HLC Leadership academy



Zero tolerance

school

Revised 2020-2021

Parent/Student Handbook

For

Grades Pre K – 12

Dear Parent and Student:

Welcome to HLC Leadership Academy, we are glad to have you in our Christian family academically and spiritually and trust that your experiences here with us will be rewarding and valuable.

You are now reading a very important document. **It is necessary that both parents and students read it carefully.**

**HLC Leadership Academy would like to inform you that we are following all the guidelines from CDC in regards to the COVID-19, and you can rest assured that everyone on the premise are wearing mask according to CDC specifications and no one is allowed in the building without mask. We also on a daily take temperature prior to entrance.**

This handbook has been prepared to offer information and suggestions to help you have an enjoyable and productive year here at HLC Leadership Academy. It contains certain basic information about our Christian school, which you will need to know.

It is the intent of this handbook to provide a guide to the student for conduct and activities in the school and to aid parents in their relationship with the school. It will help students to be constructive citizens and a member of an excellent student body. It will also help our parent(s) and student(s) understand what is expected of them as they become a part of our HLC Leadership Academy family. While we do not anticipate it happening often, HLC Leadership Academy reserves the right to change policies at any time.

All the statements are relevant and important. Ask God to help you understand and abide by these policies. It will mean a year of blessing for each of us!!!

 Lillian Johnson, Director

**Purpose and Philosophy**

“Train up a child in the way he should go and when he is old, he will not depart from it.” (Proverbs 22:6)

**Statement of Faith**

The purpose of HLC Leadership Academy is to provide a quality education in a Christian context. We will provide spiritual and academic excellence for each student through a basic fundamental Christian curriculum. We believe in one God, the Father, Son and Holy Spirit, who has revealed himself in the Holy Bible.

Since all the truth belongs to God, God should be honored in every field of study. God’s revealed word, the Bible is the standard by which all claims to truth are measured, it is our prayer that any child attending HLC Leadership Academy will develop and grow in their personal relationship with Jesus Christ as their Savior and a personal relationship with Jesus Christ as their Savior and Lord.

HLC Leadership Academy is a community Christian School focused on those beliefs, which Christians share in common. Our statement of faith is as follows:

Our students will be guided into a true knowledge of God’s world, of his history and its culture.

Our students will be instructed in Scriptural principles that will guide them in mature living, in its spiritual, intellectual and behavioral dimensions.

Our students will be encouraged to recognize the greatness and the mercy of our Lord in every area of life.

Our students will learn that all have sinned and are in need of salvation through acceptance of Jesus as Lord and Savior.

HLC Leadership Academy believes that the above precepts are basic to the Christian faith. It is not our intent to promote the doctrines of any one church or denomination. Matters of denomination differences or personal interpretation are to be left to the parents of the students and the churches they attend. Our student enrollment is open to all whom subscribe to the four above stated precepts of the Christian faith, and who abide by the guidelines and policies set forth in the parent/student handbook.

Because our Lord is Lord of all life we further profess and declare that:

* Obedience to God involves us in a thorough investigation of all reality, and that students, teachers, parents, staff, administrator(s), etc., alike should seek to integrate their personal faith with all areas of learning.
* Obedience to God involves us in an urgency to promote this Lordship of Christ within the communities of our school and throughout the entire world through the agency of the schools as well as the church and family.

All this we profess and declare in the sure and certain hope that we nurture our children in the knowledge and love of the Lord, God himself will guide, preserve and bless these efforts through the work of the Holy Spirit.

**Mission Statement**

**Teach academics excellence in a caring Christian environment, from a Christian** **perspective** as we prepare our students to deal with the issues and realities of life by developing their spiritual, academic, social and physical potential all from the foundation of Biblical truth.

**Vision Statement**

Reach the minds and souls of all our youth through Christ and train them for future servants in the Lord’s work.

**Enrollment** – we have an open enrollment – Equal opportunity applies to all students in having access to educational programs and activities and in having a safe, healthy and positive learning environment. Our learning environment is free from discrimination and/or harassment.

**HLC** will not discriminate on the basis of age, gender, race, creed, color, religion, marital status, sexual orientation, national or ethnic origin, disability, or genetic information. It is recognized that discrimination may include actions by students, employees, or any individual who might come in contact with students on school grounds or at school-sponsored activities.

We will not tolerate verbal, written or physical harassment by any means, this includes written/verbal harassment by electronic means.

**Standards** – our aim is to give parents confidence that their children will receive the highest quality education both spiritually and academically by providing a superior curriculum/program that will give our youth the education they need and deserve in both areas.

**Philosophy** – pray first, seek guidance from the Lord, seek his help to provide us the right leadership, the right teachers, the right administrators, in other words our staff will be a family of Christians that will walk by faith and not by sight, as God will give us the wisdom and discernment.

**Our curriculum** – we will choose the right curriculum, as the right curriculum will do a lot to help achieve excellence in the classrooms, we look to have a comprehensive curriculum written from a Christian worldview that will help our teachers on all experience levels to excel. We will carter our curriculum from **“Abeka”** and **I-Ready** which will offer high performance material and a day to day lesson plan that will prepare our teachers for the classrooms.

**Goal –** It is the goal of HLC Leadership Academy as a Christian school lead by God to its own constituency and to the community and our parents at large, to implement the above mission statement by carrying out the following strategies:

**Curriculum**

* In addition to a specific Bible course for each grade level, teach each subject from a Christian perspective

**Student Growth and Development**

* Encourage individual growth to each student’s fullest potential; enabling him/her to become a well- adjusted individual with the capability to impact society.
1. We will encourage the student to use good study skills and habits
2. We will encourage each student how to research and reason logically in a positive perspective.

**General Policies and Information**

**School Hours**

**Grades K – 12**

**All students should be at school at 8:00 am., School begins at 8:30 a.m. promptly and ends at 2:30 p.m. promtly**

**Students arriving before 7:30 a.m. or not picked up by 2:30 p.m. will be checked into Extended Care and there will be a fee for this service(no exceptions) if needed we advise parents register for extended care prior to the service.**

**Before/After Care Program (all students must be registered prior to use of extended care service.) These fees are per child**

**Daily rates** (Please check the extended care you need for your student(s)

* **Before Care only** - $.75 per 15 minutes(or portion thereof) per child

Available from 7:00 a.m. until 8: a.m. a.m., charges applies from the time the parent/guardian signs the child(ren) in using the log book, with the appropriate time and date (if the log book does NOT reflect the time or is NOT signed, then the charge will begin at 7:00 a.m., (no exception) Maximum daily charge is $6.75 or $30.00 per week, if used all 5 days.

* **After Care only** $.75 per 15 minutes (or portion thereof) per child

Available 15 minutes after school is dismissed(typically 2:30 p.m.) and is available until 6:00 p.m., charges applies from 2:30 p.m. until the time the parent/guardian signs the child out using the log book with the appropriate time and date(if the log book does NOT reflect the time or is NOT signed, then the charge will end at 6:00 p.m., (no exception) maximum daily charge is $10.50 or $50.00 per week if used all 5 days.

* **Before and After Care combined** - $.75 per 15 minutes (or portion thereof) per child. The rules for Before and After Care combined are the same as the before/after care, maximum daily charge is $17.25 if used all 5 days, flat rate will be $80.00 if used all 5 days.

**\*\*\*\* discount for more than two children if you have more than one child, speak with the office in reference to a quote for service, this quote is for children in the same household/same address.**

Extended care charges are payable in advance each week and prior to service beginning.

**OFFICE HOURS (7:30 a.m. – 3:30 p.m..) Extended care hours 7:00 a.m. – 8:00 a.m. and from 2:30 p.m. – 6:00 p.m. (fee not included in scholarship funds)**

All parents are welcome in the school, but they must first check in at the office and receive a visitor’s badge before entering the hallways or student area. No parent is to go directly to the classroom!!!! If a parent desires to speak with his/her child’s teacher, the parent should arrange a private parent/teacher conference, during before or after school hours, there should be no meeting during school, chapel or lunch hours. **DUE TO COVID-19 WE ARE NOT ALLOWING VISITATION INSIDE THE SCHOOL, IF A PARENT WOULD LIKE A CONFERENCE WITH THE TEACHER THEY WOULD HAVE TO CONTACT THE OFFICE AND SCHEDULE AN APPOINTMENT.**

Lunches, homework, books and other items may be left in the school office to be delivered to a child. Please do not call to ask to speak with your child unless it’s an emergency and the child to you. All emergency calls will be made to the teachers or the administration. **The School’s number is 850-539-1315 or 850 616-1571.**

**Good Communication contact HLC Leadership Academy at 850-539-1315 or hlcacademy1315@gmail.com**

**Orientation/open house –** parents/students are invited to attend the orientation which will be held Thursday, 4:00 p.m. – 6:00 p.m., prior to the week of opening of the school term. Faculty, staff, school administrators, director and board member will all be present. This will give the parents/students a chance to meet and get acquainted along with touring the school. This would be a good opportunity for answer and question time.

**Attendance**

Students are expected to be in school 180 days except in case of emergency or personal illness, students are allowed to have up to eighteen (18) absences per school year. Students with more than eighteen cumulative absences in a school year may be subject to retention in the same grade for the following school year or dismissal from school, at the principal’s discretion. Students who accumulate more than six unexcused absences in a quarter may be placed on Attendance Probation and may be disqualified from all extracurricular activities within the school. (more than four absents during a semester a note from parent/doctors must be brought to the office at the time of returning back to school)

If you child will not be absent, please contact the office to inform the school of the absence, and if you child does not come to school at the end of the day a staff/administrator will contact you of child(ren) absence.

**Tardiness**

Arriving at school on time is very important. Tardiness is detrimental to a student’s character development and school progress. It also disrupts the classroom as valuable time is wasted when a teacher must interrupt the class to provide instructions and assignments to a tardy student. An unexcused tardy will void perfect attendance, if you know that your child will be tardy, please call the school office, the school secretary will contact the teacher regarding the child’s tardiness. A student is considered tardy if they arrive to class 10 minutes after the start of school.

**Leaving During the Day**

If an emergency arise that makes it necessary for a student to leave school early, the parent must inform the school by note, phone or in person, if in person the parent/guardian or person 18 or older must sign student out.( a student under 18 years of age can-not sign themselves out of school early(students being early released it is mandatory by the school for a parent/guardian to give prior notification to the school).

**Leaving the School Grounds for lunch**

Only High School Students (11th and 12th graders) will be allowed to leave the school grounds for lunch and a notarized statement from the parent/guardian must be on file (no exception) student must sign out and in for lunch and be back on time, 5 late arrivals, privileges will be suspended for a period of 30 days or until further notice (parent will be notified of action taken)

 Parents/guardians, grandparents, alumni of HLC Leadership Academy and Pastors from student’s church are permitted to eat lunch with students, all visitors must check in at the office and receive a badge from the office, and must go directly to the lunch room and leave immediately after lunch (can come 5 minutes prior to lunch schedule and must leave no later than 5 minutes after lunch) visitors lunch table will be available for those wishing to come and have lunch with their student.

Visitors eating lunch with student must be approved in advance of their visit from school administrator prior to coming the visitor must meet all dress and behavior codes while visiting. Any person not abiding by school policies and problems arise, individuals may be prohibited from the school **(DUE TO COVID-19 THE ABOVE VISITATION HAS BEEN SUSPENDED UNTIL FURTHER NOTICE.)**

**Cell Phones and Electronic Devices** – students are not allowed to bring individual electronic devices to school or on field trips unless instructed to do so by their teacher for a school related project or out of town field trip(approved by administrator) this includes(but not limit to) any music or video-playing devices and all electronic games, such devices will be confiscated and they will be returned by the end of the school day, and if confiscated twice from the same students, then the device will be returned only to the parent in person. (if students must bring cell phone to school it must be turned into the office at time of entering school and returned to student at the end of the day of school(no exception)

**Accidents** – it is important for the school to have your current address, telephone number, doctor’s number and the name and number of a person to contact in case you are not available. If any of this information should change during the school year, please notify the school secretary immediately. If your child sustains an injury at the school that requires medical attention, you will be contacted (if the injury is a head injury, you will be contacted even if immediate medical attention is not deemed necessary) if you or your designated person is not available, your child will be taken to a medical facility by ambulance.

**Fire Drills** – fire drills are held at least 5 times during the school year, students are required to clear the building as quickly as possible in a quiet, orderly manner. Each teacher will direct his/her class to the assigned area on the school grounds, each teacher will take a head count of all students in their group at the time of entering safe grounds and after returning to class. All students are to remain quiet and in a single file line until the ALL CLEAR signal is given. Teachers are to remain with your students at all times, while a designated person will check the building to make sure all students, staff, etc., are out of the building and after all is clear, they will give the clearance to return to class.

**Medication**- school personnel are not allowed to administer medication, all medication must be given prior/or after school, this include prescription drugs, over the counter, aspirin, pain relievers, and cough drops, etc.

**Illness –** during school time, all students are to participate unless they are ill and if so the parent must be contacted. State law requires that a child who becomes ill at school, parent must be contacted and student picked up, any student with fever should not be at school, a student will not be admitted back to school until one complete school day has elapsed due to one of the following reasons: sore throat, fever, diarrhea or vomiting. When a student becomes ill during the school day, he/she must report to the teacher for assistance, and the parents will be called if necessary.

**Lost and found** – all personal belongings of students must have identification labels on them, students are responsible for their own items. All abandoned personal articles will be placed in the designated area, while at school, please check the office to see if there are items belonging to your child (please do not expect the teacher to be responsible for lost items) once each quarter these articles may be donated to a charitable organization if not picked up.

**Snacks** (Pre K-3 to Kindergarten) - teachers are not required to provide snacks

**Lunch Period Rules –** students will obey all the rules when eating in the lunch area, all students will bring their own lunches, and no students will be allowed to leave the lunch area without permission, students are to be supervised at all times. Students may talk in a normal, quiet voice (not a loud playground voice). Good manners and behavior are expected when eating. ALL STUDENTS ARE REQUIRED TO BRING LUNCH TO SCHOOL AS THE SCHOOL DOES NOT PROVIDE LUNCH.

**Playground Rules** – Students are to display a Christian attitude at all times: the following are not allowed:

* Fighting, hitting, kicking, biting, spitting, wrestling or kissing even in play
* Tackle football
* Throwing or kicking balls toward another student head, chest or any other part of the body intentionally
* Throwing rocks, pebbles, sticks, dirt or any other objects
* Going without shoes
* Littering or defacing property in any way
* Climbing in trees
* Using playground equipment inappropriately
* Sliding stair rails
* Using the restroom as a place for visiting with friends
* Bullying or threatening behavior
* Insulting or calling hurtful names
* Showing disrespect to teachers or to others in authority
* Leaving the play area without permission
* Smoking, using inappropriately language

**Chapel Attendance**

Attendance of Chapel is a requirement for all HLC Leadership Academy students, staff. Parents/guardian are welcome.(suspended due to COVID-19) Chapel will be every Monday morning from 8:35 a.m. – 9:00 a.m., and the attire for Chapel is Grey Shirts and black Pants/skirts (no exception), this uniform attire is to worn on Monday, chapel day only.

**Prayer and Devotions** – every day in the classrooms there is a time set aside for prayer and devotions, student have the opportunity to share prayer requests as well as begin the day with the word of God.

**Bible Classes** – each class uses a designated Bible curriculum, this curriculum introduces students to Scripture so that they not only understand the word of God, but are motivated to obey it. Students are required to memorize a scripture verse as part of the curriculum.

**Pledges** – students are required to memorize and participate in the following pledges at morning devotions and assemblies:

**American Flag** – I pledge allegiance to the Flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

**Christian Flag** – I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.

**The Bible** – I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart that I might not sin against God.

**Dress Code** – HLC Leadership Academy has a uniform dress code, all students who attend the school as well as faculty and staff will be required to dress with cleanliness, neatness and modesty as becomes a Christian. While a number of good things happen at our school, we are first and foremost a learning facility, everything we do should encourage learning, from the appearance of both staff and students, no exception. We do however understand that appearance influences conduct and conduct influences learning, and learning is the core of our mission.

Research has acknowledge that uniform dress code may improve classroom behavior, result in an overall safer environment, reduce student anxiety about fitting in, and lessen negative student competition.

**HLC Leadership Academy Uniform Attire:**

**Chapel Day** - Grey polo uniform shirts and black Pants/Skirts (Monday only)

**Regular school day: (Tuesday – Thursday)** Maroon, polo and black or khaki pants

**Friday –** dress down day for staff/students, still dress attire must be professional

* Long or short sleeves uniform polo shirt, colors are, Maroon
* Khaki, and black pants/skirts (please size to fit) not too tight or baggy
* Girls/boys shirts should be lengthy to cover back if bending over
* Sneakers or regular closed in shoes(black, brown, maroon, or white)
* Belts – must be worn with pants that would otherwise drop 2 inches or sag below the waistline.
* All clothing must fit properly not too tight or too big
* Girls no skinny or skin tight pants
* Shorts must be uniform length
* No sagging or low wearing pants that underwear are seen
* **No shorts worn on Chapel Day**
* No open toed or open heeled shoes
* No house/bedroom, no scandals only closed in shoes
* No hats, caps, bandannas, sleep scares/caps/stocking caps etc., on head
* No wired color in head(pink, blue, green, etc.,
* No body piercing shown (eye, nose, stomach, etc., girls may have two earrings per ear no more, boys no ear piercing.

**Food and Drinks** – no food or drinks are allowed in the classroom or halls NO FOOD/WATER ALLOWED IN COMPUTER/LAB/LIBRARY AREA. This applies to student/teacher/staff and administrators. (no exception) **DUE TO COVID-19 WATER FOUNTAIN ARE CLOSED TO STUDENTS, SO PLEASE BRING REFILLABLE BOTTLE WITH LID FOR TEACHERS OR STAFF TO REFILL.**

**Visitor Policy** – all visitors must first report to the office and sign in and out, the secretary will give you a visitor’s badge for the location/assigned area you wish to visit. VISITATION SUSPENDED DUE TO COVID-19 (unless approved through the office)

**CHRISTIAN/ACADEMIC STANDARDS**

“whatsoever ye do, do all to the glory of God” (I Corinthians 10:31)

Academic Excellence – excelling will be the key word for every class and activity. The Christian has no excuse to present only his average effort. He must strive to excel and to offer the Lord his best. Let us strive to have “excellence without egotism” so that we give him the glory for anything we are able to achieve.

Academic dishonesty will not be tolerated. Any dishonesty in academics will automatically result in a zero on that assignment. If the zero results in failure of that subject for the year, a student must complete the assignment or make some arrangement for credit recovery. Plagiarism is considered academic dishonesty.

**Honor Roll** – the requirements for Honor Roll each quarter are students achieving an average of 80 - 85% without any D’s will be awarded honor roll, students achieving 86% without any D’s(all A or B) will be awarded A-B honor roll, students achieving 95% or better without any D’s(all A’s ) will be awarded the Principal’s Honor Roll.

**Grading Scale** – grades first through twelve will be graded on the following scale:

100 or above A+ 79-81 C+ 59 and below F

95-99 A 73-78 C

92-94 B+ 60-72 D

82-91 B

**Pre K – Kindergarten grading scale is as follows:**

E Excellent I (improvement needed)

S Satisfactory U (unsatisfactory)

Homework – HLC Leadership Academy students will be expected to complete homework appropriate for their age/grade level and will be give 2-4 times weekly. Homework is a good opportunity for the parent to be an active part of the education of their children, parents can help with homework without doing it for the student. This is your chance to personally experience your child’s academic development with them. We encourage parents to interact with their students and their homework.

Teacher are not allowed to use homework as a disciplinary measure, if homework is properly used it will begin to prepare students for the self-directed type of study used in high school and college.

Teachers need to assist, direct and guide the student in establishing good and proper management techniques and study habits when assigning homework.

**Standards for Homework**

* Homework should tie directly with class work and lesson objectives
* It should not take too much time and effort on the part of parents/guardian
* It should be sufficiently discussed so that the student understands what is expected of him/her.

**Late homework policy -** are issued by each teacher by their classroom standards

All teachers have the right to follow a more stringent policy, but no teacher will accept late work for a grade after the next class session, individual policies will be clearly stated in classroom procedures at the beginning of the year.

**Extra Credit**

Teachers are authorized to issue extra credit upon two conditions:

* It must be offered to all students in the class, not just individual students
* Not be an assignment replacement for credit, all required must be completed

**Report Cards**

The purpose of a reporting system is to provide the parents with a means of noting the progress or lack of progress of the student. Each child’s ability, attitude, and application are taken into account in the grading. Grades will be provided to the parents each quarterly grade period. This grade form will show the student grades for the current quarter as well as the grades for all previous quarters.

A Christian school has a responsibility to Christian society and also to its community. To the first, our program must train our children in an atmosphere of academic excellence to conform to the image of Christ. To the second, our program must harmonize with the community’s system of education in such a way that our grades cover approximately where possible, the same segment of academic material, keeping students who transfer from encountering problems, this becomes the “minimum” for the Christian school.

**Chapel**

A chapel time is set aside each week to help each student become aware of his personal accountability to God through singing, preaching, and testimonies. Students are encourage to use their talents for the Lord at these times. Parents are invited to attend chapel, and chapel will be each Monday morning from 8:45 a.m. – 9:15 a.m., and student attire will be Grey shirts (polo) and black Pants/skirts (no exception)

**Question and Answer**

**What kind of curriculum does HLC Leadership Academy use?**

Most of our textbooks and support materials are published by ABeka Book Publications and I-Ready. This publisher is well known for their high academic standards as well as their biblically-based philosophy.

**How is academic progress reported?**

Report cards are issued every nine weeks, grades in elementary through high school are designed with an A, B, C, D, and F represent academic work as follows:

* (A) superior (95-100): all work is of superior quality, all assignments completed on time, work is done neatly and accurately, the student works independently and does more than is required.
* (B) Above Average (80-90) work is above average in quality, all assignments completed on time, work is done neatly and accurately , mastery of major portions of the assigned work is evident.
* ( C) Average (73-79) work is of average quality, sufficient mastery for successful continuation of subject.
* (D) Below average (60-72) passable work but meeting only bare minimum requirements for continuation of the subject.
* (F) failure (59 and below) minimum requirements for continuation of subject are not being met.

At the discretion of the classroom teacher, extra credit assignments may be given to deserving students, extra credit will not be given to students who are behind on regular assignments.

**Do you have an honor roll?**

Students achieving an average of 80-85% without any D’s will be awarded honor roll, students achieving 86% without any D’s(all A or B) will be awarded A-B honor roll, students achieving 95% or better without any D’s(all A’s) will be awarded the principal’s honor roll.

**How are students assigned to high school grades?**

Students are assigned to high school grades based on the number of credits they have earned:

10th grade 7 credits

11th grade 14 credits

12th grade 20 credits

The requirements for graduation are (total of 24 credits)

If a student fails a required class in 9th through 12th grades, he/she must repeat or arrange to make up that class with school administration.

What are the school hours at HLC Leadership Academy?

School begins at 8:30 a.m. and end at 2:30 p.m., extended care if needed is from 7:00 a.m. – 8:00 a.m., for morning and from 2:30 p.m. – 6:00 p.m., additional charges apply for extended care service.

**What about a senior trip?**

Our senior class will have the opportunity to choose, plan, organize a senior trip for their class if they choose to, the school/PTO will help with fundraiser to make this event a success, the students can plan events to help raise funds throughout the year to help pay their expense.

be arranged during lunch or recess times. Thanksgiving/Christmas feast will be scheduled for the last day of school for that holiday.

**What about class officers?**

Students in grades 11 and 12 can elect a class president, vice-president, secretary/treasurer if they so choose. These officers help organize class activities and fundraisers and gain valuable experience as servant leaders. Because we place them in a position of honor, we expect that they have and maintain at least a 2.0 GPA and no serious out of school violations.

**What is the best way to contact teachers**?

The regular school hours are very busy times for our teachers so we ask that you schedule an appointment time during before/after school time. If an appointment is necessary please contact the front office to schedule an appointment to discuss any classroom/school issues (if it’s an emergency, please made the reception/or person scheduling the meeting aware of this) all staff members have both voice mail and email and we encourage parents to use those means to contact them, parents may contact the school office for email address or to leave messages on voice mail.

**What about parent-teacher conference?**

All parents with children enrolled in kindergarten through sixth grade are asked to attend at least one required parent-teacher conference each year. Any parent may request a parent-teacher conference by contacting the school office, most special meetings are scheduled immediately after school.

**What are the school field trip policies?**

Teachers may organize field trips for their classes from time to time to enrich the academic program of HLC Leadership Academy. Parents will receive a permission slip at least one week prior to the field trip. This permission slip must be signed and returned or the student will not be allowed to attend. Students will wear their regular school uniforms on field trips (unless changes are made and you will be notified in writing from the school).

**What about late drop off or early pick up of students?**

If you are a designated person dropping off or picking up a student you must report to the main office for a late slip and a staff member will escort them to class early student pick up, you must come to the office first, sign student out and a staff member from the office will get the student and bring them to the office or have them brought to the office. DUE TO COVID-19 PLEASE CONTACT THE OFFICE BY PHONE FOR EARLY PICK-UP OR LATE DROP OFF.

**May visitors attend classes?**

Parents may visit classes from time to time if prior arrangements have been made with the school administration.

It is requested that no visits be schedule during test periods or exam times, visits must be arranged with the administration at least one day in advance, and visitors are expected to conform to the dress code and standards of conduct of HLC Leadership Academy. DUE TO COVID-19 VISITATION SUSPENED (unless approved by the office)

**What are the policies for the use of the School Library/computer lab?**

* Only teachers are allowed to remove reference books from the library.
* Students may check out two books at a time for a two week period
* Students are responsible for the care of the books, students returning damaged library books will be fined.
* Although all materials are evaluated, the beliefs, teachings or doctrines found in a given book may not be in accordance with those of HLC Leadership Academy.
* There will no eating or drinking in the library
* computers are not to be used for personal use
* no smoking or tobacco products allowed
* noise and disruptive behavior will not be permitted
* IF NOT SURE SEE RULES POSTED