

PARENT HANDBOOK

2023-2024

House of Bread Christian Academy

Let your child soar!

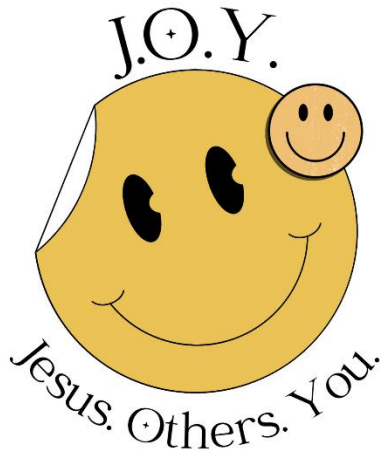
2023-2024



Home of the Falcons!

We expect success, we soar with pride, there is nothing we can't do with God on our side.

THEME OF THE YEAR: 2023-2024



J- Jesus

We place *Jesus* at the Center of it all.

O- Others

We find *Opportunities* to serve others.

Y- You

We say *Yes* to academic excellence.

Verse of the Year:

“These things I have spoken to you, that my joy may be in you,
and that your joy may be full.”

John 15:11

Table of Contents

Faculty and Staff List..... 4

Mission and Statement of Faith 5

HBCA Goals..... 7

School Orientation 8

Admissions, School Rules & Classroom Rules..... 10

Academics 12

Spiritual Expectations 14

Discipline Policies & Procedures 15

Health & Safety 19

Parent Information 21

HBCA School Uniform..... 23

FACULTY & STAFF

Principal: Ms. Liliya Deshevenko

Vice Principal: Ms. Viktoriya Kotsyubuk

Campus Supervisor & Parent Liason: Mr. Dima Myrmyr

Administrative Assistant: Inna Deshevenko

Office Manager: Tanya Voznyuk

Transitional Kindergarten Teacher: Mrs. Toma Pogolerkina

Kindergarten A Teacher: Mrs. Maria State

Kindergarten B Teacher: Ms. Natasha Deshevenko

Kindergarten C Teacher: Mrs. Shannel Kent

1st Grade A Teacher: Ms. Anastasia Tsiro

1st Grade B Teacher: Ms. Shannon Brown

2nd Grade A Teacher: Mrs. Pamela Reich

2nd Grade B Teacher: Mrs. Christina Harvey

3rd Grade A Teacher: Ms. Alina Ozeruga

3rd Grade B Teacher: Mrs. Pamela Huddleston

4th Grade Teacher: Mr. Zion Lewis

5th Grade Teacher: Mrs. Lyudmila Mironyuk

6th – 8th Grade English Language Arts Teacher: Ms. Oksana Sushch

6th – 8th Grade Mathematics Teacher: Ms. Emily Uttinger

6th – 8th Grade History Teacher: Ms. Jackie Wagner

6th – 8th Grade Science Teacher: TBD

Russian Teacher: Mrs. Elvira Levko

Spanish Teacher: Mrs. Marysol Killian

Physical Education Teachers: TBD

Art Teacher: Ms. Shannon Kiley

Choir Teacher: Mr. Marin Pavliuc

Mission & Statement of Faith

Our Vision

House of Bread Christian Academy strives to cultivate life-long learners that are firmly grounded on a biblical foundation.

Our Mission

House of Bread Christian Academy's mission is to **inspire** students to grow in their academics, **develop** a strong relationship with God and **prepare** Christian scholars to influence their community.

Our Core Values

Inspire students to strive for academic excellence through:

- safe, effective and enjoyable learning environment to ensure diverse opportunities for learning
- carefully selected, highly experienced, and godly teachers who sincerely care about students – rigorous academic instruction using Christ-centered curricula
- efficient student-teacher ratio with individualized attention for every student – innovative educational technologies with a project-based teaching approach

Develop a strong relationship with God and build a firm foundation based on biblical principles:

- through daily Bible lessons and weekly chapels
- by teaching every subject through a biblical worldview
- via mentorship and counseling

Prepare Christian scholars to influence their community by:

- helping them transition into higher education, the job market, and business world
- building strong partnerships between school and parents through volunteer opportunities
- teaching them to lead a Christ-centered life and spread the Gospel to those around

Statement of faith

The Holy Bible is the spirit-filled word of God

We believe that the Holy Bible, consisting of the old and new testaments, is fully inspired by God, and is infallible and without error in its original manuscripts. The bible is the absolute and supreme source and authority in matters of faith and life.

There is only one God

We believe that there is only one eternal, almighty, and perfect god – one divine essence, eternally abiding in three persons: The Father, The Son and The Holy Spirit. God is the creator of both things that are visible and invisible.

Jesus Christ

We believe that Jesus Christ, by taking on flesh through the holy spirit and being born of the virgin Mary – is truly God and truly man. He is the only One who was without sin. His precious sacrifice on the cross is the only way through which people can be forgiven of their sins.

The fall of mankind

We believe that God has given people free will. The fall was a choice of free will, and therefore the wrath of God upon man is perfectly fair and justified. Disobedience in the Garden of Eden changed human nature because man became dead to God and alive to sin.

Church ordinance

We believe in the necessity of ordinances such as water baptism and communion. Water baptism symbolizes the burial of the old nature of man and his resurrection to new life. Communion symbolizes the death and resurrection of Jesus Christ.

Baptism of the Holy Spirit

We believe in a person's born-again nature from the spirit of God, as well as in the baptism of the Holy Spirit with the evidence of speaking in tongues. To receive salvation, a person's resurrection through Christ is sufficient. Baptism of the Spirit is necessary for the fulfillment of one's purpose on earth. Jesus and God's prophets were anointed with the spirit of God for particular missions that could only be carried out through the gifts of wisdom from God and His power from above.

Sanctification

We believe in the doctrine of sanctification as a necessary systematic prevention for every believer in Jesus Christ. We are able to maintain the appropriate holiness before God by being convicted of the Holy Spirit through scripture and by accepting, by faith, our purification through the sacrificial blood of Jesus Christ. We recognize that holiness is an element of God's nature and not human self-perfection.

The church and its mission

We believe in the special mission of the church on earth, which was articulated by Christ in the great commission: "Go therefore and make disciples of all nations, baptizing them in the name of the Father, Son and Holy Spirit, teaching them to obey everything I have commanded you" (Matthew 28:19). By means of a life changed by Christ and spiritual gifts, as well as charity and virtue, Christians are called to spread the gospel and the love of God by inviting the world unto salvation.

The mission within the church

We believe in the internal mission of the church as a spiritual home where each of its members are to build one another up in love. God uses apostles, prophets, evangelists, pastors and teachers, so that each of the saints may be improved to the full stature of Christ.

Divine healing

We believe in divine healing as an inherent part of the gospel in action, as it is written that God's word will be accompanied by signs and wonders (Mark 16:17-18).

Blessed hope

We believe in what is called a "blessed hope," that the dead in Christ shall be resurrected, rising from their graves, and shall forever remain with the Lord in heaven.

Prophetic future

We believe in the millennial reign and final judgment, and we are "Looking forward to a new heaven and a new earth, where righteousness dwells" (2 Peter 3:13).

HBCA Goals

- To provide a safe learning environment where each child is encouraged to reach his/her potential for God's glory.
- To teach through Christ-centered curriculum.
- To learn to communicate with God through daily prayer.
- To encourage, model and teach Biblical principles throughout every part of the school day.
- To develop and maintain a respect and reverence for God through weekly chapels.
- To teach children to apply God's Word to every aspect of their lives.
- To enable students to become "Children of Character".
- To develop a servant's heart in order to carry out God's call to humbly uplift others and unselfishly reach out to others in need.

School Orientation Notes

School Mascot

Falcon

School Motto

We expect success, we soar with pride, there is nothing we cannot do with God on our side.

School Colors

Navy Blue and Orange

School Staff

House of Bread Christian Academy's faculty and staff is comprised of well-qualified instructors. Our staff members have a personal relationship with the Lord Jesus Christ and support all Christian beliefs upheld by the school.

Office Hours

Monday-Friday: 8:00 a.m. - 4:00 p.m. (except on school holidays)

School Hours

Monday-Thursday: 8:30 a.m. - 3:05 p.m. (Middle school: 8:20am - 2:55pm)

Friday (Short Day): 8:30 a.m. - 12:30 p.m. (Middle school: 8:20am -12:25pm)

Attendance Policy

Students at House of Bread Christian Academy are expected to attend school regularly and promptly. Parents are encouraged to make personal appointments before or after school as not to interrupt the student's daily routine or that of the other students in the class.

Absences

Please be sure to send a note to your child's teacher upon returning to school. Parents may email their child's teacher to request missed work and may pick up the items in the school office. Make-up work will not be available until the following day if the school is not notified before 12:00 p.m. the day of the absence.

There are three kinds of absences:

1. EXCUSED

Sickness or a death in the family is excused according to California State Law. If a child has been diagnosed as having a contagious disease or condition (examples include: Covid-19, chicken pox, strep, lice, pink eye), kindly notify the office so that precautions can be taken and notifications to other families can be sent home in a timely matter.

2. ARRANGED

Arrangements must be made with the teacher two weeks in advance and homework must be made up in a timely manner. Please make doctor appointments, dentist appointments, and vacations during non-school hours.

3. UNEXCUSED

All other absences that do not fit into the above two categories.

Note: A teacher is only required to provide makeup work for students who have excused absences or if a parent communicated with the teacher of any upcoming absences.

Tardiness

Promptness is expected from all House of Bread Christian Academy students daily. Students will be marked tardy if they arrive after 8:30. A student may have up to ten (10) excused tardies a quarter. A \$5.00 charge will occur for every tardy after that. After 8:45, the parent must bring the child to the office to receive an admittance slip for excused or unexcused tardy, which must then be given to the teacher. Students may not enter class without the office tardy slip after 8:45. Excessive absences and tardiness may result in academic probation.

Closed Campus Policy

At no time during school hours are students allowed to leave the school grounds, even during recess or lunch period, except by previous arrangement. If arrangements have been made and the child is to be picked up before the end of the day, the parent or legal guardian must first check in at the school office, sign their child, and they will be released into their care.

Drop Off/Pick Up:

- Students may be dropped off at school starting at 8:10.
- Middle school students must be dropped off by 8:15.
- Drop off will be in the breezeway by the main sanctuary.
 - Middle school students are to be dropped off at the front office entrance.
- Students are to line up on designated line for their class on the blacktop.
- For a safe and orderly drop-off, and to ensure passenger safety, please help your child develop the habit of being prepared to exit the car when you arrive at the designated drop-off/pick-up area.

Pick Up Procedures:

- TK through fifth grade will be excused at 3:05 p.m. and will be picked up on the blacktop by Preschool and Fireside buildings via drive thru pick up. Friday pickup is at 12:30 pm.
 - Middle school students will be excused at 2:55pm.
- Unless House of Bread Christian Academy has been notified by written or verbal permission from the parents or legal guardians, no other person will be allowed to pick up any student from the school, even if they are on the emergency card.
- All children should be picked up at the drop-off and pick up area no later than 15 minutes past dismissal time. Any child not picked up by 3:15 or 12:45 (on Fridays) will be waiting in the front office and parents will be charged the hourly drop-in rate (\$15/hour).

- Parents may not leave children unattended while picking up a sibling. While waiting for students to be dismissed, parents must remain in their car in the drive through line or park in the designated area and walk to the designated area to pick up their child.

School Visits

Visitors must first check in at the school office for safety reasons. Visitor badges will be issued in the event a parent or guardian is on campus. It is our goal to minimize classroom interruptions; therefore, we ask that all parents visit classrooms before or after school.

Admissions

1. Students must be in good standing academically and behaviorally during their previous school year.
 - a. Students who are planning to enroll or are enrolled in HBCA must maintain a 2.0 GPA or higher. In order to stay enrolled in school, this GPA must be strictly observed.
2. Each student must submit a copy of his or her last report card if enrolling from another school. An assessment is required for placement purposes (1st - 8th). We reserve the right to deny enrollment to a student for any reason.
3. TK - 8th students must have a copy of all current immunizations and birth certificate on file. Students are required to be immunized per SB 276 & SB 277 or have a valid exemption letter containing specific criteria as specified in SB 276 or be on an approved catch up schedule per the California Department of Public Health immunization division.
4. First grade students must provide a current Physician's Report before the first day of school.
5. Parents must complete a registration packet for each student, pay school registration fees, (which are non-refundable) and agree to pay tuition fees in a timely manner.
6. Each family must be supportive of House of Bread Christian Academy's goals and spiritual position. Failure to do so may result in dismissal of the student.
7. For Kindergarten entry, students must be age five by October 1st. For Transitional Kindergarten entry, a student must be age four by October 1st.

School Rules

1. Be respectful to everyone.
2. Treat others as you want to be treated.
3. Respect school property.
4. Be a good steward of God's creation; take responsibility for yourself and the world around you.

Classroom Rules

1. Respect the teacher and other students in the class.
2. Follow classroom procedures.
 - a. Raise your hand to speak.
 - b. Have still hands and feet.
 - c. Sit up straight.
 - d. Keep eyes on the teacher.
3. Keep a clean and tidy desk and its surrounding area.

Academics

Academic Expectation

Students at HBCA are encouraged to do their best at all times. Report cards are completed and sent home after each quarter. Parent-teacher conferences are held at the end of the 1st quarter and 3rd quarter. In addition, progress reports may be issued during the school year.

Academic Evaluation

Student evaluation is a continuous process. HBCA's staff will monitor and measure student performance in all areas of academics-including class work, homework, tests, class participation, and special projects. Report cards will be issued a few days after the end of each quarter. Students must pass core subjects and perform at grade level by the end of each school year to be promoted to the next grade. In the event the student is not ready to be promoted to the next grade, he/she will be given priority in registration. Repeating a grade will aid children who are struggling in the area of academics.

Grading

All teachers use Gradelink SIS to record their students' grades and post assignments. The following scale will be used for first through eighth grades:

The percentage scale is calculated as follows:

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

Enrichment classes such as Art, Music, Foreign Language, and P.E. will be graded by an effort grade, O, S, I, N, U in grades TK-2. Grades 3-8 will be given a letter grade. Transitional Kindergarten and Kindergarten class will be given only an effort grade in all subject areas.

- O- Outstanding
- S- Satisfactory
- I- Improving
- N- Need Improvement
- U- Unsatisfactory

All teachers use Gradelink SIS to record their students' grades and post assignments. Gradelink is made available by personal username and password to each family to review and be knowledgeable of their child's school progress.

Make-up Assignments

Students are required to make up missing assignments when absent due to illness, family activities, or emergencies. The number of school days absent constitutes the number of days allowed to make up assignments. Please see your child's teacher for appropriate make-up assignments.

HBCA strongly encourages families to plan vacations and trips during our schoolwide days off, ensuring our students are not missing the scheduled activities and academics with their class.

Missing Assignments

First through eighth grade assignments are due the following day unless otherwise stated (i.e. special projects). When an assignment is not turned in on the appropriate day, it will be considered missing/late.

Homework Policy

Homework is defined as class work not finished during the regular school day and work assigned by the teacher, and in some occasions, extra projects assigned by the teacher to be completed at home.

Standardized Testing

In the last month of each school year, state testing will be administered. It is standardized tests used in the United States designed to assess K-12 student achievement in reading, language arts, mathematics, science, social studies, vocabulary, spelling, and other areas.

Spiritual Expectations

Bible Emphasis

House of Bread Christian Academy students are taught the academic disciplines primarily through the use of Bible-based curriculum. This includes biblical studies in class, memorization of teacher assigned Bible verses, and other applications of scripture as discussed in class.

Chapel

Each week on Monday morning, all students at HBCA participate in Chapel. This is a time to gather together as a school for a time of worship, prayer and Biblical teaching. Parents may join to see their child's class perform.

Bible Memorization

HBCA students are required to memorize scripture as a part of their weekly routine. Scripture teaches in Psalm 119:10-11, "I seek you with all my heart; do not let me stray from your commands. I have hidden your word in my heart that I might not sin against you."

Textbooks

HBCA primarily utilizes Abeka curriculum. Standard Publishing is used for Bible lessons. (We do give the teachers the right to supplement any subject with additional curriculum as they feel necessary). The school orders all approved textbooks and workbooks. If a textbook is lost or defaced, the student's account will be charged an appropriate amount for replacement. (Please Note: All hardbound books are to be covered at all times.)

The KJV/NKJV/NIV versions of the Bible will be used in our classrooms.

Discipline Policy & Procedures

1. Philosophy and purpose of discipline -- "Molding hearts as we teach responsibility"

The discipline program is designed to support students as they persevere towards being active, responsible members of the body of Christ. The teachers and administration see discipline as a process of discipleship in which the following components are emphasized:

- Parental responsibility
- Student responsibility
- Self-discipline
- Self-control
- Home and school partnership
- Balance between outward behavioral expectations and inward heart development

2. Parental responsibility/school partnership

Biblical responsibility for children rests upon the parents, although parents enlist schools and their members to share in this responsibility.

"Hear, O Israel: the Lord our God the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give to you today are to be written upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates." - Deuteronomy 6:4 - 9

3. Student responsibility

We have all been created with the ability to make choices that will shape and direct our lives and we reap the fruit of these choices. Our behavior is not simply a fruit of our environment.

"Do not be deceived: God cannot be mocked. A man reaps what he sows. The one who sows to please his sinful nature, from that nature will reap destruction; the one who sows to please the spirit, from the spirit will reap eternal life." - Galatians 6:7-8

"The man who plants and the man who waters have one purpose, and each will be rewarded according to his own labor." - 1 Corinthians 3:8

4. Self-discipline/self-control

We are all maturing as individuals and are in need of biblical and societal parameters that we implement on our self.

"Each one should test his own action. Then he can take pride in himself, without comparing himself to somebody else." - Galatians 6:4

5. Outward behavioral expectations/inward heart development

Our lord emphasized the need for the right heart attitude during his short ministry on the earth. At the same time, we are required to maintain a level of conduct that meets or exceeds societal demands.

“Create in me a pure heart, o god, and renew a steadfast spirit within me.”– Psalm 51:10

Inappropriate behavior

In order to inform our HBCA family, the following prohibited in-school activities for which disciplinary penalties will be assessed, are provided.

Attendance Parameters

- Unexcused tardiness to school or class
- Leaving school campus without permission
- Being in halls during class time without permission
- Being in locations where students are not normally allowed
- Excessive time out of class
- Unexcused absences
- Skipping detention

Careless Behavior

- Running in the halls or in the classroom
- Throwing or shooting objects in the building
- Improper behavior on the bus during fieldtrips

Classroom/School Etiquette

- Disruptive behavior that impedes the educational process
- The use of cellular phones and other electronic devices during school hours
- Eating food or candy during class other than when approved by teacher
- Other items: any item that disrupts a class (such as a cell phone) will be taken to the office. Usually for the first offense, the student will be allowed to pick up the object at the office at the end of the school day. For subsequent offenses, parents will be required to pick up a confiscated item. They must pick it up within one month or the item will be discarded.
- Unauthorized possession of electronic equipment
- Misbehaving in class (including talking out of turn) or disturbing the class

Harassment/Intimidation

- Physical harassment, including threats or intimidation of any nature, or inappropriate verbal or physical conduct which creates a hostile, offensive or fearful environment. Examples of threats or intimidation include, but are not limited to, provoking a fight, fighting, bullying, acts that inflict injury or damage, and/or acts intended to control by fear and/or intimidation.

Verbal Behavior

- Language and/or gestures that are vulgar, obscene, offensive, derogatory or disrespectful will result in disciplinary action. The believer's talk should build up, not put them down.

Dishonesty

- Dishonesty in any form, including lying, theft, cheating, and plagiarism (note: indication of cheating on any assignment will result in zero for the assignment and an automatic suspension; this guideline applies to the person copying as well as to the person knowingly supplying the material to be copied)

Disrespectful Behavior

- Rebellious or disrespectful attitude
- Disrespect and disobedience
- Littering
- Disturbance or rude behavior in chapel
- Deliberate destruction or damage to school, church, student, and/or faculty property
- Direct disobedience and disrespect to any faculty, staff member, or student

Prohibited Items and Activities

- Use or possession of any drugs, weapons, and/or dangerous items (i.e., guns, knives (including pocket knives), explosive devices, etc.) A zero-tolerance policy is in place on bringing any type of such weapons or explosives to school.

Consequences

In the event that a student's misbehavior warrants a visit to the office, the student will receive a Discipline Report explaining their infraction which must be signed by student, teacher, office staff and parents. This report will be kept for records throughout the school year.

If a student is given more than two warnings, the Principal will contact parents and schedule a meeting to discuss the necessary course of action. The following courses of action are possible: classroom probation, school suspension or expulsion.

Lunch Detention

Students may lose a part of their lunch recess time if they broke classroom rules or neglected to complete necessary assignments. Parents will be notified of detentions that must be served. Detentions must be served on the designated day determined by the administration and cannot be rescheduled for the convenience of the student.

Suspensions

If a student is absent from school due to a suspension or any other form of discipline, all work, including tests, must be completed.

No tolerance issues

HBCA has a “no tolerance” policy towards the following:

- Bullying
- Illegal activities
- Possession of any type of weapon on campus
- Threats that address the safety of others (regardless of the media used)

The above actions will result in serious consequences, which may include a suspension or expulsion if necessary. Students who are expelled for any reason, including those noted above, are still responsible for full payment of tuition for the remainder of the year. No tuition refunds are given for expulsions.

Health & Safety

Health

To prevent the spread of illness, we ask that if your child is ill he or she be kept at home. Some symptoms which keep a child from attending school include:

- Body temperature above 99 degrees
- Vomiting or diarrhea
- Cough or cold
- An unidentified rash
- Colored discharge from the nose
- Red eyes or eyes that have discharge coming from them
- Any open or oozing wound will be looked at by the school principal and he will decide whether admittance into school for that day will be allowed.

If a child becomes ill during the day, the parent will be contacted and requested to come and pick up the child as soon as possible. The child will be taken to the school office and monitored until the parent arrives. As a general guideline, children may return to school when they have been free of symptoms of a fever for 24 hours or have been on an antibiotic for 24 hours. For example, if your child is sent home with a fever on Tuesday, he/she will **not** be able to return on Wednesday since he/she has not been fever free for 24 hours.

Immunizations

Students entering California schools for the first time must present written evidence from a physician or agency performing immunizations that they have been fully immunized as required by the State of California. Updated immunizations must be filed with the school at each check point year in accordance with SB 277. Additionally, first grade students are required to have a current Physician's Report turned in before the first day of school. Students with incomplete immunizations may be enrolled conditionally according to CA policies.

Students are required to be immunized per SB 276 & SB 277, or have a valid exemption letter containing specific criteria as specified in SB 276 or be on an approved catch up schedule per the California Department of Public Health immunization division.

Asthma & Other Chronic Illnesses

If your child has asthma, a serious allergy, or a chronic illness, please be sure to alert your child's teacher, P.E. teacher and the school office. A written statement should be submitted to the school office detailing necessary action which must take place in case of a medical emergency. If a child is laboring to breathe or is in any other danger which cannot be quickly alleviated by medication, emergency professionals will be notified immediately.

Medications

In the event your child needs medication during the school day, the following criteria must be met:

1. All medications must be turned into the office.
2. Only office staff members will be allowed to administer medication to the students.
3. Students must have a parent turn in the medication before school and pick up the medication directly after school, unless the child has a chronic illness such as asthma, severe allergies, etc.
4. Medications must have the original label on them displaying the physician's written directions and the patient's name.
5. A written statement from the parent or guardian indicating the desire for the school to assist the student with a prescribed medication must be on file in the school office.
6. Tylenol or over the counter cough medication may be utilized with prior written parental consent. In this case, parents must also provide a written schedule, amount, and method by which such medications are to be taken.

Accidents & Injuries

Parents will be notified in cases of accidents, injuries, or illness. If our staff is unable to reach the parents, emergency contacts will be notified. Please be sure your child's emergency contact information is up to date at all times. HBCA is not liable for any injuries that may occur on campus.

Safety Drills

Safety drills will take place regularly at House of Bread Christian Academy. During this time, students are taken to a designated spot. Teachers are responsible for taking roll during the drill to ensure the safety of all students. Please speak to your child about the importance of cooperation during these drills. In the event of an actual emergency, children will remain with their teachers until all parents are notified and students are safely released to their families. HBCA takes your child's safety very seriously. Teachers have emergency preparedness trainings, meetings, and drills regularly.

Peanut-Free Campus

Due to an increased number of peanut allergies, HBCA will maintain a peanut-free campus. We ask that you do not provide snacks or lunches that contain any peanut related products, as they are a severe risk to the students around that may have a peanut allergy. We will maintain peanut-free lunches that are provided by the school.

Parent Information

Tuition & Additional Fees

To help our families with the cost of tuition, HBCA offers a 5% discount on the annual tuition if paid in full by June 1st. As an alternative, a ten-months tuition payment plan is offered with payments due on the first day of each month and are considered late if received after the seventh, with the first month being August and the final month, May. A \$25.00 late fee will be added to all balances not received by the seventh. There will be no reduction in tuition due to illness, vacations, or holidays. A \$25.00 Returned Check Fee will be charged for any check that is returned for any reason. Students transferring into the school mid-year between the 1st and 15th of any month will be required to pay the full month's tuition on their first day. New students enrolling from the 16th through the end of the month will only be required to pay half the tuition amount for that month. Families with more than one student will be charged the full tuition price for the oldest child only; all younger siblings will receive a 10% discount for the second child, a 20% discount for the third child. Because HBCA is a private school, we rely solely on tuition for our day-to-day expenses. Unpaid tuition has a very negative impact on our ability to operate and minister to our students. If tuition remains unpaid after fifteen days, we reserve the right to remove a student from classroom. After 30 delinquent days, we reserve the right to dismiss/disenroll the student (drop from enrollment). If at any time you choose to withdraw your child from enrollment, you must sign a "Drop Notice" (available in the school office) at least two weeks prior to your child's last day of attendance; you will be responsible to pay for 2 weeks tuition whether the school is notified in advance or not. If tuition has been paid in advance, a refund will be pro-rated based on the date listed on the Drop Notice as the student's last day of attendance. After May 1st, there will be no refunds of tuition for students who drop. Tuition for the month of May must be paid regardless of a student's drop date. Parents will be notified no less than thirty calendar days prior to any modification of tuition rates and/or policies.

Lunch

Students will be given 15-minute period to eat their lunch (Grades TK-8). Immediately after or prior to lunch, students will be taken to the playground and will have a recess/ break which consists of an additional 25-30 minutes. Academy does not have adequate space for storing student lunches; therefore, we cannot offer refrigeration. Ice packs are a great way to keep your child's lunch fresh if the food from home needs to be kept cold. Thermoses are a great choice for hot foods on cold days.

Field Trips

Parent participation is required for all field trips. A permission slip and parent participation sign-up sheet will be sent home prior to each activity.

Birthday Parties

Parents may send birthday cupcakes, cookies, donuts, or other treats to be eaten during lunch time, or at the end of the day. Please notify the teacher ahead of time and bring snack before school or leave it in the office if dropped off during school hours.

Parent Volunteering

Parent volunteers are required to work in the school for 1 hour a month to help the staff with lunches or field trips. A total annual parent volunteer requirement is 10 hours per student. If parents are not able to volunteer their required time, they will pay \$15/hour for the academy to hire an assistant.

Assemblies

School-wide assemblies will be held four times a year at the end of each quarter to celebrate honor roll students and special awards. Parents are welcome to attend. Dates and times are posted in the Academic Calendar.

School Dress Code

The dress code policy for HBCA has been established to provide firm guidelines that promote modesty, self-control, and a positive academic environment. Our desire is to help your child cultivate a heart that is eager to honor God in all areas of their lives. 1 Corinthians 10:31 states it this way, "So, whether you eat or drink, or whatever you do, do all to the glory of God." Help us teach your child that modesty is important because of the Gospel of Jesus Christ. And that self-control is the quality that allows you to stop yourself from doing things you want to do but that might not be in your best interest or in the best interest of others. We desire that students dress attractively, but not to become an 'attraction.' Parents/guardians, it is your responsibility to discuss the dress code policy and to make sure that your child's attire and grooming is in compliance with the dress code. If your child violates the dress code, the staff will take appropriate action. If there is a disagreement between student and/or parents and staff regarding the dress code, the principal will make the final determination.

HBCA Student Uniform

School dress code is to be worn Monday - Thursday.*

Friday is free dress day!

Pants/Shorts:

- Colors: Navy (dark blue)/ black / **khaki (Note new color added this year)**
- No jeans, no ripped pants
- No sweats
- No leggings, except under a dress or a skirt

Tops (long or short sleeve):

- Polo - white or navy (with collar - с воротником)
- Small logos accepted (1" or smaller)
- Blouse - white (with collar - с воротником)

Sweaters/Hoodies:

- Navy (dark blue) or white
- Small logos accepted (1" or smaller)

Skirts/Dress:

- Navy (dark blue), Black, or **khaki**
- Arm's length, skirt or dress must reach the tip of student's fingertips or longer.
- Leggings may be worn under skirt/dress
- For modesty, shorts may be worn under skirt/dress (but should not be visible).

Footwear:

- Tennis shoes are the safest for students.
- No house slippers or flip-flops/ sandals.
- No shoes with wheels.
- Shoes may not exceed heel height of 1".

* Monday- Ethos Day (Students may wear our school merchandise or school uniform.)

If a student is out of dress code, they will be provided alternate clothing until the parent provides appropriate dress code. Appropriate dress code will include but is not limited to: the correct colors, the correct length, etc. Parents will pay for the extra shirt or pants the office will supply for the student who broke the dress code.

Examples of acceptable school uniforms:



HBCA Middle School: P.E. Uniform

Pants/Shorts:

- Colors: Navy (dark blue)/ black / khaki
- No jeans, no ripped pants
- No leggings, except under a dress or a skirt
- No biker shorts or any bottoms that are skin tight
- Sports skirts are permitted, only if they are below child's fingertips

Tops (long or short sleeve):

- T-shirt – white / gray / khaki / navy (no collar required)
- Small logos accepted (1" or smaller)
- T-shirts must not be see-through

Sweaters/Hoodies:

- Navy (dark blue)/ white / khaki / black
- Small logos accepted (1" or smaller)

Footwear:

- Tennis shoes are required for P.E.
- No house slippers or flip-flops/ sandals.

P.E. clothes are not to be worn instead of regular dress code.

If a student is out of dress code, they will be provided alternate clothing and student will be charged a fee of \$15/day for the clothes. Appropriate dress code will include but is not limited to the correct colors, the correct length, etc.