

HAMILTON CHRISTIAN SCHOOL
1415 8TH Street
Lake Charles, LA 70601

Approved by the Louisiana State Board of Education

PARENT/STUDENT HANDBOOK

2023-2024

439-1178



HAMILTON CHRISTIAN SCHOOL
1415 8th Street
Lake Charles, LA 70601

Established:	1990
Affiliations:	Board of Elementary and Secondary Education, Louisiana High School Athletic Association, Chamber of Commerce
School Board President:	Robert Landry
Principal:	Morgan Daugherty
School Colors:	Green, White
Team Mascot:	Warrior
Front Office Hours:	7:30 a.m. – 3:00 p.m. Monday - Friday
Elementary School Hours:	7:55 a.m. – 2:50 p.m. Monday – Friday
Middle/High School Hours:	7:55 a.m. – 3:05 p.m. Monday - Friday
Before school care:	6:30 a.m. - 7:30 a.m. Monday - Friday
After school care:	3:20 p.m. – 6:00 p.m. Monday – Friday
Office Phone:	337.439.1178
Website:	www.hcswarriors.org

THE PARENT/STUDENT HANDBOOK

The *Parent/Student Handbook* provides students, parents, and staff with a clear, concise statement of the basic policies, procedures, and philosophy of Hamilton Christian School. Although the *Handbook* is not intended as an exhaustive statement on these subjects, it is written to answer the most frequently asked questions about the policies and procedures of the school. Commitment to these policies and procedures by students, parents, and staff enables the school to run smoothly and orderly. Consistent implementation of these guidelines will ensure that all parents, students, and staff are treated in a fair and equitable manner. Items not covered specifically by the *Handbook* will be addressed as needed by the administration and School Board.

SCHOOL PHILOSOPHY

PURPOSE STATEMENT

The goal of Hamilton Christian School is to provide a Christ-centered college-preparatory education in a disciplined environment.

Christ-centered – HCS is unapologetically Christian. The word *universe* suggests that there is a unity in the diversity of life. This is because all truth comes from God; no education is complete without tying all of the pieces of the puzzle together in a cohesive whole. At HCS, truth revealed in the Scriptures is integrated into every subject. Our goal is to produce graduates with Christ-like character who can analyze, understand, evaluate, and influence the world around them based upon the eternal truths of God's Word.

Non-Christians may enroll at HCS with the understanding that no one is exempt from regularly scheduled school activities including Bible classes and chapel services. HCS is a non-denominational independent school, and an effort will be made to teach non-sectarian doctrine such as that reflected in the Statement of Faith below. Middle and high school Bible classes may discuss sectarian issues in a non-threatening, respectful manner.

College-preparatory – A rigorous curriculum challenges students to maximize their educational potential and be fully prepared for the next level of learning. "Helps" classes and other efforts will be made to aid the struggling student; however, those with serious academic challenges may find the curriculum difficult. HCS is state-approved so that all credits will transfer to other schools and graduates may participate in the TOPS scholarship program.

Disciplined environment – The philosophy and structure of HCS is designed for well-behaved students. While the school is compassionate with parents whose children have emotional or behavioral problems, our commitment to provide an education-friendly, safe, Christian environment requires that we screen all applicants and deal appropriately with misbehavior among existing students. It is not the mission of HCS to serve as a reform school or to bring discipline to a student who has failed to find constraint elsewhere.

VISION STATEMENT

The vision of Hamilton Christian School is to pursue educational excellence and produce graduates with Christ-like character who can analyze, understand, evaluate, and influence the world around them based on the eternal truths of God's word. At HCS, we celebrate academic excellence, diverse culture, and a family atmosphere.

STATEMENT OF FAITH

WE BELIEVE the Bible in its entirety to be the inspired Word of God and the infallible rule of faith and conduct (II Timothy 3:16).

WE BELIEVE in one God, Creator of all things, eternally existent in three persons: Father, Son, and Holy Spirit (I John 5:4-6).

WE BELIEVE in the deity of the Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal, future return (I Corinthians. 15:3; I Peter 2:21-24; John 3:16).

WE BELIEVE in the resurrection of the dead, the eternal joy of the saved, and the eternal punishment of the lost (John 5:24, 28, 29)...in personal salvation of believers through the shed blood of Jesus Christ... in the Christian's hope... the soon-coming, personal return of the Lord Jesus Christ. (I Thessalonians 4:16-18).

ACADEMICS

GENERAL ACADEMIC INFORMATION

1. Students having a 4.0 grade average or above make the Banner Roll for the nine weeks.
2. Students receiving A's and B's will make Honor Roll for the nine weeks.
3. Report cards are issued every nine weeks.
4. Beginning in the ninth grade, students' grades and credits will be recorded on their permanent records and will follow them the rest of their lives. *8th grade students in the Honors Academy are able to receive high school credits. It is of the utmost importance that parents receive and understand students' yearly accumulation of credits toward graduation.
5. Student progress is updated on RENWEB/FACTS regularly for grades 1st-12th and can be accessed by parents at Renweb.com.

ACADEMIC PROBATION/EXTRACURRICULAR ELIGIBILITY

In order for a student to be eligible to participate in extracurricular activities (sports, cheerleading, etc.) that student must maintain a 2.0 GPA for the first semester (fall semester) and pass 6 subjects for the first semester to be eligible for the second semester (spring semester). To be eligible for the first semester, the students must maintain a 2.0 GPA for the previous spring semester and pass 6 subjects during that second semester. Seniors must take 4 academic classes and pass all 4 with a 2.0 GPA. Seniors taking 5 classes must pass all 5 with a 2.0 GPA. Seniors taking 6 or more classes must pass 6 classes with a 2.0 GPA. The 2.0 GPA refers to the student's overall GPA for the semester. *****NOTE*** The prior semester makes you eligible for the current semester. A student on academic probation is ineligible to practice. Please note LHSAA requires a 1.5 GPA for eligibility, however, all HCS students are required to meet the 2.0 GPA.**

ACADEMIC REQUIREMENTS (High School)

The Louisiana Board of Regents has set a "core four" curriculum of college prep courses. This is included in the minimum requirements for graduation from HCS. These requirements also meet the curriculum criteria for students wishing to be considered for the state's Tuition Opportunity Program for Students (TOPS) and admittance to a 4-year university. Some courses listed below may be offered through an online Virtual School if the number of students registering for the course is small. Other high school elective courses not listed below may be taken through an online Virtual School (subject to availability) on campus and with a faculty monitor, but at an additional expense to the parent.

4 UNITS of English (I, II, III, IV) **Term papers required for English III & IV**

4 UNITS of Math (Algebra I, Algebra II, Geometry, Algebra III, Advanced Math, Pre-Calculus, Calculus)

4 UNITS of Science (Biology, Chemistry, Physical Science, Biology II, Environmental Science, Physics)

4 UNITS of Social Studies (U.S. History, Civics, World History, World Geography, and History of Religion)

1 UNIT of Fine Arts Survey or substitute 1 unit of performance courses in music or Photography I

2 UNITS of Foreign Language (both must be in the same language)

4 UNITS of Religion (I, II, III, IV)*

2 UNITS of Health and Physical Education (I, II)

1 Elective UNIT (PE III, Consumer and Family Science, Speech I, Intro to Basic Computer Applications). Other elective courses may be taken through online courses or dual enrollment. See the counselor for more information.

A minimum of 26 credits will be required to graduate.

*Students transferring to HCS after the freshman year must enroll in a Religion class, but will NOT be required to fulfill the requirement of four units of Religion. The minimum number of credits for graduation may be adjusted accordingly.

NOTE: Middle and high school students must pass the last 9 weeks period or the final exam to pass the course for the year.

DUAL ENROLMENT (High School)

Students may substitute a state approved college dual enrollment course for any required offering listed above. HCS has a partnership with McNeese State University. The counselor's office has information regarding options for dual enrollment.

CLASSIFICATION REQUIREMENTS

Upon completion of the ninth grade, the student must have earned 5 credits; upon completion of the tenth grade, 11 credits; upon completion of the eleventh grade, 18 credits; and upon completion of the twelfth grade, 26 credits.

Should the student fail any subject in the ninth or tenth grade, it is strongly urged that he attend summer school and make up the failed subject.

ELIGIBILITY FOR DIPLOMA

Full participation in the graduation ceremony at HCS is a *privilege* and not a *right* for the individual student and his parents. Therefore, the privilege of graduating with one's class on graduation day is governed by the following:

1. Successful completion of the course of studies required by the State of Louisiana.
2. Successful completion of the course of studies required by the HCS School Board.
3. Certification by HCS principal as having followed the rules and regulations of the school to such a degree that the student is worthy of the privilege of being an active participant in the graduation ceremony.
4. **School records will be held and not forwarded to other entities until all fees are paid and/or school property returned.**

GRADUATION RANKING

The final GPA will determine the ranking of the graduating students. The top student(s) will be recognized as valedictorian(s) and the second student(s) will be recognized as salutatorian(s). These distinctions may be withheld if administration deems such to be disadvantageous to the school.

Classifications:	Summa cum Laude	GPA of 3.90 – above
	Magna cum Laude	GPA of 3.70 – 3.89
	Cum Laude	GPA of 3.50 – 3.69

GRADUATION REQUIREMENT - COMMUNITY SERVICE

Students will be required to participate in community service before graduating from Hamilton Christian School. A student may fulfill this requirement by completing one of the following:

- a. a school sponsored mission trip, OR
- b. a church-sponsored mission trip with approval from HCS administration , OR
- c. Forty (40) hours of documented community service (forms available in the Front Office)

The requirement may be met at one particular time or over the course of the student's *high school* career.

GRADING SCALE

Grades will be indicated as letter grades. Grades are determined according to the following standards:

Letter	Percentile	Grade Point
A	90 - 100	4.0
B	80 – 89	3.0
C	70 - 79	2.0
D	60 - 69	1.0
F	59 - Below	0.0

PUPIL PROGRESSION PRE_K 3 – K

PreK 3 – Demonstrate social-emotional, motor, and academic readiness for PreK 4 as determined by teacher observation and assessments.

PreK 4 – Demonstrate social-emotional, motor, and academic readiness for Kindergarten as determined by teacher observation and assessments.

Kindergarten – Demonstrate social emotional and academic readiness for 1st grade as determined by teacher observation and passing grades in both Phonics and Math.

PUPIL PROGRESSION (Grades 1-8)

The following requirements are necessary for advancement to the next grade:

- 1st Grade Must pass Reading and Math
- 2nd Grade Must pass Reading, Math, and Language Arts (Spelling & Language)
- 3rd Grade Same as 2nd grade
- 4th Grade Must pass 4 of 5: Reading, Language Arts, Math, Science, Social Studies
- 5th Grade Same as 4th grade
- 6th Grade Must pass every subject except one (failed subject cannot be one of the following from 5th grade: **Math, English, Science or History.**)
- 7th Grade Same as 6th except failed subject cannot be same as that in 6th grade
- 8th Grade Same as 7th except failed subject cannot be same as that in 7th grade

PUPIL PROGRESSION (Grades 9-12)

1. Students who fail two (2) or more courses during the spring and/or fall semesters must undergo review before the Admissions Committee of the HCS School Board before being granted re-enrollment for the following school year.
NOTE: A course dropped after nine weeks at the beginning of the year will be recorded as a failure on the transcript.
2. Students who receive more than six (6) disciplinary referrals for any reason during the school year must undergo review before the Admissions Committee of the HCS School Board before being granted re-enrollment for the following school year.

STANDARDIZED TESTING

Grades 1-7 will be given a standardized test approved by administration in the spring each school year.

Grades 8 - 9 will take the ASPIRE test - a pre-ACT Test.

Grade 10 will take the ASPIRE test – a pre-ACT Test.

Grades 11-12 will take the ACT on campus in the spring of the year.

TRANSFER OF CREDITS

If a student comes from a school that is not state-approved or from home school, high school credits must be validated before they can be listed on the Hamilton transcript. A meeting with the principal and counselor must be scheduled to determine the best option to take in validating those credits. Elementary and middle school transfer students will be placed at Hamilton in the prescribed grade unless entrance testing is insufficient to validate such placement.

ADMISSION

NONDISCRIMINATION POLICY

Students of any race, color, nationality, or ethnic origin are admitted. Such students are accorded with all rights, privileges, programs, and activities generally made available to students at the school. The school does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, athletics, and other school-administered programs.

ENROLLMENT (2023-2024)

Enrollment begins for returning students January 11, 2023, and for all students February 15, 2023. Class sizes are limited by state guidelines and school policies, and classes are filled on a first come, first served basis. **Enrollment is not official until registration fees are paid, the registration form is completed with two-parent signatures where applicable, and all required documents are presented.** Registration fees **ARE NOT REFUNDABLE.**

MARRIED STUDENT POLICY

It is the policy of HCS not to accept any student who is married or has been married. If a student marries while enrolled at HCS, that student must withdraw immediately.

SPECIAL EDUCATION POLICY

The school is not able to accommodate a 504 plan /IEP and does not offer special education due to limited resources and the high cost of a lower teacher/pupil ratio needed for students with special needs.

ADMISSION PROCEDURE (New Students Pre-K 3 - 12)

Admission to the school is always subject to availability in regard to each grade level's capacity. Priority will be given to returning students, siblings of existing students, and then new students/families.

1. Visit www.hcswarriors.org. Click on *Apply Now*.
2. Complete the online application and pay the FACTS application fee (\$25).
3. Once your student(s) application has been reviewed, our admissions office will contact you to arrange an entrance test (if applicable) and an interview with administration. (grades Pre-K 3-12)
4. An admissions decision will be made, and if accepted, parents will be notified via e-mail and sent a link to enroll the student in FACTS. *If you have any trouble uploading required documentation, simply drop your documents off with our receptionist.
5. Read this handbook carefully in its entirety and agree to abide by its terms.
6. Attend orientation prior to the school year beginning.

ADMISSION REQUIREMENTS FOR PRE-K, KINDERGARTEN, AND FIRST GRADE

1. Pre-kindergarten 3, Pre-kindergarten 4, and Kindergarten will be given an assessment to assess readiness for learning in a structured environment.
2. Students in Pre-K MUST be fully potty trained and cannot be sent to school in any type of transition undergarments (diapers, pull-ups, etc.)
2. Students entering Pre-Kindergarten 3 must be 3 years old on or before September 30th. Students entering Pre-Kindergarten 4 must be 4 years old on or before September 30th. Those entering kindergarten must be 5 years old on or before September 30th. Those students entering first grade must be 6 years old on or before September 30th.
3. Pre-K students admitted but failing to adjust in a reasonable amount of time may be asked to withdraw.

ADMISSION REQUIREMENTS 2nd – 12th

When positions are available, the following is necessary to gain admission to the school:

1. Parents and students must agree to abide by all policies and procedures of the school as stated in the current *Handbook*.
2. Previous grades and discipline records will be reviewed.
3. Students must demonstrate ability to work at or near grade level by one of the following measurements:
 - A. Have at least a 2.0 average (on a 4 point scale) on the most recent report card in Reading/English/Language, Math, Science, and Social Studies AND score within one grade level in math and reading on the HCS entrance exam.
 - B. Have a 3.0 GPA in the core subjects listed above from a public school in Louisiana with a ranking of either "A" or "B"

NOTE: Students transferring from home-schooling must meet the first criterion. Students not meeting either standard will not be admitted, and any fees paid will be refunded.

1. Parents and students seeking admission into the middle or high school must sign a disclosure at registration affirming that the student has had no involvement with drugs, alcohol, paternity or maternity and is not or has not been under the supervision of a parole officer or under the custody of juvenile court within the previous year. **No student expelled from another school will be admitted.** Students with multiple suspensions or disciplinary referrals will be carefully reviewed by the Administration and Admissions Committee. All additional criteria (see #2 above) must also be met.
2. **Prospective students must satisfy entrance requirements BEFORE participating in summer workouts, athletic practice sessions, or other school sponsored activities.**

The final decision in regard to admission to the school resides with the Administration and/or Admissions Committee of the HCS School Board.

ATTENDANCE

ABSENCES

Please note the following guidelines in regard to absences.

1. **The only legitimate reasons for absences are illness of the student, dire emergencies, and death in the family.**
2. Please call the Front Office by 9:00 a.m. to report an absence.
3. A written, dated excuse signed by the parent or guardian must be presented to the secretary in the front office when a student returns to school after an absence. Excuses SHOULD NOT be written in elementary assignment pads. Notes should be turned in no later than five (3) days after the absence.
4. An effort should be made to schedule doctor, dental, music, or other appointments after school hours or on days when school is not in session. Please attempt to schedule fishing trips, hunting trips, ski trips, and vacations around the school calendar as excessive absences inhibit a child's progress and bring added work to teachers. Absences deemed "educational" should receive **prior approval** to be excused. See "Special Absences" below.
5. The *Louisiana Child Attendance Law* allows a maximum of ten (10) absences per year: five (5) per semester for high school and ten (10) per year for elementary and middle school. ***NOTE* Any middle school student taking a high school class is subject to the high school attendance policy in that class.** Failure to meet these requirements may cause your child to be held back or lose credits.
6. Students and families with excessive absences are subject to be reported for **TRUANCY**.
7. If a student misses an exam, quiz, or any graded assignment during an **unexcused absence**, he will receive only 75% of the grade scored on the test. **Suspended students** will serve the suspension on the day(s) immediately following the infraction and receive 50% of the grade scored on any missed work, including tests. This policy also applies for those students serving "in school" suspension. Students serving an out-of-school suspension are not permitted to participate in any school activity for the entire day, including athletic events.
8. Students who do not report to school by 11:00 AM due to illness may not participate in an athletic event scheduled for that day. All other absences must be approved through administration prior to athletic participation that day. Following extracurricular activities, **students are expected to be on time for the following day. There will not be any excuses for tardiness or lateness following extracurricular activities.**

PERFECT ATTENDANCE

1. If a student reports to school before 11:00 a.m., the student is not considered absent for the day. However, individual class absences will result. The student has the responsibility of clearing this with his homeroom teacher. A written excuse is required.
2. If a student reports after 11:00 a.m., the absence in homeroom will stand, thus making the student ineligible for perfect attendance. A written excuse is required.
3. If a student checks out before 11:00 a.m., he will have an official absence.

SCHOOL HOURS

Elementary classes meet from 7:55 A.M. – 2:55 PM. Middle School and High School students meet from 7:55 A.M. – 3:15 PM. Students must arrive after 7:30 AM., as teachers are not on duty until that time. Students should be picked up by 3:30 PM.

First bell 7:50 AM.

Tardy bell rings at 7:55 AM.

SPECIAL ABSENCES

All requests for missing school other than the legitimate reasons listed above should be submitted to the school principal **at least two days prior** to the anticipated absence on a special form that can be obtained from the Front Office. The state allows absence for educational purposes, but only those submitted beforehand will receive consideration as an excused absence.

TARDY POLICY

Students arriving late (7:55 or after) for school are to report to the front office.

Middle and high school students are subject to disciplinary action after five (5) tardies in one grading period.

When a student in any elementary grade is tardy five (5) times in one grading period, a parent may be asked to meet with administration. Students and families with excessive tardies are subject to be reported for **TRUANCY**.

HOMEWORK MAKE-UP

Missed assignments due to absence should be accessed through RENWEB or a student's assignment folder and completed. For an extended absence, homework is due in proportion to the time missed i.e. three days missed allows three days to turn in make-up assignments.

AFTER SCHOOL CARE/STUDY HALL

After school care is available at the rate of \$7 per day. Payment is automatically processed monthly through your FACTS account. This care is available for all grades. Students not picked up by 3:30 will be sent to Aftercare and parents will be billed. After school care hours are from 3:30 PM until 6:00 PM.

DISCIPLINE

Hamilton Christian School is a school with high moral and ethical standards, dedicated to the task of providing quality education in a Christian atmosphere. When disciplinary action becomes necessary, an attempt will be made for it to be firmly carried out, tempered by good judgment and understanding.

Obey your leaders and submit to their authority. They keep watch over you as men who must give an account. Obey them so that their work will be a joy, not a burden, for that would be of no advantage to you (Hebrews 13:17).

Chronic, habitual, and flagrant disobedience and failure to cooperate will result in an invitation to withdraw from the school, as outlined below. Attendance is a privilege, not a right. Those who cannot work within the philosophy and stated policies of the school diminish the educational atmosphere and morale of teachers and other students.

DISCIPLINARY ACTION

The administration of HCS reserves the right to administer disciplinary action deemed necessary, including but not limited to, written assignments, work assignments, in-school suspension, out-of-school suspension, detention, mandatory participation in a mentoring program, loss of privileges regarding activities or school resources, temporary confiscation of distracting devices or improper outerwear, and expulsion. Disciplinary action will be documented and is accessible to parents through RENWEB. A conference may be requested by teachers, administrators, or parents to discuss disciplinary action. Repeated violations will result in a hearing before the School Board to determine the student's eligibility to continue enrollment.

DETENTION

1. Detention will be from 8:00 a.m. – noon on designated Saturdays.
2. No one will be admitted after 8:05 a.m.
3. Students not reporting to detention will be given a second assignment so that two sessions must be served. Missing detention for a second time will result in out-of-school suspension.
4. Students may not eat, sleep, or socialize at detention. Those not prepared to work independently will be given mandatory assignments to be completed.
5. Consequences will be altered and increased after three detentions are served.

LEVELS OF MISCONDUCT

Level I – Classroom issues such as being tardy, chewing gum, being unprepared for class, dress code violation, and other minor misconduct involving a failure to cooperate will result in marks that may accumulate to result in disciplinary action. After (3) marks, students will receive a referral in FACTS.

Level II – Issues involving disrespect, profanity or other forms of profane communication, cheating, defacing of school property, stealing, lying, use of tobacco products, possession of illicit products, forging a parent's signature, and severe classroom disruption will result in a "strike" in a "three strikes" program that will result in an invitation to withdraw from the school. Any invitation to withdraw from the school by Administration may be appealed and reviewed by the Admissions Committee of the HCS School Board.

Level III - Higher level misconduct will result in immediate referral to the Board for removal from the school:

1. The use or possession of drugs or drug paraphernalia*
2. The use or possession of alcoholic beverages*
3. Malicious destruction of school property
4. Possession of knives, guns, or other weapons
5. Conviction of a crime other than a minor traffic violation
6. Possession of/participation in pornography or attempting to access inappropriate internet web pages
7. Maternity or paternity

*If a student is suspected of being under the influence of an illegal drug or alcohol, he will be asked to submit to drug analysis to determine whether or not drugs or alcohol have been taken. The school's Drug and Alcohol testing procedures policy is outlined below.

ALCOHOL TESTING PROCEDURE

1. Hand-held breathalyzers may be utilized at HCS or any school sponsored event such as the Homecoming Banquet. Staff and faculty of HCS will be instructed in the use of the machines.
2. Students may be required to submit to the test to gain entry to an HCS function. On school days, students may be asked to submit to the test on a suspicion of use basis. Failure to submit may be reason for expulsion.
3. Consequences for failing the breathalyzer test will be referral to the HCS School Board and subject to removal from the school or event

BULLYING, HARASSING, FIGHTING, AND HAZING

HCS has a spiritual, moral, and legal responsibility to ensure the well-being and safety of every student. Bullying, harassing, fighting, and hazing will not be tolerated at HCS. Consequences for such behavior will be determined by the severity of the conduct and include, but not be limited to, out-of-school suspension up to expulsion. Given the serious and anti-social consequences of long-term bullying, the school will seek to identify those engaging in repeated patterns of bullying behavior and to help students change such patterns. Failing change, such students will be dismissed.

CANINE INSPECTION DRUG POLICY

The Board Members of HCS are committed to providing students and employees with a drug-free school and workplace. All areas of the campus, indoors and outdoors, are subject to canine inspection. Refusal to make items available for inspection may result in referring the matter to law enforcement officials, disciplinary action, including but not limited to suspension or termination of employment for employees and suspension or expulsion for students, and loss of parking privileges on HCS property for students. Visitors or patrons may be banned from HCS property. A complete description of how this policy is implemented is available upon request.

CELL PHONE POLICY

While cell phones are a daily part of life, they are disruptive to the course of the school day. Common attachments on cell phones such as cameras and recorders can be counterproductive to the teaching environment.

The policy of Hamilton Christian School is that cell phones and smart watches must not be on the person of any student during normal school hours, 7:55 AM – 3:05 PM (or at the completion of a student's final class period of the day). Any visible or audible evidence of a cell phone or Smart watch (intentional or unintentional) will result in disciplinary action as outlined below:

- 1st offense: phone will be held for the remainder of the day
- 2nd offense: phone will be held for the remainder of the day and must be picked up by a parent or guardian.
- 3rd offense: phone must be turned in daily to the administration office upon arrival to school.

DRESS CODE

When a student is observed by a faculty member or an administrator to be in violation of the following code, the parents or legal guardian may be called and the student may be sent home to make any needed alterations. If it is impossible for the student to go home to change, he may be held out of class for the remainder of the day. The student's grade for each class will reflect his unexcused absence. Three minor infractions of dress code policy will result in a referral or other disciplinary action as determined by administration. Repeated referrals for dress code violations may result in an invitation to withdraw from the school.

DRUG TESTING PROCEDURE

1. Every high school student at HCS is subject to a random drug test at any time. Names will be randomly selected at unannounced times and a sample taken in the privacy of a restroom stall. Students refusing to submit a sample may phone home and make arrangements with parents to withdraw from the school.
2. Any student may be chosen for testing where probable cause exists, including middle school students.
3. The student will have the opportunity to list any and all medications taken in the last ninety (90) days.
4. Procedures established by the Pathology Lab will document all persons who supervise collection and provide transport of the sample.
5. Results will be sent to school administration.

Notification of Results

1. A positive test result will be communicated by a telephone call to the parent and/or guardian of the student. Administration will request a meeting to discuss the situation. This meeting will include the parent and/or guardian along with the student. Attendance by a school Guidance Counselor/Social Worker is optional and made available upon request of the HCS administrator or the parent and/or guardian.
2. The student can choose to have a hair sample retest done by a school approved testing facility at the parent's expense upon notification of a positive result.
3. For students who request continued enrollment, a school hair sample retest date will be established approximately one hundred (100) calendar days from that meeting.
4. Upon request, the Guidance Counselor/Social Worker will provide the parent and/or guardian with available services in the community. The responsibility to utilize these services rests with the student and his/her family.

Retest Procedure

1. On the scheduled date a student who tested positive will be retested using a hair sample. The procedure for supervision and transport will be documented as stated above for the urine sample test.
2. A student who tested negative may be subject to a retest where probable cause exists.

Consequences for students wishing to remain enrolled:

1. A student who test positive for the first time will receive a three (3) day out of school suspension.
2. The student may not participate in nor attend any HCS activity until retested.
3. A student who refused to be retested will be dismissed from HCS.
4. Any individual deliberately tampering with results, falsifying records, or attempting to make financial profit from this test procedure will be dismissed from HCS.
5. A student who tests positive on the retest following the initial test will be dismissed from HCS.
6. A student who tests positive twice during his/her tenure at HCS will be dismissed.
7. A student who has removed or altered all appropriate hair so as to hinder the facilitation of the hair sampling drug screening will be dismissed.
8. If dismissed for any of the above reasons, a request for re-admittance will be considered after six months if counseling requirements are met. If re-admitted, periodic unannounced urine tests would be conducted throughout the student's HCS career and would be administered at the parent's expense.

PUBLIC DISPLAY OF AFFECTION

Acts of public affection are inappropriate in a school setting. Failure to comply with stated expectations set by teachers and/or Administration will result in disciplinary action.

DRESS CODE

DRESS CODE RATIONALE

1. Uniform dress limits subjection to peer pressure in regard to expensive designer clothing or fashions which may not be consistent with conservative, Christian standards.
2. Uniform dress contributes to a disciplined environment. Just as students would dress one way for a picnic and another way for church, there is an appropriate way to dress for school. A well-groomed, attractive student should come to school with an attitude that prepares him for neat, conscientious work. His attire should contribute to a disciplined environment.
3. The appearance of our students communicates many things about our school to the community and has clearly been a valuable testimony in establishing our reputation as an outstanding school with superior students.

Adherence to the dress code is the first and most tangible rule of the school to which an entering student must respond. Consistent and blatant non-compliance reveals an attitude of rebellion and disrespect for authority. The distraction caused by non-compliance affects teachers, students, administrators, and office staff. Please make a concerted effort to understand the following guidelines and ensure your child's compliance.

DRESS CODE FOR 2023- 2024

All uniforms and outerwear must be purchased through Southern Drifter in Lake Charles. No exceptions. Uniforms can be purchased in store or online. <https://southern-drifter.myshopify.com/collections/hamilton-christian-academy>
Download the free app "Southern Drifter Apparel"

Pre-K 3 - 3rd Girls

Plaid jumper and white peter pan shirt with logo on collar. Black shorts under the dress are required.

Plaid shorts with either peter pan logo shirt or white oxford.

Athletic shoes must be solid black, white, or gray or any combination of these colors or brown Mary Jane/sperry style shoes.

4th - 12th Girls

Plaid skirt paired only with white oxford. Black shorts under the skirt are required.

Black tights may be worn in cold weather.

4th - 8th athletic shoes must be solid black, white, or gray or any combination of these colors or brown Mary Jane/sperry style shoes. **8th Honors Academy and 9th - 12th must be brown sperry style shoes only.**

Pre-K 3 - 8th Boys

Khaki shorts or pants from Southern Drifter only. (cotton or performance material is acceptable)

Pull on pants or pull on shorts option from Pre-K 3 - 1st acceptable.

3rd - 8th black or brown leather belt required.

Hamilton performance green polo or white oxford.

Athletic shoes must be solid black, white, or gray or any combination of these colors.

9th - 12th Boys

Cotton or performance pants from Southern drifter - No shorts

Hamilton white logo oxford only

Brown sperry style shoes only

Black or brown belt required

Tie required on Chapel days or other occasions as determined by Administration

SHOES

Pre-K 3 - 8th - White, black, gray, or a combination of these colors. No other colors allowed on the shoes.

8th Honors Academy - 12th - Brown Sperry or Sperry style shoes only.

OUTERWEAR

HCS cardigan (new design coming soon, fleece jacket, sweatshirt, or windbreaker purchased from Southern Drifter ONLY.

Green Blazer with Hamilton Crest is optional.

Letterman jackets purchased through HCS may be worn during the week.

No other outerwear is permitted. Athletic or club outerwear purchased or distributed through HCS may only be worn on Friday.

Athletic Practice Dress Code

When practice for HCS-sponsored athletics is not conducted in school-issued uniforms, the following guidelines must be followed: **Shirts** must be worn at all times, must cover the mid-section, and not be tight-fitting. **Shorts** must be at least mid-thigh and cover undergarments completely. Bike shorts or tights must be covered with shorts. No distasteful logos or imprints are allowed.

Game Days/ Special Events

With approval of the administration, athletes and cheerleaders may be permitted to wear school-issued clothing on days of athletic events. This includes clubs and other groups.

HAIRSTYLES, JEWELRY AND ACCESSORIES

1. Hair fashions or hair accessories which are extreme or which call attention to themselves, including close scalp shavings, spiking, coloring, large bows, etc., are not acceptable. Conservative high-lighting and natural coloring is acceptable. Hair colors may not be unnatural.
2. Male students' hair must be well groomed. Hair may not hang over the collar and must be cut above the eyebrows, trimmed neatly on the sides and no longer than the middle of the ear. Hair that grows upward must be within four inches of the scalp. No extreme styles are allowed and are at the discretion of administration.
3. Beards and goatees are not allowed. Sideburns should be well-trimmed, not extending below the middle of the ear.
4. Body piercings or other gadgets attached to any body part are not acceptable for boys or girls.
5. No earrings are allowed for male students.
6. Female students' hairstyles must not be outrageous. Their makeup must be in good taste and not excessive. Jewelry must also be in good taste, not excessive, and must match the uniform. Only those buttons, patches, stickers, and logos relating to school may be worn on uniforms.
7. Caps, hats, bandannas, or other headgear are not allowed inside the buildings. Hoods on jackets may not be worn in the buildings.
8. "Dog collars" and/or chains, spiked or otherwise, as well as sweatbands or other arm bands are not allowed.
9. Tattoos are not allowed to be visible.
10. Markings on the body with Sharpies/markers are not permitted.
11. All dress and hair issues are subject to administrative approval.

FINANCIAL POLICIES

TUITION

<u>Level</u>	<u>First child</u>
Pre-K3 - 5	\$5650
Middle	\$6150
High	\$6650

FEES

Registration fee (non-refundable): Registration fee is due in full upon enrollment. \$200 for current families. \$300 for new families. NOTE: Returning families are not permitted to register for the upcoming year if there is an outstanding balance for the current year account.

ALL FEES DUE ARE DUE BY JULY 31

1. Capital improvement fee - \$875.00 per family (non-refundable)
2. Book/supply fee Pre-K 3 - K - \$325.00 per student (non-refundable)
3. Book/supply fee 1st – 12th - \$475.00 per student (non-refundable)
4. Technology fee - \$150.00 per student, grades 6-12 (non-refundable)

NOTES

1. Tuition is due on the 5th and/or 20th of each month.
2. Tuition may be paid in 10 monthly installments, August – May (or divided per number of months remaining through May).
3. All families must use the FACTS payment program.

TUITION DISCOUNTS

Discounts off the annual tuition payments are available under the following circumstances.

1. There is a five (5) percent discount on tuition if full payment is made by August 11, 2024.
2. Second and third children will each receive a \$200 discount in tuition.
3. Four or more children enrolled from the same family receive a 15% discount on the total tuition.

RETURNED CHECK POLICY

All Returned checks to the HCS Finance Office will have a \$32.00 assess on each NSF Check.

REFUND POLICY

Students who register and do not attend or withdraw during the school year are eligible for a refund in tuition. If students withdraw before attending any classes, a full refund of tuition is given. Parents are responsible for a full month's tuition for any partial month in which a student is in attendance. A pro-rated refund will be given for remaining months if tuition has been prepaid. Under no circumstance is registration, textbook/supply fee, technology fee, or capital improvement refunded. Since books are considered to be rentals, they are not given to the student upon withdrawal.

TEXTBOOK POLICY:

1. All non-consumable books are considered to be rentals.
2. There will be a predetermined fee to replace any damaged/lost book(s). This fee will be determined by HCS at the time of rental. HCS will be responsible to order any damaged/lost rental book(s). **PARENTS are NOT allowed to replace any damaged/lost book(s) apart from HCS.**
3. Consumable materials, tests, quizzes, and any graded materials will not be returned when a student withdraws from the school.

OVERDUE ACCOUNTS

Any account more than 30 days past due will result in the student not being allowed to attend classes. Notice will be given in writing at least one week before this deadline.

If tuition should be more than 45 days past due, the credit bureaus may be notified of the late account. Should an account be terminated due to non-payment, it will be turned over to a collections agency.

Report cards will be held and FACTS access will be blocked if a student has any financial obligations that have not been fulfilled concerning HCS matters.

Accounts with habitually late payments or poor payment history may be asked to withdraw from the school.

SCHOLARSHIPS

A limited number of need-based scholarships are available in Louisiana through the ACE scholarship program. See www.acescholarships.org, click on "Become a Scholar" and then click on the state of Louisiana in the U.S. map for information. Hamilton Christian School does not select the recipients of these awards or administer these funds.

FUNDRAISERS

Unfortunately, tuition and fees do not cover all the expenses of operating a private school. School-wide and activity based fundraisers will be held to supplement the budget. An effort will be made to keep these to a minimum and make them as practical as possible. Participants may be rewarded with class parties and other prizes. Parents are asked not to allow students to go door-to-door alone to do fundraising. HCS families are urged to consider other avenues of supporting the school such as:

1. Make a tax-deductible donation to HCS.
2. Utilize programs at work which provide matching grants or donations. Please check with your employer.
3. Advertise your business with school signs and publications.
4. Urge your church to become an official partner in education with HCS (\$1200+/yr.), provide scholarships or partial scholarships for members attending HCS, display school brochures, and/or pray regularly for the school.

HEALTH AND SAFETY REGULATIONS

MEDICINE

State Law prohibits teachers/staff from dispensing medication without proper documentation from a physician. A student should not have medication of any kind on his person or in his locker. Parents may come to school and administer medicine themselves. Parents must keep a student out of school if he has been vomiting, has diarrhea, or has had fever in the last 24 hours.

If the parent/legal guardian wants medication to be administered during the school day or for medications to be held in the office and administered at school during emergency situations, an appointment should be made with the school nurse to devise a plan that complies with state regulations.

IMMUNIZATION RECORD

Check with your physician to assure up-to-date immunizations. Registration cannot proceed without complete records. Parents choosing not to immunize their children for religious, philosophical, or medical reasons must submit a form documenting their non-participation and understanding that in the event of an outbreak, their children would not be allowed attendance at school.

LICE POLICY

If a case of lice is discovered at school, the child will be politely sequestered in the office, and a parent called. Parents of other students in the immediate class will be notified of possible exposure. No student will be permitted to return to school until completely free of lice. A private inspection by the school nurse is necessary upon return.

STAYING IN AT RECESS OR P.E.

Middle and high school students must dress out for P.E. and participate in a limited activity such as walking even when a parent note is given. Total exemption from P.E. activity must be at the recommendation of a physician. Elementary students may miss up to three (3) days from P.E. with a parent note, after which a statement from your doctor will be required if the student is not to participate in P.E.

OPERATING PROCEDURES

BAD WEATHER CONDITIONS

School closing announcements will be made through local media, the school web site, and phone messages. HCS generally follows the Calcasieu Parish School Board's decision for weather related closures for public schools for ease of communication and to prevent confusion. HCS would not necessarily close if the CPSB closed for reasons other than weather related concerns such as an inability to run bus service or facility maintenance issues.

CAMPUS RESTRICTIONS

1. HCS has a closed campus. Once the student has arrived, he will not be allowed to leave the school site before the end of the day without permission from the parents and administration.
2. Guests must check in through the office and receive an Office Pass.
3. Students must have permission to be outside the classroom during class time.
4. Students may not go to vehicles or into storage rooms, private offices, etc., without permission of the administration via the Front Office.
5. Students may go into the classrooms only during class time or when there is a staff member present.

CLASSROOM INTERRUPTIONS

The school day is designed to run best with limited interruptions. Please have your student to school on time at 7:55 AM. When bringing an item from home, please allow the office staff to call your student during a class break. Lunches brought after the start of school must be taken directly to the cafeteria and retrieved by the student during the lunch period.

COMPLAINT PROCEDURE

1. Christian unity is not only a treasure to be guarded, but a command to be obeyed (Eph. 4:3). As often as possible, give others the benefit of the doubt. It is to your glory to overlook an offense (Prov. 19:11). Make it your goal not to be easily offended or defensive.
2. If the disagreement is such that your child will suffer if the issue is not addressed, please bring your grievance directly to the offending person (Matt. 18:15). It is the goal of all HCS faculty and staff to be available and accessible to parents. Appeals to the administration are welcome if you have approached the offending person in an effort to clear any misunderstandings and have been unsuccessful.
3. Do not broadcast your complaint. Express it only to the person who should hear it. Unneeded worry, harm, and hard feelings result when problems and dissatisfactions are expressed to persons other than those directly involved.
4. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of HCS, and thus in the glory and growth of His Kingdom. Read and think about such passages as Ephesians 4:1-2 and Colossians 3:13-17.

The following chain of command should be observed.

Parent Area of Concern	First Level	Second Level	Third Level	Fourth Level
Instruction/Curriculum Pre-K 3 – 12th	Teacher	Elementary Mentor/ Supervisor	Elementary Admin/Secondary Admin	Principal
Student Concerns/Discipline Pre-K 3 – 12th	Teacher	Dean	Principal	HCS School Board
Scheduling Concerns/Changes	Counselor	Principal	NA	NA
Athletics	Coach	Athletic Director	Principal	HCS School Board

CONTACT INFORMATION

Parents/students are requested to report to the main office all changes of address, phone number, place of employment, and emergency contacts or authorized pick-ups, as soon as possible. .

COMPUTER / TECHNOLOGY POLICIES

Hamilton Christian School offers students a variety of opportunities to explore and apply modern technology through the use of computers, video and digital cameras, and Internet access. Students are allowed access to equipment under faculty supervision.

Any student caught using equipment in any manner deemed inappropriate by the supervising teacher will have all access privileges revoked. This includes misuse of the keyboard and the mouse.

Students wishing to access the Internet for educational purposes must sign the HCS Student Acceptable Use Contract on the individual registration form required for registration. No student will be allowed access without that form on file. Students are expected to use all materials and resources appropriately, or privileges will be revoked.

DROP-OFF AND PICK-UP OF STUDENTS

1. Drop-off and Pick-up locations will be announced prior to the beginning of the school year.
2. To expedite the pick-up for elementary students, all parents will be given a hang tag that must be placed on the rearview mirror. Tag must be visible to the teacher at pick-up the entire year.
3. All parents are expected to cooperate in this pick-up procedure and to follow all outlined rules.

EXTRACURRICULAR CONDUCT

Students are encouraged to participate in extracurricular activities. As participants, students cannot say nor do anything that would cast a bad reflection on the Lord Jesus, their family or HCS. Such action can result in suspension from that activity up to dismissal from the school. All school policies will be enforced at school sponsored activities.

FIELD TRIPS

Written parental permission slips must be signed and received by the teacher prior to the students' leaving campus (verbal permission is not sufficient) for field trips. Students on field trips must abide by all school policies as recorded in the *Handbook*. Dress for field trips will be the uniform or designated school issued t-shirt. **Siblings are not permitted to attend field trips with students unless they are both enrolled in the class.** Transportation for field trips must be by bus or adult driver. **No students will be allowed to drive other students on school-sponsored field trips.**

LIBRARY INFORMATION

The library is open Monday – Friday, 7:30 – 3:30. Grades Pre K – 5 have a scheduled library time each week. Middle and high school students have access to the library before school at 7:30 AM, at morning break, and after school until 3:30.

Pre-K3, Pre-K, Kindergarten, and 1st grade students are allowed to check out one (1) book per week, which may be taken home. Elementary students, grades 2-5, may check out two (2) books for a period of one (1) week. No past due fines will be charged to elementary students; however, other books may not be checked out until the current one/s have been returned.

Middle/high school students, grades 6-12, may check out two (2) books for a period of two (2) weeks. The book/s may also be renewed for another two weeks. A fine of twenty-five (25) cents will be charged for each school day that a book is past due; two “grace” days are given before fines actually start.

***Due dates are stamped in the books checked out by middle and high school students. Reminder notices are given to any student with overdue books and/or a fine. Report cards are held until the student clears with the library. Students who make no effort to turn in overdue materials and/or pay fines will also have a disciplinary referral form given to administration.*

Replacement costs will be charged for books returned damaged and for lost books.

Students are encouraged to use the library’s collection of books and reference materials. Computers are available for research. Students can also make use of the books and materials available from the Calcasieu Parish Public Libraries. Their online catalog or OPAC has been bookmarked under Favorites on the library computers. It is highly recommended that middle school and high school students have a library card and know their PIN number. Books can then be reserved from any public library branch.

LUNCHES

Students have the option of bringing lunch from home or pre-purchasing lunch. Grades Pre-K3 – 3rd grade are not allowed to bring any cold drinks (Coke, Dr. Pepper, Sprite, etc.). A hot lunch program is available. Information is given at the beginning of each school year. Lunch must be eaten in the cafeteria unless an alternate location is approved by and supervised by an attending staff member.

OUTSIDE FOOD

Bringing restaurant food to students on a regular basis at lunch is discouraged. No food from food delivery services will be accepted by the school.

OFFICE PROTOCOL

1. Students needing to call home during the day must ask permission to use the student telephone at the front office.
2. In order to meet with the principal or teachers, appointments must be scheduled. These appointments can be made by emailing the teacher or through the school secretary.

- School office hours (August – May) are from 7:30 AM to 3:00 PM, Monday through Friday. Summer hours are 8:00 AM to 12:00 PM, Tuesday through Thursday.

PARENT INVOLVEMENT

Parents are primary educators of children. It is the goal of HCS to value, respect, and support parents. Parents are encouraged to be active in the school PTO, meet with teachers, attend orientation and open houses, and be available for help with field trips and class projects.

Parents may arrange with the administration and faculty to observe a student's class at any time. For the safety of your child, **it is important for ALL parents and visitors to check in at the Front Office when they arrive.**

Parents who are on campus for school-related activities or who are chaperoning for a school function are respectfully asked to be a good example by following the HCS dress code guidelines.

NEWSLETTER

A school newsletter is e-mailed each Monday with important announcements, information, and reminders.

PARENT/TEACHER CONFERENCE

Parent/teacher conferences can be arranged at any point during the year. Please make appointments. Advance notice is not only courteous but allows a teacher to be better prepared to answer your questions and address your concerns.

PARTIES

A limited number of class parties may be held with approval from the teacher. Invitations to private parties may be distributed at school only if every member of the student's class is invited. If the party is gender specific, all girls or all boys from the student's class must be invited. Otherwise, invitations should be mailed or distributed off campus.

PLEDGES

All students are expected to say all of the pledges. If a student objects for reasons of conscience, this objection should be noted with the administration at registration. Those objecting for conscientious reasons will still be expected to stand and remain quiet.

SENIOR PRIVILEGES

Seniors may park in front of the gym and leave upon completion of classes. They must check out with the Front Office and exit through the front doors by the front office. Seniors returning to campus are required to check in through the office.

TRANSPORTATION FOR SCHOOL SPONSORED EVENTS

Release forms will be sent home for students to be transported for field trips away from the campus. Parents are always welcome to attend the field trip and personally provide transportation for their students. For athletic events, student athletes will be provided with school sponsored transportation. Parents with unique circumstances may petition the coach for alternative means of transportation.

VEHICLES

Students may drive their personal vehicles (car, motorcycle, bicycle, etc.) to HCS. Students may NOT go to any vehicle at any time during school hours without permission from the administration or Front Office.

VIDEO SURVEILLANCE

All areas of the campus, indoors and outdoors, except restrooms and locker rooms, are subject to video surveillance. This is an effort to ensure safety as a deterrent to misbehavior and documentation of any incidences that may occur.

WITHDRAWALS AND DISMISSALS

Withdrawals from school are to be made through the Front Office by the parent or guardian. A student may not be accepted for re-admittance if his account for the previous year is or has been delinquent. **Report cards and/or school records will be held until all fees are paid and/or school property is returned. See financial policies regarding withdrawal from the school.**

Any time a student or parent cannot remain in harmony with the philosophy, rules and policies of Hamilton Christian School, the child may be dismissed from the school and not accepted as a student in the future.

RELEASE FROM CLASSES

When it becomes necessary for the parent to take a student out of class for a doctor's appointment or other reasons, release of the student should be made through the school office. Parents are not to disrupt classes. Students are not to be taken from school during school hours without being checked out through the school office.

Students are not to go to cars without permission of administration during the day. Students who leave campus without signing out with the Front Office risk suspension.