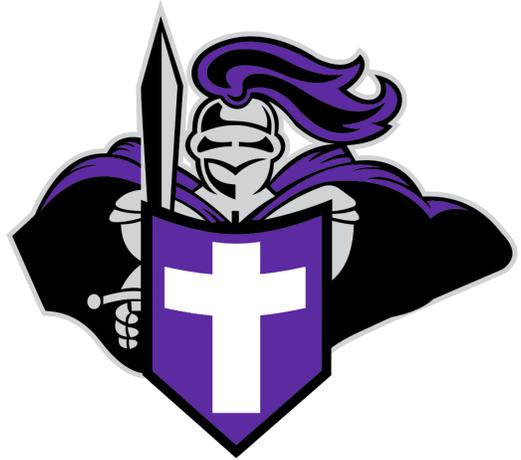




Holy Cross Christian Academy



HOLY CROSS CHRISTIAN ACADEMY

STUDENT HANDBOOK

Train up a child in the way he should go and when
he is old he will not depart from it.

Proverbs 22:6

Holy Cross Christian Academy
10096 US HWY 129, Live Oak, FL 32060
386-344-6997

Dear Parents and Students:

Welcome to Holy Cross Christian Academy. We are looking forward to working with you this school year to make it an enriching and rewarding experience for all of us.

In order to accomplish this, it requires cooperation between the school, staff, parents, and students. We believe this handbook will help you and your student fully understand the policies and procedures of Holy Cross Christian Academy. If you have any questions concerning anything in this handbook, or subjects not covered herein, please feel free to call us at the school at (386) 344-6997.

May God bless and prosper you and your family.

In His service,

Wende Rosado

Wende Rosado

Principal

OUR PURPOSE:

Holy Cross Christian Academy's purpose is to educate and train students in their spiritual, academic, physical, emotional, and social development. Our goal is to acquit all students and empower them to live a life for Christ in the world in which they live.

A SPECIALTY SCHOOL:

Holy Cross Christian Academy is a specialty school that offers a variety of valuable services.

1. Spiritual – chapel services, mentoring hello, prayer, Bible classes to train and equip students in the ways of God.
2. Academic - Abeka curriculum that's at the highest academic standards, small class sizes and plenty of hands-on learning to meet the needs of academically deficient students.
3. Personalized Guidance - a guidance counselor that excels in guiding and directing students to scholarships and higher education.
4. Student Activities– monthly field trips, opportunities for community service, dual enrollment opportunities, and opportunities to participate in 4h

OUR MISSION:

The mission of Holy Cross Christian Academy Inc. is to provide a comprehensive education that equips students to discover truth through the lens of Scripture, develop their potential for further educational pursuits, and conform to the image of Christ. Holy Cross Christian Academy exists in partnership with parents for the purpose of providing a Christ-centered educational program to prepare students academically, physically, socially, and spiritually for service to God and country. We strive to *empower* students to walk as Jesus walked, *enrich* students with academics enveloped in a Biblically-based Christian worldview, and help students *experience* their God-given and unique giftedness for success in the future.

OUR BELIEFS AND GUIDING PRINCIPLES

- We believe in the ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life. Romans 8:9.
We believe in the spiritual unity of all believers in the Lord Jesus Christ through the power of the Holy Spirit as established in the Bible. John 17:20-23; I Corinthians 12:12-13.
- We believe that support and participation in the task of fulfilling the great commission is the responsibility of all believers in our Lord Jesus Christ. Matthew 28:19-20.
- Consistent with the truth that God's grace and His love through Jesus Christ extend without partiality to all mankind, Holy Cross Christian Academy Inc. admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nation and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

OUR PHILOSOPHY OF EDUCATION

- The Philosophy of Education at Holy Cross Christian Academy Inc. originates in a deeply held belief in the Divine inspiration and inerrancy of Scripture and the superiority of its teachings to the wisdom of men. We stand without reservation on the absolutes of the Holy Bible and seek to interpret all of life and learning from the basis of the principles set forth in God's Word. Our faith, therefore, is in God; our hope, in his Son Jesus Christ; and our trust in His Word as the Holy Spirit guides us to the knowledge and understanding of truth.

- These convictions provide the framework for our entire educational program. Everything we do as an institution, no matter how great or small, must be consistent with these foundational beliefs.
- As we undertake the task of educating young persons at HCCA, we fundamentally believe that man has been uniquely created by God in His image, and that all meaning and purpose in our lives, therefore, is derived from Him. Furthermore, we believe that God created all things and that all truth is ultimately God's truth. Thus, the pathway to true knowledge and wisdom is found only in the interpretation of facts in the light of God's purposes in creation and providence.
- Our convictions are equally operative in the methods with which we conduct the overall Holy Cross Christian Academy program. From the establishment of school policies to the hiring of personnel, from the recruitment of students to the selection and development of curriculum, we prayerfully plan and execute each phase of our program to be in agreement with our foundational beliefs. The educational process at our school involves much more than the presentation of a Bible-enriched curriculum to our students. It is a process in which the Word of God governs and informs every subject, every activity, every idea we employ.
- We view our ultimate purpose as assisting parents in the training of their children to be effective Christians in today's world by developing within each student a discerning Christian mind. This, we believe, will not only enable the young person to come to a saving knowledge of Jesus Christ at an early age, but it will also, in concert with the instruction he receives at home and in the church, prepare him to serve the Lord faithfully and boldly in his chosen calling by teaching him to consistently choose to live his life in accordance with God's Word.

STATEMENT OF FAITH

The program and activities of Holy Cross Christian Academy, shall be based upon, and at all times shall be consistent with the following beliefs:

- A. The Bible is the mind of Christ, and is the inspired, the only infallible and authoritative word of God.
- B. There is one God, manifested in three personalities; Father, Son, and Holy Spirit.
- C. The reality of Satan and his present control over and regenerate man does exist.
- D. Christianity is based upon the following;
 - The deity of our Lord Jesus Christ
 - His virgin birth and sinless life
 - His miracles
 - Is vicarious and atoning death through His shed blood
 - His bodily resurrection and ascension to the right hand of the Father
 - His personal return, in power and glory, as Lord and King
 - The fall of man in his lost estate. Which makes necessary a rebirth through confession and belief in the Lord Jesus Christ
 - The resurrection of believers unto everlasting life and blessing in Heaven, and the resurrection of unbelievers unto everlasting punishment in the torments of hell
 - The present supernatural ministry of the Holy Spirit.
- E. Sexual orientation

We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27)

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of faith, doctrine, practice, policy, and discipline Holy Cross Christian Academy's Board of Directors is our final interpretive authority on the Bible's meaning and application.

SCHOOL CLASS HOURS/OFFICE HOURS POLICY

School Hours (Elementary Students): 8:15 a.m. – 2:10 p.m. (Monday - Thursday)

8:15 a.m. – 12: 00 p.m. (Fridays)

No drop off before 7:45 am

School Hours (Middle/High Students): 8:15 a.m. – 2:30 p.m. (Monday - Thursday)

8:15 a.m. – 12: 00 p.m. (Fridays)

No drop off before 7:45 am

Office Hours: 8:15 a.m. – 2:10 p.m. (Monday - Thursday)

PARENTAL INVOLVEMENT

Parent orientation, meetings, and conferences promote good understanding between parents or guardians and the faculty/administration of the school. Every parent is required to participate in these informative and helpful programs. If you have a concern, please contact us to schedule a parent conference as soon as you have any concern. We welcome parent volunteers (this requires a background check) to help out in different classrooms.

ADMISSIONS AND ENROLLMENT PROCEDURE

1. INITIAL PARENT/PRINCIPAL INTERVIEW AND CONFERENCE:

- A. Student Application to be filled out completely and signed
- B. Records Release to be signed
- C. Policy of discipline and correction form to be signed by both parents
- D. Student Handbook to be signed by parent or guardian
- E. All preliminary charges (testing, application, and curriculum fee) to be paid to enroll.

2. ENROLLMENT:

All forms to be filled out completely and signed. All fees must be paid. Medical forms and shot records signed by a physician.

NON-DISCRIMINATION ADMISSIONS POLICY

We admit children of any race, color, national or ethnic origin. However, all children are accepted on a trial basis. We also do not accept students with any kind of severe behavior issues. We reserve the right to dismiss any child that we feel we cannot help in our school.

GENERAL SCHOOL POLICIES

UNIFORM POLICY

All uniforms must fit and be worn properly.

Preschool through 12th grade

1. Purple/White/Gray/Black polo shirt with school logo or on warm days a school t-shirt with the logo can be worn
2. Blue Jeans or Pants or Shorts
3. Shorts must be fingertip length
4. Closed toe shoes
5. Girls may wear sandals
6. The only hoodie allowed is the school hoodie with the logo and in the summertime they can only be worn with sleeves pulled up to the elbow

7. When temperature falls below 60 degrees you are allowed to wear a coat as long as it does not have any derogatory language or images
8. PE days you must wear a PE grey t-shirt, gym shorts (must be fingertip length) or gym pants/sweats, and sneakers.(Middle and High School Students)
9. Boys Pants must fit properly (not baggy)
10. Girls can wear skirts they must be fingertip length and have shorts underneath
11. Hats are allowed as long as it does not have any derogatory language or images

VIOLATING DRESS CODE

If a student comes to school out of dress code they may go to the office and check out a shirt or jacket. If a student violates the dress code multiple times, parents will be contacted, and the proper actions will be taken by the school. If the student violates the dress code after contact has been made with parents, the student will be sent home immediately, or parents may bring the proper attire to the school office.

P.E. DRESS CODE

1. Grey Holy Cross Christian Academy t-shirt
2. Athletic shorts (Long shorts) must be fingertip length or loose gym pants (no tight leggings)
3. Sneakers

(long sleeve jogging shirt and pants for cold weather.)

FREE DRESS CODE

1. Bermuda shorts only are allowed for boys and girls

See the office for a better description if needed.

2. No low-cut shirts, spaghetti straps, or tank tops
3. No tights
4. No T-shirts with profanity or inappropriate images.

If the dress is questionable [uniform, PE, or free dress] parents may be contacted.

GIRL'S and BOY'S HAIR POLICY

Hair must be clean and nicely brushed.

ATTENDANCE POLICY

A student is allowed 7 unexcused absences per nine weeks. After 5 unexcused absences in a semester, a parent conference will be scheduled to discuss any issues. If there are more than 8 unexcused absences in a semester we will report it to the Truancy office as well as any scholarship agency. A student is allowed the following excused absences: medical reasons and funerals. Excused absences for any other circumstances shall be given in writing by the parent to the administration for their review and determination. Three tardies will equal one unexcused absence. In order to meet the compulsory attendance requirements, a child must maintain regular attendance for a minimum of 170 actual school days with the required instructional hours as determined by grade level.

- (a) Kindergarten: Five hundred forty (540) net instructional hours.
- (b) Grades 1-3: Seven hundred twenty (720) net instructional hours.
- (c) Grades 4-12: Nine hundred (900) net instructional hours.

MEDICAL POLICY

Students who may require accommodations for medical purposes must have written instructions from his or her doctor and parent. No staff person will be allowed to administer any medicine without written parental authorization. Complete instructions must be in writing and given to the school office.

FIRE AND TORNADO DRILLS

Practice fire drills will be held during the school year. At the sound of the alarm, students are to stand and march out of the building in an orderly manner to a designated place. After all is clear, they may return to their classrooms in the same orderly manner. Students must walk in line. They are expected to refrain from talking, pushing, or running. Each teacher will be with his or her class.

DISCIPLINE

This is not an institution to correct behavior; consequently, we ask that a child not be enrolled with the idea that he/she will be reformed. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their roles.

All new students are committed on probation for the first nine weeks. The student must at all times conduct himself in a manner becoming of a lady or gentleman. Students may be expelled for disruption, defiance, or rule breaking. Students may be terminated for parent disruption. If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that your child's reporting is emotionally biased and may not include all the information.
3. Realize that the school has reasons for all rules and that they are enforced without partiality.
4. Support the administration and call the school for all the facts.

When a child's attitude is not in accord with school policies or principles, the child will be placed on probation and both parents will be called for a conference. If our administration feels the situation has not changed within a designated time, parents will be asked to withdraw the child.

CODE OF CHRISTIAN CONDUCT

High school students in particular, because of their influence on younger children, must adhere to the school's philosophy and Biblically-based program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, swearing, viewing or discussing pornographic items, and other questionable practices.

This school is dedicated to the training of children in a program of study, activity, and living that is Bible centered. We believe that "all things should be done decently and in order" and that our students should be taught to accept the responsibility to "walk honorably before all men."

Here, a discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintain standards of behavior in the classroom through kindness, love, and a genuine regard for the student. However, when disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

There will be an automatic suspension with possible expulsion given for any of the following: cursing, disrespect, bullying, inappropriate behavior, putting hands on another student and/or fighting.

Each case is considered on an individual basis and a final decision regarding discipline by the administration may take into account factors such as severity of the infraction, contrition, restitution and other mitigating factors.

ELECTRONIC DEVICE POLICY

(CELL PHONES, EARBUDS/HEADPHONES)

Students are allowed to use electronic devices and cell phones ONLY during these times: before and after school. Earbuds and headphones are not allowed on campus and will be taken by administration.

While the cell phone is being used it should not include any offensive videos, music, language, etc. as determined by the administration. Permitted use should not include texting someone while they are in class, nor shall any Facebook postings, social media or any other electronic communication be used to gossip, trash, or hold any person or the school in a negative way. Violations of this nature, including off-campus violations, may result in suspension or expulsion.

The following are unacceptable:

- Use of cellphones in class for any reason
- Taking pictures in bathroom or locker room
- Taking photos of anyone, including self, in any state of undress
- Taking photos of others to ridicule them for any purpose
- Use of cell phone to cheat
- Use of cell phone to harass another person
- Use of cell phone as a device to perpetrate a crime
- Use of cell phone to record/video other students on campus

Violations will result in the device being confiscated. Parents will be informed.

The phone may be turned over to law-enforcement.

If a minor violation occurs the device will be taken by the administration and the student may pick it up at the end of the day. More severe violations, as determined by the administration, may result in suspension from class/activities and expulsion from school.

SEARCHES

Holy Cross Christian Academy staff have the right to search students' bags, vehicles or other belongings for any reason.

DISMISSAL FOR DRUGS

Drug possession at school will constitute automatic expulsion. (Please see Drug Policy below)

DRIVING PERMIT

To drive on campus, a Student Driver Permit must be filled out, signed and filed with the students record. No student is allowed to remain in their vehicles after arriving on campus. No congregating around or staying in vehicles is allowed.

GRADUATION REQUIREMENTS

English	4 credits
Mathematics **	4 credits
American History	1 credit
World History	1 credit
Geography/Economics	1 credit
U.S. Government	1 credit
Chemistry	1 credit
Biology	1 credit
Physics	1 credit
Practical Arts/Fine Arts	1 credit
HOPE(Health & Personal Fitness)	1 credit
Electives	7 credits
TOTAL:	24 credits*

*One of the 24 Credits must be from an online course.

**One of which must be Algebra 1 and one of which must be Geometry

PHILOSOPHY

Holy Cross Christian Academy is a special type of school. We are a Christian school and we have daily prayer and weekly chapel with a non-denominational emphasis. We also pray through the course of the regular school day, and pledge to the American Flag. Our spiritual and objectives are:

1. The salvation of each student.
2. The development of Christian character.
3. The development of Christian conduct.
4. The development of Christian service opportunities.

We expect our students to be regularly involved in a local church and provide Christian service to their community.

TUITION & FEES

Tuition is based on a 12-month year beginning with the month of September and ending with August payment. Payments are due by the 1st and may be made at the school office during regular business hours or may be mailed to Holy Cross Christian Academy, 10096 US HWY 129, Live Oak, FL 32060. A \$10.00 late fee will be added if payment is not received by the 10th. All scholarship checks must be signed by the authorized person in a timely manner and must follow all requirements of the scholarship provider. If your student's account remains unpaid for two months, he/she will be subject to dismissal. All fees must be paid in full by August 31st of each year to ensure your child participates in the year in activities including the Awards Ceremony and Graduation. Also, no child will be considered for re-enrollment for the next year until their account is paid in full. We will withhold all grades and records if your account is not paid in full.

Tuition:	\$8,000 a year
Application Fee:	\$50.00 (non refundable)
Curriculum Fee	\$200.00 a year (non refundable)
Testing Fee	\$50.00 a year (non refundable)

GRADING SCALE

A+ 100%-- 98%	C 76% -- 73%
A 97% -- 93%	C- 72% -- 70%
A- 92% -- 90%	D+ 69% -- 67%
B+ 89% -- 87%	D 66% -- 63%
B 86% -- 83%	D- 62% -- 60%
B- 82% -- 80%	F 59% or below
C+ 79% -- 77%	

GPA (Weighted)

Weighted GPA is calculated after adding extra points for college classes taken as part of dual enrollment. Basically this means that an A in these courses receives 5 points rather than 4 and a B receives 4 rather than 3, so the overall GPA can exceed 4.0

Letter Grade	Percentage	Regular High School Class	College Dual Enrollment Class
A+	96-100	4.00	5.00
A	93-95	4.00	5.00
A-	90-92	3.70	4.70
B+	87-89	3.30	4.30
B	83-86	3.00	4.00
B-	80-82	2.70	3.70
C+	77-79	2.30	3.30
C	73-76	2.00	3.00
C-	70-72	1.70	2.70
D+	67-69	1.30	2.30
D	63-66	1.00	2.00
D-	60-62	0.70	1.70
F	0-59	0.00	0.00

COMMUNICATION POLICY

Report cards are given out every 9 weeks. Email and Text message correspondence is used on an as needed basis. Staff and teachers also communicate through Holy Cross Christian Academy's website, Facebook, REMIND App, newsletters, telephone, email and individual conferences.

FIELD TRIP POLICY

A permission slip signed by a parent must be turned in before any student is allowed to participate in activities needing such form.

VISITOR'S POLICY

Visitors to Holy Cross Christian Academy must first come to the office. A visitor shall include parents, spouses, children, vendors, and any other person not a teacher, staff, or student.

Visitors shall sign in and pick up a visitor pass which they must wear. Visitation. May not interrupt class time and shall be brief. Visitors cannot be left alone with students. Visitors shall return the pass and check out at the office. Visitors who are escorted by an administrator through the school will not be required to get a pass as long as they are in the presence of the administrator. No unauthorized persons are allowed on campus.

DRUG USE POLICY

PURPOSE

As an institution of learning Holy Cross Christian Academy is committed to providing an environment in which students can further their own intellectual, social, moral and physical development and in which students and instructors can work together in pursuit of knowledge and understanding. Holy Cross Christian Academy is committed to providing a safe, healthy environment for its students. Holy Cross Christian Academy believes that a student's health and well being are essential elements necessary for optimal learning. We believe that the use of illegal drugs during adolescence is unhealthy and dangerous and undermines the learning process.

RULES

The following rules shall be used by Holy Cross Christian Academy when responding to a student's involvement with an illegal drug substance. Our school rules in this critical area of drug use are motivated not only by respect for the law but also by a genuine concern for the physical, psychological and emotional well being for all its students. The possession or consumption (use) of any illegal drug at any time or place is prohibited while the student is enrolled at Holy Cross Christian Academy.

CONSEQUENCES

If a student tests positive with the given drug test, the parent or guardian will be contacted immediately. The student, parent and administration will discuss how we can help the student and they will enter a probationary period for the remainder of the school year. During this probationary period the student will be tested randomly every other month.

If during the probationary period the student tests positive again then the student will be suspended from all school activities for 3 days. During those 3 days of suspension all school work will be counted as a zero.

If a student has a second violation within 12 months of the initial violation, the student will be dismissed from the school.

Distribution or attempt to distribute illegal drugs or any paraphernalia will automatically render the student liable for expulsion.

SELF REFERRAL:

Sometimes students and families recognize a problem of chemical dependence and seek appropriate steps to get help. In cases where the student and family come to the school indicating such a problem exists, the school and family will work together to assess the student's particular need and seek resources to help. Each case will be handled on an individual basis and will involve an individual contract. Any student who takes the responsibility to seek help for his, her or another's use of illegal drugs will be supported by the administration, faculty and staff. Holy Cross Christian Academy encourages all students and family members to seek appropriate help for the student's use, abuse and or dependence on illegal drugs. Holy Cross Christian Academy will observe strict confidentiality and do all that is possible to enable the student and families to get the help that they need and are seeking.

OFF CAMPUS BEHAVIOR

Regardless of whether or not a student is on campus or involved in a school-sponsored activity, students enrolled in Holy Cross Christian Academy are not to engage in the use, possession, or distribution of illegal drugs.

A private party held off campus is not a school-sponsored event. The school cannot be held responsible for supervision or enforcement of its rules on substance use at private parties. Supervision and enforcement at such events is the responsibility of parents and police. Holy Cross Christian Academy reserves the right to take disciplinary action, however, when a student's actions or conduct at a private party or anywhere else bring discredit to the school. Examples would be vandalism, property damage, violence or illegal behavior that gives rise to a medical emergency or a police response. The host of a private party where such behavior occurs, as well as other involved students, will be subject to disciplinary action if the matter comes to the attention of the school.

DRUG TESTING

Holy Cross Christian Academy reserves the right to drug test students at any time, for any reason. All parents or legal guardians of students and/or students over the age of majority will be required to sign the Chemical Screening Consent Form prior to any drug or alcohol test as a condition of enrollment and as part of the educational contract with the school. Said consent is deemed valid for the entire time the student is enrolled at Holy Cross Christian Academy.

All information, test results, or other materials received by the school in operation of this substance abuse program are confidential.

STUDENT ACCIDENT INSURANCE

Students are covered by a student accident policy while on school grounds and during school activities. You must, however, submit your personal insurance claim first and then the student policy will consider the balance. And a nominal annual fee is charged.

PHYSICAL EDUCATION

Holy Cross Christian Academy provides physical education classes for High School that'll meet the physical needs of our students. All students are expected to participate in the program unless they have a written excuse from the doctor. Poor participation and failure to comply with the uniform policy will be reflected in the student's PE grade.