



Hope International Christian Academy
Parent-Student Handbook
2020-2021

Redemptive Change

“Go therefore and make disciples of all nations, baptizing them in the name of the Father and the Son and the Holy Spirit.” Matthew 28:19

“He is the one we proclaim, admonishing and teaching everyone with all wisdom, so that we may present everyone fully mature in Christ.” Colossians 1:28

Transformational Mindset

“Relief says, “Give a man a fish and he will have food for the day!” Development says, “Teach a man to fish and he has food for a lifetime!” Transformation says, “Empower a man to think about fishing with a transformed mind (Romans 12:2) and his life will be changed forever!” (Miller, 2018)

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Hope International Christian Academy Parent and Student Handbook

The policies and procedures contained in this handbook serve as communication to the parents and students regarding Hope International Christian Academy's expectations and requirements. They are minimum standard for students at the school.

The parent's and student's signature on the Parent-Student Handbook Conciliation Agreement form indicates that the parent and the student are in full agreement with and will hold to all expectations, requirements, beliefs, values, and obligations expressed herein. Failure to comply will give the school full authorization to make the needed decision in maintaining or discontinuing the student's enrollment at any time during the academic calendar year.

Mission Statement

Bridges of Hope exists to spread the gospel of Jesus Christ and to disciple Liberians to worship and glorify God by empowering them to live Christ-centered lives and provide for themselves a reasonable living. We will do this through a Bible-teaching church, quality education, quality healthcare, entrepreneurship and agriculture; so that they will have a biblical worldview evidenced by a lifestyle of character, leadership, stewardship, service, and joyful worship.

Core Values

Leadership

Integrity – But select capable men from all the people—men who fear God, trustworthy men who hate dishonest gain—and appoint them as officials over thousands, hundreds, fifties and tens. Exodus 18:21

Service – But among you it will be different. Whoever wants to be a leader among you must be your servant. Matthew 20:26

Discipline

Responsibility – Each one should test their own actions. Then they can take pride in themselves alone, without comparing themselves to someone else, for each one should carry their own load. Galatians 6:4-5

Respect – Now we ask you, brothers and sisters, to acknowledge those who work hard among you, who care for you in the Lord and who admonish you. Hold them in the highest regard in love because of their work. Live in peace with each other. I Thessalonians 5:12-13

Faith

Courage – Be strong and of good courage, do not fear nor be afraid of them; for the LORD your God, He is the One who goes with you. He will not leave you nor forsake you. Deuteronomy 31:6

Hope – but those who hope in the LORD will renew their strength. They will soar on wings like eagles; they will run and not grow weary, they will walk and not be faint. Isaiah 40:31

INTRODUCTION

Statement of Faith

The Bible

We believe the Bible, consisting of the sixty-six (66) books of the Old and New Testaments, is verbally inspired by God, written by human authors who were inspired by the Holy Spirit, is without error in the original manuscripts, and is the infallible and authoritative Word of God.

God

We believe there is only one living and true God who eternally exists in three persons: Father, Son and Holy Spirit, the same in essence, equal in power and glory, without division.

God the Father

We believe God the Father loves the world, gave Christ to be its Savior and is the Father of all who believe in Jesus Christ as their personal Savior.

God the Son (Jesus Christ)

We believe Jesus Christ is God incarnate, was conceived through the Holy Spirit, and born of the Virgin Mary. He is truly God and truly man. He lived a sinless life, was crucified under Pontius Pilate, arose bodily from the dead, ascended into heaven and sits at the right hand of God the Father as our High Priest and Advocate.

God the Holy Spirit

We believe the Holy Spirit is a person. He convicts the world of sin, righteousness and judgment. He is the divine agent of regeneration and applies salvation to all God's people. He indwells all genuine believers and baptizes them into the body of Christ.

The Human Condition

We believe that all people are born with a sinful nature, corrupt in every aspect of their being, sinful in thought, word and deed, and absolutely, irrevocably condemned to death. Only through God's saving work in Jesus Christ can we be rescued, reconciled and renewed.

The Christian Life

We believe as followers of Christ we are called to follow the two greatest commandments; to love the Lord your God with all your heart, soul, mind and strength, and love your neighbor as yourself.

Satan

We believe in the existence of Satan who as a created fallen angel became the author of sin.

The Church and Its Ordinances

We believe the Lord Jesus is the head of the church. The church is the body of Jesus Christ and is a divinely established instrument for the worship of God, the growth of believers and evangelism of the lost. There are two ordinances in the church, baptism and the Lord's Supper, which are divinely enjoined upon all believers. They are without saving merit in themselves, but they provide an expression of faith regarding the believer's identification and fellowship with Christ.

The Mission of the Church

It is the mandate of all believers to make disciples of all nations. In response to Jesus' last command to His disciples, it is therefore a necessity, a responsibility and a desired privilege of all those who have received new life in Christ to take this message of reconciliation to all nations.

The Return of Christ, Resurrection, and Judgment

Jesus Christ will return personally and visibly in glory to the earth at His appointed time (known only to God) and manner. The dead in Christ will be raised, and Christ will judge all people in righteousness.

The Message of Salvation

We believe salvation is not by works, but by God's free and special grace alone, through faith alone, in Christ alone, our representative and substitute.

Christian Educational Philosophy

To have a better society, the upcoming generation needs to be provided with quality education as they will hold future leadership positions. In so doing, honesty and moral standards are to be in the educational system.

Therefore, Christian education is vital in a society. According to Knight (2006), "Christian education that is Christian in fact, rather than merely in word, must view the nature and potential of the student, the role of the teacher, the content of the curriculum, the mythological emphasis, and the social function of the school in the light of its philosophic undergirding" (p. 203). Christian education should be a redemptive activity that is being used as a support of God's restorative and reconciling power. All humans have weaknesses, but students need to be taught the principle of self-control and not be controlled by their emotions and selfish ambition. Being an image bearer of Christ, students need to learn how to reason, make responsible decisions, and spiritual choices. Each student must be viewed as one who has endless potential because they are God's children who bear God's image and whose greatest need is to know God as their personal Savior. Funaki & Glencorse (2014), state, "actions to counter corruption often look at individuals...as moral agents fully cognizant of the cause and consequence of their actions" (p. 840).

The Liberian society must look beyond themselves and think of the greater good of the country for all people ultimately honoring God. The goal is to teach in such a way that students feel love and affection for Christ. Out of that love for Christ they will want to honor, love, and obey Him in their lives.

Hope International Christian Academy is a Nursery-12th grade school dedicated to the mission of the Bridges of Hope organization located in rural Liberia, Bensonville. Our staff desire to educate the students with a Biblical standard to help fight corruption in the country. Our current teachers and students are committed and sacrificing physically and financially to the betterment of the school. We want to begin a culture of Biblical behavior that will glorify God.

Intended Outcomes for Students

- Demonstrate and understand how to live a Christ-centered life through a lifestyle of character, leadership, stewardship, service, and joyful worship and promotion of the name of Jesus.
- Engage the culture with biblical worldview, stand for truth, experience their greatest joy in knowing Christ, and spread the Good News of Christ. The students will be able to provide for themselves a reasonable livelihood through the education they receive at Hope Christian Academy.
- Lead communities with integrity and being loyal to one another.
- Bless others through the discipleship they receive through Hope International Christian Academy.

- Provide for themselves a reasonable livelihood through the education they receive at Hope International Christian Academy.

Prayer for Hope Students

Dear Heavenly Father,

We pray that Hope students will have a deep respect and love for You and Your ways. May they hide Your Word in their hearts that they might not sin against You (Psalm 119:11). Please give them a clear mind, a teachable spirit, and a strong ability to learn and develop the mind You have given them. Instill in them a desire to have knowledge and skill so they may glorify You alone with their lives. We pray that they will be taught by You through prayer and reading Your precious Words in the Bible, Words that instruct and teach them in the way they should go (Psalm 32:8). Your Word says, "The fear of the Lord is the beginning of knowledge, but fools despise wisdom and instruction" (Proverbs 1:7). May they never be a fool and turn away from wisdom, but rather turn to You for the knowledge, wisdom, and the understanding.

Help them to excel in school and apply what they are learning outside the walls of the classroom. Lord, enable them to experience the joy of learning more about You and Your world. May this bring them to a joyful worship of their Creator. May they glorify You in their learning and be a bright light shining for You in their families, school, and communities. We pray our students at Hope will be part of spreading the gospel of Jesus Christ through their example and discipleship to live out our vision, "empowering Liberians to live Christ-centered lives."

In Jesus precious name. Amen.

A wise man will hear and increase learning, and a man of understanding will attain wise counsel.

Proverbs 1:5

Take firm hold of instruction, do not let go; keep her, for she is your life.

Proverbs 4:13

My son, if you receive my words, and treasure my commands within you, so that you incline your ear to wisdom, and apply your heart to understanding; yes, if you cry out for discernment, and lift up your voice for understanding, if you seek her as silver, and search for her as for hidden treasures; then, you will understand the fear of the Lord, and find the knowledge of God.

Proverbs 2:1-5

ADMISSION POLICY

Enrollment

1. Minimum Admission Requirements for a Student:
 - a. A personal desire to know Christ more as their personal Savior and yearning to live in obedience to Him.

- b. An average of at least 2.0 GPA at previous school.
- c. A personal desire to attend Hope International Christian Academy.
- d. A satisfactory conduct record at previous school.
- e. A desire to abide by the rules at Hope International Christian Academy by signing the Parent/Student Handbook Agreement form each year.

Student Scholarship Requirements

To be eligible for the Student Scholarship students are to:

1. Be a student of Hope International Christian Academy
2. Live within the boundaries of the code of conduct. Any action that will lead to expulsion said beneficiary will automatically lose the scholarship.
 - a. In the case of pregnancy, a female student will be suspended until she gives birth. If the male is a student at Hope International Christian Academy he will be suspended for the same length of time. If a second pregnancy occurs, the scholarship will be suspended indefinitely.
3. Beneficiary shall be able to pass at the end of each school year. If the beneficiary fails in a class, he/she will be put on probation for one school year.
4. Beneficiary must remain in school. If beneficiary drops out of school, he/she forfeits being a part of the scholarship program unless extenuating circumstances exist. Administration at Hope International Christian Academy will make this decision.

Responsibilities of scholarship students:

1. Clean/cut grass around campus when needed.
2. Clean classes after school.
3. Write a letter to sponsor.

Failure to follow items 1 and 2 above will result in double work for 1st and 2nd offense. Third offense will lead to suspension.

ATTENDANCE

Absences

1. All students are required to attend school on the first day of school and first day after student vacation (break).
2. All students are required to be in full attendance during regular school days and hours.
3. The school days for Hope International Christian Academy shall be prescribed by the Government of Liberia through the Ministry of Education.
4. All other days selected for school activities shall be the approval of the Management Team of Hope International Ministry, Hope International Christian Academy and the PTA.
5. A student is granted one excused absence each period. Any absence beyond this administration discretion will be used.

ACADEMIC INFORMATION

Grades

1st – 12th Grades

A	90-100
B	80-89
C	70-79
D	60-69
F	below 60

Progress Reports

Parents will receive a progress report at the end of each academic period during the PTA meeting. PTA (Parent Teacher Association) will be held the second Wednesday after period testing to inform parents of current events on campus.

Principal's Honor Roll

Students that do not receive a red mark and obtain an average of 90% and above will be on the Principal's Honor Roll.

Honor Roll

Students that do not receive a red mark and have an average of 80-89% will be on the honor roll.

Period Exam Schedule

1st – 6th Grades

Day 1	1 st Period	8:00 am – 9:00 am
	2 nd Period	9:15 am – 10:15 am
	3 rd Period	10:30 am – 11:30 am
	4 th Period	12:00 pm– 1:00 pm
Day 2	5 th Period	8:00 am – 9:00 am
	6 th Period	9:15 am – 10:15 am
	7 th Period	10:30 am – 11:30 am

7th – 12th Grades

Day 1	1 st Period	8:00 am – 9:30 am
	2 nd Period	9:45 am – 11:30 am
	3 rd Period	12:00 pm – 1:30 pm
Day 2	4 th Period	8:00 am – 9:30 am
	5 th Period	9:45 am – 11:30 am
Day 3	6 th Period	8:00 am – 9:30 am
	7 th Period	9:45 am – 11:30 am

All students are expected to be in attendance during the end of period testing.

Academic Probation

Any student not maintaining a C average in each class at the end of semester 1 or 2 will be placed on academic probation. Parents will be asked to meet with a committee to create a plan to improve academic performance. Students who do not maintain a C average will have to attend vacation school to repeat the subject in his or her uniform and earn at least a C average to pass the class.

Eligibility and Probation

Using assessment and transcript evaluations, students enrolled at Hope International Christian Academy are required to maintain, at minimum, a 2.0 GPA. Students who fall below a 2.0 at the end of any academic period are not eligible to participate in any after school extracurricular activities. At the end of semester 1 or 2, eligibility is based on the semester average not the period average. Eligibility for fall activities is based on the previous semester grades for all students.

Promotion

Students are promoted to the next grade if all subjects are passed. If a student does not pass one subject, he/she must attend vacation school and pass the class with a 2.0 GPA. If the student does not pass two classes, he/she will have to repeat the grade.

Transcripts

All transcript requests should be made to the registrar. Please allow 2 weeks for processing.

Graduation Ceremony

In order for a student to be eligible for graduation from Hope International Christian Academy, he/she must meet the requirements of the Ministry of Education and maintain a minimum of a C average in all of his/her senior year classes. Failure to do so, will result in a student repeating his/her senior year and not walking during the graduation ceremony. He/she must have all graduation fees paid. If he/she fails to have fees paid, diploma, diploma cover, and transcript will be withheld until financial obligations are met. Vacation school students must meet all vacation school requirements. Failure to do so will result in not graduating and repeating his/her senior year.

Chapel

Hope International Christian Academy desires for each student to have a personal relationship with Christ, to work towards this goal chapel is held every 1st Friday of the month. All students are to attend and participate in chapel services. Chapel is mandatory and disciplinary actions may be taken if a student chooses not to attend. On Fridays, we will follow the Yellow Bell Schedule to accommodate for chapel services.

Campus

It is important to be good stewards of our campus. Therefore, it is the responsibility of the school and students to keep the campus. A general clean-up day will be scheduled every month as seen fit by the administration. All staff and students are required to attend; failure on the part of any teacher or student, he/she will be subject to disciplinary action from

administration. A student who fails to attend shall not be permitted in class until assigned work is completed.

WAECC Exam

If a senior student does not obtain a 2.0 GPA in all subjects at the end of their senior year, he/she will not be allowed to take the WAECC exam. All WAECC fees need to be paid by parents or guardians to Hope International Christian Academy at the time stipulated by the WAECC board. When fees are paid, a bond of agreement will be signed stating Hope International Christian Academy will not be responsible to refund fees due to a lack of student academic performance.

CODE OF CONDUCT

God’s Word serves as a compass and gives us direction on how to conduct our lives. Activities, behaviors, and habits that draw us away from God should be avoided. Hope International Christian Academy students are ambassadors of our school and ultimately the Lord Jesus Christ in our school, community, and on-line. A student may receive consequences as outlined below if he/she violates the Code of Conduct either on campus or off campus (up to suspension, expulsion, and/or referral to legal authorities if necessary). All students regardless of age are required to follow the Code of Conduct.

General Information

1. Students and parents are to encourage one another and gently hold one another accountable out of love for Christ and your neighbor.
2. Biblical guidelines for Christian conduct:

Honor God	“Love the Lord your God with all your heart, soul, mind and strength.” Mark 12:30
Work hard, finish strong	“Whatever you do, work at it with all your heart, as working for the Lord, not for men.” Colossians 3:23
Tell the truth	“Do not lie to each other, since you have taken off the old self with its practices and have put on the new self, which is being renewed in knowledge in the image of its Creator.” Colossians 5:22
Be respectful	“Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you.” Ephesians 4:32
Be kind	“But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control. Against such things there is no law.” Galatians 5:22

Sexual Relationships

Empowering Liberians to live Christ-centered lives is the goal of Hope International Christian Academy. It is necessary for Hope International Christian Academy's administration to make decisions that best demonstrates a Christ-centered life. While students are enrolled at Hope International Christian Academy, all students are expected to strive to live a life focused on honoring and glorifying our Lord Jesus Christ. Hope International Christian Academy therefore has the right to refuse enrollment or expel any student that engages with sexual activity outside of God's plan. Students agree to abide with the Biblical boundaries of sexual relationships and wait until marriage to engage in sexual relations. (Genesis 2:18-25, Ephesians 5:31, Romans 1:24-32, I Corinthians 6:9-11,14, & I Corinthians 7:2-5).

Pregnancy

1. A female student found to be pregnant, will be suspended until she gives birth. If the male is a student at Hope International Christian Academy he will be suspended for the same length of time.
2. If a second pregnancy occurs for a female student, she will receive a NTR (Never to Return).
3. If a male student impregnates two females, he will receive a NTR (Never to Return).
4. A quarterly examination shall be performed for female students.
5. A male student at Hope International Christian Academy who impregnates a female student at another school in the community will be suspended until the female gives birth.

Categories of Offense

1. Categories of offense provide clear communication and expectations for students. Consequences assigned to the behavior are recorded in the student's file. If additional offenses occur, student will move up to the next category for consequences in accordance to administration discretion.
2. Consequences not only provide results for the student's choice in behavior but also serves to encourage the student to be wise in his/her decision making.
3. Administration will have discretion to make sure the offense matches the consequence.

Suspensions

1. When a suspension occurs, CLASSROOM WORK must be turned in the first day the student is back or as requested by the classroom teacher. If a plan is not created prior to suspension, teachers may not allow the homework or tests to be turned in.
2. Emergency suspension from Hope International Christian Academy may be used if the student needs to be removed from the school campus until a conference with the parent can be arranged with the administrator. All work that was due during the time of emergency suspension will be due on the first day back including quizzes or tests.
3. A student is not permitted to attend any school function or participate in any extra-curricular activities during his/her suspension.

Expulsion

When it becomes clear that a student's presence negatively influences the progress of other students at Hope International Christian Academy or a student remains insubordinate with the educational or behavior requirements, his/her enrollment maybe terminated. Terminated students are not allowed on campus for any reason.

Cell Phones and Electronic Devices (except calculators)

Cell phones and electronic devices are distractions and disruptive in a learning environment. They must not be seen, used, or heard for any purpose during class, chapel, or assemblies and are not allowed on campus. If a student violates this policy, the teacher will take away the phone or electronic device and give it to the administrator. It will be returned at the end of the school year.

Cheating and Plagiarism

1. Cheating on a quiz, test, or exam may results in disciplinary action AND a zero grade.
2. Copying answers from another student or using any other inappropriate source that results in not doing the schoolwork yourself on assignments:
 - a. May result in disciplinary action and a zero for **copying** the answer(s)
 - b. **Providing** the answers will also result in disciplinary action.
3. Blurting out an answer during a quiz or test may result in a zero and disciplinary action at the teacher's discretion.
4. Plagiarism or turning in someone else's work as your own will be given disciplinary action and a zero.
5. Failure to properly cite sources on assignments may result in points being deducted and may also result in disciplinary action – both at teacher and administration's discretion.

Student/Faculty Relationships

Students are to respect every staff member. The proper manner of address is "Miss", "Mrs.", "Mr.", "Auntie", or "Uncle". This should be practiced at school, on sports fields, and at all school-sponsored activities.

The teacher shall at no time and under no circumstances fraternize with a student or students. This includes but is not limited to:

- A. No requesting or accepting bribes from students or parents.
- B. No sexual exploitation and abuse (sex for grades, favors for sex, or any form of GBV).
- C. No teacher shall request any money from students/parents as make-up fees or teacher appreciation except in consultation with the principal's office.

Social Life

While an interest in boy/girl relationship is natural, student's conduct should remain wholesome and Christ-centered. Any physical display of affection should honor God at

school or any school sponsored event (hand-holding, kissing, etc.) is considered unacceptable conduct and may result in a disciplinary action.

Students should not be at entertainments centers and/or night clubs in addition they will honor a 7:00 PM curfew infractions (violations) may result in disciplinary action.

School Sponsored Social Events

Students shall conduct themselves in a Christ-honoring manner. Dress code should be modest and is subject to the administration's judgment. Any student that violates the dress code will be sent home at administration's decision.

Administration reserves the right to seize anything that may be deemed hazardous or in violation of Hope International Christian Academy policies. If a student has any level of intoxication or possession of any alcohol, drugs, or weapons of any kind, the student(s) will be detained until parent(s) can be informed and student(s) are picked up. In extreme cases, law enforcement maybe notified. Disciplinary action may be administered, up to but not limited to expulsion, privileges of attending extra-curricular activities, and/or walking at graduation. Guests attending extra-curricular activities are expected to follow Hope International Christian Academy policies. Guests who violate a policy may be asked to leave and discipline by administration may result.

Lunch

Each student is responsible for bringing his/her own lunch. Food is to be eaten out of the classrooms. Students should put trash in trashcans. Failure to do so may result in disciplinary action.

Paces and Supplies

Students should use but not abuse Paces and supplies. Handle Paces carefully to avoid damaging the booklet. Violation may lead to disciplinary actions.

Lost and Found

Students are to be good stewards by caring for all school property that is issued to them. Lost and Found items are to be given to administration. The administration will oversee the Lost and Found box.

Other School Rules and Policies

1. Students schoolwork should be in line with the Biblical worldview taught at Hope International Christian Academy.
2. Students may not wear headphones or ear buds in class or on campus; except during sporting activities that will be organized by the administration of HICA.
3. Students may not bring unnecessary items to school or extra-curricular activities that will have distracting, disturbing, dangerous, or destructive effect on the school or an individual.
4. Administration may inspect with reasonable cause student's backpacks or purses.
5. Boundaries: For the protection of students, students must stay within the fence of the campus during the school day.

CATEGORIES OF OFFENSE

Consequences are for first offenses any additional offenses will increase one step up in consequences subject to administration's judgment.

Categories	Consequences
Category 1 <ul style="list-style-type: none"> • illegal drugs • alcohol • weapons • tobacco 	Expulsion, will lose the privilege of participating in extra-curricular activities
Category 2 <ul style="list-style-type: none"> • sexual misconduct • immoral behavior • violent threats 	Parent scheduled conference followed by a 5-day suspension, cleaning bathrooms for a week, may lose the privilege of participating in after school extracurricular activities
Category 2 <ul style="list-style-type: none"> • going to entertainment centers, bars, night clubs, and video centers etc. 	Parent scheduled conference followed by a 3-day suspension, sweeping seven classrooms for a week after school, may lose the privilege of participating in after school extracurricular activities
Category 3 <ul style="list-style-type: none"> • fighting • stealing • pornography • bullying • threats • intimidation/hazing • privacy violations • lying • unexcused absence • vandalism (writing, carving and breaking of school property including but not limited to chairs, doors, walls, glasses, (etc.) • jumping through the fence or windows • gross insubordination or disrespect 	Parent scheduled conference followed by a 2-day suspension, restitution (vandalism), sweeping five classrooms for a week after school, may lose the privilege of participating in after school extracurricular activities
Category 3a <ul style="list-style-type: none"> • Cheating • Plagiarism 	0 on work, Parent scheduled for a conference following a 2- day suspension, may lose privilege of participating in after school extracurricular activities
Category 3 <ul style="list-style-type: none"> • Allowing others to copy work 	Parent scheduled conference followed by 1-day suspension, may lose the privilege of participating in extra-curricular activities
Category 4 <ul style="list-style-type: none"> • cutting class • defiance 	Parent scheduled for a conference followed by a 1-day suspension and cutting grass in designated area

<ul style="list-style-type: none"> • skipping morning devotions, chapel, assemblies • insubordination, disrespect • graffiti • obscenities or lewd behavior • profanity • off campus without permission • behaving inappropriately off campus in uniform or colored clothes • inappropriate content 	
<p>Category 5</p> <ul style="list-style-type: none"> • disobedience • leaving class without permission • loitering • unacceptable display of affection • vulgarity • social function dress code violation • in teacher's lounge without permission • cutting of eyebrows • painting of eyelashes • cell phone violation 	<p>Getting water for bathrooms drums for three days after school</p> <p>Cell phone violation will also result in cell phone being taken until the end of the school year</p>
<p>Category 6</p> <ul style="list-style-type: none"> • littering • dress code violation • misuse of Paces or other resources 	<p>Pick-up trash in a designated area during lunch</p>
<p>Category 7</p> <ul style="list-style-type: none"> • tardy for school 	<p>Sweep three classrooms for one day after school</p>

SEXUAL HARASSMENT POLICY

This policy applies to relationships between students, staff, and staff and students. Hope International Christian Academy is dedicated to upholding an environment free from all forms of intimidation, exploitation, harassment, and sexual harassment where all individuals are treated with respect and dignity. Hope International Christian Academy is prepared to act upon any violations. Anyone who is found in violation will be discipline which could include termination or expulsion. In relation to Sexual Harassment, students and staff are held accountable for all behavior and communication expressed in person, online, or through any electronic devices. Staff-Staff, Staff-Student, Student-Student Sexual Harassment will not be tolerated.

Definition of Sexual Harassment

Sexual harassment can be defined as any unwelcome sexual advance, request for sexual favors, verbal, visual, or physical conduct of a sexual nature. Sexual harassment includes but is not limited to:

- Submission or rejection of sexual conduct that is openly or indirectly made in regard to an individual's academic status, progress, or promotion.
- Conduct that has the objective of having a negative impact on an individual's academic progress or performance or creating an intimidating, offensive, or hostile learning environment.
- Conduct that has the objective to be used as a basis for any decision affecting an individual concerning benefits, services, honors, programs, or activities affiliated with Hope International Christian Academy

Examples of Sexual Harassment

Unwanted sexual conduct of this type can include a wide array of verbal, visual, or physical conduct of sexual nature. The types of conduct which would violate this policy includes but is not limited to:

- Unwelcomed sexual advances or suggestions
- Offering benefits in exchange for sexual favors
- Making or threatening retaliation after a negative response to sexual advances
- Requesting, sending, or displaying any sexually suggestive photos, pictures, cartoons or posters
- Using insulting comments, jokes, slurs, or sexual gestures
- Physical touch such as touching, assaulting, or obstructing movements

What to Do if You Observe or Experience Sexual Harassment

Staff and students who feel that they may have been subjected to or observe harassment or sexual harassment should report the matter promptly to administration.

Confidentiality

All efforts will be made to protect the identity and privacy of the individuals involved in any complaint. The school reserves the right to thoroughly investigate every complaint and notify parents/guardian and/or government officials as the need arises.

Procedure for Complaint Investigation and Corrective Action

Administration will handle the investigation. If the investigation concludes the allegations are true, corrective actions will be taken immediately. The individual who experienced the harassing conduct will be informed of the corrective action to be taken. The individual found to be responsible for violating the sexual harassment policy will be subject to the appropriate disciplinary action, which could be expulsion or termination of contract. The seriousness of the disciplinary action will be based upon the evidence of the violation.

DRESS CODE

General Guidelines

Taking pride in neatness and cleanliness are important. Uniforms should be well maintained without holes and worn during school and during vacation school. Shoes should be cleaned and shined. Attire should always be modest. A student who is in violation of the Dress Code may incur consequences, be required to change into appropriate attire, or be sent home upon administrations discretion. The administration and staff appreciate the cheerful cooperation of all students that strive to abide by these guidelines with integrity.

Girls

- a. **Tops:** On days colored clothes are allowed, all shirts must be modest. The following are not allowed: halter tops, tops that do not completely cover the midriff in any posture, tight or form fitted tops, tops with graphics that conflict with Christian values. Bras and cleavage are never to be visible.
- b. **Dress/skirts:** Uniform skirts are to be at least two inches below the knee. On days colored clothes are allowed dress/shirts/shorts must be modest two inches below the knee, not clingy or form fitting.
- c. **Pants:** On days colored clothes are allowed, jeans and pants in a variety of styles maybe worn. "Leggings" are not allowed. Ragged jeans are also inappropriate.

Boys

- a. **Pants:** Pants must not drag on the floor. They need to be clean and fit modestly. Oversized pants are unacceptable. The waistband must be worn at the waist – not the hip joint. No sagging or dragging. Visible underwear is never acceptable. Skinny pants are never to be used for uniforms but are allowed on colored clothes days. Ragged pants are prohibited.

Additional Guidelines

1. The Hope International Christian Academy school badge must be sown and worn on the uniform.
2. Girls are not allowed to bring perfume, wear make-up, hair attachments, wigs, fake nails, or more than one pair of earrings.
3. Boys are not to bring belts with big buckle on campus.
4. Jackets, caps, coats, etc. are not to be worn over the uniform on campus.

Uniforms

Elementary

Girls

- Black jumper
- Gold shorts sleeve blouse
- Black shoes and black socks (prescribed school sock)
- PE T-shirt and white sneakers, gold socks (prescribed school sock)

Boys

- Black short trousers
- Gold short sleeve shirt
- Black shoes and black sock (prescribed school sock)

Junior & Senior High

Boys

- Black long trousers
- Gold short sleeve shirt
- Black shoes and black sock (prescribed school sock)
- Gold long sleeve shirt, Black tie for seniors only

Girls

- Black skirt
- Gold short sleeve blouse
- Gold long sleeve shirt, Black tie for seniors only
- Black shoes and black sock (prescribed school sock)

ROTC BOYS

- ROTC T-shirt and white sneakers
- Black shorts
- gold socks (prescribed school sock)

ROTC GIRLS

- gold short dress/ bloomer
- gold socks (prescribed school sock)
- white sneakers

EXTRA CURRICULAR ACTIVITIES

It is a privilege to participate in extra-curricular activities at Hope International Christian Academy. When students are attending activities off campus, students should maintain behavior in accordance to Hope International Christian Academy's behavior policies.

Clubs

Clubs are allowed on campus under the following circumstances: administration approval, school approved teacher sponsor, and follow school policies. Some clubs that students can participate in includes but is not limited to: choir, campus prayer team, debate and quizzing team, press club, etc.

Sports

Hope International Christian Academy requires all participants of sports to:

1. Be in good standing with Hope International Christian Academy.
2. Must take reasonable care of athletic equipment issued and be financially responsible for equipment damaged or lost.
3. Must be at practice every day.
4. Must be at school the day of the event unless excused by administration prior to the day of the event.
5. Must meet the academic eligibility requirements, which is a 2.0 GPA.
6. Understand any of the following misconduct will result in disciplinary action.
 - a. Using illegal drugs, alcohol, or tobacco.
 - b. Being involved in a disciplinary problem at school which is serious enough to require a suspension.
 - c. Being involved with the breaking of athletic trip requirements set by the coach.

Senior High Project

The senior class will design a senior project to leave behind a legacy, which serves as a source of inspiration to their successors. Senior students will decide on the project and cost; then will determine the amount each student is responsible to contribute. Any student who fails to pay the amount determined by the class will not be allowed to sit for his/her exams until amount is paid. The senior high project will be presented to school prior to graduation.

Gala-Day Celebration

All students are required to be a part of school's gala-day parade and celebration. Students are financially responsible for group attire worn during the celebration.

Career Day

The school will organize and celebrate a career day program every year to help students understand different careers. All students are required to part take in career day in the proper dress code as prescribed by the school administration and are financially responsible for their own clothing.

BELL SCHEDULE 2020-2021

Regular Bell Schedule

1 st Period	8:00 – 8:53
2 nd Period	8:53 – 9:46
Break	9:46 – 9:56
3 rd Period	9:56 – 10:49
4 th Period	10:49 – 11:42
Mid-Day Break	11:42 – 12:13
5 th Period	12:13 – 1:05
6 th Period	1:05 – 1:58
Break	1:58 – 2:07
7 th Period	2:07 – 3:00

Yellow Bell Schedule (Assembly/Chapel)

1 st Period	8:00 – 8:46
2 nd Period	8:46 – 9:32
Break	9:32 – 9:37
3 rd Period	9:37 – 10:22
4 th Period	10:22 – 11:08
5 th Period	11:08 – 11:54
Mid-Day Break	11:54 – 12:23
6 th Period	12:23 – 1:07
Break	1:07 – 1:14
7 th Period	1:14 – 2:00
Chapel/Assembly	2:00 – 3:00

School Calendar

First Marking Period – November 16 – December 23, 2020	
Goal – Paces 1 and 2	
November 9-13	Professional Development Session #1/Classroom Workdays
Monday, November 16	First Day of School
Friday, November 20	Chapel/General Orientation/Student Handbook
Monday, November 23	PLC after School
Friday, December 4	Chapel
Monday, December 14	PLC after School
December 22-23	Assessment/Period Testing
December 24-January 4	Christmas and New Year's Break
Second Marking Period – January 4 – February 12, 2021	
Goal – Paces 3 and 4	
Monday, January 4	Professional Development Session #2 - No School for Students
Monday, January 11	PLC after School
Friday, January 15	Chapel
Monday, January 25	PLC after School
Friday, February 5	Chapel
Monday, February 8	PLC after School
February 10-11	Assessment/Period Testing
Friday, February 12	Professional Development Session #3 – No School for Students Armed Forces Day
Third Marking Period – February 15 – March 26, 2021	
Goal – Paces 5 and 6	
Monday, February 22	PLC after School
Friday, March 5	Chapel
Monday, March 8	PLC after School
Wednesday, March 10	Declaration Day – No School for Students & Teachers
Saturday, March 13	Professional Development Session #4
Monday, March 15	Joseph Jenkins Roberts' Birthday – No School for Students & Teachers
Monday, March 22	PLC after School
March 25-26	Assessment/Period Testing

Fourth Marking Period – March 29 – April 14, 2020	
Goal – Paces 7 and 8	
Friday, April 2	Chapel
April 9-12	National Fast & Prayer Day/Easter Break
Monday, April 12	Professional Development Session #5 – No School for Students
April 26-30	Semester Break – No School for Students & Teachers
Friday, May 7	Chapel
Monday, May 10	PLC after School
May 12-13	Assessment/Period Testing
Friday, May 14	Professional Development Session #6 – No School for Students
5th Marking Period – May 17 – June 25, 2020	
Goal- Paces 9 and 10	
Monday, May 24	PLC after School
Friday, June 4	Chapel
Monday, June 14	PLC after School
June 24-25	Assessment/Period Testing
Sixth Marking Period & Final Exams – June 28, 2020 – July 30, 2020	
Goal – Paces 11 and 12	
Monday, June 28	PLC after School
Friday, July 2	Chapel
Monday, July 12	PLC after School
July 28-29	Assessment/Period Testing
July 30	Professional Development/Celebration Session #7

CONCLUSION

The above Parent-Student Handbook has been created to help create a strong, conducive learning environment. It is a living document and is subject to change as circumstances occur. Students, staff, and parents are expected to read and abide by it for the benefit of the entire school.

Hope International Christian Academy is committed to providing quality, Christ-centered education. It is our goal to be recognized as a model school by our community, county, and country as a school that is dedicated to students becoming devoted, lifetime followers of Jesus Christ, producing strong, Christian leaders.

Commitment to Abide by the Handbook

I, _____, (student name) and I, _____, (parents names) have read the entire Hope International Christian Academy’s student handbook and agree to live by guidelines outlined.

Parents Signature

Date _____

Student Signature

Date _____