

The mission of the High Level Christian Academy is to prepare students through Christ-centered education and academic excellence for further education while challenging them to know Jesus Christ as Savior and Lord so they may serve others through their character and leadership.



A Koinonia School

General Information

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The following forms are in the enclosed application booklet that need to be signed and brought into the school when applying, together with a \$40.00/family application fee:

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ENROLLMENT AND GENERAL INFORMATION

Before applying, read all accompanying material carefully to determine whether High Level Christian Academy offers the type of education you want for your child(ren). We are committed to keeping our parents informed, and parent involvement is vital. It is essential that parents understand as much as possible about our values, standards, and procedures right from the start.

INTRODUCTION & HISTORY

High Level Christian Academy came into existence through concerned parents who had deep convictions about Christian Education.

It was evident that the Lord had His hand on this mission from the very beginning. It has been an exciting time that has required faith and direction from the Lord. A steering committee was formed on September 26, 1991. A survey of parents clearly indicated interest in beginning a Christian School.

A planning committee held its first meeting on February 12, 1992, and with suggestions from the Association of Christian Schools International (ACSI), the committee became members of the Koinonia Christian Education Society (KCES) who recommended that a school board be elected (accomplished May 6, 1992).

June, July, and August proved to be hectic with the many tasks of starting a new school. The board and membership acknowledge that the Lord has performed many, many miracles in bringing the school to fruition.

On September 8, 1992, the High Level Christian Academy opened its doors to 42 students from kindergarten to grade 7. It was housed at this time in the basement of the High Level Evangelical Church, ¼ mile east of the town.

On September 14, 1998, the High Level Christian Academy opened its doors to its new facility, which has only been made possible through God's working in people's hearts. This facility houses students from Kindergarten to Grade 9.

Active parental involvement and parent ownership are defining characteristics of the school. Parents are involved in most aspects of school operation – Christian living, governance, parent/teacher fellowships, field trips, and committees such as fundraising, library, maintenance and grounds. Society members, mainly parents, meet annually to elect their school board. HLCA is a member of the Koinonia Christian Education Society (KCES) and uses its policies and procedures to help govern school operation. The school is also a member of the Association for Christian Schools International (ACSI) and the Association of Independent Schools and Colleges of Alberta (AISCA).

ADMISSIONS POLICY

Christian Education involves the whole person; therefore, it is desirable that all elements which bear on the education of a child be consistent and properly reinforce one another. This presumes that the school and the home will not present conflicting examples to the student.

High Level Christian Academy was founded for the primary purpose of educating the children of Christian parents. The school does not replace the home or the church. It is therefore necessary that all parents agree with the teaching and philosophy of the school.

The following admissions policies have been adopted to ensure consistent standards of admission in agreement with the philosophy of the school.

1. Admission priority will be given to families where at least one parent or guardian is a born again Christian who actively practices a Christian confession in the home, the church, and the community. Exceptions to this policy will be individually specific and will require parents to be supportive of, and agree to have their children instructed in accordance with the Philosophy, Statement of Faith, and standards of the school.
2. It should be determined, if possible, that the church attended by the applicants is in agreement with the basics of the faith of the school as stated in the Statement of Faith. The pastor, or other qualified representative of the church, will be contacted when possible for confirmation that the family is in active fellowship.
3. All school age children of the family are to be enrolled unless the school Board grants an exception because of special circumstances. (i.e. cannot meet special needs).
4. It is recommended that prospective grade one students be six years old by December 31 in the school year. ECS students are to be five years old by December 31. Exceptions to this policy will be individually specific and based on the recommendation of the Admissions Committee.
5. The parents or guardians shall be interviewed by the Admissions Committee. The interview provides an opportunity for the school and family to ensure that there is a match between their values and expectations. **(Please note that both parents and all school aged children should attend this interview.)**
6. The Admissions Committee will make recommendations to the Board regarding the admission of a family. When necessary the Admissions Committee or Principal may grant tentative admission subject to the final approval at the next Board meeting. All exceptions for Admission must **first** be brought to the Board for approval.

7. Generally, families will be accepted in the order of date of receipt of their application and registration fee.
 - a. Students of school families have priority over students of prospective families on the waiting list.
 - b. When teachers and staff apply for admission of their first child, they will be considered to be a school family so as to have the priority accorded a school family.
 - c. Other considerations are: class size, number of children in the prospective family, demonstrated reasons for seeking enrollment, and who would be helped most by attending a Christian school (need).
8. The Board may require the interview of a school family prior to re-enrollment of their children.
9. The school has the authority to determine the grade placement of each student entering and re-entering. All new students may be tested prior to placement of grade and all students will be tested yearly using Canadian Achievement Tests (CAT).
10. Acceptance or rejection of applicants will be by written notice. Final acceptance is made by the administration and ratified by the Board. Applicants will be notified as soon as possible, but normally within two weeks of the interview.
11. If the Admissions Committee does not recommend a family for entrance, the family may appeal to the Board.
12. The Board, upon recommendation of the Admissions Committee, may refuse to admit a student with severe disciplinary or psychological problems, or a child deemed to have special educational needs, which the school is not equipped to meet.
13. Students grade 7 and older at the time of application must express a desire to attend or express a willingness to attend and comply with HLCA Directions for Students and Student Pledge (Student Pledge Form).
14. The Board (Admissions Committee) will deal with enrollment of partial families, on a case-by-case basis.
15. Teaching staff will be given a bonus payment to cover tuition fees for their children at HLCA for school age children. This is a taxable benefit.
16. Students desiring to transfer from within the community will not be accepted after January 30. Where a family moves into the community, the student must go through standardized testing to ascertain the grade level (at the discretion of the administration.)
17. There is no bus service available for HLCA students.

MISSION STATEMENT

The mission of the High Level Christian Academy is to prepare students through Christ-centered education and academic excellence for further education while challenging them to know Jesus Christ as Savior and Lord so they may serve others through their character and leadership.

Beliefs – Values - Principles

- We respect, value, and honor the role and responsibility of parents as partners in education.
- We will attract and develop a qualified teaching staff and provide a supportive environment for their professional development
- We are committed to teach the Alberta curriculum from the perspective of what the Bible says about God, the world and ourselves.
- We are supportive of government, the local and universal church, and our responsibility to our community.
- We believe that the best education is one that prepares for life now and life eternal.
- We believe that the best education develops the total person: spiritually, intellectually, socially, emotionally, and physically.
- We affirm that each student is God's unique creation, deserving of a respectful, loving and nurturing environment.

STATEMENT OF FAITH

1) We believe that the Bible, containing the 66 books of the Old and New Testaments, is the only inspired, inerrant, infallible Word of God and is the final authority on the Christian faith and life. (II Timothy 3:16; II Peter 1:21).

2) We believe there is only one God, who exists eternally in three equal persons - Father, Son, and Holy Spirit - and who created out of nothing the heavens and the earth and all that is in them by the power of His spoken word (Genesis 1:1; Genesis 1:26; Psalm 33:6; Matthew 28:19; John 1:1-3; Mark 1:9-11; Hebrews 11:3).

3) We believe that Jesus Christ is both true God and true man (Exodus 3:13-15 and John 8:58-59; John 1:1-18; John 10:30-33; Galatians 4:4-5; Philippians 2:5-8; Hebrews 2:14-18). We believe in His virgin birth (Isaiah 7:14; Matthew 1:18-23; Luke 1:26-35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles

(John 2:11); His substitutionary death (Romans 4:25; Romans 5:8; Galatians 3:13-14; Hebrews 2:9); His physical resurrection (Luke 24:39-43; I Corinthians 15:1-22); His ascension to the right hand of the Father (Mark 16:19; Luke 24:50-53); and His personal, visible, and bodily return in power and glory to judge the living and the dead (Acts 1:11; Revelation 20:11-15; Revelation 22:12).

4) We believe that all men and women are born spiritually separated from God because of sin (Genesis 3:23-24; Romans 3:10-12; I John 1:8-10), and are incapable of being reconciled to God apart from the work of Jesus Christ (Romans 5:6-8; Acts 4:12; Ephesians 2:1-5).

5) We believe in the absolute necessity of rebirth by the Holy Spirit for salvation (John 3:1-3; I Peter 1:23). We believe that man is justified (declared righteous) by God on the single ground of the righteousness of Jesus Christ (namely, His sacrificial and atoning death on the cross to pay the penalty for sin, and His perfect obedience) freely given to all who believe in Him. We believe that this saving work and perfect righteousness of Jesus Christ can only be received by faith alone (Isaiah 53:1-12; Jeremiah 23:6; Matthew 20:28; John 3:16-19; John 5:24; Romans 3:21-26; Romans 4:1-3; Romans 5:8-19; Romans 10:1-10; I Corinthians 1:30; II Corinthians 5:21; Galatians 2:21; Ephesians 2:8-9; Philippians 3:7-9; I John 4:10).

6) We believe in the physical resurrection of both the saved and the lost. Those who are saved will rise to eternal life, and those that are lost to eternal punishment (Matthew 13:49-50; Matthew 25:46; Mark 9:43, 48; Luke 16:19-31; John 5:28-29).

7) We believe that the Church is the body of born-again believers in fellowship with Christ and with fellow believers (I Corinthians 12:12-13; Ephesians 2:19-21; Hebrews 10:25).

8) We believe in the presence and power of the Holy Spirit, who indwells believers enabling them to live a godly life (Romans 8:13-14; I Corinthians 3:16; I Corinthians 6:19-20; Ephesians 2:10; Ephesians 5:15-21).

9) We believe that mankind was created in the image of God, after His likeness and therefore has transcendent, intrinsic worth from conception to natural death (Genesis 1:27; Genesis 5:1-2; Genesis 9:6; James 3:9).

10) We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect an essential aspect of the image and nature of God, and as such, rejection of one's biological sex is a rejection of the image of God within that person (Genesis 1:26-27).

11) We believe that men and women were created by God in His own image (Genesis 1:27; Genesis 9:6), that marriage was instituted by God whereby a biological man and a biological woman are joined together in lifelong commitment to faithful companionship, and that Biblical marriage is the only legitimate context for sexual intimacy. (Genesis 2:20-24; Matthew 19:4-6; Romans 7:2; I Thessalonians 4:1-8; Hebrews 13:4).

12) God has established three institutions within human society—the family, the state, and the church—with the Triune God reigning supreme over all. Each institution, under God, has a sphere of authority with jurisdictional limits that must be respected. The state, at all levels, exists to preserve order in society, to ensure justice for citizens and residents, and to protect families and churches, providing them with the freedom and safety necessary to fulfill their God-given responsibilities (Pro. 8:15-16; Dan. 2:21; John 19:11; Rom. 13:1-7; I Pet. 2:13-16; Tit. 3:1). The church is duty bound to promote the well-being of state and society through its moral and spiritual guidance, its worship and supplication of almighty God (II Chron. 7:14; I Tim. 2:1-6), and its charitable institutions and works (Mat. 5:13-16; Eph. 2:10; I Tim. 6:18; Tit. 2:14, 3:8, Heb. 10:24; I Pet. 2:12).

13) Parents, under God, are responsible for the care and instruction of their children, natural and adopted. We believe this is an inalienable right given them by God, which the State does not create, should not destroy, and must not alter. Parents may delegate responsibility for specific areas of training and teaching without implying at any point the abolishment of their parental responsibilities. Parental responsibility is taught in the Old Testament and affirmed in the New (Genesis 18:19; Deuteronomy 5:16, 6:4-7; Psalm 78:5-8; Psalm 127:3-5; Proverbs 1:8-9, 22:6, 23:22; Joel 1:3; Ephesians 6:1-4; Colossians 3:20-21).

We agree that the state has the right to protect its youngest citizens from the depredations of parents who neglect their God given duties and will work with local government to assist in this necessary task. However, at no point does specific parental failure annul the rights and privileges extended to parents by God, nor may a Christian institution assist the state in pursuing ungodly ends, including, but not limited to, the promotion of any form of sexual sin (Mark 7:7-9; Acts 4:19, 5:29).

While Koinonia Schools acknowledge and respect the legitimate differences that exist within evangelical theology, only the above doctrines will be taught as truth in our schools.

PHILOSOPHY OF EDUCATION

In order for an educational program to be academically sound and have effective instruction, it must be founded upon Christian education principles that recognize the true nature of God, of truth, of knowledge, and of man.

1. Reality

God is the personal and purposeful Creator, the Guiding Force of the universe. Reality in life involves the understanding that God is real and is active in the lives of men and women today.

2. Truth

All truth is God's truth. Truth is consistent throughout the universe. Truth

exists and is absolute. God has shown Himself through His Scriptures. Man's understanding of truth comes through a study of the inspired Word of God and an understanding of His Creation.

3. **Absolutes**

Christian Education offers absolutes, not selected or transient opinions. As Christian Educators we have the privilege of being convinced and convincing; we are saying, "Thus saith the LORD". We can deal in those things that are always true. The Bible contains origins, destinies, values, and meaning.

4. **Knowledge**

All knowledge must be put in the context of Bible truth. Any knowledge or personal conviction that serves as a guiding principle in an individual's life must be based on truth as revealed in God's inspired Word.

5. **Unity**

Facts do not exist by themselves; they exist in relation to other facts. Christian Education removes dichotomies and meaninglessness and, in doing so, contributes to sound mindedness. Christian Education acknowledges Jesus Christ as the focus of ALL knowledge since "by Him all things consist" (hold together - Colossians 1:17). This means that knowing His viewpoint gives order and meaning to specific areas of study.

6. **Sufficiency**

Jesus said, "I am the Way, the Truth and the Life" (John 14:6) and that "to know Him is to know life eternal" (John 17:3). Since life on earth for all mankind must end, no education is adequate which fails to properly prepare for both life and death. Christian education prepares us to die and to live: "He hath given to us all things that pertain to life and to godliness"(2 Peter 1:3). No person who knows Jesus "in whom all fullness dwells" (Colossians 1:19) and who knows God's Word (the Bible) need fear that his education is inadequate.

7. **Man**

Man was created in the image and likeness of God by God. Individuals exist for the pleasure and service of God. People are eternal beings and their ultimate destiny will be determined by their knowledge or lack thereof Jesus Christ as Savior and Lord.

8. **Christian Education**

Implicit in Christian Education are these basic truths:

- A. Man possesses a spiritual dimension (Genesis 1:26, 27)
- B. Education involves the total being; the spiritual, intellectual,

physical, and social aspects of man that is, the "whole man" (Proverbs 9:9).

- C. Each person possesses unique, individual potential traits and needs (Romans 12:3-8).
- D. The educational experience must involve (as a primary emphasis) the development of Christian beliefs, attitudes, character, and skills. (1 John 3:2).
- E. An integration of Bible truth will be an inseparable and primary part of the total education process. Christian concepts will be unified with, from, and central to the academic offerings.
- F. Youth need a steady influence while preparing to live in a complex society. Only the Bible has the answers to man's needs and longings, and therefore will serve as our final authority on all questions.

ECS STUDENT POLICY

Entrance Age: Any child that has had their fifth (5th) birthday on or before December 31 of that ECS year may enter the ECS program.

Any child, on completion of the ECS program, who is considered developmentally delayed and not ready for grade one, regardless of age, will need to repeat the ECS program. Such a child will be determined developmentally delayed by "screening tools" and Readiness Evaluation done by the ECS teacher and the grade one teacher. If the parents are still insistent that their child should progress to grade one, they may write a formal letter of their request and reasons to the school board, followed by an interview. The decision made by the board will be final.

FIRST TIME STUDENTS ADMISSION PROCEDURE

- A. **Student Applications** – Enrollment application forms may be picked up or mailed out on request. A **non-refundable** application fee of \$40.00 per family must accompany the application form(s). No processing by the Admissions Committee will be done without this fee. Please complete all forms and return them to the school according to instructions on cover page.
- B. **Interview** - An interview will be scheduled by the Admissions Committee to discuss the enrollment. This interview is held with both parents and students. A birth certificate and the latest report cards, where applicable, must be brought with you.
- C. **Final Acceptance** - is made by our administration and ratified by the Board. You will be notified as soon as possible, but normally within two weeks of the

interview.

RETURNING STUDENTS RE-ENROLLMENT PROCEDURE

- A. Student Applications** - Application for re-enrollment forms will be sent to families. One form per family needs to be completed and returned to the school office. No re-enrollment fee will be charged if application for re-enrollment is submitted by the required date of each year. The Parent's Code should be reviewed and signed again upon re-enrollment.

NOTE: A non-refundable penalty fee of \$40.00 per family will be charged for re-enrollment applications submitted after the assigned deadline date.

- B.** The Board may request a meeting with a school family to discuss re-enrollment.
- C.** Final Acceptance - is made by our administration and ratified by the Board. You will be notified as soon as possible, but normally within two weeks of this meeting.

FINANCIAL POLICY ON TUITION PAYMENTS

No child shall be denied admission to the school due to the inability of parents to pay tuition (subject to available resources). However, no family is to be fully subsidized for the entire year's tuition. Some payment should be made each month.

Parents applying for reduced tuition must provide evidence acceptable to the Treasurer of their inability to pay full fees. The amount of tuition support given will be determined by the Board on a case by case basis upon recommendation of the Finance Committee.

Families needing tuition support must reapply for Financial Aid each year. Parents who are receiving Financial Aid must be prepared to provide reasonable additional volunteer service to the school as the need may arise.

All tuition payments are due on the first day of each month. The first time that payment is not received on time, the treasurer will remind the family by written statement or by telephone. If payments remain unpaid a second month, the family will be contacted by the Chairman of the Finance Committee.

No payments shall be permitted to go beyond three months in arrears unless alternative arrangements have been made in person with the H.L.C.A. Finance Committee.

Families with overdue accounts or fees at the end of June may not be readmitted for the following year until all outstanding fees are paid in full or satisfactory alternative arrangements have been agreed to by the Treasurer.

Full-time teaching staff is exempt from paying tuition at HLCA if their children are school age. This is a taxable benefit.

Receipting for Tuition – A tax-deductible receipt will be issued for the percentage of time spent in religious studies.

PERMANENTLY WITHDRAWING STUDENTS

Notification in writing must be given for students to withdraw from the school. The student will be considered as being enrolled until such notice is received by the school. No release of student records will take place until such notice has been received by the school.

Students who withdraw after being enrolled five or less school days during a month will receive a refund of half their tuition for that month. If students withdraw after being enrolled for six or more school days in a month, no refund for that month will be allowed.

Annual fees (other than tuition) paid on behalf of students are not refundable if the student withdraws.

TUITION AND FEE SCHEDULE

- A. APPLICATION FEE FOR ALL STUDENTS** - a non-refundable application fee of \$40.00 per family must accompany the **new** student application form/forms. No processing by the Admissions Committee will be done without this fee.

For students wishing to return after having left High Level Christian Academy to attend another educational institution: A re-enrollment fee of \$40.00 will be levied; payment to be sent with the application form. As with new enrollments, the re-enrollment application will not be processed until payment is received.

B. TUITION

Payment Options – You may pay by 10 monthly installments which are due by the 1st of each month or one payment in full for the whole year. Payments may be made by cheque, cash, debit, credit or e-transfer to office@hlcacademy.ca. The following is a breakdown of payments for the year:

<u>Gr.1-12</u>	1st child	\$ 3,700/yr.	or	\$370/mo.
	2nd child	\$ 2,020/yr.	or	\$202/mo.
	3rd child	\$710/yr.	or	\$71/mo.
	4th or additional child is free			

- B. ECS (Kindergarten) PROGRAM** (475 hour program) \$1,550/year or \$155/month

NOTE: if your ECS child is a 3rd or 4th child, the fee will be changed to that of "3rd child" or "4th child" listed in section B.

DISCIPLINE POLICY

Objectives:

Discipline at High Level Christian Academy has these objectives:

1. To develop and maintain the optimum environment for learning.
2. To correct behavior which is disruptive or destructive to the learning
3. To train students in behavior patterns and promote self discipline that will be helpful to themselves and to the school community in supporting and achieving goals of spiritual, intellectual, physical, emotional, and social development.
4. To remove rebellious (resisting authority or control; not obedient or compliant, hard to deal with or manage) students so that the learning environment may be maintained.

Because there are varying and sometimes conflicting attitudes towards discipline, High Level Christian Academy will promote a Biblical standard of conduct. Discipline and its application at High Level Christian Academy is grounded in scripture. (See particularly Proverbs 12:1, 13:18, 22:15; Ephesians 5: 1-4; Hebrews 12; 1Corinthians 13; and Revelation 3:19.)

Just as "discipline" and "disciple" come from the same root word, so it is, we believe, that the full meaning and intent of discipline should be not only to correct behavior, but also to build up, encourage and train an individual in concepts, as well as behavior, that are pleasing to God. God admonishes us that reproof and correction are to be administered in love and with a measure of grace and compassion. In this context, discipline must never be administered vindictively, or in anger. Discipline is ordained of God for the building of character and the training of behavior.

Teachers and administrators are responsible to God for the students placed under their care. They have the authority from the parents to administer discipline within the limits and guidelines of the Discipline Policy. It shall further be the responsibility of teachers and administrators to work with parents in action taken, and making themselves available to the parents and students and students involved for discussion and counsel of discipline situations. The ideal objective of this involvement is to foster understanding, to challenge parent and student alike to supportive behavior, to enlist student cooperation and to build a like- minded attitude.

Students are responsible under God to obey and show respect for teachers and administrators as they should their parents and they are responsible for helping

to maintain the learning environment. God has given parents the responsibility for the discipline of their children. High Level Christian Academy parents have conferred this authority in teachers and administrators during the school day and in school activities (*en loco parentis*). If parents have questions or disagreements regarding disciplinary actions, it shall be their responsibility to immediately discuss these questions or differences with the teacher involved and not to bring their grievance to other parents, faculty, or students.

Discipline begins in the home. Students that are disciplined properly at home will need very little discipline at school. **This is not a "corrective institution". Consequently, we ask that you do not enroll your child with the idea that we will reform him or her. We are here to work with the home, but not to take the place of parents who have experienced difficulty in fulfilling their role.**

Students who have behaved improperly will be instructed, counseled, warned, and disciplined. Appropriate discipline action will be decided by the school administration.

School discipline will take place in the following format:

- talk with the child
- remove the child from the room
- detention
- Teacher or Administrator to communicate with parents

Students must at all times, conduct themselves in a manner becoming of a Christian and are expected to maintain a good attitude.

If your child comes home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that this reporting may be emotionally based.
3. Realize that we have reasons for all rules and that we attempt to apply them consistently.
4. Support the school, and call us for more information.
5. Try to resolve the problem at the lowest level of authority.

Do not skip any of these levels:

- a. Teacher
- b. Principal/Administrator
- c. Board of Directors

(This is based on the biblical principles given in Matthew 18: 15-18)

When a student's attitude is not in accordance with school policies or principles, the student will be notified. If, within a reasonable time, the administration feels that the situation has not changed, the student will be suspended, the parents will be asked to withdraw the student, or the student will be expelled. **In the event of expulsion of the student from High Level Christian Academy, parents may appeal to the Board both in written and verbal form.**

Student conduct while away from school has a significant effect on the reputation of the school. Students should strive to conduct themselves in a wholesome manner. Conduct that reflects poorly on the school's testimony will be considered as grounds for disciplinary action in the same sequence as described in the paragraph above.

Ordinarily, the sequence of counseling with prayer, suspension, withdrawal, or expulsion will be followed; however, if behavior of a very serious nature is involved, the process may proceed to expulsion without having first exhausted the other steps.

DETENTION

At noon or after school detention may be assigned by teacher. If a student has to be detained at the end of the school day, thus causing the student to miss the bus, the parents will be called to pick the student up. Because the detention is designed to help correct the behavior or attitude of the student, it is of utmost importance that the parents are supportive of the action taken.

If parents have any questions, they would do well to discuss the situation with the teacher prior to discussing the issue at length with the student.

Students should wait for their ride in the classroom. The parent should go to the classroom to notify the teacher that he/she has arrived to take the student home. (This may give an opportunity for a short discussion as well.) A note stating the reason for detention will be given to parent and must be returned signed. A copy will be sent to the Administrator.

PROBATION

Probation gives the student an opportunity to correct a problem. If he or she does not improve to a satisfactory level, the consequences will be expulsion or forced withdrawal from the school.

Reasons for Probation:

1. Continued, deliberate disobedience.
2. A rebellious spirit which is unchanged after counseling and prayer with the

- student.
3. A continued negative attitude and bad influence upon other students.
 4. Committing a breach of conduct inside or outside of the school that has an adverse effect upon the testimony of the school.
 5. Failure of the parents to comply with the disciplinary procedures of the school.
 6. Unwillingness to make satisfactory academic progress.

Consequence of Probation:

1. During the probationary period the student:
 - may be withdrawn from all extra-curricular activities
 - will be counseled by a staff member as is deemed necessary.
2. Likewise, they must be aware that the Principal has the right to suspend a student for a period of up to three days.
3. Students who fail to respond to probation will not be allowed to re-register for the following year.
4. Parents may appeal to the Board in written and verbal form.

DIRECTIONS FOR STUDENTS

Our school exists for the purpose of helping young people to become educated Christian ladies and gentlemen. It is expected, therefore, that we will observe the following guidelines:

1. **Good manners are expected.** This means that we will treat one another with respect at all times, that our speech is polite, our clothing is neat and appropriate, and that we are careful with school property. Out of courtesy and respect for other students, no whispering, passing of notes, or talking aloud in class is permitted without permission from the teacher.
2. Students are expected to make good use of their time and to be honest in all their work assignments, tests and marking of their completed work.
3. We should all have respect for and observe the rules that are set up for our guidance, such as:
 - a) The kitchen, office, staff room, storage rooms, and musical instruments are out of bounds to students, except by permission.
 - b) To use the phone a student must have permission from a teacher or staff.
 - c) Eat or drink only at breaks, in designated areas being careful not to make a mess. (Do not bring gum or sunflower seeds into the building at all). All garbage is to be placed in trash bins.
 - d) Students are to keep their belongings together in a neat and

- orderly way. All belongings should be labeled.
- e) Students will be expected to do certain assigned domestic tasks from time to time.
 - f) Permission from the parent is required before the student is given permission to leave the school during school hours. Students must sign out at the office before leaving the school during school hours.
 - g) After an absence, the student must present an excuse note from a parent.
 - h) Students may not sit in or operate vehicles during school hours without permission.
 - i) Personal ghetto blasters and walkmans are not allowed at school or on any school functions. Hand-held computer games should be left at home.
 - j) Indoor and gym - must have clean shoes with non-marking soles.
 - k) No leaving class without permission.

STUDENT DRESS CODE

Our desire is to do all things in a manner pleasing to the Lord, honoring Him, and upholding His testimony. While recognizing that true Christianity is a matter of the heart, not the outward appearance, it is nonetheless true that appearance is important. Paul says to "abstain from all evil" (1 Thessalonians 5:22). Peter puts his finger on the real issue when he states that our attractiveness should not be based on what we wear but on "the imperishable quality of a gentle and quiet spirit, which is precious in the sight of God." (1 Peter 3:4 NAS). Dress represents the feelings and thoughts of our hearts. This being the case, our clothing should represent our desire to please God and honor Him.

Without trying to make everyone dress alike, and respecting individual differences, the following guides have been prepared in the interest of good grooming, Christian modesty and sound educational practices and are expected to be followed by all students. We know that by keeping all of the dress code, one does not become a Christian. Disciplined effort in keeping rules does have a maturing affect on the Christian if his attitude remains proper and pride does not develop. God wants us to obey Him and those He has placed in authority over us.

Our concern is that students should appear well groomed and in properly fitted clothing that is appropriate to the situation. Teachers have the right to warn students who are not following these guidelines or the spirit thereof, and to take action as they deem necessary.

Styles must be in moderation. This means that "fads" and extreme dress and hairstyles are to be avoided.

HLCA extends this code to the staff and parents of our students to use as a guide for our own appearance. It is hard to expect the students in our school to abide by this code, if we as adults don't use it for it for our own lives.

GENERAL: APPLICABLE TO ALL STUDENTS

1. All clothing should be properly fitted; that is, underclothing should not show ridges.
2. No spandex as outer wear.
3. Students are required to have a separate set of footwear for use inside the school. These must be kept in the student's homeroom or locker. Shoes for inside wear are not to be left around entry areas. Shoes that mark or damage the floor in any way are not to be worn.
4. Tattoos are strongly discouraged.

BOYS

1. HAIR: A) Must be clean and taken care of.
B) May extend to collar length but must be out of eyes.
2. SHOES: A) Properly fastened indoor shoes or slippers must be worn in the building at all times.
B) Must be in good repair.
C) Must be worn with socks during winter and other non-sandal seasons.
D) Must not have offensive logos or symbols.
3. PANTS: A) Must fit properly without revealing underwear.
B) Pants with tears must not reveal underwear.
C) All shorts must reach at least half way to knee.
E] No pajama pants
4. SHIRTS: A) Any shirts with slogans or pictures must be in good Christian character (no spiritually or culturally offensive printing or pictures).
B) Modest tank tops, but no bare midriff are permitted.
C) Sleeveless shirts with fitted armholes are allowed but are subject to approval by Administration.
5. JEWELRY: A) Modesty required.
B) No body piercing
6. SWIM WEAR: A) Lined, boxer style, swim shorts required.

GIRLS

1. HAIR: A) Must be clean and out of eyes.
2. SHOES: A) Properly fastened indoor shoes or slippers must be worn in the building at all times.
B) Must be kept in good repair.
C) Must be worn with socks during winter and other non-sandal seasons.
D) Must not have offensive logos or symbols.
3. DRESSES, SKIRTS, TOPS: A) All dresses and tops must have a modest, well fitting neckline.

- B) Dress and skirt length in the knee area is acceptable. Slits are not to be above the knee.
 - C) No sheer material. No tank tops, tube tops, or spaghetti straps. Shirts must have no spiritually or culturally offensive printing or pictures. No bare midriff.
 - D) Tank tops are permitted with undershirts.
 - E) Must be in good repair.
4. PANTS:
- A) Must fit properly without revealing underwear.
 - B) Pants with tears must not reveal underwear.
 - C) Gym or walking shorts reaching to mid knee are acceptable.
 - D) Pants, shorts or skirts cannot have printing on the buttocks.
 - E) No pajama pants.
5. MAKE-UP AND JEWELRY:
- A) Make- up should be kept minimal and natural looking for girls in grade 7 and up. No make-up in grade 6 and under.
 - B) Jewelry should be kept modest.
 - C) No body piercings (except earrings).
6. SWIM WEAR:
- A) One piece suits (lined for grades 5 and up) or modest tankinis with short-style bottoms preferred over the bikini bottoms.
 - B) Two piece “bikini” suits are not acceptable.

PARENTS' CODE - Please read carefully

The High Level Christian Academy exists as a support to Christian homes in fulfilling their mandate to raise children in the nurture and admonition of the Lord. The strength and effectiveness of the school will be largely determined by the dedication and spiritual maturity of the parents whose children are enrolled. It is therefore essential that a certain level of commitment be given by each parent before enrolling their children.

Policy

For student admission to be granted parents must fully support the aims and endeavors of the school that are listed in the Parent's Code included in the application package (Statements 1-13). If one parent is not a born-again Christian, or cannot agree with the Statement of Faith or the full Parent's Code, the Board may grant admission if that parent agrees to Statements 1-8.