

**Habersham Christian Learning Center
PARENT/STUDENT HANDBOOK**



Shining the Light
Equipping students through
FAITH, HOPE, and EDUCATION

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Dear Parents and Students,

Welcome to Habersham Christian Learning Center!

The teachers, administration, and staff are excited to be a part of your life journey this school year. This handbook has been compiled to answer the many questions that arise at the beginning of school and throughout the year. Please take a few minutes to read the information so you will be acquainted with the policies, procedures, and expectations at HCLC. Although it is impossible to provide published policies that anticipate every situation, the contents of this handbook provide a basis for understanding day-to-day issues. Adherence to the rules and guidelines will greatly enhance the HCLC experience.

If, at any time, you have questions or need assistance, please contact us by phone, email or stop in the office. Thank you for working with us to provide unique and meaningful Christian education for our students.

In His Service,

Sarah Harrison
Executive Director

Jim Kiger
Chairman, HCLC Board

Habersham Christian Learning Center does not discriminate on the basis of race, color, sex, national or ethnic origin in administration of its educational policies and programs.

Habersham Christian Learning Center, Inc. is a non-denominational, not-for-profit, community-based educational and spiritual service organization. The mission of HCLC is

- to provide life-style and character development courses for high school students through a released time for credit program;
- to provide guidance and assistance to HCLC students and involved family members with social/emotional/spiritual aspects of living;
- and to serve as a community resource or support for seminars, Bible studies, workshops, and/or youth activities as requested by the community.

HCLC is guided and governed by a Board of Directors and Advisors drawn from those in our community who support released-time education.

No tax money is used to fund the released-time program. Classes are offered free of charge to the students. Operational funds come from churches, United Way, individuals, businesses, civic clubs, and fundraising.

Board of Directors

Grant Gunter, Treasurer
James Irvin
Jim Kiger, Chairman
Jarvis McFarlin
Lisa Nicholson, Vice Chairman
Lisa Nelson

Teachers

David Colston
Sarah Harrison
Seth Hulsey

Staff

Sarah Harrison, Executive Director
Amy Walker, Admin Consultant

STATEMENT OF FAITH

We believe in God, Creator and Author of all truth, revealed in the Old and New Testaments and in the present through His Spirit as He chooses. We believe in Jesus Christ, God's Son, the Way, the Truth, and the Life, who is present and is coming again. We believe the whole Bible is truth given in many types of writings and the primary means through which God speaks to us today. We believe people become Christians by a personal relationship with and commitment to Jesus Christ. We endeavor to respect and love all and to serve Him by serving others.

FINANCIAL SUPPORT

HCLC is financed totally by donations from this community and fundraisers. One of our largest yearly fundraisers is our Annual Meeting and Fundraising Banquet. HCLC is incorporated and has its own tax exemption number so any donation is tax deductible as allowed by law.

A variety of activities and fundraisers take place throughout the year to supplement the financial needs of this ministry. Information regarding other fundraisers will be provided on our website or Facebook page. It is important (but not mandatory) that everyone support these fundraisers.

GENERAL INFORMATION

Cell Phone and other Electronic Devices Policy

Cell phones or similar devices should not be used during school hours and should be turned off until consent is given by teacher or administrator. Students are not allowed to use a device to take pictures, video, or record unless authorized by a teacher or during a permitted usage time.

If a parent needs to contact their child for any reason, please contact the

HCLC office at 706-778-5483 and we will relay any messages.

The administration reserves the right to examine any and all contents of a confiscated phone, tablet or other electronic device.

If your student needs to call out for any reason, they should ask their teacher for permission first.

Any cell phone that becomes a distraction will be taken up and placed in the HCLC office.

Expectations for Visitors

Parents and visitors are welcome. For the safety of our students, all visitors, including parents, should register at the HCLC office. If you need to leave something for a student or teacher, please bring it to the office. Visitors are NOT permitted to go directly to the classroom.

Appointments to visit teachers and administrators can be scheduled with teacher or through the office. In order to maintain student safety, students may not have student visitors during school hours, unless it is approved by administration.

Searches and Seizures

For the safety of everyone on campus, HCLC maintains the right to search any person on the HCLC campus at any time, or to search a student's technology device(s), book bag, desk, etc. or any item brought on the HCLC premises.

Accidents

In case of a serious accident, the student's parents will be contacted and advised as to the nature and extent of the injury. If the parents or "emergency contact" cannot be reached, 911 will be called when needed.

Medication

We request that medication be given at home to alleviate the responsibility for our staff. If a student is to receive any medication while

at HCLC, the parent or guardian must bring the medication to the HCLC office. The medicine to be dispensed will be kept in the administrator's office. Medicine must be properly labeled with the student's name and in its original container with prescription number (if applicable), as well as instructions for administering.

Special Activities

Occasional class outings may be scheduled throughout the semester. Student participation in such outings is at the discretion of the teacher and is based on student performance and conduct.

ATTENDANCE

Daily Attendance

Student attendance is vital for full and meaningful participation in HCLC courses. A majority of class assignments involve whole class and small group activities which are impossible to make up on an individual basis in the event of an absence. Assignments missed due to absences may be made up within five school days. If a student accumulates 8 or more absences during the semester, no credit will be given and he/she may be removed from the class.

Tardies

Students are considered "on time" for class if on the HCLC bus when the tardy bell rings. If a student is tardy and has missed the bus, he/she should have the Attendance Clerk call HCLC for pick-up. After 3 tardies in the semester, subsequent tardies will be considered an absence.

Make-Up Assignments for missed classes

It is the student's responsibility to know and follow each teacher's expectations for work missed while absent from school.

EDUCATIONAL PROGRAM

Assignments

All assignments have been carefully designed to reinforce, enhance, and augment the HCLC learning experience. Assignments are to be completed to the best of one's ability and in a timely manner. If a student has difficulty completing any assignment, he/she should inform the teacher.

Cheating Policy

Using or possessing, as well as giving or receiving, unauthorized materials in a testing situation (notes, textbook, cheat sheets, electronic devices) will not be tolerated and a grade of "0" will be recorded for that test. A parent-teacher conference may be required in order for the student involved to remain in the class.

Plagiarism Policy

Plagiarism is *an act of fraud and should be considered as serious an offense as stealing someone's personal property or a patent on an invention.*

A student will be considered to be in violation of the plagiarism policy if he or she does any of the following:

Uses the direct wording of another source without documenting the source and putting the words in quotation marks.

Uses the ideas of another person without fully documenting the source of those ideas.

Copies the basic sentence structure of another writer's work, but changes some of the words.

Downloads and turns in information as one's own work.

Provides incorrect or fictitious information about a source.

Turns in the work of someone else (peer, teacher, parent) as his or her own. This includes homework assignments, journal entries, formal papers, and projects.

Completes another student's assignment for him or her and allows it to be turned in as the other student's work.

A grade of “0” will be recorded for that assignment. A parent-teacher conference may be required in order for the student involved to remain in the class.

STUDENT CONDUCT

HCLC identifies five principles that form the basis of our standards of student conduct: respect for God, respect for authority, respect for others, respect for property, and respect for school rules.

Respect for God

Revelation 4:11 – “Worthy are You, our Lord and our God, to receive glory and honor and power; for You created all things, and because of Your will they existed, and were created.”

We believe in the one true God who holds us responsible for our actions, our words, and even the thoughts in our hearts. We promote a growing relationship with God through His Son, Jesus Christ. He is a God who is to be loved because He first loved us, worshipped because He alone is worthy, and honored for all He is and has done for us.

Respect for Authority

1 Peter 5:5 – “You younger men, likewise, be subject to your elders; and all of you, clothe yourselves with humility toward one another.”

Respect for God leads to respect for authority. Obedience to those in authority is necessary to live in harmony with God and man. As teachers are under the authority of the administration, and the administrators are under the authority of the HCLC board, students must yield to the authorities in their lives: parents, teachers, administrators, coaches, pastors, and governmental authorities.

Respect for Others

John 13:35 – By this all men will know that you are My disciples, if you have love for one another.”

Jesus teaches us that the two greatest commandments are “to love the Lord your God...and to love your neighbor as yourself” (Mark 12:30-31). Caring, encouraging, honesty and trustworthiness are ways we show respect for others. Our students are expected to respect and support others.

Respect for Property

Luke 16:12 – “And if you have not been faithful in the use of that which is another’s, who will give you that which is your own?”

God has entrusted all of us to care for His creation. Our students should care for the world around them including the environment and the property of others.

Public Displays of Affection

In order to maintain a safe, pleasant, and wholesome environment for all, public displays of affection (PDA) will not be allowed on HCLC property including the HCLC bus. Public displays of affection include, but are not limited to, hand holding, kissing, hugging, etc.

Dress Code

Students should dress in a manner that is modest and shows respect for themselves, their families, and God.

- Clothing must be neat, clean, and modest.
- Clothes must not have holes that show skin or undergarments above the appropriate level for shorts (finger tip).
- Appropriate footwear is to be worn at all times for safety purposes. Slippers, platform shoes, and high-heels (greater than 2 inches) are not to be worn to HCLC.

- Any clothing, hairstyles, jewelry, backpacks, binders, book covers, pins, etc., with logos, slogans, pictures promoting drugs, alcohol, tobacco, sexual imagery, gangs, or anything that is contrary to Christian standards should not be worn or brought to HCLC.
- Hair should be neat and clean.
- Hats, beanies, baseball caps, hoods, and head coverings are not to be worn indoors.
- Sunglasses must not be worn indoors.
- The length of all shorts, skirts, and dresses should be finger tip or longer.
- Spaghetti straps and low cut tops are not permitted. Straps must be at least 1” wide, and cover bra straps. Low cut necklines that expose cleavage or tops that expose stomachs may not be worn.
- Undergarments must not be visible at any time.
- Yoga pants, leggings, jeggings, and form fitting pants may be worn only with modest shorts, skirts, dresses, or tunics that cover to the finger-tip point.

Removal from HCLC class

If it becomes apparent that HCLC will not be able to meet the needs of a student or if that student is becoming disruptive and not adhering to the standards set forth in this document, the administration reserves the right to remove that student from class. Some possible reasons for removal:

Academic failure

Unresolved academic or disciplinary issues

Commission of any serious infraction

Continued disregard of HCLC rules and policies

Continued disrespect of HCLC authority

Sexual misconduct

Abusing, supplying, or possessing drugs or alcohol

Stealing

Assault or battery

Possession or use of a weapon

Inappropriate use of social networking

Serious violation of any local, state, or federal statute

Excessive absences