



HOPE

CHRISTIAN ACADEMY

135 Commerce Drive

Leitchfield, KY 42754

270-287-9117

2023-24

STUDENT HANDBOOK

Dear Parents,

Welcome to Hope Christian Academy (HCA). We are honored that you have chosen our school to partner with you in educating your children. We are committed to academic excellence in a Christian environment. Our school is a ministry of Potter's Hope Ministries.

Hope Christian Academy offers parents a Christ-centered environment where all subjects will be taught from a God-centered view. At Hope Christian Academy, students have Chapel weekly where they can worship and praise Jesus. While in the classroom the student will pray and have biblical truths and a Christian world view emphasized. We are committed to minister to the intellectual, physical, emotional, social, and spiritual development of your child.

Our goal is to "Train up a child in the way he should go, so that when he is old, he will not depart from it." Proverbs 22:6

While we have done our best to address all policies and instruction that the parents and students will need to know for the 2023-24 school year, please note that this handbook may be amended at any time by the Administrator or the HCA Support Team. As updates occur, that information will be provided to you.

Jake Clemons, Administrator/ Principal

Statement of Faith

We believe that the Holy Scriptures of the Old and New Testament are the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible, and God-breathed, and therefore are the final authority for faith and life. The sixty-six books of the Old and New Testaments are the complete and divine revelation of God to man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning. (2 Timothy 3:16-17; 2 Peter 1:20-21)

We believe there is one God, the eternally existing Father, Son, and Holy Spirit – co-eternal in being, co-identical in nature, coequal in power and glory, and having the same attributes and perfections (Deuteronomy 6:4; Mathew 28:19; 2 Corinthians 13:14; John 14:10, 26).

We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men (Isaiah 7:14; Luke 1:35; John 1:1-2,14; 2 Corinthians 5:19-21; Galatians 4:4-5; Philippians 2:5-8). The Lord Jesus Christ accomplished our redemption through his death on the cross a representative, vicarious, substitutionary sacrifice; and, our justification is made sure by His literal, physical resurrection from the dead (Acts 2:18-36; Romans 3:24-25; 1 Peter 2:24; Ephesians 1:7; 1 Peter 1:3-5). The Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God, where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate (Acts 1:9-10; Hebrews 7:25; 9:24; Romans 8:34; 1 John 2:1-2).

We believe man was created in the image and likeness of God, as only male and female, but in Adam's sin the human race fell, man inherited a sinful nature, and became alienated from God; and, man is totally depraved, and, of himself, utterly unable to remedy his lost condition (Genesis 1:26-27; Romans 3:22-23; 5:12; 6:23; Ephesians 2:1-3; 4:17-19).

We believe the Bible teaches that there is only one way of salvation and that salvation is the gift of God brought to man by grace and received by personal faith in the Lord Jesus Christ, who precious blood was shed on Calvary for the forgiveness of our sins (John 1:12; Ephesians 1:7; 2:8-10; 1 Peter 1:18-19; John 14:6).

We believe that the rebirth by the Holy Spirit is absolutely essential for personal salvation. We believe the Holy Spirit indwells the Christian, giving him the power to live a victorious, obedient, and effective life (1 Corinthians 3:16; 6:19-20)

We believe that God has given all believers a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us (Matthew 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Corinthians 5:20).

We believe that each child is a unique person, created by God in His own image, who is loved and cherished by God. For these reasons, each child is worthy of individual time, effort, and prayer (Genesis 1:27).

Stated Purpose

The purpose of this Christian academy is to provide an individual education in a loving environment for children to grow spiritually, academically, socially, emotionally, and physically. This purpose will be accomplished under the guidance and nurture of carefully chosen Christian supervisors (teachers) and administrators, all under the Lordship of Jesus Christ.

The primary goal of the academy is to lead all students to a personal relationship with Jesus Christ and to disciple them. There shall be emphasis on the value of the eternal soul, the worth of the individual, the love of God for man, the call of God to righteous and upright living, and the relevance of God in all areas of academics, while providing students with the opportunity for achieving academic excellence.

Curriculum

Hope Christian Academy uses the A.C.E (Accelerated Christian Education) curriculum. Because the A.C.E. program is individualized, it allows each student to work at his/ her own level of achievement, which may vary from subject to subject.

Leadership and Organization

Day-to-Day operation of the school is delegated by the Administrator, who also functions as the principal of the school. Hope Christian Academy also has an appointed support team. The HCA Support Team consists of members, alongside the Elders of Potter's Hope Ministries, who assist in the decision-making process for Hope Christian Academy.

Admissions Policy

Hope Christian Academy is a closed-enrollment school. Records from previous schools, an interview with a parent of the prospective student, an entrance examination, and other pertinent data may be used to determine whether the applicant appears suited for the academic program of the school before enrolling. For the 2023-24 school year, admission will be given to those students who have successfully completed a Kindergarten program and are faithful members of Potter's Hope Ministries, provided they meet eligibility requirements. The school administration will have the final authority for placement of any child.

Registration

Students will be accepted to Hope Christian Academy on a first-come basis, providing the child meets the requirements for admission. Applications received after classes have been filled will be placed on a wait list.

Financial Information

Tuition: Tuition payments are due on the first day of each month. If using the monthly plan, the first payment is due August 1st, the second payment due on September 1st, and final payment in May. If this day falls on a weekend, payment will be due on the following Monday. If tuition falls two months behind in payment, parents will be asked to make arrangements for payments or the students may be removed from school until payments are made.

Tuition can be paid in an annual on-time payment by August 31st and the parent receives a **discount of one month's tuition** on the total cost. Parents can arrange to pay tuition weekly or every two weeks if needed.

We staff based upon enrollment. Therefore, once the first month's tuition has been paid, the student's parent or legal guardian is liable for the entire year's tuition unless extenuating circumstances exist (such as a family relocation, death, or serious illness, etc.).

If any student withdraws during the year for a reasonable cause (such as those listed above) and the tuition has been prepaid, a refund will be given for the months following the month requested for withdrawal.

CHILD	TUITION
1 st Child	\$180
All other children in household	\$100 per child

Withdrawal from School

Should you decide to withdraw a student during the school year, please notify the Administrator in writing. Upon withdrawing your child, all outstanding financial obligations must be met. All withdrawing families are requested to schedule an exit interview with the Administrator and complete a withdrawal form.

Release of Student Records

If a child withdraws from Hope Christian Academy, the student's records will be released to their new school when all financial obligations to Hope Christian Academy have been met.

Scholarships

Hope Christian Academy may have scholarship moneys available but this changes from year to year. Please fill out the scholarship form sent home or request one if a hardship arises. Scholarships will be provided though insight and direction of the Hope Christian Academy administration and the money available in the scholarship fund.

Parental Involvement

Hope Christian Academy desires parent support and cooperation. Interest and active participation create a family atmosphere and a sense of belonging.

Christian education, such as Hope Christian Academy, cannot operate on tuition and fees alone. These only cover a percentage of the operating costs. The Academy depends upon the contributions of the families and the community represented in the school. We count on your time, talents, and help with financial support through fundraising during the year as well. This financial support will ensure the improvement and growth of Hope Christian Academy as an outstanding school. HCA asks for your prayers. We, in turn, pray and thank God for each one of you.

Immunization and Certificate Requirements

Prior to school attendance, each child shall have on file for their permanent records:

- A copy of their legal birth certificate
- An up-to-date Kentucky certificate of immunization
- Proof of a preventative care examination (physical) conducted within one year prior to entry into school.
- Proof of an eye exam by an optometrist or ophthalmologist documented on the Kentucky Eye Exam for School Entry.
- Proof of a Dental Exam documented on the KDE Dental Examination Form.

These should be provided from the school of previous enrollment, as Hope Christian Academy does not offer Kindergarten. If the previous school records are not provided prior to the start of the school, you will need to repeat the exam and/ or provide the records to Hope Christian Academy.

Standards of Conduct

Hope Christian Academy has a set of basic rules for student behavior. The purpose of these rules is to promote character, self-control, and a proper learning environment. Hope Christian Academy's discipline is firm, consistent, and tempered with love. We are not a corrective institution; therefore, parents should not expect to enroll their child with the underlying purpose of having the school correct unruly behavior. The school wants to work with the home, not assume parental responsibilities.

We believe that character training is important. We believe that the heart of character training is obedience, which will eventually cultivate self-discipline. This self-discipline is essential to the emotional, physical, social, and spiritual well-being of the student.

Hope Christian Academy must provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the Biblical commands is necessary to provide such an environment. The following are the classroom rules and standards that will be used by all staff: Students will be obedient, prepared, honest and accountable, positive, respectful to self, others and property.

Other basic standards include:

- Tobacco products, alcohol, drugs, weapons, including toy weapons, are prohibited.
- Bad language will not be tolerated.
- An uncooperative or rebellious attitude is not acceptable.
- Teachers and/ or the principal may search any personal property, such as book bags and purses.

Hope Christian Academy reserves the option to dismiss or deny readmission to any student for non-compliance in regards to these standards of conduct or for lack of parental cooperation in supporting these standards.

Discipline

Hope Christian Academy has developed school-wide discipline plan that affords every student guidance in making good decision about his/ her behavior and thus an opportunity to learn in a positive, nurturing classroom environment. Your child deserves the most positive educational climate possible for his/her growth, and we know that together we will make a difference in this process.

Students will learn and practice the rules and procedures of the classroom that will also apply to various common areas of the school. Teachers (supervisors) will handle many routine classroom, but repeat violations will be referred to the principal (administrator). Major discipline issues will be handled by the principal.

Parents will be informed and involved in their child's discipline.

The following are considered major disciplinary problems: fighting, bad language, rebellion, stealing, cheating, possession of a weapon, threatening behavior, and continual disregard of school rules.

Disciplinary actions may include parent conferences, lunch detention, after-school detention, in-school suspension, out-of-school suspension, and expulsion.

Complaint or Problem Procedure

During the course of the year, occasional misunderstandings or problems between a teacher and student, teacher and parent, parent and school, or any of several possible areas may arise. This is often the result of a lack of communication between those involved.

The school's policy for dealing with these situations is mentioned below:

1. All questions, problems, or complaints should be brought directly to the teacher (supervisor) before anyone else is involved.
2. If the situation is not resolved at that level, it should be brought to the principal.
3. If the problem is not resolved at this level, and the parent wishes to file a complaint with the Hope Christian Academy Support Team of Potter's Hope Ministries, the parent must submit a Complaint Form to the team. The Complaint Form must be filled out and returned to the principal at least one week before the monthly meeting of the Team. If the situation demands immediate attention, the principal will set up an emergency meeting of the team.

As God's believers, we can reconcile any differences through careful communication and prayer with God. (Matthew 18).

Attendance

Regular attendance is a basic requirement for academic success and the development of a sense of responsibility for school obligations. The school day starts promptly at 7:30am and ends at 3:20pm for all grades. Children may arrive as early as 7:10am. If a student needs to be dropped off before then, please contact Mr. Jake or let a staff member know so that we can make arrangements. Children should be picked up by 3:35pm. If a child is picked up from school after 3:35pm, they will be taken to after school care. Refer to the section regarding after school care.

We believe that attendance is a student-parent/ guardian responsibility. The intent of this policy is to provide a structure whereby students gain a maximum benefit from the instructional program offered by Hope Christian Academy.

It is the responsibility of the student and his/her family to arrive at school on time. Tardiness interrupts the class and is a deterrent to the educational process. If a student arrives late, after 7:30am, he/she must check in at the office with their parent and receive a tardy admission slip to go to class. The student will be considered tardy if he/ she misses less than 2 hours of school.

An absence over 4 hours is considered a whole day.

When a student must be absent or tardy from school, it is the responsibility of the parent/ guardian to send a note or doctor's statement to the school in a timely manner to inform the school of the reason for the absence or tardy.

Absences or tardies will be EXCUSED for the following reasons:

- Doctor's statement
- Death in family
- Family emergencies
- Military deployment of parent/ guardian (one day for deployment and return)
- School-sponsored trips
- Other justified reason as determined by the Principal (Administrator) All other absences/ tardies will be considered UNEXCUSED at the discretion of the principal.

A child with three unexcused absences is considered truant in the state of Kentucky and may be referred to the principal (Administrator). A child with six unexcused absences and/ or tardies is considered a habitual truant and can be referred to the County Attorney or Court Designated Worker.

In addition to the above attendance requirements, students and parents will be required to attend no fewer than 8 services per month. Parents will be responsible for documenting the attendance on a form provided by HCA. The form will be sent home monthly with the student.

Medication Policy

Any student who must take medication (prescription and non-prescription) during the school day must bring the medication in its original container to the school office with a note from his/ her parent or legal guardian requesting that the medication be given. This note should include time and amount to dispense. All such medications will be kept in the school office and returned home at the end of the day. The medication must be in the original bottle or container, labeled with the child's name and directions for administering the medication.

Illness Policy

It is important to the learning environment of the school as well as the health of the other students that your child is well when he/ she comes to school. Therefore, if your child is ill and contagious, he/ she must not be brought to school. If your child has been ill, he/ she should be fever free and not vomiting for 24 hours before returning to school. An illness and medication form is available upon request.

Pediculosis (Lice) Policy

Head lice infestation in childcare and school-aged children is common in the United States. All socio-economic groups are affected. Hair length does not influence infestation and is not a sign of uncleanness. Head lice are NOT a major hazard. Transmission occurs by direct contact with infected individuals or indirectly by contact with their personal belongings, such as combs, brushes, and hats. Lice can survive only one or two days away from the scalp. Hope Christian Academy strives to provide a safe and healthy environment. In order to maintain this environment, the following procedures must be followed during the occasional outbreak of lice.

- Parent/ legal guardian of child identified as having lice will be contacted.
- Parent/ legal guardian will be required to pick up the child from school and initiate treatment immediately.
- In order to return to class, your child must be checked and be documented as nit free by a doctor.

Inclement Weather

If inclement weather comes or snow days happen Mr. Jake will notify parents through the Remind Messaging App. Please contact Mr. Jake if you have any questions regarding school closures.

If inclement weather occurs during the school day and classes are dismissed early, please look to receive a message through the remind app or a phone call.

Dress Code

Neatness, cleanliness, and appropriateness are essential requirements of student dress. Clothing that distracts from the learning process or reflects negatively upon the student should not be worn. Staff should not have to spend a large amount of time dealing with student's dress. It is a parent's responsibility to ensure that students are dressed appropriately. From time to time, we will announce special days that will allow various changes in the dress code.

Students will follow the dress code of the school when involved in school functions at or away from school and even after school hours. This would include spelling bees, science fairs, speech meets, art event, and other school events.

Hope Christian Academy has set the following guidelines:

- Boy's hair must be above the collar line and out of the eyes.
- Hats are not to be worn in the building.
- Tattoos (fake/real) are unacceptable.
- Earrings worn by girls should be no more than two piercing per lobe. Spacers must be worn for all others.
- There should be no unusual hair colorings or unusual hair styles.
- Tennis shoes are preferred, but required for P.E. class. Shoes with wheels, flip-flops, open-toed, and open-backed shoes are not permitted for safety reasons. Shoes must have soft rubber soles.
- Solid khaki pants will be worn. Belts are required.
- Any solid colored polo shirt is acceptable. Sleeveless shirts, or tank top are not acceptable. Shirts should be tucked in at all times.
- Once it turns cool, students may wear sweaters or sweatshirt jackets of a solid color in the classroom.
- The Hope Christian Academy sweatshirt may be worn over a solid shirt throughout the building (as they are made available for purchase by Hope Christian Academy). Any other sweatshirt, sweat jacket, or hoodies worn in class to stay warm (worn over school uniform) should not have logos, brand names, or advertising on them. They must be solid color.
- Denim is not permitted except on dress down days.

Grading Scale

Report cards will be issued quarterly. Progress reports are also sent during the nine weeks. Parents are urged to consult the teacher regarding their child's progress. The grading scale is as follows:

Letter Grade	Numerical Average
A	90-100
B	80-90
C	70-80
D	60-70
F	59 & below

Students who do not complete a PACE test with an 80 or above are not permitted to move to the next PACE. Individual learning allows for mastery prior to moving on to a new skill and this will be adhered to in the classroom.

Avenues of Communication

A Back-to-School meeting prior to the beginning of the school year is scheduled to make parents and students familiar with the school campus. Parent-Teacher meets are scheduled during the year to offer parents the opportunity to become familiar with the school's curriculum and to review their child's work. Time is also allotted for individual conferences with the teacher so the parents may discuss their child's progress. If more time is needed, parents may arrange for conferences on an individual basis by contacting the teacher directly or calling the secretary to schedule an appointment.

Promotion Policy

All students will be required to complete all PACE's with an 80 or higher (average of 12 PACE's per subject), prior to advancing to the next grade (identified as levels). Special circumstances for achievement will be discussed, providing there is documented need identified such as those identified based on physician care, between the Administrator, Supervisor, and parent/ guardian.

Lunch

Children will be required to bring their lunch to school. Delivery of fast food lunches to students during school hours is not allowed. Refrigeration is not provided for student lunches; therefore, students should use ice blocks to keep perishables cool. Soft drinks are not permissible at lunch. Students may access the microwave, but should be able to heat their meal within 2 minutes.

Chapel

Chapel service is held on Wednesday mornings at 7:50am. Parents and visitors are invited to attend. Mr. Jake will lead chapel most of the time. We will also have different speakers from time to time from our community or church.

School Trips

Hope Christian Academy will be taking field trips during the year to enhance students' educational experiences. We will inform parents/ guardians in advance of any field trips and their associated costs. Parents/ guardians must provide written permission for their student(s) to participate in all field trips.

Students will also be required to have written permission for transportation arranged for field trips. All school rules are in effect on all trips.

Classroom Volunteers, Field Trip Chaperones, and Drivers

Classroom volunteers, chaperones, and drivers are sometimes needed to assist the teacher in the classroom, on class field trips, and during class activities. It is necessary for all classroom volunteers, chaperones, and drivers to have background checks. The cost is \$20 and is to be paid by the individual. Forms are available from the Administrator.

After School Care

After school care is offered daily from 3:45-5:00pm. Please contact us if you cannot make it by 5pm so prior arrangements can be made. There will not be a charge for after-school care this school year.

Lost and Misplaced Items

Students are responsible for keeping up with their possessions. Students should label all coats, sweaters, personal items, etc. with their name and phone number for easy identification. At the end of the school year, all lost school property must be replaced or paid for by the student to whom it was issued. Hope Christian Academy bears no responsibility for personal items that are lost or misplaced during the year.

Computer Usage

Computers may be available to students during supervised times established each year. All computer screens will be in the line of sight of the teacher. Only filtered internet will be available in school. In order to utilize the internet, a student must have a signed parental consent form. Students who attempt to alter the current configuration of any computer without the supervising teacher's permission are interrupting the educational process. Students may not make any addition or modification to computer

programs and operating system. The making of illegal copies and destroying or altering programs is prohibited. Viewing, changing, or destroying student or teacher records or files are prohibited. Reading or viewing inappropriate material on the computer is also prohibited. Any student engaged in any of the above mentioned activities will lose all computer privileges at Hope Christian Academy.

Personal Devices

In order to maintain an appropriate environment for learning, personal electronic devices must remain off during school hours. This includes, but is not limited to, laser pointers, MP3 players, CD players, cell phones, iPads, and hand held game systems. These devices may be turned on only when permission is granted by a Hope Christian Academy staff member.

Students are required to place cell phones, iPads, tablets, or any other electronic device in the container designated by the school supervisor as they enter the school. Internet access and/or texting with a cell phone are strictly prohibited during school hours and after school hours unless a staff member allows it. Students violating this personal device policy will be prohibited from bringing the device on campus. Staff members will collect the phone or other electronic device and turn it in to the school office where it may be picked up by the parent.

Hope Christian Academy Staff Names 2023-24

Mr. Jake Clemons

Mrs. Angie Strasburger

Mrs. Jena Strasburger

Mrs. Abby Meredith

Mrs. Shirley Beatty

Mrs. Christine Armes

I acknowledge that I have received, understand, and will adhere to the policies set forth in the student handbook for the 2023-24 school year.

Parent _____

Student/s _____

Date acknowledged _____

