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*Contents of this book may be modified. Parents will be notified of changes through the school.*

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

### **STATEMENT OF FAITH**

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

8. We believe that marriage was ordained by God to be a lifetime covenant relationship between one man and one woman, as he created them. Gen. 2:21-24; Gen. 3:20; Matt.5:31-35; Matt.19:7-8; Mark 10:5-9; Rom. 7:2-3; 1 Cor. 7:2-5, 39; Heb. 13:4.

9. We believe that it is only by the grace of God through faith in Jesus Christ that people can be saved from eternal death. By faith, not by our own effort, we are also transformed by the indwelling presence of the Holy Spirit to become holy and acceptable to God. (John 14:6; Acts 4:12; Rom. 10:13-15; Eph. 1:13-14, 2:8-9; Tit. 3:5-7)

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

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

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

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

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

## PHILOSOPHY OF EDUCATION

### *Our Mission*

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

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

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

### *Our Foundation*

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

### *Our Parents*

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

### *Our Children*

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

### *Our Behavioral Expectations and Discipline*

Because we are all sinners living in a fallen world and inclined toward self-centeredness, we should never be surprised when a child is disobedient or rebellious. We need only to look at our own relationship to God to understand these tendencies. The teacher is to deal with each child as God deals with us. As the authority figure, the teacher is to first assure the child that he or she is loved unconditionally, affirming the child as a person; then the teacher must uphold the standard and teach the child a better way. Right behavior will be taught and encouraged, while wrong

attitudes and behaviors will be addressed appropriately. No corporal punishment will be administered.

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

## **OUR APPROACH**

### *Concept Based Instruction*

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

### *Integrated Studies*

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

### *Basic Skills*

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

### *Curriculum/Textbook Choices*

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

## **OUR GOALS**

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

## **PARTNERS IN EDUCATION**

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

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

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

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

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

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

## **QUESTIONS, CONCERNS, AND GRIEVANCE AGREEMENT**

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

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

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

**We promise to:**

1. **Pray first, seek God's answer. Pray for all those involved.**
2. **Contact the person involved.** Problems are immediately escalated when others are included in a process that could have been quickly resolved one on one. If one needs to call a staff member, please call the school at 508-829-4418 and leave a message. The call will be returned as soon as he/she is able. Please do not call a staff member at his/her home unless it is an emergency.
3. **Contact the Principal** if, after contacting the person involved, the problem has not been adequately resolved. A meeting will be arranged to prayerfully reach a solution.
4. **Contact the School Committee Chairman** with the concern if no resolution has been reached after meeting with the Principal. Again a solution will be prayerfully sought.
5. **Seek the counsel of the entire School Committee** if still no resolution has been reached. Because of the confidential nature of the School Committee meetings, contact the Chairman of the School Committee for further instructions as to how to be put on the agenda and at what time these concerns will be addressed.

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

## POLICIES/PROCEDURES

### NON-DISCRIMINATORY ENROLLMENT

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

### PRESCHOOL ENTRANCE ELIGIBILITY

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

### KINDERGARTEN ENTRANCE ELIGIBILITY

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

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

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

### VISITORS

Due to COVID-19, all non-staff and non-student visitors are temporarily limited, with the exception of a parent or guardian who must enter the building for a specific reason (ie. an appointment with a teacher or administrator). Wherever possible, meetings will occur outside of the school building in fresh air. We are temporarily suspending all electives in order to limit the exposure for our students.

All visitors must be masked, and stop in the Office to sign in. All packages delivered during the school day must be left outside the school or inside the front foyer.

**Alumni Visitor Procedure:** We love our alumni! We look forward to staying in touch with our graduates, especially to hear how they are doing in high school, college, the workforce, and beyond! While we wholeheartedly welcome alumni visits, due to COVID-19 restrictions, our current students and faculty are only available for visits during outdoor recess time. Guests must remain 6’ away from staff/students at all times, and wear a mask even when outside. Please call the Office to make arrangements in advance.

**Non-Student Visitor Procedure:** If your child is a former HCA student and would like to visit “their class” on occasion, we will allow those visits during our current outdoor recess period only. Please contact the Office to make a reservation so that our teaching staff and students are prepared for your outdoor visit. This year, because of COVID-19, guests must remain 6’ away from staff/students at all times, and wear a mask even when outside. Due to safety concerns, we ask that parents of younger visitors remain on campus during their visit.

## EMERGENCY INFORMATION

The HCA office will collect an emergency form completed by a parent or guardian for each child every year. We ask that you include the name, and phone number of at least one other person who we may contact in the event of illness or injury, if we cannot reach a parent/guardian. If one parent has legal custody and the child may not be released to the other parent, please include this information in a separate note to the office, including any supporting documentation. A Red Alert list will be compiled with allergy/treatment and other emergency information, and distributed to staff members.

## IRREGULAR DISMISSAL

If someone will pick up your child other than their parent/guardian or their regular carpool, you need to send a note with your child, or send an email to the office. Please avoid making phone calls with this information as this can be an interruption to the school day. Please tell any driver who is not a parent/guardian at our school that they may be asked to show some identification to the staff car-loaders.

Students are not allowed to use the school phone to make plans during the school day for going home with another student. Plans must be made in advance and a note sent in by the parent. If a student does not have a note and someone else is there to pick them up, the driver will be asked to park their car so that a staff member can call the parents of the student to verify the situation. Students will only be released when an HCA staff member has received permission from the parent or guardian.

## STUDENT RECORDS

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

## GUIDANCE

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

## SNOW DAYS

HCA's cancellations and delays will be announced on WCVB Channel 5 (TV and app) and parents will also receive a phone call through our Parent Alert system. However, because our students are commuters coming from so many different towns, parents should use their own discretion in inclement weather.

## NUT POLICY

**No nuts, peanut butter, or obvious nut products may be brought to HCA at any time, out of loving concern for our highly allergic students for whom these products are life threatening.** This includes nut-flavored products and products that "may contain" nuts. If a nut product is inadvertently brought to school, it will be confiscated and an alternative will be provided. Due to the fact that many non-HCA people use this building we cannot guarantee that HCA is a completely nut-free environment, so caution is still advised for those with allergies. This year, Grades 5-8 are also sesame-free.

## MEALS

Each student is responsible to bring his/her own lunch (including drink). The Academy is not able to provide refrigeration or microwave heating for student meals.

## SNACKS

Morning snacks should be healthy, and something that the student can eat neatly within the ten-minute snack period. Suggested snacks include fresh fruits or vegetables, fruit cups, yogurt, cheese sticks, or crackers. Soda and candy are not acceptable snacks. All unacceptable foods will be confiscated and not returned. Please use your best judgment when packing a snack or helping your children choose snacks for school. Questions should be addressed to the school office or your child's teacher. Please also remember that PK-8 is NUT FREE and 5-8 is also sesame-free.

## BIRTHDAYS

No birthday party invitations may be distributed at school unless either the entire class is invited or all students of the same gender within the class are invited. This year, we will not be able to share food due to COVID-19 restrictions.

## PLAYGROUND

The playground is available to students during recess times and is supervised by a staff member and monitors. Students are not allowed on the playground during school hours unless accompanied by an adult. The playground is closed from 2:45-6:00pm daily, as it is reserved for the exclusive use of the After School Program.

### *Playground Rules*

- ❖ Students may play on the field, playground equipment and hard top within the cones. Woods, stone walls, and large rocks along the outer edges are not within the boundaries.
- ❖ Students may use every-other-swing on the swingset.
- ❖ Do not throw snow, ice, rocks, sticks or anything else that could injure a person.
- ❖ Use all equipment the way it's supposed to be used. For example: sit on swings, no jumping off, standing or hanging upside down, etc.
- ❖ Any eating must be done while sitting at a picnic-table and all trash must be picked up before playing.
- ❖ No hurtful language – use uplifting words.
- ❖ No bullying.
- ❖ Excluding a student from a play group is not allowed.
- ❖ HAVE FUN!! ☺

## HOMEWORK

Homework is important to reinforce classroom skills, to study for tests and quizzes, and to work on research projects. As a general rule, most students will be given some homework to complete each night starting in first grade. A rule of thumb for expected amounts is ten minutes per grade. That means first graders can expect ten minutes, second graders 20 minutes, and seventh graders

70 minutes per night. *Nightly reading of book report books is not included in these totals. Each student in the school is expected to read every night. Amounts depend on the grade but somewhere between 15 and 45 minutes is expected.*

Naturally many factors influence the amount of time students spend each night. Some of these variable factors include:

- ❖ Natural aptitude of the student in the subject
- ❖ Focus/concentration levels
- ❖ Use of class/study hall/WIN time during the school day. Many diligent students can get a good start on their homework by making good use of these opportunities
- ❖ Health/Emotional issues
- ❖ Environment in which homework is done
- ❖ Learning Disabilities

If your child has worked diligently for the time suggested above, is exhausted, sick, or unable to complete the night's work, please write a note to the teacher, and every consideration will be given to the individual needs of the child.

In the case of a learning disability or other extenuating circumstances, homework can be modified. The individual specifications of modifications will be determined at a parent/ teacher/ principal conference.

The classroom teacher will determine the consequence for late and/or missing homework. Any questions concerning homework assignments should be directed to the individual teachers.

In the case of absence, the school should be called and homework requested. If requested, the teachers will collect assignments, books etc. and send them home with a person designated by the family. Students have the equivalent of their sick days to turn in missed assignments.

See Addendum F for our helpful Homework Help by Parents forms.

#### PARENTAL INVOLVEMENT

A school service fee per family is charged each year and added to the family's FACTS Tuition account. The rate charged and hours expected will be based on the current grade of the family's oldest enrolled child. This program helps us to have parent involvement with the school and also helps the school to save money, not paying an employee for work that can be done by volunteers.

Three Day Preschool: \$225 per year, 15 hours expected

Five Day Preschool through Grade 8: \$450 per year, 30 hours expected

A list of service hours jobs are available on our school's website under the "Family" tab, and will be published regularly in our Pathways newsletter. Hours may involve work at home, work at school during the school day, or help with school events or committees. Families are responsible to track their own hours on a form that will be provided on our website. Once a family provides proof of hours worked, the fee will be deducted from their remaining tuition balance. If a family has already paid their tuition in full, a reimbursement check will be issued.

Credits/Reimbursements will be pro-rated as follows:  
Fewer than 50% hours served: 0% credit/reimbursement  
50% - 99% hours served: 50% credit/reimbursement  
100% hours served: 100% credit/reimbursement

#### SCHOOL PRAYER

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

#### LIBRARY

All students are given the privilege of using the school library. Library time is scheduled on a class-by-class basis. Books will be checked out. In the case of overdue books, the student may not check out more books until overdue books are returned. If a book is lost, parents are responsible to replace the book or pay a replacement charge of \$20 per hardcover/\$10 per paperback.

The class that is signed up to use the Library has priority over other students. Students may use the Library if they are quiet and do not disturb the class. The teacher in charge can ask any disruptive student to leave. This year, books must be sanitized between students.

#### CHAPEL

Chapel services will be held weekly at the Academy, on Monday mornings, or Tuesday morning in the case of a Monday holiday. If there is a snow day on a Monday, chapel is not held that week. Parents, teachers, missionaries, and pastors from our students' churches are encouraged to be guest speakers each week. This is a time for us to worship together as a student body. Parents are welcome and encouraged to attend from up in the balcony, wearing masks, and sitting 6' apart. Chapel begins at 8:45am.

#### REPORT CARDS

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

#### PARENT-TEACHER CONFERENCES

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

#### GRADING SYSTEM

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

98-100 A+	88-89 B+	78-79 C+	68-69 D+
93-97 A	83-87 B	73-77 C	63-67 D
90-92 A-	80-82 B-	70-72 C-	60-62 D-

Below 60 = Fail

Preschool, Kindergarten and Grade 1 will not receive letter grades.

Incomplete: An incomplete will be given on a report card when extenuating circumstances\* prevent a student from completing the required assignments in a given term. Instead of a zero for such assignments, the student may complete the assignment for **partial** credit under the following conditions: 1) The assignments must be handed in by the agreed upon time. 2) The student is totally responsible for finding out all that is incomplete. 3) The student must turn in all assignments to the office in an envelope clearly marked with the name of the teacher to whom it is due. (If assignments are due to more than one teacher, each teacher should have their own envelope, clearly marked.)

\*Allowing an incomplete is at the discrimination of the teacher in consultation with the Principal and the parents.

### PHYSICAL EDUCATION

Physical education is an important aspect of the growth of young people, yet because of COVID-19 regulations, PE will only happen outdoors this year and class will be dependent on the weather. All children are expected to participate in these classes. A note from home is needed for a student to be excused.

*For Grades K-8:*

The children in grades K-4 are encouraged to wear their HCA logo t-shirt on their PE day, as well as comfortable/athletic pants or finger-tip length shorts. Please avoid wearing long or dangling jewelry on PE days.

Athletic/running sneakers are also a part of the PE uniform.

### DRESS CODE

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

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

*General Guidelines...* Clothing and accessories shall be neat, clean, in good taste, and in good repair. No hats, visors, or hoods are to be worn in the building. No exposure of underwear.

Clothing should also be modest:

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

*Off campus...*

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

If a teacher or staff member feels that a student's attire is distracting to the learning environment, the student will be sent to the office and given a large t-shirt to wear for the day. The student will be expected to return the shirt, laundered, to the office on the next school day.

**DISCIPLINE**

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

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

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

*Behavioral Expectations*

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

We want a school where:

- God is honored
- teachers are obeyed
- children feel safe and secure
- children feel loved and valued as individuals
- there is order and seriousness about learning
- each person is respected
- the teachers are in control of the classroom
- children are actively engaged in their learning
- children are treated fairly and consistently

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

*School Rules*

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

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

#### POSSIBLE REWARDS FOR COOPERATION

##### Individual

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

##### Class-wide

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

#### POSSIBLE CONSEQUENCES FOR CHOOSING TO BREAK A RULE

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

For **Severe Disruption** such as:

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

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

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

#### MIDDLE SCHOOL DISCIPLINE

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

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

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

### Academic Demerits

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

### Behavioral Demerits

#### *Level 1 Misbehaviors*

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

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

#### *Level 2 Misbehaviors*

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

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

#### *Level 3 Misbehaviors*

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

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

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

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

### Expulsion

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

### SAFETY POLICY

Holden Christian Academy purposes to work in partnership with the students' parents and families, and desires to maintain a Christ-centered educational environment that is safe and secure for everyone. In the spirit of this partnership we empower our teachers with the authority to ensure a safe classroom. To that end, the teacher may confiscate, for the balance of the school day, any item that the teacher judges to be unsafe or that is used in an unsafe manner. We ask that the parents support our teachers by helping their student(s) refrain from bringing any item to school that is, in of itself, potentially unsafe. It is our prayer that every teacher will exercise this authority wisely, in the best interest of the children and that every parent will trust and respect the teacher's judgment.

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

### ATTENDANCE NOTIFICATION

Attendance at school is expected whenever classes are in session.

#### *Absence*

Parents are asked to call the office by **8:30 a.m.** if a child will be absent that day. It is imperative that each child at HCA be accounted for each school day. If we haven't heard from you, an HCA staff member will call to confirm your child's absence and the reason for the absence.

#### *Total absences*

A student who is absent more than 20 days (5 per term) will not be promoted or allowed to return to HCA the following year without School Committee approval. For the 2020 school year, any COVID-related absences will be factored into the decision.

### *Acceptable absences*

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

- illness
- funerals
- medical or dental appointments

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

### *Make-Up Work*

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

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

### *Planned Absences*

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

### *Tardiness*

Tardy students are a disruption to the class, as it brings the learning that was in motion to a stop while the student is brought up to speed. Therefore, for the good of all, we expect that all students will arrive between 8:00 and 8:15. Students who arrive after 8:15 are considered tardy and should enter through the office entrance and report directly to the office to sign in. This year, because of COVID-19, parents should park and call the Office for a verbal symptom check before the student(s) may enter the building. Students are allowed **six tardies per term** without consequence. Accumulated tardies beyond six will be handled by the administrator and School Committee. Students coming in after 11:00 a.m. or leaving before 11:00 a.m. will be considered absent for the day.

### WELL CHILD and ILLNESS POLICY

Per Massachusetts state guidelines, and as part of the social compact of reopening, students and staff must stay home if they feel sick, or have any symptoms associated with COVID-19 including: fever (100.0+), chills, shaking, cough (not due to other known cause such as chronic cough), shortness of breath, difficulty breathing, fatigue, muscle aches or body aches, headache (when in combination with other symptoms), new loss of taste or smell, sore throat, congestion

or runny nose, nausea, vomiting, or diarrhea, nasal congestion or runny nose (not due to other known causes such as allergies, and when in combination with other symptoms). It is our desire at Holden Christian Academy to provide the healthiest possible environment for our students, so we kindly ask that you **DO NOT** bring your child to school if he or she has any of the following additional symptoms:

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

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

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

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

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

#### MEDICATION ADMINISTRATION

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

#### MINOR INJURIES

In the event that your child should be injured (bruised, scraped, cut) while at school, the child will be treated (i.e. ice pack, peroxide, bandage). An Injury Report form will be sent home for your review; please sign and return to the office.

#### EMERGENCY NOTIFICATION

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

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

4. Call physician (if warranted)

#### BEFORE/AFTER SCHOOL PROGRAMS

Your child's safety is a priority at HCA. It is therefore imperative that children are supervised at all times. Fees will be updated on our website and parents will complete a registration agreement form at the beginning of each school year.

#### Early Drop-off Policy and Fee

There is no Before-School care offered this year.

#### Schedule for After School Care, Monday through Friday

After School care is available on a first-come-first-serve basis, and not a drop-in service this year. Students must be registered and come regularly to participate in this program, which runs 3-6pm Monday, Tuesday, Thursday, and Friday, and 2-6pm on Wednesday.

After School Care Fee: the following fees will be charged per day (billed monthly):

Pick up by 4:30 p.m. Pick up by 6:00 p.m. 6:01 or later

1 Child: \$15 pickup by 4:30pm; Pickup by 6:00pm \$20

2 Siblings: \$20 pickup by 4:30pm; Pickup by 6:00pm \$25

3 Siblings \$25 pickup by 4:30pm; Pickup by 6:00pm \$30

**\$1 per minute per child from 6:01pm on.**

Late Policy: Parents will be charged for after school care based on actual pick-up time. If a child leaves after school care past 4:30pm, the 6:00 p.m. fee will be charged. For each child who leaves after school care past 6:00 p.m., a charge will be assessed of \$1 per minute late. For each child who is not signed up for the after school program, a fee of \$1 per minute may be charged after 3:00 p.m.

**Payment Policies:** You will be billed for the days your child(ren) are checked in to ASP, and all charges will be added monthly to your FACTS account.

#### TUITION AND FEES PAYMENT

In order to provide HCA families with a system of enrollment that is seamless, HCA has a continuous enrollment system where students are continually enrolled from their initial admission to HCA until they graduate from 8th grade, withdraw, or are otherwise separated from enrollment.

If a family needs to withdraw (opt-out) from HCA, they will simply need to submit a written notice of withdrawal to the school office before May 31, in order to avoid the following year's tuition payments being charged.

HCA recognizes that family plans change. For any unique circumstances such as the following, families withdrawing after May 31 will be exempt from the tuition penalty:

- moving/Relocation 25+ miles away from HCA
- educational needs for the student can no longer be met at HCA, as determined by the HCA Special Ed. Team including student's parents
- student withdrawal at the request of HCA
- other circumstances as approved by the School Committee

Tuition Penalties:

- If a family withdraws their child from the school during the academic year, the family is responsible for the full tuition for the semester in which the child is participating. Semester break is at the end of Term 2, in late January.
- If a family withdraws their child(ren) from the school during June, July, or August, before school begins, they will be responsible for monthly payments through the month of notification of withdrawal.
- Exceptions to this policy will only be granted in the case of extreme hardship, subject to unanimous approval of the School Committee.

Each spring, HCA will publish the following school year's tuition rates, as well as information regarding financial aid. Families will update their enrollment online; this will consist of updating demographic and emergency information, indicating agreement to policies, and choosing a tuition payment plan for the upcoming school year.

All families, whether paying in full or monthly, will enroll with FACTS as part of the enrollment process. All tuition, fees, and incidental charges (field trips, logo items, After School program, etc.) are billed through this system. FACTS charges a yearly fee determined by and paid directly to FACTS. These fees are outlined in our re-enrollment information each year.

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

Delinquency of tuition payment will result in late fees and eventually jeopardize the child's ability to continue in the school program. There is a fee for any checks returned, equal to the amount charged by HCA's bank.

**Due to COVID-19 Pandemic, the following additional financial policies are in place for the 2020-21 school year:** Holden Christian Academy is committed to consistently deliver the school program, whether in our building or remotely, dependent on circumstances such as government mandates. If the building is closed due to any unforeseeable circumstances or events, including, but not limited to, any earthquake, fire, flooding, hurricane, tornado, any other "act of God", war, action or order by any governmental or civil authority, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond the control of Holden Christian Academy, remote instruction will be delivered as soon as is reasonable, practical and safe under the circumstances.

In order to continue the program, and meet all areas of the school budget, it is imperative that all families commit to necessary remote learning activities, and continue to make regular tuition payments.

In the event Holden Christian Academy's building is closed for a period of time and must deliver course work remotely due to event under this clause, Parent agrees that Holden Christian Academy is under no obligation to cancel, waive, or refund any portion of tuition that has already been paid, or is due and owed, to Holden Christian Academy.

Extenuating personal circumstances can be brought to the School Committee for consideration, allowing for delayed payment dates, postponing payments or restructuring payment plans. If payment is not made, Parent is considered to be withdrawing their child(ren) and it is understood that immediate enrollment in another K-8 educational program is required by the state.

#### FINANCIAL AID - Needs-based, applications yearly.

All families who are awarded assistance will be required to actively participate in activities to raise funds for the following year's recipients. Participation in these activities will factor into award considerations in subsequent applications.

Applications and supporting documentation required by FACTS Grant & Aid are due by the third Friday in April to be considered in the first round of financial aid awards. If families miss this initial deadline, they may apply and provide supporting documentation by the third Friday in May for consideration in the second round. Please be aware that the majority of financial aid monies will be awarded during the first round. Applicants can apply at <https://online.factsmgt.com/aid>. There is an application fee of \$35 (as of 2019). This fee is paid directly to FACTS Grant and Aid, who processes our applications. Award decisions are made by the HCA School Committee and will be reviewed on an individual basis.

#### LATE PAYMENT POLICY

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

- **FACTS** - HCA uses the FACTS program to evaluate families Financial Aid needs and generously supports families who qualify in accordance with the program guidelines and budgetary allowances.
- **Insufficient Funds** - In the event that funds are not available on the scheduled day of FACTS withdrawal, the family is charged an administrative fee by FACTS and the account is placed in "delinquent" status. After a total of 3 unsuccessful withdrawal attempts which occur over a period of 20 days (each time with a FACTS fee), the FACTS account is placed in "unresolved" status. This can be avoided if the HCA Office is contacted by the family prior to the scheduled automatic withdrawal date to request an extension or provide new account information.

- **30 Days** - On a monthly basis, the HCA Office will check to see if any families are in “Unresolved” status. These families will be contacted by phone with a request that they provide updated account information or other details of why they are unable to pay. They will be informed that they will need to meet with the School Committee if their account reaches 60 days in “Unresolved” status.
- **60 Days** - In the event that fees and/or tuition payments are overdue by 60 days, without previously contacting the Committee, a letter will be sent to the family reminding them of the overdue obligation and requesting a family meeting with the School Committee to establish a payment plan.
- **120 Days** - After 120 days, in the absence of an approved plan, the Committee will notify the family in writing that their child(ren) are withdrawn from HCA. HCA reserves the right to apply any re-enrollment, fees or tuition deposits towards the accrued debt.
- **Re-enrollment** - Families will not be able to re-enroll their children for the next school year until any past due money has been fully paid or they are adhering to a payment plan authorized by the school committee.
- **Collections** - HCA reserves the right to seek collection of past due amounts using a third-party collection agency or other means.

## Special Needs Philosophy at Holden Christian Academy

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

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

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

### Weaknesses

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

### Strengths

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

11. Teacher may be able to provide afterschool supplemental tutoring (fee) or provide an extra help class for any student in need.
12. Teachers use differentiated instruction, integrated instruction and project based learning on a regular basis in the classrooms (all of which are proven to be helpful to struggling learners).

Strategies:

When issues become apparent we,

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

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

## Addendum B: The Inclusion of the Study of Mythology in the HCA Curriculum

### *The Importance of Teaching about Mythology*

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

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

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

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

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

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

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

#### The Teaching of Mythology at HCA

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

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

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

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

#### *Conclusion*

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

Addendum C:

[Emergency Medication](#)

[Medication Self-Administration Form Information](#)

Holden Christian Academy does not have a school nurse. Therefore, we cannot administer regular medications. Students may self-administer inhalers for asthma with medication plan form signed by parent/doctor (see self-administration permission form.)

**Emergency Medication Administration Form Information for Benadryl/Epi-pens**

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

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

Student's name and date of birth

Parent's name and emergency contact information

Doctor's name and number

Diagnosis

Medication name

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

The parent/guardian will sign, requesting HCA staff to assist/administer the emergency medications in accordance with the physician's instructions, that they understand that

- ❖ in the case of Epi-Pen administration, 911 will be called for emergency transport
- ❖ HCA personnel are not responsible for any problems arising from the administration of this medication
- ❖ HCA does not have a school nurse on staff

## **Addendum D: Parent/Teacher/Administrator Communication**

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

### Immediate Response Required

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

- email to [info@holdenchristianacademy.org](mailto:info@holdenchristianacademy.org)
- send a written note in with your student
- call the office 508-829-4418

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

### Non-Urgent Communication

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

### Administration Communication

Requests to communicate with the principal should be scheduled through the office. Phone: 508-829-4418 Email [info@holdenchristianacademy.org](mailto:info@holdenchristianacademy.org). The office staff will schedule a time for the principal to communicate with you via phone or in-office appointment.

### **Expectations**

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

## **Addendum E: Homework Help by Parents**

**Levels of Assistance:** How much is enough? When is it too much?

These are common questions at any school and not easy ones to answer. All children need extra help at times but when is it too much or too little? At HCA we have students at a variety of academic levels, often the same child is at differing levels in different subjects. We want to work together in partnership with parents to help the child when needed in an appropriate manner. In order to best answer your questions we have drawn up this little form so that the student will receive the amount of help needed for an assignment and both the parent and teacher will know the level of help needed to complete an assignment. If too many students need more than level one assistance from home, the assignment may need to be changed. If one student is continually in need of higher level help in order to be successful, it may be indicative of learning issues that need to be addressed. Communication between parent and home is imperative!

Our goal is to start at the level of student need and work together toward level one. Skill levels, frustration levels, and academic ability will be our guides as we work together. Clear documentation of assistance level is important for true assessment of skill and knowledge for the student, parents, teachers and future teachers.

**All of these levels are appropriate if they are truly warranted. Level 3 and 4 assistance should be reported to the teacher on the homework by the parent.**

### **LEVEL 1** (appropriate and expected amount of parental help)

The parent

- Checked assignments
- Clarified instructions
- Pointed out issues with mechanics, wording, answers, etc. on completed assignment
- Checked corrections
- Quizzed student from study sheet, notes, text

### **LEVEL 2**

The parent

- Did the level one help PLUS
- Was available during assignment and was called upon more than twice for ideas, suggestions, help with skills, clarification & motivation

### **LEVEL 3**

The parent

- Did levels 1 & 2 help PLUS
- Read the text/literature with/for the student
- Created methods/games/study sheets with /for the student
- Was actively involved in the completion of assignment
- Needed to continually push/motivate/distress student

### **LEVEL 4**

The parent

- Did levels 1 & 2 & 3 PLUS
- Walked student through entire assignment
- Made repeated suggestions, clarifications & helped with wording at every step

- Present and helping at all times
- Tutored student through the entire assignment

