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The Board and staff of Home Schoolers' Academy are grateful to have the opportunity to serve your families. We believe your children will enjoy their time at HSA, and we look forward to investing in their lives.

Above all, we want to see them grow in their faith and love for God. The following is our Doctrinal Statement, the foundation of our calling here at Home Schoolers' Academy.

Doctrinal Statement

1. We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the Deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious death through His shed blood and His bodily resurrection, in His ascension to the right hand of the Father and His personal return in power and glory.
4. We believe that for the salvation of lost and sinful men, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life.
6. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

Standards of Conduct

The basis for our Standard of Conduct is Mark 12:28-31. In this passage, a teacher asks of Christ:

Of all the commandments, which is the most important? Christ answers, Love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength. The second is this: Love your neighbor as yourself. There is no commandment greater than these.” (NIV)

Every Home Schoolers’ Academy (HSA) student must understand that all behavior at the Academy will be governed by the Biblical principles above: honoring and loving the Lord, and honoring and loving one another. For the sake of instructing our children in the practical working out of these commandments, some additional specific direction is offered within this code; however, all behavior, whether specifically addressed or not, will be judged by Mark 12:28-31.

It is important for all parents to also understand the following two preliminary conduct requirements:

1. HSA offers classroom instruction in a group environment. Parents should make sure that their children have been instructed in mannerly classroom conduct, and that they can show reasonable ability to govern themselves without constant one-on-one supervision.
2. It is imperative that every parent and every student understand that HSA is not in the position of replacing the parental responsibility for character development in their children.

Specific Rules of Conduct

1. Students must show respect of personal and school property. No student is to damage any church property or any other student’s property in any way.
2. Students will confine themselves to the areas of the church designated for use by the Academy. This includes only the specified classrooms, gymnasium, rest rooms, and hallways connecting these areas. Permission is not given to go into the kitchen or any other area for any reason without teacher supervision.
3. Students and parents shall make every effort to arrive early enough so that students can be seated before Academy begins each afternoon. Extra effort to be orderly, attentive, and respectfully quiet must be made during this time by all students. No one is to talk or whisper during the chapel presentation or during prayer time.

4. There will be **no** running in the building except as permitted in Physical Education Class. Students are to **walk** from class to class.
5. Students are to submit to instruction and discipline from the adults placed in authority over them in the Lord in a prompt, respectful manner.
6. During class, students are to direct their attention to the teacher, displaying respect and consideration for the teacher and their fellow students.
7. Before leaving a classroom, students must gather all their belongings and assure that the classroom is being left neat and tidy.
8. Students must be quiet and orderly as they are dismissed from a class and remain so in the hallways between classes.
9. Speech and communications must be edifying and kind. No profanity, suggestive talk, rude comments, “smart talk”, or mean-spirited teasing will be permitted.
10. No aggressive behavior between students will be tolerated. This includes arguing, bullying, fighting, roughhousing, pushing, kicking, etc.
11. Interactions among students while at the Academy are to be conducted within the boundaries of chaste Christian conduct.
12. All conduct not specifically addressed in these rules (or elsewhere in the information provided) is still governed by Mark 12:28-31.

Student Dress Code

Students are to remember that they represent the Lord Jesus Christ and the Home Schoolers’ Academy in the manner of dress they choose. They are reminded to strive for the *highest* standards when it comes to appearance. If there is ever a question in the mind of a student or parent about the appropriateness of an outfit, it should not be worn. All outward appearances will be judged on the basis of modesty and appropriateness.

Home Schoolers’ Academy students have the responsibility to dress cleanly, tastefully, neatly, and modestly for any occasion. Therefore, the following standards are required of all students.

1. All clothing will be judged on the basis of modesty and appropriateness.
2. No clothing with questionable imprinting will be permitted. Obscene and/or offensive language or logos on clothing are not permitted. Grunge or Goth style of dress is not allowed.
3. Clothing or lack of clothing is inappropriate when it is revealing or form fitting, and clothing should not be torn or have holes in them at inappropriate places. See-through clothing is unacceptable.
4. Clothing should be worn so that underwear is not revealed on any occasion. Please remember that we do various activities in all classes that sometimes require students to sit on the floor. For that purpose we do not recommend sending your daughter in a skirt unless she wears shorts under it.
5. All shirt straps must be at least three finger widths across.
6. Shorts and skirts are permitted but should come to the child's fingertips when standing.
7. Students must wear tennis shoes every week so that they may participate in PE. Flip-flops and sandals are not okay.
8. Please realize that even though the weather may be slightly cool, students may still do outdoor activities. Please dress your child in warm enough clothes or send a jacket so that he/she can participate. A jacket may also be needed inside the buildings.
9. Art can get very messy. Please do not send your child in any clothing that you would mind getting a little paint on. Every attempt will be made to keep your child's clothing as paint free as possible.
10. There are different views on whether it is appropriate to wear hats inside the church sanctuary. Again, we do not wish to offend anyone so hats will not be allowed inside the sanctuary.
11. Any hairstyle or fashion that the Board views as a distraction in the classroom is unacceptable. Such distractions would call undue attention to appearance.
12. Neither makeup nor nail polish should be worn by male students. Earrings for our young men are unacceptable during Academy functions.
13. Any excessive body piercings that the Board views as a distraction in the classroom are not acceptable for either gender.

We will try to fix a problem without interfering with the learning process. For example, a shirt can easily be turned inside out or a cap can easily be removed. However, a parent may be called to bring a student new clothes or to pick up the child if the situation is not easily addressed. Any dispute over a student's appearance will be resolved at the Board's discretion.

Please reread through the list of guidelines above and make sure that both you and your students understand them. If you have any questions, please call the HSA Director.

Discipline

It is the Academy's intent to maintain consistent disciplinary standards. Therefore, every family is advised to read this Parent & Student Handbook carefully to avoid any misunderstanding or undesired results. Parents, please do not assume that your child will never warrant correction and therefore not thoroughly review these policies with your child. *Every child* should have a very clear understanding of the Academy's standards and the policies.

It is expected that students will accept adult leadership with respect, responding to the requests of adults in charge in a timely manner and showing a good attitude. Willing participation in all activities in the classes is expected. Students, who are unwilling to adhere to the above policies and/or showing defiant behavior, will be asked to leave Home Schoolers' Academy. It is our hope that all students will enjoy the Academy and that it will be a good learning experience. The policies are not enacted to penalize anyone, but to set a good Christian standard that will be non-offensive to all involved.

For classrooms to be conducive to learning, they must be orderly. This can be achieved only by reasonable disciplinary standards with which every participant is fully acquainted.

It is our intent to differentiate between immature and defiant behavior. We expect the children to be respectful when corrected and to try to follow the teacher's, assistant's, and helper's directions and requests. The adults in charge will correct students if they are being disruptive. As long as the children are respectful and attempt to correct their behavior, they will not be written up.

When children are defiant and/or disrespectful in their attitudes, they will be sent to the Director to discuss the inappropriate behavior and to write a note to the parents. There are also serious offenses that students would be written up for, even if they are compliant in changing their behavior. These written notices are just a way of communicating with the parents to help reduce future occurrences. Please feel free to discuss any details with the Director.

The following are circumstances that would warrant disciplinary procedures:

- If a student is reprimanded for a behavioral problem in the classroom (i.e. continual whispering, lack of attentiveness or participation, distracting activity, etc.) **AND** he/she refuses to immediately correct the behavior, **OR**
- If a student displays obvious disregard for the Academy policies set forth in this Parent & Student Handbook which is being provided prior to admittance (i.e. kicking a fellow student, using profanity, deliberately disrupting chapel, etc.).

When it becomes necessary to write up a student, the following occurs:

1. The student is withdrawn from the classroom and the Director will review with the student the conduct promises made upon entering the Academy, noting the infringement on the Student's Contract.
2. The Director will fill out a Discipline form describing the incident and a copy will be given to the parents of the student.
3. The parents are required to sign and return the form. The student must bring this form back to the Director the following week, appropriately completed and signed by their parents before the student will be re-admitted to classes.
4. If restitution, or a verbal or written apology, was assigned by the Director, this must also be completed before the student is permitted to return. Parents are welcome to contact the Director during the week and discuss the situation more completely.
5. Repeated occurrences could result in expulsion.

It is imperative that students understand this procedure thoroughly and its consequences. It should also be understood that some behaviors could result in immediate expulsion.

Again, it is our hope that all students and staff have a great year. Our goal is to handle situations while they are small and able to be worked out in the best interest of all involved. Although receiving a discipline notice is worthy of your immediate attention, please remember that none of our children are perfect. These times of discipline allow us to further mold and shape our child's character. They are not designed to make us feel like failures as parents.

As long as the staff and Board feel that effort and progress is being made in all discipline and behavior situations, the child will be allowed to continue to attend the Academy. However, also realize that if the staff and Board do not feel that significant effort and progress is being made, and if they feel that it is in the best interest of the other students attending the Academy, a child may be asked to leave. This is a rare occurrence and an option used only as a last resort. Proper communication among the staff, parents, and student is the key to having a great year.

Our goal is to provide a safe learning environment in which ALL students can feel loved and accepted as the unique individuals that God has created them to be.

Illness

Please do not send your child to the Academy when they are potentially contagious to the other children. If your child has had a fever of 99.3 or higher in the past 24 hours or has vomited in the past 24 hours, he/she should not attend the Academy for that day. This is a matter of common courtesy and respect for the well-being of others.

Other Student Policies

1. Students should only bring to the Academy those things specifically requested by the teachers. Students may have cell phones on them, but they should be left off and should not be taken out during class time.
2. If a child cannot participate in PE on a specific day, the child shall bring a note of verification from home.
3. Students are not to bring guests with them to the Academy.
4. Students are not to bring candy, gum, toys, noisemakers, or other distracting or potentially dangerous objects to the Academy.

Parent Volunteering

Parent volunteer involvement is very important to the running of the Academy. Each family is required to volunteer a minimum number of 2 days per semester.

If a parent finds that he/she is unable to honor their volunteer responsibilities (another child is ill, etc.) on a scheduled day, that parent should notify the Director as early as possible so that a replacement can be found. They will then be placed back into the schedule to serve another day.

If a parent finds it impossible to serve the required 4 day minimum, they will be required to pay \$20 for each day they cannot volunteer, not to exceed \$80, in exchange for being released from their volunteer requirement. This will be done on a very limited, case-by-case basis.