies. Some of the concept areas for the different years may include Family, Cultures, Great Civilizations, and Nationhood.

Integrated Studies

Using our concept statements as a guide, units are developed that integrate traditional disciplines. Studies in history, geography, science and Bible will have a common unit theme, reinforcing and expanding one another. By using an integrated, unit-based approach, teachers as well as parents work together to combine resources and expand the units indefinitely. Children are able to explore aspects of particular interest to them in each unit and individualize their learning. Children are given time for presentations, each learning from one another.

Basic Skills

At the heart of every good elementary education are the basics. Learning well the skills of reading, writing and mathematics will enable children to read, think about and understand Man and the world of ideas in relation to God. These basics will be taught using logical, sequential and enriching methods. Because mornings are opportune times for learning, our mornings will be carefully protected so the children will have uninterrupted time to grasp these basic skills.

Curriculum/Textbook Choices

Our concept statements serve as our guide and a valuable tool for textbook and other resource material selections. Instead of searching for a good textbook and then basing our curriculum on it, we are able to plan our units then find the best of the best to meet our needs. We freely use the best of both secular and Christian books and materials.

OUR GOALS

1. To provide a Christ-centered environment where faith as well as educational pursuits are nurtured. We encourage all to come to know Jesus Christ and learn to walk in His ways.
2. To provide the opportunity for the natural integration of a variety of subjects within a Biblical conceptual framework.
3. To be godly role models for all, taking seriously the admonition from Jesus who said, "but everyone who is fully trained will be like his teacher." (Luke 6:40)
4. To educate the whole child intellectually, emotionally, socially, physically, and spiritually.
5. To provide our students with a blend of traditional and innovative educational experiences that meet the highest standards of excellence.
6. To develop positive and caring student-teacher relationships.
7. To encourage a variety of opportunities for family participation.

8. To be fair, consistent, and respectful of our students in all matters of discipline and correction.
9. To develop moral and ethical work habits in students that will carry over into all areas of life.

PARTNERS IN EDUCATION

HCA strives to work in partnership with families. We believe that parents are ultimately responsible for the education of their children (Deut. 6:7, Eph. 6:4). They have a God-given duty to be involved in the educational process which should be a great benefit to both the family and the school. We believe that God has directed us to a concept-based, integrated approach and that this approach is "parent friendly".

We believe that parents belong in our school. Their active participation enhances our program as well as the overall education of their children. When parents are here, they see our approach in action and they can't help but get enthusiastically involved. Our parents add wonderful resources, mini courses and enrichment. They also are invaluable in the office, on the playground and in the library. We want and appreciate their help. Any task that is done by a parent is one that we don't have to pay to have performed, thus helping our tuition remain low.

The relationship HCA works hard to establish with parents is one built on:

- mutual love
- mutual trust
- mutual respect
- mutual help and support

We believe that parents are the experts with their own children. We respect and seek their valuable insight, prayer support and help. School staff and parents trust one another to positively uphold each other with friends, family and the community at large. It is imperative to a partnership that each side trusts, respects and supports one another.

"If you have any encouragement from being united with Christ, if any comfort from his love, if any fellowship with the Spirit, if any tenderness and compassion, then make my joy complete by being like-minded, having the same love, being one in spirit and purpose." Philippians 2:1-2

QUESTIONS, CONCERNS, AND GRIEVANCE AGREEMENT

Problems, conflicts and concerns are an inevitable part of life. They are neither positive nor negative in themselves but the way in which they are handled can have extremely beneficial or detrimental consequences.

God's Word makes clear the steps we are to take in Matthew 18: 15-20 when there is a conflict. Based on that scripture, HCA has a clearly defined process we expect all (staff as well as students and parents) to follow. Our goal is that conflict can be the positive, building, helpful tool that God intends. Iron sharpens iron and improves the quality of the product. We want to improve, we want to be informed of any questions, concerns or problems but PLEASE let's all approach it in a way that honors God and builds one another up in the process.

We, the family of HCA, agree to follow the steps outlined below whenever an inevitable question, problem or conflict occurs. We will not discuss it with those not directly involved or portray any parent, student or staff member in a negative light. We covenant together to uphold one another, giving one another grace and the benefit of the doubt as we prayerfully seek God's solutions to any conflicts.

We promise to:

- 1. Pray first, seek God's answer. Pray for all those involved.**
- 2. Contact the person involved.** Problems are immediately escalated when others are included in a process that could have been quickly resolved one on one. If one needs to call a staff member, please call the school at 829-4418 and leave a message. The call will be returned as soon as he/she is able. Please do not call a staff member at his/her home unless it is an emergency.
- 3. Contact the Principal** if, after contacting the person involved, the problem has not been adequately resolved. A meeting will be arranged to prayerfully reach a solution.
- 4. Contact the School Committee Chairman** with the concern if no resolution has been reached after meeting with the Principal. Again a solution will be prayerfully sought.
- 5. Seek the counsel of the entire School Committee** if still no resolution has been reached. Because of the confidential nature of the School Committee meetings, contact the Chairman of the School Committee for further instructions as to how to be put on the agenda and at what time these concerns will be addressed.

In an attempt to apply the scripture to every aspect of our school life and work and recognizing that our work is composed of spiritual activities over an educational function, we must follow the scriptural principles for resolving grievances. I Corinthians 6:1-18 is very clear on this, stating that believers waive all rights to take their cause before a court of law, and resolve the matter within the Christian community. With this in mind, let us walk in love with one another forgiving as Christ forgave us and seek to live at peace with one another. (Eph. 4:25-32 & Col. 3:12-17)

POLICIES/PROCEDURES

NON-DISCRIMINATORY ENROLLMENT

HCA recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities of the school. In addition, the school does not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships/loan/fees/waivers/educational programs and athletic extracurricular activities.

PRESCHOOL ENTRANCE ELIGIBILITY

To be eligible for entrance into our Preschool program a child must be 3 years old by September 1 and pass a preschool screening.

KINDERGARTEN ENTRANCE ELIGIBILITY

To be eligible for entrance into our Kindergarten program a child must be 5 years old by September 1, and they must pass the Kindergarten screening.

HCA may accept students who are born after the “cutoff” date into a 2-year program, with the first year considered a Pre-K experience and the second year as Kindergarten. They will only be considered for a 2-year program if they will be 5 by December 1st, they pass the Kindergarten screening, and they demonstrate the ability to participate in the full day program. However, this option is only available if there is room in the Kindergarten class. Children who are 5 by September 1 get first preference.

Parents will be required to sign a Parent Agreement Contract before the beginning of the school year agreeing to these terms.

VISITORS

Although we welcome parents and visitors and appreciate your school service time, for safety reasons, we require that all parents/visitors please report to the office to sign in and receive a visitor pass. Parents and visitors should sign out at the office and return their pass before they exit the building.

EMERGENCY INFORMATION

The HCA office will compile a report from each student’s online enrollment packet and produce an emergency information form, which will be sent home for parent/guardian review and signature. We ask that you include the name, and phone number of at least one other person who we may contact in the event of illness or injury, if we cannot reach a parent/guardian. Also include any HCA families that you authorize to pick up your child on a regular basis. If one parent has legal custody and the child may not be released to the other parent, please include this information in a separate note to the office, including any supporting documentation.

IRREGULAR DISMISSAL

If someone will pick up your child other than their parent/guardian or their regular carpool, you need to send a note with your child. Please avoid making phone calls with this information as this can be an interruption to the school day. Please tell any driver who is not a parent/guardian at our school that they may be asked to show some identification to the staff car-loaders. Students are not allowed to use the school phone to make plans during the school day for going home with another student. Plans must be made in advance and a note sent in by the parent. If a student does not have a note and someone else is there to pick them up, the driver will be asked to park their car, wait until dismissal is over and go to the office. A staff member will then call the parents of the student to verify the situation. Students will only be released when an HCA staff member has received permission from the parent or guardian.

STUDENT RECORDS

When students graduate or transfer to a different school, HCA will transfer their records only when we have a written request signed by a parent/guardian. Please send requests to the school office and allow one week’s processing time or longer during the summer.

GUIDANCE

The teachers and administration work with students in their eighth grade year, to ensure that they have the necessary paperwork including grades and recommendations as requested, and that they have the information necessary for a successful high school transition.

SNOW DAYS

HCA's cancellations and delays will be announced on Channel 5 TV, radio station WTAG (580 AM), and through our group phone-call system. However, because our students are commuters coming from so many different towns, parents should use their own discretion in inclement weather.

NUT POLICY

No peanut butter or obvious nut products may be brought to HCA at any time, out of loving concern for our highly allergic students for whom these products are life threatening. If a nut product is inadvertently brought to school, it will be confiscated and an alternative will be provided. Due to the fact that many non-HCA people use this building we cannot guarantee that HCA is a completely nut free environment, so caution is still advised for those with allergies.

MEALS

Each student is responsible to bring his/her own lunch (including drink). The Academy is not able to provide refrigeration or microwave heating for student meals. Lunch programs may be offered during the school year and details of such programs will be communicated to parents.

SNACKS

HCA morning snack should be healthy snacks that the student can eat neatly within the ten-minute snack period. Suggested snacks include fresh fruits or vegetables, fruit cups, yogurt, cheese sticks, or crackers. Soda and candy are not acceptable at any time unless so designated by the teacher for parties or rewards. All unacceptable foods will be confiscated and not returned. Please use your best judgment when packing a snack or helping your children choose snacks for school. Questions should be addressed to the school office or your child's teacher.

BIRTHDAYS

Parents may provide a special treat for the classroom on their child's birthday; treats should be as "neat to eat" as possible, and approved by the teacher before being brought into the classroom. As we have several students with nut allergies, *please* do not include nuts or nut oils in any treats sent in to share with the class. Thank you for your help in this matter.

No birthday party invitations may be distributed at school unless either the entire class is invited or all students of the same gender within the class are invited.

PLAYGROUND

The playground is available to students during recess times and is supervised by a teacher and monitors. Students are not allowed on the playground during school hours unless accompanied by an adult.

Playground Rules

- ❖ Students may play on the field, playground equipment and hard top within the cones. Woods, stone walls, and large rocks along the outer edges are not within the boundaries.
- ❖ Equipment must be shared.

- ❖ Do not throw snow, ice, rocks, sticks or anything else that could injure a person.
- ❖ Use all equipment the way it's supposed to be used. For example: sit on swings, no jumping off, standing or hanging upside down, etc.
- ❖ Any eating must be done while sitting at a picnic-table and all trash must be picked up before playing.
- ❖ No hurtful language – use uplifting words.
- ❖ No bullying.
- ❖ Excluding a student from a play group is not allowed.
- ❖ HAVE FUN!! ☺

HOMEWORK

An approximate amount of nightly homework is 10 minutes per grade per night. For example, Grade 1 = 10 minutes; Grade 2 = 20 minutes, etc. Nightly reading is in addition to this estimate. Homework assignments vary according to grade level and are given at the discretion of the teacher. This is an important area of student evaluation during the year. If students do not complete their homework, it will affect their overall grade. Any questions concerning homework assignments should be directed to the individual teacher.

PARENTAL INVOLVEMENT

The Academy requires that each family serve a minimum of 30 hours per academic year. We welcome parents to be scheduled in service roles to assist the teachers and staff. Examples include; classroom tutors, lunch or recess monitors, library helpers, etc. As areas of need arise, parents will be notified of the opportunity for service via *Pathways* or by phone.

SCHOOL PRAYER

Here at HCA we have the freedom to come before the Lord through prayer at any time during the school day. Each class day will begin with a short devotion and the teachers and students will be at liberty to enter into prayer during the school day as opportunity arises, i.e. preceding lunch, an exam, or for any specific need that may arise during the day. Parents have an ongoing prayer group as well; please see Pathways for days and times.

LIBRARY

All pupils are given the privilege of using the school library. Library time is scheduled on a regular basis. Books will be checked out for a two-week period. In the case of overdue books, the student may not check out more books until overdue books are returned. If a book is lost, parents are responsible to replace the book or pay a replacement charge of \$20 per hardcover/\$10 per paperback. Students may be allowed to use computers under the supervision of a teacher but must adhere to the following rules:

- ❖ No food or beverages are allowed.
- ❖ Sign in to use the computers.
- ❖ Don't touch the screens of the monitors.
- ❖ Do not change settings (wallpaper, screen savers etc.) unless asked to do so by an adult.
- ❖ Wash your hands/use hand sanitizer before using a computer.
- ❖ Save to a flash drive, not hard drive.
- ❖ Students must have permission to use the printers.

The class that is signed up to use the Library has priority over other students. Students may use the Library if they are quiet and don't disturb the class. The teacher in charge can ask any disruptive student to leave.

CHAPEL

Chapel services will be held weekly at the Academy. Parents, teachers, missionaries, pastors and people from the community may lead these services if they receive prior approval. This is a time for us to worship together as a student body. Parents are welcome to attend.

REPORT CARDS

Report cards are issued to students in grades K through 8 four times a year. They are to be signed by a parent and returned to school within a week.

PARENT-TEACHER CONFERENCES

Teachers or parents are at liberty to request a conference at any time during the academic year. At the end of the first and third terms we will hold Parent-Teacher Conferences where the report card will be given to the parents and progress and concerns will be discussed. Middle School teachers may choose to only hold conferences with specific students' families, and ask that the student attends the conference.

GRADING SYSTEM

The grading system used for grades 2-8 is as follows:

90-92	A+	88-89	B+	78-79	C+	68-69	D+
90-93	A	83-87	B	73-77	C	63-67	D
90-94	A-	80-82	B-	70-72	C-	60-62	D-
						Below 60	= Fail

Kindergarten and grade 1 will not receive letter grades.

Incomplete: An incomplete will be given on a report card when extenuating circumstances* prevent a student from completing the required assignments in a given term. Instead of a zero for such assignments, the student may complete the assignment for **partial** credit under the following conditions: 1) The assignments must be handed in by the agreed upon time. 2) The student is totally responsible for finding out all that is incomplete. 3) The student must turn in all assignments to the office in an envelope clearly marked with the name of the teacher to whom it is due. (If assignments are due to more than one teacher, each teacher should have their own envelope, clearly marked.) Please do not call the teachers at their homes. *Allowing an incomplete is at the discrimination of the teacher in consultation with the Principal and the parents.

PHYSICAL EDUCATION

Physical education is an important aspect of the growth of young people. All children are expected to participate in these classes. A note from home is needed for a student to be excused.

For Grades K-4:

The children in grades K-4 are required to wear their HCA logo gym t-shirt on their gym days, as well as gray, black or blue sweat pants or wind pants or finger-tip length shorts. Pants cannot

have snaps or zippers, as these can cause injury in the event of a fall. Breakaway pants are strictly forbidden. The only jewelry allowed during gym class is stud earrings for girls. Sneakers are also a part of the gym uniform. Please be careful in choosing sneakers with your child. Many types of “fashionable” sneakers are dangerous for running. Some types of sneakers have very heavy thick bottoms and can be the cause of a serious ankle injury. Sneakers without backs are also not acceptable.

Students who come to gym class without the appropriate uniform will be warned the first time, but will not be allowed to participate any additional following times. This may affect a student’s grade.

For Middle School

Middle school students are required to wear clothing appropriate for physical activity and within dress code. Sweatpants, wind or stretch pants, and an appropriate t-shirt must be worn. Shirts that show cleavage or the midriff, or tight jeans that would prohibit movement, are not acceptable. If stretch pants are worn, a long t-shirt must be worn as well. Extra loose jeans are not appropriate wear for gym. Pants cannot have snaps or zippers, as these can really hurt in the event of a fall. Breakaway pants are strictly forbidden. The only jewelry allowed during gym class is stud earrings for girls.

Sneakers are also a part of the gym uniform. Please be careful in choosing sneakers with your child. Many types of “fashionable” sneakers are dangerous for running. Some types of sneakers have very heavy thick bottoms and can be the cause of a serious ankle injury. Sneakers without backs are also not acceptable.

Students who come to gym class without the appropriate uniform will be warned the first time, but will not be allowed to participate any additional following times. This could result in a behavioral demerit.

DRESS CODE

Within the HCA community, our desire to follow scriptural truth affects even the way we dress. Varied life experiences lead to varied preferences in how we dress. A degree of sensitivity and tolerance of these variations is important.

Guiding principles are necessary and yet need not place a disproportionate emphasis on how we dress. In reaching a generally accepted code of dress, HCA addresses Biblical guidelines on modesty and simplicity, a concern for neatness and orderliness, and a common sense approach to attire suitable for the activity, whether in the classroom or on the playground.

The guiding principle we follow is that we are here to train up the next generation in Truth. Therefore, we desire to eliminate as many distractions as possible.

Parents need to contend with many forces when deciding how children will dress, but parental attitudes and practices in the home are the single most influential determinant. When parents purchase clothing for students to wear during the school day, please adhere to the standards as stated above, and as follows:

General...

- Clothing and accessories shall be neat, clean, modest, in good taste, and in good repair.

- No hats, visors, or hoods are to be worn in the building.
- No piercing (other than ears for girls), chains, or spikes.
- No “goth” or “punk” look.
- No exposure of underwear.

For the girls...

- No -
- tops with narrow straps
 - clothing that looks like lingerie or pajamas
 - shorts or skirts shorter than finger-tip length
 - exposed midriffs
 - bra straps
 - cleavage
 - overly tight or revealing clothing

For the boys...

- No -
- shorts shorter than finger-tip length
 - muscle shirts
 - earrings

Off campus...

- All students are required to wear their HCA polo shirt, when appropriate, for off-campus school activities, such as field trips and ACSI events.

Whatever form of attire, the guidelines referred to earlier serve as the framework against which the administration and staff will make final disposition in the event of any questionable choices. If a teacher or staff member feels that a student’s attire is distracting to the learning environment, the student will be sent to the office and given a large t-shirt to wear for the day. The student will be expected to return the shirt, laundered, to the office on the next school day. The family will be billed for any borrowed shirt that is not laundered and returned the following school day. We all want to get back to the important issues of learning and not play clothing police. Thank you for your cooperation.

DISCIPLINE

Self-discipline is a positive, personal attitude of the heart that God helps us to develop. As a fruit of the Spirit, self-discipline is always to be encouraged in children. Discipline in a school provides boundaries. These give children a sense of safety, stability, and security, which together free them to learn. Personal discipline allows one to be more productive and creative and is a necessary element in positive conflict resolution. It also promotes ethical work habits, which are an important foundation for sound lives.

We are all sinners living in a fallen world and inclined toward self-centeredness; we should never be surprised when a child is disobedient or rebellious. The teacher is to deal with each child as God deals with us, loving and affirming the child as a person, yet using corrective discipline to teach the child a better way.

The teacher is responsible to uphold the standard, encouraging and teaching right, while addressing and correcting wrong attitudes and behaviors appropriately. Corporal punishment will not be administered.

Behavioral Expectations

Our primary function is to educate children in a context of Biblical faith. It is the responsibility of the teachers and support staff to create an environment where children are free to learn and the Holy Spirit is welcome.

We want a school where:

- God is honored.
- Teachers are obeyed.
- Children feel safe and secure.
- Children feel loved and valued as individuals.
- There is order and seriousness about learning.
- Each person is respected.
- The teachers are in control of the classroom.
- Children are actively engaged in their learning.
- Children are treated fairly and consistently.

School-wide rules make the student aware of the expectations, allowing each to choose accordingly. Students must learn that all behavior is a choice, and that there are consequences for both good and bad choices (Gal 5:19). Self-control, a fruit of the Spirit (Gal. 5:22-23), is available to us at all times. It is a positive attribute that both children and adults must develop in order to lead happy, productive lives. HCA works in partnership with parents to uphold and enforce the following rules:

School Rules

"And let us consider how we may spur one another on to love and good deeds." (Hebrews 10:24)

1. Raise your hand and wait for permission to talk.
2. Look at your teacher, listen and follow directions.
3. Respect everyone; use words that build up others, no cursing or put-downs.
"Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs that it may benefit those who listen." (Ephesians 4:29) "So in everything, do to others what you would have them do to you." (Matthew 7:12)
4. Respect the equipment and furnishings in our school.
5. Change tasks quickly and quietly, adjusting your voice level to suit the activity.

POSSIBLE REWARDS FOR COOPERATION

Individual

1. Verbal praise
2. Stickers/stamps
3. Notes home
4. Certificates
5. Principal's Book of Excellence

Class-wide

1. Extra library time or recess
2. Class party
3. Movie
4. Treats
5. Treasure box

POSSIBLE CONSEQUENCES FOR CHOOSING TO BREAK A RULE

First Time:	Name on board. Warning.
Second Time:	One check. Loss of privilege (differs with grades).
Third Time:	Two checks. More loss of privilege.
Fourth Time:	Three checks. Loss of privilege, possible parent contact
Fifth Time:	Four checks. Loss of privilege, action plan filled out by student (Gr. 3-8) parents contacted. Grades K-2: Four checks. Loss of privilege, Principal visit, parents contacted if deemed necessary

For **Severe Disruption** such as:

- ❖ Defiant disobedience
- ❖ Verbal threats
- ❖ Unsafe behavior
- ❖ Physical violence of any kind

The student will be removed from the classroom and sent to an administrator. A parent will be contacted. The administrator may choose to ask the parent to remove the child from school for a certain amount of time or permanently.

** Checks can be erased by the teacher in cases of magnificent attitude adjustments and renewed effort by the student.

MIDDLE SCHOOL DISCIPLINE

In addition to the overall school discipline policy, a demerit system is added at the Middle School level. The purposes of this system include the following:

- Facilitation of two-way communication with parents
- Providing information for parents to render home consequences for school behavior
- Helping students differentiate the seriousness of infractions

As a result, demerits are divided into two categories: academic and behavioral. The following outlines the behaviors that would result in the issuance of one of these demerits.

Academic Demerits

- ◆ Three (3) missed homework assignments (accumulated from any classes) in a given term will result in an Academic Demerit. As a result, the student will forfeit one week (four days) of recess, during which time he or she will work on missed and current assignments.
- ◆ If a second Academic Demerit must be issued in the same term, a conference with the student, parents, teachers, and principal will be scheduled. At that time, an action plan will be drafted and consequences will be determined. The student will also forfeit an additional week (four days) of recess.

Behavioral Demerits

Level 1 Misbehaviors

- 1) A name and three checks in one day (lunch to lunch)
- 2) Out of area
- 3) Failure to return any document requiring parental/guardian signature
- 4) Other at teacher's discretion

Consequence: A Behavioral Demerit will be issued. Two weeks from the issue date of the demerit, the student may apply for a Level 1 Merit, which can be obtained from the homeroom teacher. A merit will remove the associated demerit from the record.

Level 2 Misbehaviors

- 1) Rude, inappropriate, hurtful, or disrespectful language or behavior
- 2) Destruction of school property
- 3) Swearing/vulgar language
- 4) Major disruptive behavior
- 5) Bullying/intimidating other students
- 6) Other at teacher's discretion

Consequence: A Behavioral Demerit will be issued. Four weeks from the issue date of the demerit, the student may apply for a Level 2 Merit, which can be obtained from the homeroom teacher.

Level 3 Misbehaviors

- 1) Physical violence
- 2) Possession of a weapon or other dangerous object at school (gun, knife, fireworks, stink bombs, matches, lighters, chemicals, etc.)
- 3) Sexual harassment
- 4) Bringing pornographic material to school
- 5) Other at teacher's discretion

Consequence minimum: A behavioral demerit will be issued and the student will be suspended from school for the remainder of the day as well as the following school day. Further action will be taken as needed upon consultation of the Administration and the School Committee.

If a student accumulates three behavioral demerits (of any level) in the course of the school year, they will be suspended from school for one school day. Any demerits for which merits were awarded will not be counted toward this total. Therefore, students who receive Behavioral Demerits are strongly encouraged to correct their behaviors and pursue a merit in a timely fashion. The administration reserves the right to pursue further disciplinary action in the case of a serious offense.

If a student wishes to appeal a demerit, he or she must do so in writing within 48 hours of it being issued.

Expulsion

As a last resort, HCA reserves the right to expel a student when necessary to protect the health, safety, and learning environment of other students. Parents may appeal to the School Committee any decision to expel a student, if the appeal is made in writing, to the School Committee Chairman, within 72 hours of the parent's notification. No appeals for suspensions will be heard.

SAFETY POLICY

Holden Christian Academy purposes to work in partnership with the students' parents and families, and desires to maintain a Christ-centered educational environment that is safe and secure for everyone. In the spirit of this partnership we empower our teachers with the authority to ensure a safe classroom. To that end, the teacher may confiscate, for the balance of the school day, any item that the teacher judges to be unsafe or that is used in an unsafe manner.

We ask that the parents support our teachers by helping their student(s) refrain from bringing any item to school that is, in of itself, potentially unsafe.

It is our prayer that every teacher will exercise this authority wisely, in the best interest of the children and that every parent will trust and respect the teacher's judgment.

Transportation safety will be reviewed with students and chaperones by the Principal or field trip coordinator before each field trip.

ATTENDANCE NOTIFICATION

Attendance at school is expected whenever classes are in session

Absence

Parents are expected to call the office by **8:30 a.m.** if a child will be absent that day. It is imperative that each child at HCA be accounted for each school day. Because HCA students are driven to school by parents, we will not call to check on their absence.

Total absences

A student who is absent more than 20 days (5 per term) will not be promoted or allowed to return to HCA the following year without School Committee approval.

Acceptable absences

The following is a list of acceptable reasons a student can be absent from HCA:

- illness
- funerals
- medical or dental appointments

The administrator will determine other acceptable absences. While still counted towards the total absences per year, acceptable absences will be viewed more favorably by the School Committee's review.

Make-Up Work

The simplest way to stay current and get missed assignments quickly is to call a classmate at the end of the missed day and do the missed work on the day of absence. It is greatly to the advantage of the student to come back to school with assignments complete.

Requests for make-up work can be made at the time the absence is reported. Students will be granted as many days as they have been absent to make up work. It is the responsibility of the parents and child to ask for missed assignments, to arrange the transportation of the work home and to hand all assignments in during the correct period of time.

Planned Absences

We strongly discourage the planning of vacations during school time. In unavoidable cases of planned vacations and outings, parents should confer with teachers at least a week (preferably two) before the absence so that assignments and work can be done before the absence if possible. Students absent for parent-planned vacations are responsible for all work missed during that absence. The work is due the day they return. The above grace period is only for absences due to illnesses or emergencies. "Making up" homework assignments is not an adequate substitute for missed class time. Vacation plans should agree with the school vacation whenever possible.

Tardiness

Tardy students are a disruption to the class and an inconvenience to the teachers who must bring the late student up to speed. Therefore for the good of all we expect that all students will arrive between 8:00 and 8:15. Students who arrive after 8:15 are considered tardy and should enter through the office entrance and report directly to the office. Students are allowed **six tardies per term** without consequence. Accumulated tardies beyond six will be handled by the administrator and School Committee. Students coming in after 11:00 a.m. or leaving before 11:00 a.m. will be considered absent for the day.

WELL CHILD and ILLNESS POLICY

It is our desire at Holden Christian Academy to provide the healthiest possible environment for our students, so we kindly ask that you DO NOT bring your child to school if he or she has any of the following symptoms:

- Green or yellow runny nose
- Persistent coughing
- Discharge from the eyes
- Fever
- Vomiting
- Diarrhea
- Unknown or contagious rash
- Any communicable disease

If a student has been vomiting he/she should be **sickness free for at least 24 hours** before returning to school. Children may not return to school until they are **fever-free, off medication, for 24 hours**. If your child has a sickness other than fever, please use discretion in returning them to school. After any illness we suggest a full 24 hours of health prior to returning to school, to prevent the spread of sicknesses.

If a student has a contagious illness such as conjunctivitis (pinkeye) or strep throat, he/she **must** be on antibiotics for a **full 24** hours before returning to school.

In the case of chicken pox, a student cannot return to school until all lesions are dried and scabbed over. This usually takes about 5 days; however, each case will vary.

Any student who becomes ill while at school will be sent home at the discretion of the staff. If the student has a fever of 99.6 or above, he/she will be sent home

MEDICATION ADMINISTRATION

Because HCA does not have a school nurse on site at all times, school staff can administer no regular medication. Inhalers and Epi-pens can be kept in the office and self-administered under staff supervision, with assistance in emergency situations . See Addendum D. Any special circumstances must be evaluated and approved by the School Committee.

MINOR INJURIES

In the event that your child should be injured (bruised, scraped, cut) while at school, the child will be treated (i.e. ice pack, peroxide, bandage).

EMERGENCY NOTIFICATION

Parents will be required to fill out Emergency Information as part of the enrollment/re-enrollment process. This information states the provision for your child in the event of an emergency. The procedure which the school follows is:

1. Attempt to contact parent or guardian or emergency contacts.
2. Have child taken to an emergency room in the company of an HCA staff person.
3. Call an ambulance (if emergency warrants its use).
4. Call physician (if warranted).

BEFORE/AFTER SCHOOL PROGRAMS

Registration and Registration Forms, including fee information, are available in the school office. Your child's safety is a priority at HCA. It is therefore imperative that children are supervised at all times. Early 7:30 a.m. drop-off is available for a daily fee per student. Early students must proceed directly to the gym with their belongings and sign-in with the adult on duty with our staff children. Students who do not sign-in will not be supervised; if they are found to be in the building before 8:00 a.m. they will be brought to the office to call a parent and a fee will be charged.

Students with After School Care reservations must report to designated After School Program area. If a student is signed up for the After School program but is also participating in an after school help session or lesson with a teacher, they should check in with the After School staff before that session or lesson, so proper attendance can be taken. A healthy snack will be provided during the After School program each day. Students may be dismissed at any time *before* 5:30; please sign your student out with the staff member on duty. If you do not sign out with time indicated, you will be charged for the later time/fee.

Late Policy: Parents will be charged for after school care based on actual pick-up time. If a child leaves after school care past 4:30pm, the 5:30pm fee will be charged. For each child who leaves after school care past 5:30pm, a charge will be assessed of \$1 per minute late.

Weekly Reservation Forms must be received in the office by Thursday of week prior to assure proper staffing. If you have not made a reservation and need non-planned before/after school care, please call the office by 3:00 p.m. on the day before (for Before Care), or by noon on the day needed (for After Care).

Records will be kept in the office and all charges will be added monthly to your FACTS account. Any families who do not submit this payment through FACTS will not be allowed to make a reservation for the following week until delinquent fees are paid.

TUITION AND FEES PAYMENT

Re-enrollment information will be sent out during March of each year. Each family is asked to prayerfully consider their decision to re-enroll their children for the following year, respond by the deadline, to allow the administration and School Committee appropriately budget tuition.

SCHOOL SERVICE FEE - A yearly fee. A school service fee of \$225.00 per family is due by June 1 if you are unable to work a minimum of 30 hours of school service for the prior school year.

TUITION AND FEES

All tuition must be paid through FACTS Tuition Management in full by June 1, or in monthly payments from June through May. All families, whether paying in full or monthly, will enroll with FACTS as part of the enrollment process, and all tuition and incidental charges (field trips, logo items, After School program, etc.) will be billed through this system.

If a family chooses monthly payments and does not make payments starting in June, they will be responsible to make the total of June through August payments through FACTS before their child can start the school year.

If a family withdraws their child(ren) from the school before school begins, they will be responsible for monthly payments through the month of notification of withdrawal.

If a family withdraws their child from the school during the academic year, the family is responsible for the full tuition for the semester in which the child is participating. Semester break is at the end of Term 2, in late January. Exceptions to this policy will only be granted in the case of extreme hardship, subject to unanimous approval of the School Committee.

Delinquency of tuition payment will result in late fees and eventually jeopardize the child's ability to continue in the school program.

There is a fee for any checks returned, equal to the amount charged by HCA's bank.

FINANCIAL AID - Awarded yearly

Financial Aid is available for enrolled families in need.

All families who are awarded assistance will be required to actively participate in the Development Team's activities to raise funds for the following year's recipients.

Applications and supporting documentation required by FACTS Grant & Aid are due by the third Friday in April to be considered in the first round of financial aid awards. If families miss this initial deadline, they may apply and provide supporting documentation by the third Friday in May for consideration in the second round. Please be aware that the majority of financial aid monies will be awarded during the first round. Applicants can apply online through FACTS Grant & Aid. There is an application fee, paid to FACTS, who processes our applications. Award decisions are made by the HCA School Committee and will be reviewed on an individual basis.

LATE PAYMENT POLICY

Holden Christian Academy is committed to making the financial obligations of a Christian Education both clear and affordable to families. The fees, tuition deposits, and payment

schedules are carefully explained and structured to enable HCA to pay its operating expenses and salary obligations in a cost effective and timely manner. It is, therefore, very important that families take seriously the need to pay fees and tuition on time. HCA recognizes that a private Christian Education is a challenge to a family budget. It is therefore the policy of the HCA School Committee to work with families who contact the Committee in writing when circumstances arise that prevent them from paying on time, in order to find a solution that honors God and these obligations.

- **FACTS** - HCA uses the FACTS program to evaluate families Financial Aid needs and generously supports families who qualify in accordance with the program guidelines and budgetary allowances.
- **Insufficient Funds** - In the event that funds are not available on the scheduled day of FACTS withdrawal, the family is charged an administrative fee by FACTS and the account is placed in “delinquent” status. After a total of 3 unsuccessful withdrawal attempts which occur over a period of 20 days (each time with a FACTS fee), the FACTS account is placed in “unresolved” status. This can be avoided if the HCA Office is contacted by the family prior to the scheduled automatic withdrawal date to request an extension or provide new account information.
- **30 Days** - On a monthly basis, the HCA Office will check to see if any families are in “Unresolved” status. These families will be contacted by phone with a request that they provide updated account information or other details of why they are unable to pay. They will be informed that they will need to meet with the School Committee if their account reaches 60 days in “Unresolved” status.
- **60 Days** - In the event that fees and/or tuition payments are overdue by 60 days, without previously contacting the Committee, a letter will be sent to the family reminding them of the overdue obligation and requesting a family meeting with the School Committee to establish a payment plan.
- **120 Days** - After 120 days, in the absence of an approved plan, the Committee will notify the family in writing that their child(ren) are withdrawn from HCA. HCA reserves the right to apply any re-enrollment, fees or tuition deposits towards the accrued debt.
- **Re-enrollment** - Families will not be able to re-enroll their children for the next school year until any past due money has been fully paid or they are adhering to a payment plan authorized by the school committee.
- **Collections** - HCA reserves the right to seek collection of past due amounts using a third-party collection agency or other means.

Addendum A: HCA Expectations for Admission and Continued Enrollment

In order to be accepted, offered continued enrollment, and experience success at HCA, students must be able to function within the parameters of a normal classroom setting. In order to maximize learning for the entire class, students are expected to meet the following expectations in an age appropriate manner for the majority of the time:

1. demonstrate appropriate attention skills.
2. demonstrate the ability to work appropriately within the class, without demanding disproportionate amounts of the teacher's time on an ongoing basis.
3. the ability to adapt to and function in a variety of instructional settings: large or small groups; independent work; active, hands-on projects, field trips, etc.
4. demonstrate respect for adults.
5. demonstrate age appropriate impulse control, i.e., willing to wait turn, raise hand to speak, ability to be quiet and orderly in quiet situations.
6. possess the ability to take care of personal belongings, i.e. hang up coat, keep track of own school materials, etc.
7. be able to handle transition times in an age appropriate manner, i.e. get necessary materials for each class, follow arrival and dismissal procedures, walk quietly to other areas.
8. record and be responsible for own assignments and homework.
9. have the ability to work at a table with other students without being distracted or distracting.
10. possess grade appropriate learning skills.

If students are accepted and are unable to meet with the above expectations, HCA reserves the right to put the child on a probationary plan, with regular check-ups, to determine continued enrollment, or, after an unsuccessful probationary period, ask the parents to find a more appropriate school setting. We are willing to do everything within our power to make this setting work for all. However, we will not jeopardize the learning of a classroom of children for the sake of one child.

Addendum B: HCA Learning to Learn:

Special Needs Philosophy at Holden Christian Academy

At HCA we believe that we are all created in the image of God and therefore reflect God in many ways. As humans we are creative, inquisitive, social, emotional, and can possess a myriad of attributes of our heavenly Father. We also realize that we live in a fallen world and that everything in it is imperfect in some way, including us. The ramifications of this are many in an educational setting. Therefore at HCA we believe the following:

1. No one is a perfect learner.
2. Everyone has strengths and weaknesses.
3. We all need to share our strengths and ask for help with our weaknesses.
4. We all need each other.
5. When one's weakness causes learning issues, we
 - a. investigate it with parents.
 - b. help it with modifications.
 - c. strategize to compensate for it for life.

As a small private school we have our own strengths and weaknesses when it comes to meeting the needs of those who learn differently and/or have special needs.

Weaknesses

1. We do not have a Special Needs Department
 - a) a. We do not have the ability for 1 on 1 instruction.
 - b) b. We do not have the staffing for instructional aides in the classrooms.
 - c) c. We do not have "pull out" instruction other than reading and counseling.
2. We do not have a formal ELL (English Language Learner) program.

Strengths

1. We can and do pray with, for, and about our students.
2. We can partner with parents systematically as needed (weekly, monthly or quarterly).
3. We are free to name issues and deal with them head on by educating all parties involved.
4. We can create a classroom environment of love, understanding, and compassion.
5. We can enlist the help of other students who understand the issues if requested.
6. We can strategize with parents and the students and all work closely together to meet the needs of the student.
7. Most of our staff have Special Needs training and are able to employ a variety of strategies in the classroom.
8. Many of our staff have successfully dealt with special needs in their own families and are willing to personally share their stories and encourage parents and students.
9. The average number of students is 10-12 per classroom, so automatically students receive more attention.
10. We have a reading specialist who is a certified Wilson Instructor. (Wilson is a premier multisensory program for struggling readers.) She is able to take small groups for reading as well as provide one on one tutoring for an additional fee.

11. The Charis Counseling Center is on our campus and their therapists have provided personal therapy, family therapy, (fee), electives and teacher support.
12. Teacher may be able to provide afterschool supplemental tutoring (fee) or provide an extra help class for any student in need.
13. Teachers use differentiated instruction, integrated instruction and project based learning on a regular basis in the classrooms (all of which are proven to be helpful to struggling learners).

Strategies:

When issues become apparent we,

1. Meet with the parents to determine if a formal evaluation or a team contract is necessary.
2. If an evaluation is deemed necessary, the parent will request an evaluation from the public school the child would attend in their district.
3. Have the parents, teacher and principal attend the TEAM meeting at the public school where the test results are discussed with the testers and a determination is made of the issue.
4. The group decides if there is a specific learning disability, if so an IEP (Individual Educational Plan) is created.
5. Another meeting is called at HCA with the parents, teachers and principal to discuss the IEP. HCA honestly relates what we are and are not able to provide at HCA. Parents and staff then make decision as to the best placement.
6. If HCA is determined to be the best fit, we then draw up a Three Way Contract that clearly delineates the responsibilities of the teachers, parents and students.
7. A schedule is created to review progress and tweak the contract as necessary.

All students must be able to comply with the admission expectations (see separate document) in order to be accepted and have continued enrollment at HCA.

Addendum C: The Inclusion of the Study of Mythology in the HCA Curriculum

The Importance of Teaching about Mythology

The curriculum design of HCA has three basic distinctives. It is, first of all, concept based rather than fact based. Students are taught to formulate universally true concepts and then are enabled to illustrate the truth of those concepts by the evidence of pertinent facts.

Secondly, it is a spiraled curriculum: single concepts are taught several times and at different grade and developmental levels, always building on groundwork laid previously and preparing for future enrichment.

Thirdly, it is integrated: it seeks to enable students to make connections between otherwise artificially compartmentalized disciplines, in all facets of learning.

The study and understanding of ancient and modern cultures and civilizations is basic and integral to this curriculum design. Literature, mathematics, language, science and religion are variously fostered and nurtured or repressed and neglected in their historic and sociological contexts. For example, the God of Abraham, Isaac and Jacob revealed himself in history by creating and appointing the nation of Israel as the guardians of his law.

The study of ancient and modern civilizations and cultures not only allows the spiraling and integration of concepts necessary to our curriculum, but also provides a classical framework for independent inquiry.

One of the most important reasons for the study of history is to learn from the past. The lessons of the past are either positive or negative. The relationship between the religions practiced by various civilizations and the historical fate of those civilizations is a fertile area of study when attempting to teach the lessons of the past to elementary school students.

Mythology, reflecting the religious beliefs and the connecting with nature that was central to the ancients, is an essential element to the study of many cultures. An attempt to study these cultures without exploring their myth telling would be shallow and inadequate. A people's myths tell more about them, perhaps, than their scientific or mathematical achievements.

The Teaching of Mythology at HCA

Notwithstanding their value, it is imperative that these religions/myths are described from the appropriate (i.e., Christian) perspective. Their teachers unequivocally verify that these myths are taught in the following manner:

- ❖ These myths are not presented as the truth about the way the universe came into being or how the cosmos is governed.
- ❖ Mythology does not overshadow the teaching of biblical truth.
- ❖ The difference between mythological tales and biblical truth is clearly drawn for the student.

It is also imperative the HCA students are acquiring an appropriate (i.e., Christian) perspective on mythology. It is to this end that the HCA teachers routinely ask the students the following questions:

- ❖ Are the mythological gods real Gods?
- ❖ Were they ever real Gods?
- ❖ How do you know they are not real Gods?
- ❖ Who is the true God?

Conclusion

The study of ancient religions and myths is an important part of the integrated curriculum taught at HCA. A study of history or sociology would be catastrophically incomplete without the study of religions and myths. The teaching at HCA about the religions and myths of various cultures is clearly from a Christian perspective. The students at HCA are gaining knowledge and understanding about various religions and myths. Without exception, this knowledge and understanding reflects a Christian perspective.

Addendum D: Emergency Medication

Medication Self-Administration Form Information

Holden Christian Academy does not have a school nurse. Therefore, we cannot administer regular medications. In the case of a serious allergic reaction (eg, food allergy), staff will assist a student in self-administration of Benadryl and/or Epi-pen (or administer in children younger than 9 years old) on an emergency basis, per medication plan signed by the student's parent and doctor. Whenever an Epi-pen is administered, 911 is called for transport to nearest hospital and parent/emergency contact will be informed.

Students may self-administer inhalers for asthma with medication plan form signed by parent/doctor (see self-administration permission form.)

Emergency Medication Administration Form Information for Benadryl/Epi-pens

If a student requires Benadryl/Epi-pen in the case of a serious allergic reaction (eg, food allergy), staff will assist a student in self-administration of Benadryl and/or Epi-pen (or administer in children younger than 9 years old) on an emergency basis, per medication plan signed by the student's parent and doctor. Whenever an Epi-pen is administered, 911 is called for transport to nearest hospital and parent/emergency contact will be informed.

A form provided by HCA and completed by the doctor will be required, to include:

Student's name and date of birth

Parent's name and emergency contact information

Doctor's name and number

Diagnosis

Medication name

Plan of Administration (signs/symptoms for which to administer, dosage and directions for administration)

Physician signature

The parent/guardian will sign, requesting HCA staff to assist/administer the emergency medications in accordance with the physician's instructions, that they understand that In the case of Epi-Pen administration, 911 will be called for emergency transport, that they understand that HCA personnel are not responsible for any problems arising from the administration of this medication, and that they understand that HCA does not have a school nurse on staff.

Addendum E: Parent/Teacher/Administrator Communication

HCA is committed to working in partnership with families. We believe that parents are ultimately responsible for the education of their children (Deut 6:7, Eph 6:4). Communication is an essential component to partnering in that education. It is essential that administrators, teachers, parents, staff, and students have a clear line of communication. Below are the expectations and procedures for communication between parents, teachers and administrators.

Immediate Response Required

Any urgent questions or concerns to the teacher should go to the office through one of these channels:

- email to admissions@holdenchristianacademy.org or info@holdenchristianacademy.org
- send a written note in with your student
- call the office 508-829-4418

Please mark if the communication is “urgent”. The message will be given to the teacher and you will receive a response by the end of the school day from either the teacher or the office staff.

Non-Urgent Communication

If you are sharing information or have a question that does not require an immediate response, please send the teacher an email, send a written note with your student, or contact the office as detailed above. Teachers will answer regular priority email within 2 school days.

Administration Communication

Requests to communicate with the principal, Mrs. Susan Hayward, should be scheduled with Jennifer Jonay. Call the office phone: 508-829-4418 or email her at admissions@holdenchristianacademy.org. Jennifer will schedule a time for Mrs. Hayward to communicate with you via phone or in-office appointment.

Expectations

Teachers will answer regular priority email within 2 school days and during school hours. Teachers should not be contacted on their cell or home phones and by HCA policy, will not communicate through text. The principal is available for consultation by appointment only.