

Dear Parents,

I would like to welcome you to Hope Christian Academy Mooresville. We are all so honored that you have chosen us to be such an important part of your family's life. Your child will learn and grow so much this year! If you ever have any questions or concerns, please do not hesitate to speak with us. We want to make our families and our students feel at home with us. Thank you again for choosing Hope Christian Academy, Mooresville!

Sincerely,

Paige Glascock

Principal

## ***SIX THINGS THAT EVERYBODY SHOULD KNOW***

- I. All have sinned and come short of the Glory of God.  
*Isaiah 53:6 and Romans 3:23*
- II. The price of sin is death.  
*Romans 6:23*
- III. Jesus paid the price for our sins.  
*John 3:16 and Romans 5:12-21*
- IV. Salvation only comes through accepting Jesus Christ  
*John 3:17-18 and Acts 4:10-12*
- V. Jesus will save anyone who sincerely ask Him  
*Romans 10:13*
- VI. The time to ask Jesus to save you is right now!  
*II Corinthians 6:2*

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## **Introduction to *Hope* CHRISTIAN ACADEMY MOORESVILLE**

In 2012 Mrs. Paige Glascock and Mrs. Annette Stroud were compelled to begin the huge task of starting a Christian School. There were many challenges for them to face. After many months of praying, searching, and investigating they were able to present a plan to Pastor Jesse Stroud that met with his approval and blessings and the school was born. After searching for a suitable place to hold classes the few places that were presented and researched either were not available anymore or were providentially taken off of the table. Mrs. Glascock and Mrs. Stroud approached the Pastor and Deacon board of Fern Hill Baptist Church to see about the possibility of renting the Fellowship Hall for the purpose of the school. The Pastor and Deacon board agreed and our bond was strengthened with Fern Hill. Hope Christian Academy Mooresville LLC. began operation the Fall Semester of 2013.

### **Missions Statement**

To provide high academics based on Biblical principles in a Christian environment. Also, provide parents with the assistance needed to teach their children to develop a Christian Worldview.

### **Statement of Faith: Social and Moral Issues**

1. We believe that the Scriptures, both the Old and New Testaments are the verbal, plenary, inerrant, inspired Word of God. The Bible, written by men of God under the guidance of the Holy Spirit, is altogether sufficient as our only infallible and authoritative rule of faith and practice. The King James Bible will be the only translation used by this school.  
*Psalms 119:160; Proverbs 30:5a; II Timothy 3:16-17; 2 Peter 1:20-21*
2. We believe in the one and only true living God. He is intelligent, sovereign, spiritual, and personal. He is perfect, infinite, and eternal in His being, holiness and love, wisdom and power; absolutely separate from and above the world as its Creator, yet everywhere present in the world as the Upholder of all things. He is revealed to us as Father, Son, and Holy Spirit, three distinct persons but without division of nature,

essence or being, and each having a distinct ministry in God's relation to His creation and people.

*Genesis 1:1; Psalm 83:18, 139:7-9; Matthew 28:19; John 10:30, 15:26*

3. We believe Jesus Christ is the second Person of the Triune God. He is the eternal Word and Only Begotten Son. Jesus did not change His divine person, but rather became man by miracle of the Virgin Birth; therefore He was able to continue forever as both the true God and true man. He is one Person with two natures; that as man He was tempted in all points as we are, yet without sin; that as the perfect Lamb of God He gave Himself in death upon the cross, bearing there the sin of the world, and suffering its full penalty of divine wrath in our stead; that He arose from the grave in a glorified body; that as our great High Priest He ascended into Heaven, there to appear before the face of God as our Advocate and Intercessor.

*John 1:1, 14; 3:16; Matthew 1:18-25; Galatians 4:4, 5; Philippians 2:6-10; I Corinthians 15:3-7; Hebrews 4:14-16; I John 2:1,2*

4. We believe the Holy Spirit is the Third Person of the Triune God, and the divine agent in nature, revelation, and redemption; that He convicts the world concerning sin, righteousness, and judgment; that He regenerates, indwells, baptizes, seals and anoints all who become children of God through Christ; that He further empowers, guides, teaches, sanctifies, and fills believers who daily surrender to Him.

*John 3:5; 14:16, 17, 26; 16:7-14; I Corinthians 12:13; II Corinthians 3:18; Ephesians 1:13; 5:18*

5. We believe in the resurrection of the literal, crucified body and person of Jesus Christ and His literal, bodily ascension into Heaven. We reject any theory that denies a literal, bodily resurrection.

*Acts 2:18-36; Hebrews 9:24*

6. We believe that man was created in the image and likeness of God, but that in Adam's sin the human race fell, inherited a sinful nature and became alienated from God; and, that man is totally depraved, and of himself, utterly unable to remedy his lost condition.

*Genesis 1:26-27; 3:22; Psalm 14:1-3 Romans 3:10-25; 5:12; 6:23; Ephesians 2:1-3; 4:17-19; Hebrews 9*

7. We believe that salvation is obtained only by grace through faith in Jesus Christ. It is only by His cross work that we can attain the forgiveness of sins. Salvation is free to all who will accept it. It is initiated by God and cannot be obtained by any other means. There are

no works that will allow humankind to enter into the Kingdom of God. The gift of Salvation is: “eternal life, a perfect righteousness, sonship in the family of God, deliverance and security from all condemnation, every spiritual resource needed for life and godliness, and the divine guarantee that they shall never perish”.

*John 1:12; 3:14,16-17; 10:28-29; Romans 8:1; Ephesians 1:7; 2:8-10; Philippians 1:6; I Peter 1:18-19; Titus 3:5;*

8. We believe that all of the saved persons should live in such a manner that would not bring reproach upon their Savior and Lord; separating themselves from all religious apostasy, all worldly and sinful pleasures, practices, and associations as commanded by God.

*Romans 12:1-2; 14:13; II Corinthians 6:14; 7:1-2; II Timothy 3:1-5; I John 2:15-17; II John 9:11*

9. We believe that God created the universe ex-nihilo (out of nothing) in six literal, twenty-four hour periods. We reject evolution, the Day-Age theory, and Theistic Evolution as unscriptural theories of origin.

*Genesis 1-2; Exodus 20:11*

10. We believe that God has commanded that no intimate sexual activity be engaged in or outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, trans sexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God’s gift of sex. We firmly reject same sex marriage.

*Genesis 2:24; Romans 7:2; I Corinthians 7:10; Ephesians 5:22-23*

## **Philosophy**

Our philosophy is that all aspects of one’s life, including education, should be based on the Word of God. It is God’s Word that should govern all of us. ~ *Proverbs 3:5-6*

## **Admission**

Hope Christian Academy Mooresville does not discriminate against prospective students on the basis of race, color, national or ethnic origin in the administration of education and admission policy, tuition policy or future school-administered programs. We reserve the right to refuse enrollment for any student or dismissal of any student that according to the staff of Hope Christian Academy Mooresville, exhibits rebellion

against authority, poor attitude towards academics and/or a willful rebellion against God's Word through attitude or behavior in a manner that the staff feels has affected or would affect the safety of themselves, other students, or a third party and/or has consistently affected or would affect the learning environment for teachers, students, and/or any third party. (See Discipline policy, Isaiah 30:1)

## **Office Hours**

Hope Christian Academy Mooresville's hours of operation is Monday – Thursday 8:30 A.M. to 2:30 P.M. Friday is set-aside as a home schooling day for our school so therefore the school office is not required to be open. The office phone number is (704) 528-5555.

## **Orientation**

Each student must have at least one parent/legal guardian present at orientation/open house. This ensures all necessary school information is received by each of our prospective families. Older siblings, unless they are the legal guardians, do not fall under this category.

## **Transportation**

Parents/Legal Guardians are solely responsible for the transportation of their students to and from school, unless the student can legally drive themselves to school. We respectfully request that students be driven by a parent/legal guardian and avoid allowing students to walk or ride bikes on their own to school. We permit a maximum speed of five (5) miles per hour in our parking lot. Do not park or leave vehicles in the designated pick-up/drop-off areas. If you need to enter the school please park your vehicle in a suitable parking place. We ask that everyone be mindful of one another's safety. All students that are legally allowed to drive will have a designated parking area provided. Students, who drive to school, must register their vehicle at the school office the first week of school. The following information is needed to register the vehicle:

1. Year, make, and model of vehicle
2. Color
3. Driver's name, grade, cell phone and home phone numbers.

4. License plate number.
5. Copy of driver's license and insurance card.

Upon arrival at school, student drivers are to immediately park their cars in the proper spaces and report to class. Student vehicles must be locked at all times! Students are not allowed to sit/loiter in their cars or return to them for any reason during the school day. Any violations to these policies will warrant the suspension of that student's vehicle privileges.

### **Arrival and Dismissal Procedures**

Morning carline will begin at 8:20 A.M. This helps to ensure teacher preparation and the prompt beginning of the school day at 8:30 A.M. Dismissal of students will begin at 2:30 P.M., the end of our scheduled school day. Parents may arrive early for carline, but you need to keep in mind that this will create a longer wait for you due to the fact that children will dismiss at 2:30 P.M. HCA Mooresville gives parents a ten (10) minute "grace period" even though we are not required to do so. This "grace period" is for arrival and dismissal and is in place as a courtesy and is NOT to be abused in any way. We understand that events beyond our control can happen, but parents and students are still required to be prompt. Habitual tardiness, due to what our staff feels is consistently ignoring or not adhering to the school's set times for the beginning and end of the school day, will not be tolerated and is subject to disciplinary actions. Such actions may include, but are not limited to: monetary fees, making up days at the end of the school year, or dismissal from school. Picking up your child/children between 2:40 P.M. and 3:00 P.M. or any time after 3:00 P.M. will be implemented as follows:

- ✚ Between 2:40 P.M. and 3:00 P.M. there is a \$5.00 charge.
- ✚ Arriving after 3:00 P.M. is a \$1.00 per minute charge for every minute after 3:00 P.M. Example: If you arrive at 3:15 P.M., you will be charged \$15.00.

We ask that you make your best effort to call the school at (704) 528-5555 if you are going to be late either in the morning or afternoon.



## **Attendance, Absences, and Tardiness**

**Attendance:** HCA Mooresville requires per guidelines set by the State of North Carolina: Department of Education that all students to be present at all classes. Habitual, unexcused absences from school will not be accepted! It is not only a detriment to the student, but it disrupts the teacher's ability to properly plan and carry out needed academic exercises. A full school day is defined as a minimum of three and a half (3.5) hours. The student must be present for our minimum school day to be counted present.

**Absences:** Truancy is considered a punishable offense and is defined as being absent from school without prior and proper authority. When an absent student returns to school after a period of two (2) or more days of absence a letter from a parent/guardian will be required stating the reason of absence and accompanied with a physician's note if applicable.

Permissible absences are defined as:

- A. Personal illness or injury;
- B. Quarantine;
- C. Death in immediate family (immediate family is defined as a parent and/or legal guardian, siblings, grandparents);
- D. Medical or dental appointments. (We encourage parent/guardians to notify the teacher one (1) school week prior to appointment. Emergency appointments are understood as necessary and are not counted as a regularly scheduled appointment.);
- E. Court, administrative proceedings, and subpoenas by a law enforcement agency;
- F. Religious observation, religious institutes, conferences, workshops or the like (Student must have signed permission by parent and clergy member);
- G. Immediate demands of farm or home;
- H. Educational opportunities;

The administrative staff and teacher/s of HCA Mooresville hold the right to determine the proper classification of any and all cases of absence. All

other reasons for being absent are unacceptable and shall be considered as unexcused. Ten (10) or more unexcused absences per semester are considered excessive and will result in a parent teacher conference; may reflect on the student's ability to advance to another grade or possible withdrawal from school. Students with excessive absences will need the approval from the student's teacher and principal to be promoted to the next grade level.

**Tardiness:** HCA Mooresville defines tardiness as arriving to school or at the classroom after 8:40 A.M per the school office clock. Students who arrive at 8:41 A.M. are required to report to the school office and speak with administrative personnel to gain access to their classroom. If the student is in K5 - 6<sup>th</sup> grade the parent/guardian must accompany the student/s to the office. To have a tardiness be counted as excused the same criteria for permissive absence must be met. The parent/guardian is encouraged to contact the school office at (704) 528-5555 if there is ever a time that the student may be tardy (such as traffic or a power outage etc.). A parental note should accompany student on the morning of the tardy. The administrative staff and teacher/s of HCA Mooresville hold the right to determine the proper classification of any and all cases of tardiness. Eight (8) or more unexcused cases of tardiness per semester are considered excessive and will result in a parent teacher conference.

## **Homework**

Students are required to keep track of and compete all homework, reading, projects, and any other assignments given by their teachers and submit them on time. Students must complete homework and assignments without significant aid from others.

### ***Make up work:***

K5 - 2<sup>nd</sup> grade: Parents/guardians must contact the teacher to collect all missed homework assignments and give them to their child/children.

3<sup>rd</sup> - 12<sup>th</sup> grade: Students are responsible to contact their teacher/s upon their return to school to collect their missed homework and classwork assignments. The teacher is not responsible for to keep track of student's homework and classwork while the student is absent. All make up work will be assigned or rescheduled at a time and place that is within the school schedule and at the teacher's convenience.

***Deadlines:*** Make up work that is assigned and not completed/returned in a sensible time shall be recorded as a zero (0). HCA Mooresville defines sensible time as twice the number of days absent.

One (1) days absence = two (2) days to make work up

Two (2) days absence = four (4) days to make work up

Three (3) days absence = six (6) days to make work up

Four (4) days or more of absence will result in a conference with the student to discuss make up work and schedule for its completion.

Reports, projects, and any other assignments due, which have been previously assigned before the student's absence, are required to be completed and turned in the day of the student's return. Failure to do so will result in lowering final grade by one full letter grade per day that project is late. No exceptions will be made unless granted by the School Administrator.

***Prearranged absences:*** All work must be completed before the absence occurs unless told otherwise by the teacher.

## **Curriculum Standards**

James 3:1; Ecclesiastes 9:10

Hope Christian Academy, Mooresville has established a standard for curriculum based on higher standards than those of public education. We have chosen to do this because we believe we perform a higher purpose than just education. Everything our school teaches is done to instill a Christian worldview in our student's minds. We believe in order to have ultimate success in life students must be guided towards academic

excellence and spiritual maturity. It is our goal and our promise to both the parent/guardian and student to help you obtain those goals. Because of these high standards our academic program is taught with the support of Biblical principles. Our school will primarily follow, but not limit itself to the A Beka curriculum because we believe this curriculum strikes a great balance of Christian worldview and high academic standards.

We acknowledge that there are some courses of study that some deem controversial. It is our goal to educate our students, by creating and developing their skill of critical thinking. All subjects will be taught without shame of the truth. Therefore, when our teachers cover material that has been blatantly twisted to suit the current political, cultural, or spiritual beliefs rather than affirm the truths of Scripture we will educate the students about the truth and why there are some who wish to hide from the truth. The subject of History is a major course of study that has been attacked from many angles; thereby additional scrutiny of certain events and current or historical figures will be given. Any historical figure and historical event will be filtered through the litmus test of Scripture and taught as such. HCA Mooresville has no political loyalties, nor does there serve any purpose to teach false ideals. Please understand that HCA Mooresville's motivation is solely to be loyal to our own beliefs that are obtained in the Word of God. Certain decisions, actions, beliefs, and doctrines of world historical figures do not measure up to God's Word; we will educate our students on their failings to adhere to Scripture.

## **Friday School**

Since HCA Mooresville does not operate on Fridays, teachers will be assigning work to be completed on Friday. This work will be treated as a homeschooling day. Any and all Friday homework will be due back Monday. If the homework assigned on a homeschooling day is not turned in completed on the 1<sup>st</sup> day returning to school, your child will be considered absent, as this is a school day.

## **Grading Scale**

- A = 93 - 100
- B = 85 - 92
- C = 77 - 84
- D = 70 - 76
- F = 69 and below

HCA Mooresville has an “A” and “A/B” honor roll program for those students working at or above grade level in their core classes.

## **Standardized Testing and Graduation Requirements**

**Testing:** As a privately run school the North Carolina Department of Administration and Department of Non-Public Education (DOA and DNPE) has specific guidelines for non-public schools. We must and intend to adhere to these guidelines set forth. The DNPE has specific guidelines about standardized testing and graduation requirements. Quoted below are the requirements as prescribed by the DNPE guidelines:

- Administer to all students in grades 3, 6, 9, and 11 each school year, a nationally standardized achievement test in the subject areas of English grammar, reading, spelling and math.
- Administer to all grade 11 students each school year, a nationally standardized test which measures competencies in the verbal and quantitative areas.

These requirements are mandated by the State of North Carolina: Department of Non-Public Education and will be given by HCA Mooresville. No exceptions will be made!

\*Please note that HCA Mooresville holds the right to test any child/children in any grade during the school year to ensure the highest level of academic achievement is being taught and learned.

**Graduation:** Students who have reached the 12<sup>th</sup> grade and meet HCA Mooresville’s requirements for High School graduation will be eligible to receive their Diploma with all the rights and privileges pertaining thereunto. In order to be eligible for graduation students must achieve these standards:

- Have a GPA at or greater than a 2.0
- Completed and passed the standardized test
- Completed all work for all classes in which student was enrolled
- Have less than fifteen (15) demerit points for the semester of graduation
- Meet all attendance requirements for classes

Quoted below are the minimum requirements of courses for High School Graduates as given by the DNPE:

**High School Graduation (College Prep Diploma)  
MINIMUM REQUIREMENTS FOR NORTH CAROLINA PUBLIC  
SCHOOLS**

**Grade 9-12 Subject Units Required**

**English** -- 4 units

(I, II, III & IV)

**Foreign Language** -- 2 units

(Both must be in same language)

**Mathematics** -- 4 units

(Algebra I, II, Geometry & one beyond Algebra II)

**Science** -- 3 units

(A physical science, Biology & Earth Science)


**Social Studies** -- 3 units

(Civics & Economics, United States History, World History)

**Health & Physical Education** -- 1 unit

**Electives** -- 4 units

*\*\* These requirements are established by the North Carolina State Board of Education; local public school boards of education usually require additional units for graduation.*

 **Bible** -- 3 units

Because HCA Mooresville is a Christian academy we require that students have a minimum of three (3) Bible units for graduation. HCA Mooresville will meet and exceed these standards for courses and graduation. However, if a student desires to have a high school curriculum that involves more vocational courses HCA Mooresville will

curtail the student's academic program to reflect this desired route while staying within the bounds set forth by the DNPE.

## **Holidays**

Labor Day  
Thanksgiving Day  
Christmas Day  
New Year's Day  
President's Day  
Good Friday  
Easter Monday  
Memorial Day  
Veterans Day

Shown above are the holidays that our school will be observing. During these holidays HCA Mooresville will be closed. Some of these holidays will automatically fall during school breaks. Please keep in mind that NO amount is deducted from tuition to compensate for any school closings, no matter the length. The purpose of any school's tuition is to secure the student's spot whether present or not.

HCA Mooresville does not celebrate any aspect of Halloween. HCA Mooresville's Christmas celebrations will only acknowledge the birth of our Lord Jesus Christ. There will be no endorsement for Santa Claus or any other symbol/s that has been attached to the Christmas season. At Easter, HCA Mooresville will only acknowledge the death, burial, and resurrection of our Lord Jesus Christ. There will be no endorsement for the Easter Bunny or any other symbol/s that has been attached to the Easter season.

## **Half-days**

**Dismissal at 11:30am**

Please consult your school calendar for a current listing of half days. Most half-days are not uniform days, however do not assume this! Please ask your teacher beforehand to make sure. Special events such as, but

not limited to: Nations Project and Science Fair are half-day events that students are required to be in school uniforms.

## **Field Trips**

In order to help our students grow in understanding of the course material the Administration of HCA Mooresville has directed teachers to have opportunities to take field trips throughout the year.

**Eligibility:** Students who are in good academic standing and not failing two (2) or more core subjects, permission from parent/guardian, and have fifteen (15) or fewer demerit points are considered eligible. If a student has a detention scheduled because of demerits that detention must be completed before the fieldtrip.

**Participation:** Fieldtrips are not mandatory. They are designed to be a fun way to add to the curriculum that is currently being taught. Students who wish not to participate will still be required to attend school on the day of the fieldtrip. Students will be given work assignments by the teacher and will be in the school office to complete said work for the entirety of the regular school day. **All school rules will apply to all students during the day of the fieldtrip.** Demerits can be received during the fieldtrip. Teachers have full authority during the entire field trip even if the fieldtrip begins or ends after official school hours.

**Financial Obligation:** The cost of all fieldtrips is the responsibility of the parent/guardian. There may be a time where school sponsored fundraisers will aid in the payment of these fundraisers. These will be on a case-by-case review.

**Parents/Guardian and sibling attendance:** Parents are welcome to attend fieldtrips with their child/children. Any parent/guardian wishing to attend **MUST** give a minimum one (1) business week's notice. No exception will be made! Due to limited space and other unforeseen events some fieldtrips may have limited space for non-chaperons. Please ask about space limitations before making arrangements. In order ensure the fieldtrip's objectives are carried out only parents/guardians are allowed to participate. If the parent/guardian has other children they are responsible to make outside arrangements for childcare. Please



understand that the child is still in a school environment and will be under the care of the teacher/s.

**Transportation:** HCA Mooresville will, under normal circumstances, provide transportation to and from the fieldtrip destination. All students must have a signed and dated permission slip to board vehicle. Parents who choose to drive separately may, however HCA Mooresville students are required to ride together on the approved mode of transportation. Parents/guardians may take their child/children home AFTER: gaining the permission of the teacher, the fieldtrip is finished, or there is an emergency that arises needing to parent or student to leave early.

### **Sick Policy**

If you child displays any of the following signs of sickness that should be kept home from school or they will be sent home from school:

- Vomiting
- Diarrhea
- Fever

HCA Mooresville defines a fever as: any body temperature elevation over 100 °F. ***Please remember that your child must be free of these symptoms/signs for 24-hours before being allowed to return to school.*** If a student begins to show signs during the school day parents/guardians may be contacted to pick up student.

### **Medication**

Students who need regular doses of medication must have medication/s secured in the school office. Students are not allowed to carry on their person, store in bags, and/or lockers any medication. Breathing inhalers and EpiPen® may be excused by the school Administrator. All medication both prescription and over the counter will be given directly to the personnel in the school office and MUST include all of the following: directions for application, Parent/guardian approval, and written Doctor's note stating that RX and OTC medications given are with permission. No exceptions will be made! This is designed to allow the student to safely take any medicine without fear of misplacement, theft of prescription

medications by others, and any mistaken maleficence. When possible it is requested that parents/guardians send only the amount needed for that day.

## **Sabre Award**

Hope Christian Academy, Mooresville gives out an annual “Sabre Award”. This award is given to the student who has gone "above and beyond" during the school year. HCA Mooresville believes in honoring students who exhibit an exemplary effort towards their academics. These efforts include, but are not limited to:

- Christ-like attitude and character
- A student consistently putting forth their best efforts towards all of their academic goals.
- Consistently keeping up with classroom work and homework.
- The student abides by school rules and shows respect towards teachers, administration and peers.
- Putting forth their best effort to be on time for school all year.
- An overall showing of academic growth.

The award will not be given to the same student two years in a row and even though it is only awarded to one student, we expect all of our students to try and go "above and beyond".

## **Discipline Policy**

Isaiah 30:1; Prov. 21:21

HCA Mooresville, as a private Christian Academy, reserves the privilege of setting and instilling its own standards of academics, dress code and student conduct. It is our expectation that the before mentioned always glorify God / *Peter 1:14-15*. These guidelines will be enforced not only in the school building/s but also on the grounds of HCA Mooresville; this includes playground, P.E., and sports/common areas. HCA Mooresville also reserves the right to discipline any student who is hindering their ability and the ability of others to learn as prescribed in this handbook.

***Chain of authority:***

HCA Mooresville teachers are the first (1<sup>st</sup>) line of discipline in the classroom setting. Teachers are given full authority to address the student's disobedience in a manner that is congruent with HCA Mooresville's discipline guidelines. Punishment may include, but is not limited to: special writing assignments, conference with student, contact and/or conference with parent/guardian, demerit, or detention. All teachers have jurisdiction in all common areas of HCA Mooresville and are able to discipline any student if there is an offence committed.

The school Administrator is the final authority in any and all discipline matters. The school Administrator is given the right to use any acceptable means to discipline student/s in order to protect the learning environment. Disciplinary actions may include, but are not limited to: utilize parental conference, work assignments, assign demerits, detentions, in-school and out-of-school suspensions, expulsions, and any other appropriate action.

## **Methods and Procedures**

Proverbs 20:11; 21:21

HCA Mooresville reserves the right to use any appropriate method of discipline to preserve and promote an atmosphere of peaceful and stable intellectual learning. HCA Mooresville gives K4- 3<sup>rd</sup> grade teachers the authority to discipline students, as they deem necessary, as long as discipline is within the guidelines given by the school Administration. HCA Mooresville will primarily use five (5) major disciplinary methods for 4<sup>th</sup> grade through 12<sup>th</sup> grade. First will be the demerit, second will be detention, third will be in-school suspension, and fourth will be out-of-school suspension. The fifth and most severe will be expulsion.

**Demerits:** Students will receive demerits as their first warning of wrongdoing. The teacher/s will have authority to assign demerits for any student that breaks HCA Mooresville's class and school rules. The administration of HCA Mooresville reserves the right to set aside the demerit system if the student's conduct or attitude becomes uncooperative or rebellious. Demerits will be weighted in increments of five (5) points and be counted per semester. Once a new semester

begins all demerits that students have collected will be reset to zero. If a student reaches fifteen (15) demerits the student will automatically be assigned a minimum of one (1) day in detention. If a student reaches twenty (20) demerits the student will automatically be assigned a minimum of two (2) days detention. If a student reaches more than twenty-five (25) demerits the student will be required to serve a minimum of one (1) day of in-school suspension. Any other demerits gained by a student after the first set of twenty-five will result in a minimum of three (3) days of in-school suspension along with a mandatory parent/guardian conference with school administration.

Examples of offences are as listed, but not limited to:

- ✚ Not following classroom/school rules
- ✚ Failure to return documents requiring parents/guardians signature
- ✚ Failure to complete assigned homework and other graded material
- ✚ Throwing trash or other objects
- ✚ Habitual unpreparedness for class (with materials or assignments)
- ✚ Horseplay
- ✚ Inappropriate physical contact between male and female students
- ✚ Inappropriate materials of any kind (cell phones, contraband, weapons, etc.)
- ✚ Talking and/or disrupting before, during, or after class and/or assemblies
- ✚ Violation of school dress code and rules applying to the general appearance of the student.

Any student who is found guilty of these infractions will receive a **minimum of five (5) demerit points per incident.**

Students who receive a demerit will be given a demerit slip. This will be signed by the student and teacher and must be taken home, signed by parent/guardian, and returned the next school day.

***Detention:*** After school detention is designed to be a discipline and therefore will be treated as such. Because detention is a form of discipline it will be assigned when suitable for the Administration of HCA

Mooreville not according to the schedule of the student or parent. Detention will be held on Thursdays for a minimum of one (1) hour immediately after school hours. The student must complete all assigned work given to them by the administration. Students may not work on homework, class reading, or projects during detention. Students must complete assigned work without talking, eating, drinking, sleeping, etc. If the student fails to complete assigned work they will receive additional detention. If the student fails to attend detention the student may, at the discretion of the principal, be suspended from classes.

**PARENTS** - There will be a \$15.00 fee per hour of detention that will be due the day of detention.

Students who receive a detention will be given a detention slip. This will be signed by the student and teacher and must be taken home, signed by parent/guardian, and returned the next school day.

***In-school Suspension:*** This form of discipline is designed to separate the student from other classmates because the student continues to show signs of malcontent for the rules of HCA Mooreville. The principal of HCA Mooreville has final authority in all cases pertaining to in-school suspension. In-school suspension will be mandated if the student receives three (3) detentions in any nine (9) week period. In-school suspension is the result of a serious offence and will be treated as such. If a student reaches this point in our disciplinary procedure a parent/guardian conference with the teacher/s and principal must be held within two (2) business days of the in-school suspension. Failure to attend this conference will result in Out-of-school suspension. All work assigned to student must be completed before they are allowed back into their class.

**PARENTS** - There will be a \$20.00 fee for in-school suspension that will be due the day of suspension.

***Out-of-school Suspension:*** This form of discipline is designed to protect the learning environment of HCA Mooreville. No student has the right or privilege to disrupt the classroom or campus of HCA Mooreville. The principal has full and final authority in all cases pertaining to out-of-

school suspension. Out-of-school suspension will be mandated if the student receives two (2) in-school suspensions within one (1) semester. Out-of-school suspension will be a minimum of three (3) days. All homework, projects, quizzes, test, and any other graded material will be given a failing grade of zero (0). The student is not allowed on school property for any reason during their suspension. Before student is allowed to attend classes again a mandatory parent/guardian conference with the teacher/s and Principal will be held on the last day of student's suspension.

**PARENTS** - There will be a \$30.00 fee that will be due the day of the conference.

***Expulsion:*** This form of discipline is designed to protect the students of HCA Mooresville from further educational problems associated with the student. The Board of Directors and principal of HCA Mooresville have full and final authority in all cases pertaining to expulsion of a student. If a student, throughout the disciplinary process, refuses to cooperate and change their behavior expulsion may be necessary. If a student receives two (2) out-of-school suspensions that student is eligible for review by the Board of Directors and principal to determine whether expulsion is needed. If student is expelled from HCA Mooresville that student is banned from any activities pertaining to HCA Mooresville as well as the campus of HCA Mooresville.

There are certain behaviors that HCA Mooresville believes requires a visit to the Principal's office. Those behaviors include, but are not limited to:

- ✚ Blatant disrespect of authority and instructions shown to the teacher, volunteer, classmate or other adult.
- ✚ Repeated disruption of the class. Repeated is defined as five (5) or more times.
- ✚ Any dishonesty exhibited at school including, but not limited to: lying, cheating, stealing, plagiarism, forgery etc.
- ✚ Outright disobedience in response to instructions, school rules or classroom policy.

- ✚ Fighting, possession of drugs, alcohol, tobacco, or weapons of any kind; damage to school property. Parents will be responsible for replacing damaged school property that their child/children damaged.
- ✚ Use of profane and vulgar language, including any obscene hand gestures.
- ✚ Any violent physical or verbal threat made to staff, classmates, volunteers, other adults or the school property.
- ✚ Habitual refusal to complete homework, participate in classroom activities, or school Chapel.
- ✚ Constant tardiness whether it be at arrival or dismissal.

If a student is sent to the principal's office and are found guilty of committing these infractions that student will receive a **minimum of fifteen (15) demerit points per incident.**

## **Dress Code/Rules for General Appearance**

1Cor. 6:19-20

All of HCA Mooresville's students are to have a civil appearance at all times. They are to carry themselves with dignity and in a mannerly way that is a representation of being God's children. Even though we cannot and will not dictate what the students does or what they wear off campus, we ask that you to keep in mind that you represent God and the school even if you are not physically at the school. Students must be in proper attire prior to enter school buildings or to go on school sanctioned events. Proper school colors must be worn at all times. Colors are as follows:

Pants - khaki or navy blue,

Shorts - Bermuda style shorts khaki or navy blue that are no shorter than two (2) inches above the knee.

Polo shirts for girls - white, black, maize, navy blue or school purple.

Polo shirts for boys - black may be worn only if it has the school logo; school purple, white, maize, navy blue, boy's Oxfords-white or French blue.

## Lands' End® Apparel

We have chosen the Lands' End® brand as the standard for male and female uniform guidelines. We do not require that you purchase from Lands' End® directly, however all clothing must match both color and style set forth by Lands' End®. HCA Mooresville has an account with Lands' End®. In order to view our account please follow these instructions.

1. Go to [www.landsend.com](http://www.landsend.com)
2. HOVER your mouse over the “UNIFORMS” tab (6<sup>th</sup> tab on the top right).
3. A drop box will appear and you will CLICK “FIND MY SCHOOL”.
4. Look for “> OR FIND MY SCHOOL USING MY PREFERRED SCHOOL NUMBER” CLICK on this phrase.
5. ENTER HCA Mooresville’s school number **900162173**
6. REGISTER your child/children and begin to view and/or purchase school uniforms.

### Girls

The following are the guidelines for attire/personal appearance for the female students of Hope Christian Academy, Mooresville. Please refer to the Lands' End® section for proper school colors and styles. Final authority on any clothing and/or appearance is given to the teacher and principal to handle in an appropriate manner.

1. Collared shirts -
  - 1.1. Long or short sleeves may be worn depending on weather.
  - 1.2. Solid color, no emblems or logos. Our school logo and that of Land’s End® are the only exception.
  - 1.3. All shirts worn with pants, shorts, or skirts should be tucked in at all times.
2. Skirts/Jumpers -
  - 2.1. Skirts must reach the knee or come no more than two (2) inches above the knee.
  - 2.2. Denim skirts are not allowed.
  - 2.3. Skirts must also be worn with shorts underneath. Little ones don’t always remember how to sit in a skirt.



- 2.4. Solid Color, no emblems, logos or pictures. Our school logo and that of the Lands' End® are the only exception.
3. Pants/Shorts –
  - 3.1. Girls may wear pants if they choose, but they need to be nice slacks. Solid color, no emblems, logos or pictures. Our school logo and that of Lands' End® are the only exception.
  - 3.2. Jeans are not allowed.
  - 3.3. Girls may also wear shorts, weather permitting.
  - 3.4. Shorts are to be Bermuda styled and no more than two (2) inches above the knee. Solid color, no emblems, logos or pictures. Our school logo and that of Land's End® are the only exception.
4. Belts –
  - 4.1. Any clothing that has belt loops must be worn with a belt. No exceptions will be made on normal school days.
  - 4.2. K-4 through 2<sup>nd</sup> grade is not required to wear belts.
5. Hair –
  - 5.1. Simple and tasteful hair accessories are acceptable. The teacher will determine this and the accessory will be removed if seen as unacceptable or disruptive.
  - 5.2. The student's hair must be kept out of the face at all times.
  - 5.3. The student may not come to school with any wildly (We define wildly as: any color that is not a naturally occurring color but rather unnatural colors such as, but not limited to: bright red, blue, green, pink etc.) colored hair; this will be at the discretion of the teacher. Students who have a hair style/color that is in violation of school policy will not be allowed in the school until the situation is rectified.
6. Jewelry –
  - 6.1. Simple and tasteful jewelry is allowed.
  - 6.2. Earrings must be in the ear lobes; every other type of visible piercing must be covered with a skin colored Band-Aid®. Any student that has inappropriate jewelry that is removable will be required to remove it during school events. Items that were removed will be returned to the student at the end of the school day
  - 6.3. Tattoos are not allowed; this includes the temporary kind.
  - 6.4. Students may wear a watch as long as the watch does not make any noise that would distract the class or teacher.
7. Hats –

- 7.1. All hats should be removed upon entering the classroom or chapel.  
Hats will be kept in the student's cubby or locker until the end of the school day.

## Boys

The following are the guidelines for attire/personal appearance for the male students of Hope Christian Academy, Mooresville. Please refer to the Lands' End® section for proper school colors and styles. Final authority on any clothing and/or appearance issues is given to the teacher and principal to handle in an appropriate manner.

1. Collared shirts –
  - 1.1. Male students are to wear collared shirts.
  - 1.2. Long or short sleeves may be worn weather permitting.
  - 1.3. Solid color, no emblems or logos. Our school logo and that of Land's End® are the only exceptions.
  - 1.4. All collared shirts are to be tucked in at all times.
2. Pants/Shorts –
  - 2.1. Boys are to wear nice, properly fitting slacks. Solid color, no logos, emblems, or pictures. Our school logo and that of Lands' End are the only exception.
  - 2.2. Jeans are not allowed.
  - 2.3. Boys may also wear shorts.
  - 2.4. Shorts must come to or two (2) inches above the knee and are a solid color. No emblems, logos or pictures. Our school logo and that of Land's End® are the only exception.
  - 2.5. Denim shorts are not allowed.
3. Belt –
  - 3.1. Any clothing that has belt loops must be worn with a belt. No exceptions will be made for normal school events.
  - 3.2. K-4 through 2<sup>nd</sup> grade is not required to wear a belt.
4. Hair –
  - 4.1. Boys must have a neatly trimmed and traditional hair cut and color. Hair must not extend below the collar nor should it touch the collar. It must be short enough to remain out of the student's eyes during all school related activities. When maturity warrants it, boys must shave regularly to keep their face clean-shaven, this includes sideburns.

- 4.2. The student may not come to school with any wildly colored hair. We define wildly as any color that is not a naturally occurring color; unnatural colors such as, but not limited to: purple, blue, green, pink etc. Hair color issues will be at the discretion of the teacher. Students who have a hair style/color that is in violation of school policy will not be allowed in the school until the situation is rectified.
- 4.3. Boys are not allowed to wear any kind of hair accessory.
5. Jewelry –
  - 5.1. Jewelry that would be deemed feminine by traditional standards is not allowed for male students.
  - 5.2. Earrings of any kind are not allowed for male students. Any visible piercing will be covered with a skin colored Band-Aid®. Any student that has inappropriate jewelry that is removable will be required to remove it during school events. Items that were removed will be returned to the student at the end of the school day.
  - 5.3. Tattoos are not allowed this includes the temporary kind.
  - 5.4. Students may wear a watch as long as the watch does not make any noise that would distract the class or teacher.
6. Hats –
  - 6.1. All hats should be removed upon entering the classroom or chapel. Hats will be kept in the student’s cubby or locker until the end of the school day.

All students must wear closed toed shoes with socks while on school grounds. Absolutely no flip-flops, sandals, or Crocs!

**P.E.:** HCA Mooresville’s Athletic staff requires laced tennis shoes to be worn by students during P.E. **NO other shoes for P.E. will be accepted.** Students may wear their school T-shirt on P.E. day.

Parents, if you child is in violation of school dress code or rules for appearance, you will be called to resolve the situation if the teacher is unable to do so.

## **Lunches**

**Snacks:** All students must bring their own lunch and snack to school. Please remember that not all teachers permit a snack time. We

encourage only the healthiest foods to be brought to school. It has been proven that healthy eating helps students achieve higher academic goals and helps to cultivate good behavior. If your child is not provided a snack time, please ensure that they eat a healthy and hearty breakfast that will last until their scheduled lunchtime.

**Beverages:** We encourage all students to drink the recommended amount of water every day. Because juices and milk are hard to clean up and attract ants when spilled K4- 3<sup>rd</sup> grade are not allowed to have juice or milk. However, 4<sup>th</sup>-12<sup>th</sup> will be allowed to have juice or flavored water.

**NO soda** is allowed for any student. We share our facility, so we need to respect those with which we share.

**Food:** Our school does not have access to a microwave or refrigerator so pack lunches and snacks accordingly. Due to the high number of people that have a reaction to food allergies we feel it necessary to restrict the use of foods that contain nuts of any kind. **No nut products are allowed on the grounds of HCA Mooresville.** Your child's teacher will provide any other guidelines pertaining to lunch or snack.

## **Phones and Electronics**

All personal electronic devices belonging to students will be turned off and put away during school hours. This does include cell phones or any other personal form of communication/entertainment the student may have. There shall be no student-to-student note passing during school hours. **Use of such items during school hours will result in a minimum of ten (10) demerit points.**

## **Inclement Weather**

HCA Mooresville will follow Iredell-Statesville schools in regards to closing, early release, and delayed openings due to inclement weather. Please follow your local news T.V. and AM/FM radio stations and their respective websites. If we have a 3-hour delay, our school will **not** have a lunch period. This will **only** be for a 3-hour delay! We understand that at times, with parents that work, this can be an inconvenience. It is not our

wish to interrupt a parent's workday; rather it is to ensure the safety of the student/s.

## **Special Events and Birthday Parties**

**HALLOWEEN:** HCA Mooresville does not allow Halloween-themed school or birthday parties, nor will there be any Halloween related attire; this includes any type of accessory, to be worn on school grounds.

**CHRISTMAS:** HCA Mooresville does not endorse Santa Claus and therefore will not accept any decorations, party favors, or party themes involving Santa Claus. We do not allow any attire or accessories representing Santa Claus while at school.

**EASTER:** HCA Mooresville does not endorse the Easter Bunny and therefore will not allow any decorations, party favors, or party themes involving the Easter Bunny. We do not allow any attire or any type of accessories representing the Easter bunny to be worn or given while at school.

**BIRTHDAY PARTIES:** HCA Mooresville desires all students to be able to celebrate their birthday with their fellow classmates. We require that if a parent/guardian desires to bring desserts or have a party that they get permission from the teacher before making arrangements. All parties, while festive in nature, must be kept to a minimum for respect to the janitorial staff and fellow students. No gifts will be exchanged from student to student during school hours. If your family wishes to give a student a birthday present please contact that student and/or parent to make necessary arrangements. Teachers are given authority for all party events and have HCA Mooresville's approval to regulate, as they deem necessary.

## **Tuition and Payment Policy**

HCA Mooresville is an educational facility that receives NO outside federal or state funding. All funding is privately given. This ensures that HCA Mooresville is able to maintain control over staff, curriculum, and overall environment without fear of retribution from government officials

or financiers. HCA Mooresville holds the right to change, add, or delete tuition and fees at any time. HCA Mooresville will give parents/guardians a minimum of thirty (30) days notice of any price changes. Registration and book fees are **Non-refundable**. No exceptions will be made.

In order to better assist larger families with two or more children attending HCA Mooresville we offer an eleven (11) month payment plan beginning July of the current academic year and running through May of that same academic year.

- The first payment will be due on or by July 1<sup>st</sup> of the current academic year.
- **In order for your children to be promoted into the next grade your account must be paid in full by May 1<sup>st</sup> of the current academic year. This is applicable to all payment plans. NO exceptions will be made.**

If you have a fourth (4<sup>th</sup>) child you wish to enroll in HCA Mooresville, they and all subsequent siblings of the same family will be free of tuition. Before receiving free **tuition** for any child, HCA Mooresville requires that parents/guardians bring the birth certificates for each potential student. Please note that registration and book fees apply to ALL students regardless of number of siblings enrolled.

We are thankful for the men and women who give their time, services, and lives to helping our communities. We are thankful to them and their sacrifices. To show our thanks HCA Mooresville will give an additional 10% discount for the first (1<sup>st</sup>) enrolled student of:

- ❖ Clergy,
- ❖ First responders: Firemen, EMS, and Law Enforcement Personnel
- ❖ Current or retired members of the U.S. Military, and
- ❖ Fern Hill Baptist Church members who are in good standing

***Payment:***

- **Tuition, the full amount owed, must be paid on the first (1<sup>st</sup>) of the month.**

- If the first falls on a holiday or a day we are not in school, it must be brought in the very next day that we return to school.
- **The fifth (5<sup>th</sup>) of the month is considered late.**
  - **There will be a \$20.00 late fee added to the tuition bill.**
  - If full payment *plus* the late fee is not received on the fifth (5<sup>th</sup>) you will not be permitted to return until payment is received. This puts the student at risk of losing their spot in our school. School breaks that run past the fifth (5<sup>th</sup>) of the month may be the only exception.
  - Tuition must be brought in the day we return to school.
  - Any and all questions regarding payments of any kind should be directed to the principal and the principal **ONLY!**
  - **CONFIDENTIALITY!!!!** Do not involve other parents, HCA Mooresville staff, or students regarding payments made to the school.

### Parent Checklist

- Registration/Book fees are required to accompany registration form. Your child will not be permitted to start our school if we have not received the above-mentioned fees prior to your child's start date.
- Updated medical records: physical and immunization record.
- All required forms completed and turned in prior to the start of school.
- Supplies requested by your child's teacher.
- Copy of sealed, official transcripts from previous school. The student will not be allowed to start the school year until HCA Mooresville has a copy of transcripts.
- Kindergarten students must provide a copy of birth certificate.
- Permission given or prohibited to releasing audio and visual image of student for HCA Mooresville's use.