Heart to Heart Christian Academy

2012 -2013
Student- Parent
Handbook
and
Bylaws

8247 Ramona Blvd. West
Jacksonville, FL 32221
(904) 783-8631/8638
(904) 224-1183 (fax)

Heart to Heart Christian Academy

HEART TO HEART CHRISTIAN ACADEMY

In 2006 The New Life Church at Jacksonville incorporated Heart to Heart Christian Academy and Childcare on the west side of Jacksonville in Duval County, Florida. The school is the vision of Bishop Dr. Billy W. White, Sr. and First Lady Dr. Juanita White and exemplifies the concept "School of Excellence". Their goal was to establish a program that would help youth to excel academically as well as spiritually. This school was birthed on the three principles of love, discipline and fundamentals. The Academy opened in December 2006 with an enrollment of seventeen students. Today the numbers are steadily increasing in Kindergarten through twelfth grade.

HEART TO HEART GOALS

- Introduce each student to Jesus Christ that they may know him, walk with Him, and find His purpose for his /her life.
- Inspire excellence in all students through academics, mentoring and community service
- Provide a positive, caring and supportive Christian learning environment for all students.
- Produce graduates competitively positioned for continuing education and employment.
- Encourage participation in apprenticeship program for students through hands-on training in career fields.
- Build a family-like relationship among students, parents and teachers.
- Help students develop to Christ-like maturity through positive discipline, spiritual counseling and mentoring.
- Prepare students for their ministry in the church and life mission in the world through the impact of solid Biblical teaching and exposure to college and career professionals.

INTRODUCTION

Our primary objective, is to reach each student spiritually. This is accomplished in the following ways: building a school atmosphere conducive to uplifting Christ, enlisting a faculty and staff who love the Lord, designing a curricular philosophy drawn from the Word of God, organizing weekly chapel services, teaching Bible classes, praying for God's blessing in each and every class, and witnessing to all students as we seek to win them to Christ in the spirit of II Corinthians 5:17.

ADMISSIONS GUIDELINES

The admission of each prospective student is approached with an attitude of prayer and a sense of ministry. Admission to Heart2Heart Christian Academy is a privilege, not a right. Each prospective student must complete the following process:

1. Upon inquiry into admissions, each prospective family will received an admissions application packet.

2. The prospective student will provide the school with a copy of a set of transcripts, discipline records and the completed application packet. This packet must also include a copy of the student's birth certificate and social security card as well as an original blue Florida immunization record an original yellow Florida School Entry physical form. When a student applies for the upcoming school year prior to the completion of the current school year, a final transcript must be submitted before August 15 of the enrollment year.

3. Provided that all requested paper work is completed the prospective student (and a parent or guardian) will be scheduled for an interview. The purpose of the interview is to finalize admissions and answer any questions that the parent or student may have. School tours and student visits are available upon request. When a student visit is arranged, the prospective student will be paired with a current student and will follow that student's schedule throughout the day.

****Notification by automated phone system, mail or e-mail will inform the prospective student's parents of his or her enrollment status.****

Age Criteria for Admissions in 7th -12th Grades

Maximum Age Limit- the oldest age at which a student is considered acceptable to enroll in a certain grade (if the student has reached that age by Sept. 1).

Minimum Age Limit- the youngest age at which a student is considered acceptable to enroll in a certain grade (if the student has not reached that age by Sept. 1).

Grade Level	Maximum Age	Minimum Age
7th	14 years old	12 years old
8th	15 years old	13 years old
9th	16 years old	14 years old
10th	17 years old	15 years old
11th	18 years old	16 years old
12th	19 years old	17 years old

***** Unless transcripts and/or report cards prove successful completion of the previous grade.

CRITERIA FOR NEW ADMISSIONS

Students who have been expelled from their previous school(s) or who have withdrawn to avoid such action ***will be at the discretion of the Directors***.

Students who have been expelled or have been asked to withdraw from Heart2Heart Christian Academy may only be considered for re-enrollment at the discretion of the Directors.

Students who have a history of discipline from their previous school(s) involving aggressive behavior, drug related offenses, weapons violations, immorality, or significant absenteeism may be eligible for enrollment under probation, and at the discretion of the Directors.

Any students who have enrolled under false pretense or contributed to their case for enrollment by either providing false information or withholding significant information will lose their opportunity to enroll or to remain enrolled.

An exception made in the enrollment policy for one is not meant as an exception in the enrollment policy for anyone else.

SCHOOL DAY SCHEDULE

The school day will begin at 8:15 a.m. and end at 3:20 p.m.

PARENT/SCHOOL COMMUNICATIONS

An important part of effective teaching is good parent/teacher communication. We welcome your involvement concerning your child's progress. Any time you desire a conference, simply leave word at the school office and you will be called to make arrangements. Please do not interrupt school activity by going to the classroom to talk to the teacher. If immediate information must be given to the teacher, please go to the office and someone will convey the message or escort you personally, as the situation dictates. Please call for a day and time if you need to speak with a teacher. After school, teachers are often involved with help class, teacher's meeting, conferences, etc. Therefore, it is necessary for parents to make an appointment to meet with their student's teacher. Often, small matters may be taken care of by sending a note to the teacher. The use of e-mail is recommended for communicating with teachers. Please do not call the teacher at home unless he/she has requested that you do so.

TARDINESS AND ATTENDANCE

TARDINESS POLICY and EARLY RELEASE:

Each student must have a note signed by his or her parent/guardian stating the reason he/she is arriving late for the beginning of the school day. Students who arrive late or leave early must be signed in or out by a parent/guardian at the school office.

Tardiness between classes is only excusable by the school office.

Tardiness to school in the mornings is only excusable due to providential hindrances such as student illness, a medical emergency, medical/dental appointments or a traffic accident in which the student is involved. Simply running late, an alarm not working, heavy traffic, a schedule change, incidents of a similar nature or possible daily occurrences are not excused.

TARDINESS PENALTY:

To have a tardy excused, a student must present a valid parent note to the office within two days.

Our staff is very sensitive to the conscientious child who has a genuine hindrance or emergency. Please remember this tardy policy is designed to deal fairly and firmly with the casual and/or careless student whose tardiness is upsetting and thwarting our goals in education for your child.

ATTENDANCE POLICY AND PENALTY:

When a student is not in school, unless he/she is on a school-sponsored off-campus activity, that student is recorded as absent, regardless of the reason for the absence.

With proper documentation students are allowed a total of 5 days per year (without penalty) for absences of a spiritual nature. Proper documentation is defined as an official letter from a sponsor, church leader, etc. explaining the spiritual nature of the event. With proper documentation juniors and seniors are allowed (without penalty) a total of 6 days per year for college visits. Proper documentation is defined as an official letter from the college (on letterhead). Proper documentation must be submitted to the front office upon return to the school.

1. An unexpected absence for illness or parent directive is excusable. All work may be made up. However, please keep in mind that your child's attendance is very important in receiving the required instruction hours in any subject. Too many excused (i.e., 10 absences per semester) can result in your child failing or being disenrolled. We require a signed note from the parent or guardian and if the student has missed 10 days for the semester, a signed note from the Physician is required when the student returns to school.

2. A preplanned absence is also excusable but still counts as an absence.

3. All missed work may be made up according to school policy. That policy states "Students are to have one day to make up assignments for each day the student was absent from the class." For example if a student is absent on Monday and Tuesday, he makes up his work on Wednesday and Thursday. It is due Friday.

4. Skipping is unexcused. The academic work may not be made up.

5. In order to be counted present for a class, a student must be in attendance for at least half of the class period.

- Half day attendance – a student is considered to be in attendance for one-half (1/2) when he/she: (1) is physically present at a school site or (2) is participating in an authorized school activity, and is under the supervision of authorized personnel for more than 25% and less than 50% of the student's instructional day.
- Whole-day attendance – a student is considered to be in attendance for a whole day when he/she: (1) is physically present at a school site or (2) is participating in an authorized school activity, and is under the supervision of authorized personnel for more than 50% (51%-100%) of the student's instructional day.

In order to be eligible to receive grades, high school students shall be in attendance a minimum of 80 days per semester or 160 days a school. Middle school students shall be in attendance a minimum of 160 days per school year.

Heart to Heart Christian Academy

Contact Information

Main Office: (904) 783-8631/8638
Fax Number: (904) 224-1183
E-Mail address: juanitawhite3450@comcast.net
principalH2H@comcast.net

Location

8247 Ramona Blvd. West
Jacksonville, FL 32221

Transportation

The student transportation fee is $200 per month for each student. (Discounts are available for additional children in the same household.

2012-13 School Calendar

School begins **August 23, 2012** and ends **May 31, 2013**
Holidays, Spring Break and Parent Conferences - TBA

Tuition Due the **1st thru the 7th** of each month.
A late fee of $25.00 will be assessed after the 7th.

School Hours 8:15 a.m. – 3:20 p.m. Monday – Friday

Students should not arrive on site prior to 7:45 a.m. and must not remain at school past 3:3 0p.m. unless involved in a school activity or before and after school care.

Breakfast/Lunch We provide a free nutritional breakfast and lunch through the National School Lunch Program daily.

Heart To Heart Christian Academy

Curriculum

We have a variety of curricula, so that we can reach each student:

State-approved and accredited

Accelerated Christian Education (A.C.E.) with some supplements of Abeka, Bob Jones and Florida Virtual School.

Tutoring

All students requiring additional assistance will be provided tutoring instruction. Many students receive pull-out tutoring through Title I and/or ESE Services.

Standardized Tests

Heart to Heart administers annual Standardized Tests for grades 1-12.

Additional Credits

High School students can earn credits for job performance and/or community services. High school students with at least a 3.0 GPA may apply for dual enrollment at a local college, thereby earning college and high school credit simultaneously. H2H does not provide transportation to/from college classes.

Class Size

Heart to Heart makes every attempt to keep classroom size to a maximum of 15 students per elementary instructor and 20-25 per middle/high school instructor.

NOTICE OF NON-DISCRIMINATORY POLICY AS TO STUDENTS

Heart to Heart Christian Academy admits students of any race, color, nationality and ethnic origin. All students have the rights, privileges, programs and activities, generally accorded or made available to students of the academy. Heart to Heart does not discriminate on the basis of race, color, nationality and ethnic origin in the administration of its admissions policies, educational policies, scholarships, loan programs, athletic and other school-administered programs.

ADMISSIONS POLICY AND ENROLLMENT PROCEDURES

Enrollment takes place only after the student's family has accorded themselves to be in agreement with the Statement of Faith and Academic Administrative Practices of the school, and is then authorized to enroll by the Director. The process of qualification to enroll is explained below. The enrollment method often referred to as "registration" is designed to provide a modest advantage to returning families who are allowed to enroll on a first-come, first-served basis during the initial days of Early Registration. Immediately following the returning family registration, new families are allowed to begin registering also on a first-come, first-served basis.

1. For prospective new students in kindergarten through fourth grade, parent can obtain the necessary enrollment/admissions information from the administration office. After satisfying all requirements and meeting the principals or (vice-principal) for an interview, many families may wish to register.
2. Students in the fifth through twelfth grades must be formally interviewed by the principals, (vice-principal) or director and complete admission screening.
3. Each new student in grades 5-12 must meet behavioral and academic criteria based on prior school records. After successful completion of admission screening, the Director will give approval or denial for the enrollment process to continue.
4. Heart to Heart Christian Academy requires that all parents read the student handbook. In the back of the handbook, the CONDITIONS OF ENROLLMENT AND PLEDGE OF COOPERATION is to be signed, dated, and turned in with the registration materials. No registration will be complete nor a student accepted as enrolled until this signed and dated document is on file in the administration office.
5. The completed enrollment forms for new students must be returned to the administration office along with copies of your child's immunization records (including dates), physical, and birth certificate. **PLEASE NOTE:** Children entering the nursery or kindergarten for the first time, including students entering from out of state, **MUST** have a physical examination. The blue immunization form and the yellow school entry physical form will permanently remain the property of Heart to Heart Christian Academy.

6. The non-refundable registration fees must be paid at the time of enrollment. Registrations taken after June 1 must also cover fees for matriculation, uniforms and standard tests as well as first payment and transportation fee include the first tuition payment for the twelve-payment plan, which is due June 1 or upon registration after June 1. If parents plan to use the ten-payment plan, the first tuition payment is due August 1.

7. Acceptance letters or phone calls will notify parents of their student's acceptance. In some cases, parents will be asked to have a conference with the grade level principal. In these cases, acceptance will not be granted until the school, the student, and the family have met and agreed upon any and all conditions of enrollment which may be dictated by the results of the entrance testing, discipline records and interview.

8. Students may be participants in the Step Up for Students or McKay Scholarship programs. The same admission procedures are in effect for all students; however, we may not be able to fulfill all educational accommodations based upon the services we offer.

9. Sometimes a student's scholarship is not enough to cover all H2H fees. In those cases, parents must pay the difference. The Director or finance office will accept payment and/or create a payment plan that is workable for the family.

NOTE: Registration is not complete until all fees are paid and the pledge of cooperation is signed.

REFUNDS DUE TO WITHDRAWAL

SPECIAL NOTE: The registration fee is **NOT** refundable under any circumstances.

1. Tuition is refunded based on the number of days school has been in session at the time of the student's withdrawal, not the number of days the student attended classes.

2. If a family has multiple children enrolled in Heart to Heart and one child is withdrawn, any refund due is automatically credited to the account of the child(ren) who remain enrolled.

WITHDRAWALS AND/OR DISMISSALS

If a student's account is not up to date at the time of withdrawal or dismissal, all grades and records will be held until the balance is paid. No **grades or records will be released on the same day a student withdraws.** Books must be returned in excellent condition(not damaged or written in) or the parent must pay for the book to be replaced. Parents must have completed all withdrawal papers and paid all fees and tuition payments due in order for the school records to be sent to the receiving school. Withdrawals from school must be initiated and processed through the individual school offices. Withdrawal is not complete until the withdrawal form is turned in to the administration office. An account left open will incur additional tuition fees until withdrawal papers are processed and returned to the administration office.

LATE CHARGES:

All payments for tuition, or any other charges paid through the academy (except nursery charges) will be due on the first day of each month. A late fee of $25.00 will be added to any account with a balance due after the 7th of the month.

Statements concerning outstanding account balances and the upcoming month's charges, if any, will be sent out on the 20th of each month.

If, on the first day of a new month, the previous month's tuition is still outstanding, a letter will be mailed to the parent requesting payment in full by the 15th of the new month.

If payment in full of the previous month's bill is not received by that time, the parents will be notified that they are subject to withdraw the students from school. Any student(s) withdrawn from Heart2Heart Christian Academy must be re-registered and pay appropriate re-registration fees in order to return to class.

CHECK FEES AND OTHER INFORMATION:

A $25.00 returned check fee **will** be charged for each time a check is returned by your bank. Checks returned for the first time will be re-deposited. After two (2) returned checks, cash, credit or debit card, money order or cashier's check must be used to make payments.

Report cards will not be released at the end of a grading period if the student's account (including tuition, payment for lost or damaged books, outstanding fund raising monies, etc.) **is not paid up to date.**

The business office does not accept post-dated checks.

If parents expect their child's report card to be released at the end of the school year, personal checks must be received in the business office ten (10) days before the last day of school. Otherwise, cash, money order, or cashier's check must be used to make payments. All official academic records and transcripts will be held until any outstanding balance is satisfied.

Confidentiality Policy

All personal information about a student, health records, and transcripts are kept in a secure location under the supervision of the Principal. If you have questions relating to the privacy of your child's records, please contact the principal during normal school hours.

Admissions Policy

Heart to Heart Christian Academy supports an open enrollment policy. Students from all religious faiths are welcome to attend. **However, parents and students from non-Christian households must keep in mind that Heart to Heart is a Christian place of learning and Christian beliefs and values are taught. The Christian Bible will be used during course work throughout the school year.**

Health Immunization Records

Parents/Guardians are required by Florida statues to provide verification of immunizations or waiver of such signed by a Florida licensed physician or ARNP. Students without valid immunization records will not be allowed to attend Heart to Heart Christian Academy.

Parents must complete the **Student Medication and Allergy form listing any allergies the student may have**. Students are expected to attend school in good health. If students arrive at school visibly ill, they will be sent home and requested to stay there until they are fully recovered.

Student Body

Heart to Heart Christian Academy accepts students for the following grades:

K-4(must be 4 yrs. old)	Ages 4 by Sept. 1
K-5 (must be 5 yrs. old)	Ages 5 by Sept. 1
1st –2nd	Lower Elementary
3rd – 5th	Upper Elementary
6th – 8th	Middle School
9th – 12th	High School

Academics

Heart to Heart uses the nationally recognized Accelerated Christian Education Curricula. This core curriculum provides the coursework for students to excel in all subjects, while offering a Christian basis for learning. Other educational materials and reading curriculum will also be used to enhance student learning.

High School

High school students (10th-12th graders with at least a 3.0 GPA) may do dual enroll at a local college while attending Heart to Heart. Credits earned will go towards graduation, as well as towards a college degree.

Students in high school may also earn credits for job performance and community service hours. In order to receive credit, students must submit job evaluations and validated community service hours.

Heart to Heart Christian Academy is associated with various companies and organizations that may provide assistance with student community service hours. Please feel free to contact us regarding the community service program.

Heart to Heart Christian Academy Fees

	K4-K5	**1st-12th**
Registration	$250.00	$400.00
Monthly Tuition	$300.00	$370.00 (1st-5th)
" "	$400.00 (6th-8th)	$450.00 (9th-12th)
Achievement Testing	$ 60.00	
Transportation Fee	$ 200.00 (ten payments)	

Tuition is due the 1st-7th of each month that school is in session. A late fee of $25 will be assessed for all payments made after the 7th of the month. If tuition is not paid in full by the end of the month, the student will not be allowed to return until full payment of tuition is submitted, unless special arrangements have been made with the Administrator.

DISMISSALS

Parents/guardians will be asked to withdraw their child(ren) for any of the following reasons:

1. Not cooperating with the faculty and/or administration of the school or behaving in a manner unbecoming to our Christian school.
2. A student's conduct, attitude, or lack of academic effort makes it mandatory for that child to withdraw from Heart to Heart Christian Academy. In some cases, expulsion may be necessary.
3. Tuition is forty-five days delinquent without satisfactory arrangements having been made with the administration.

TRANSFERS

All official records are exchanged between schools. Parents do not act as carriers to the accepting school. Please see your school principal for further detail.

INSURANCE:

Heart to Heart Christian Academy does not provide student accident insurance for students. Medical requirements for student injuries suffered at school will be the responsibility of the parent. We suggest that all students be covered under a family health insurance plan. Voluntary student accident insurance coverage will be made available during each school year for parents who would desire supplemental accident insurance.

Heart to Heart does not necessarily endorse this insurance company or its representative but simply makes the program available as a service to parents.

Students participating in any of the sports programs (intramural or interscholastic) sports must show proof of medical insurance and sign a waiver of responsibility of the school before that student may participate.

HEALTH AND MEDICATION

ILLNESS POLICY

Heart to Heart strive to maintain a healthy learning environment for students. If a child is ill, he should remain at home. **A student must be fever free (below 100.6) for twenty-four hours without medication before returning to school.** A physician's note may be required to return to class.

The following are guidelines for re-entry into school for children experiencing many common illnesses.

Questions or pertinent information regarding a child's illness should be directed to the school's principal or administrator.

- **Viral Sore Throats, Colds, Flu:** Your child must be able to participate in all school activities and should not be tired or listless. Severe coughs must be under control. *Temperature must be normal for 24 hours.*

- **Diarrhea, Vomiting:** Child should be symptom free for at least 12 hours and able to keep food down. *Temperature must be normal for 24 hours.*

- **Streptococcal Sore Throats/Scarlet Fever:** Child must be on an antibiotic for at least 24 hours. *Temperature must be normal for 24 hours*
.
- **Infectious Rashes, Ringworm, Impetigo, and Scabies:** Child must be under effective treatment (medication) for 24 hours. Exposed ringworm must be covered while at school.

- **Conjunctivitis (Pink Eye):** Child must be under prescription treatment for at least 24 hours. Eyes must not be draining.

- **Chickenpox, Shingles:** Notify the school clinic if you suspect your child has chickenpox or shingles. Child may return to school when every pustule is dry and scabbed over.

- **Head Lice:** We maintain a "nit free" policy. Re-entry to class must be approved by school personnel. Please notify the school if your child has head lice. When a report is received, all children in the classroom and/or grade level will be checked.

A student will be sent home if he/she has any of the above untreated symptoms or at the discretion of the school. (Pick up should be within one hour of notification.)

REPORTABLE DISEASES

Heart to Heart Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either by a susceptible host or infected person or animal to another person. A teacher or administration official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school principal. The reportable diseases include but are not limited to:

Acquired Immune Deficiency Syndrone (AIDS)
AIDS Related Complex (ARC)
Anthrax
Amebiasis
Botulism
Brucellosis
Campylobacteriosis
Chancroid
Chickenpox
Diphtheria
Encephalitis
Giardiasis
Gonorrhea
Granuloma Inguinal
Hansen's Disease(Leprosy)
Hemorrhagic Fevers
Hepatitis
Histoplasmosis
Human Immunodeficiency Virus (HIV)
Impetigo
Legionnaires' Disease
Leptospirosis
Malaria
Yellow Fever
Measles (Rubeola)
Meningitis
Meningoccal Disease
Mononucleosis
Mumps
Pinkeye
Plague
Poliomyelitis
Psittacosis
Relapsing Fever
Rickettsia
Ringworm
Roscola
Rubella
Salmonellosis
Shigellosis
Smallpox
Strep Throat
Syphillis
Tetanus
Toxoplasmosis
Trichinosis
Tuberculosis
Typhoid Fever
Typhus
Vibrio Cholera
Whooping Cough
H1N1(Swine Flu)

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable disease for which immunization is not available shall be excluded from school while ill. A Dr.'s note is required stating that it is safe for the child to return to school.

If the nature of the disease and circumstances warrant, H2H may require an independent physician's examination of the student or employee to verify the diagnosis of a suspected communicable disease.

Heart to Heart Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school. Necessary action may include withdrawal from the school.

SCHOOL CLOSINGS

Heart to Heart Christian Academy follows the lead of the Duval County school system in all weather-related school closings, and will be closed when county public schools are closed. However, Heart to Heart Christian Academy may reopen prior to Duval County's reopening if our campus (upon evaluation) is deemed operational. Heart to Heart Christian Academy may, on occasion, have an unscheduled closing due to providential safety-related issues. The administration will attempt to inform patrons, in advance when possible. Staff, students and parents will be contacted via telephone calls and/or note home and through staff announcements.

FUNDRAISING

Fundraising serves individual organizations within the school. All fund raising must be approved and scheduled through the administrator's office. The school and its various programs will not arrange for door-to-door sales. Students and parents are strongly discouraged from conducting door-to-door sales.

PROGRESS REPORTS AND REPORT CARDS

Report cards are sent home on a nine-week basis. Report cards reflect academic grade and days absent. The final, end of the year report card is mailed home after a zero balance is verified through the account office for the student. All fees must be paid in full before student records (including report cards, diplomas and transcripts are released). Parents are welcome to review their student's grade with the teacher, and if necessary with the principal.

ACHIEVEMENT TESTING

All students participate in annual national standardized achievement testing. Parents are provided with copies of the testing results upon request.

ATTENDANCE

Tardiness

Tardies are disruptive to the educational process and have an adverse effect on the student's learning. Students are allowed (4) tardies during each quarter. Each tardy thereafter will result in disciplinary consequences. An unexcused tardy to school will changed to excused ***only if the student brings a note from a parent within twenty-four hours.***

When a student enters the class less than ten minutes late, the student will be considered tardy to class. This tardy will be counted against the student's (4) allowable tardies for that quarter UNLESS a parent is checking a student in late because of illness, doctor's appointment, or family emergency. When a student enters the class more than (10) minutes late, the student will be readmitted to that class. The readmit will count as an absence for that class.

In Net Classroom the following codes will appear:

- A- Absence
- T- Tardy(included in the total allotment per quarter)
- RA- readmit to class (considered an absence)
- TWC- Tardy without consequences

Students are allowed **(10)** absences per semester. Any student exceeding **(20)** absences during the school year will be required to take summer school in order to pass and satisfy the attendance policy. Absences with proper documentation will be considered excused and will not be counted toward student absences. Any student not present must bring an excused note from parent/guardian to be allowed in school the next day. (Please see Attendance Policy and Penalty, Page 7)

Absences

1. When a student is absent from school, a signed note should be brought from parent stating the reason for the absence. This note should be taken to the office and must include the following:
2. Student's first and last name
3. Date of absence
4. Reason for absence
5. Parent's signature

Please Note: ***Heart to Heart Christian Academy understands that illnesses, unfortunate events, and family emergencies may require an excessive number of days be missed from class. However, students who exceed (10) absences per semester are subject to loosing credits for their classes. Students in this situation will be required to have their parents/guardian submit a written petition to the administration explaining the reason(s) for their excessive absenteeism. Please submit doctor's note with this petition.***

Excused and Unexcused Absences

In order to gain the most from school, a student must be regular and punctual in attendance. Because of our commitment to school attendance, only the following reasons will be considered an excused absence,

1. Illness
2. Doctor/dental appointments(with confirmation from doctor)
3. Death in the family
4. A parental trip for which it is absolutely necessary for the student to miss school. This is considered a "planned absence". (A planned absence may be considered excused only if a parent submits a permission note to the principal (and receives approval) for approval at least (5) days in advance of the absence-exceptions may be made due to extenuating circumstances.

Students must receive assignments prior to the absence. All missed work resulting from an excused absence must be completed on or before a date indicated by the teacher in order for full credit to be received. If a student is absent from school more than (10) days per semester (excuse/unexcused), he/she must petition to the principal to determine academic eligibility for credit.

All other reasons will be considered unexcused. All work missed due to excused absences may be completed for full credit. All make-up work for unexcused absences and tardies may be completed, but will be lowered (2) letter grades.

VISITOR POLICY

For the safety of our students, **ALL VISITORS, PARENTS INCLUDED, MUST REPORT TO THE OFFICE AND RECEIVE A VISITOR BADGE BEFORE GOING TO ANY LOCATION ON THE SCHOOL GROUNDS.** Parents are welcome and encouraged to visit the school. Arrangements for classroom visits or conferences **must** be made in advance. Students are not permitted to bring other students to the school to visit.

PETS ON CAMPUS: No dogs or other pets are allowed at H2H unless arrangements have been made in advance through administration for a classroom visit. Children may be afraid or have severe allergies to animals. If you are walking to school with your dog, plan to drop your dog off and meet your child outside of the school grounds.

SCHOOL VOLUNTEER POLICY

In order to protect the best interest of our students, staff, and administrators, we have adopted the following volunteer policy.

Volunteers are not currently required by the state to have background checks on file at the school. However, we at H2H has decided that it is required that if you volunteer for more than eight (8) hours you will need to be fingerprinted. Volunteers are not permitted to be alone with students unless both of the following requirements are met:

1. He/she has a background check on file at the school.
2. He/she has been approved by the Director/Administrator or Principal.

This policy has been adopted with the best interest of students in mind. Our number one priority is to make sure all children receive a quality education in a SAFE environment.

Dress Code

Heart to Heart supports a dress code indicative of respect and proper representation of a Christian school and its student body. Students must abide by the dress code during school hours as well as on class trips, activities, or events representing

Heart to Heart. Our dress code is in compliance with the Board of Education Appropriate school attire, hygiene and accessories policy.

- **Males may not wear pants that hang below the waistline. They should wear a belt at all times.**
- **Females may not wear any clothing that reveal parts of the upper or lower body, including shirts/pants above the knee, short skirts/shorts or low- cut tops, crop tops showing the stomach area.**
- **Males/Females may not wear flip flop, opened-toe shoes, or any shoes that not enclosed.**

Males and females should not wear any of the following:

- **Dirty or ripped clothing.**
- **Tank tops revealing any part of the upper body.**
- **Any obvious gang-related clothing or identification.**

Students are allowed to wear opened hoodies, (zipped or buttoned) sweat shirt hoodies are not allowed, uniform shirt must be visible during the day.

Dress Down days is permitted on Fridays as a fundraiser for a donation of $2.00 per item, shirt and bottom.

Conduct

All students are expected to behave appropriately and in a respectful manner. Parents and students may review the demerit that lists most of the improper conduct and behavior that is not permitted at Heart to Heart. Any student exhibiting negative behavior at school or at any school-related event will be referred to the Dean of students for appropriate disciplinary action. Any student, who receives three (3) suspensions in a year, will automatically be expelled from Heart To Heart Christian Academy. (Please see our policies on discipline.)

Discipline

Proper discipline sets the stage for proper learning. At Heart2Heart Christian Academy, we believe in preventative as well as corrective discipline. This includes positive incentives as well as punitive correction measures. Children need boundaries and consistent leadership to achieve their highest potential.

Although some methods of discipline of necessity may vary according to a student's age and maturity level, our goal is to provide outward controls until self-control is learned and then becomes an integral part of the student's character. Good discipline is ordained of God. "Train up a child in the way he should go: and when he is old, he will not depart from it."
(Proverbs22v.6) Heart to Heart Christian Academy does not use corporal punishment as a discipline strategy.

PROBATIONARY STATEMENT

ALL STUDENTS ARE ACCEPTED ON A PROBATIONARY BASIS. THE SCHOOL RESERVES THE RIGHT TO DISMISS ANY STUDENT WHO DOES NOT COOPERATE WITH THE EDUCATIONAL PROCESS OR WHOSE ATTITUDES AND ACTIONS ARE NOT IN HARMONY WITH THE SPIRITUAL ATMOSPHERE NURTURED HERE. THIS INCLUDES DISRESPECT TO STAFF MEMBER(S) AND/OR REFUSAL TO FOLLOW H2H POLICIES OR FOLLOW THE INSTRUCTIONS OF A STAFF MEMBER.

ZERO DRUG AND WEAPONS TOLERANCE

H2H Christian Academy has a **"Zero Drug and Zero Weapons Tolerance"** program in place for the protection of our students and preservation of school atmosphere. **Please see your principal or administrator to review this program.**

DRESS CODE PENALTY

Students out of dress code will be suspended from class until the issue is corrected.

An exception to the dress code policy for one is not meant as an exception in the dress code policy for anyone else.

DISCIPLINE PROGRAMS

AS THE HEART TO HEART STUDENT REPRESENTS THE SCHOOL AT ALL TIMES, BOTH ON AND OFF CAMPUS, IT SHOULD BE UNDERSTOOD THAT CONDUCT WHICH BRINGS DISCREDIT TO THE STUDENT, HIS/HER FAMILY, THE REPUTATION AND STATURE OF THE SCHOOL AND ITS COMMUNITY, OR THE LORD JESUS CHRIST MAY RESULT IN DISCIPLINARY ACTION AND EXPULSION BY THE SCHOOL.

STUDENTS MAY BE REQUIRED TO WITHDRAW OR NOT BE ALLOWED TO RE-ENROLL BASED UPON WHAT IS DEEMED TO BE AN EXCESSIVELY UNCOOPERATIVE OR UNSUPPORTIVE ATTITUDE BY THEIR PARENT OR GUARDIAN.

PLEASE UNDERSTAND THAT ALL DEMERITS ACCUMULATE TOWARD IN-SCHOOL SUSPENSION AND EVENTUAL EXPULSION.

GENERAL BEHAVIOR - SCHOOL HOURS

1. Students may not leave campus without school permission after morning arrival.
2. Students may not arrive on campus before 8:00 a.m. or after 3:00 p.m. if so, must be enrolled in Child Advocates of Florida's Extended Day Program.

THE SCHOOL ASSUMES NO LIABILITY OR RESPONSIBILITY FOR THE SAFEKEEPING OF EQUIPMENT, BOOKS, COLLECTIONS, OR MONEY CONFISCATED FROM STUDENTS. ALSO, THE SCHOOL ASSUMES NO LIABILITY OR RESONSIBILITY FOR ANY ITEMS THAT ARE LOST OR STOLEN FROM STUDENT LOCKERS, CLASSROOMS, HALLWAYS, STORAGE AREAS, OUTSIDE AREAS, OTHER PLACES ON GROUNDS, AT ATHLETIC PRACTICES AND GAMES, OR AT ANY OTHER SCHOOL ACTIVITY.

NOTE: Heart to Heart Christian Academy reserves the right, with or without parent consent, to search any student's locker desk, or any vehicle driven to school by a student. The academy also reserves the right, with or without parent consent, to have the contents of any student's personal effects examined, including but not limited to backpacks, purses, and pockets. The academy will make a reasonable attempt to contact a parent prior to the search of a vehicle in order to allow the parent to be present.

If the parent is not available by telephone after a reasonable attempt, the vehicle will be searched. Failure by the student or his parents to cooperate with the

academy will result in the student being asked to withdraw from school or face expulsion.

An exception to the discipline or demerit code policy for one is not meant as an exception in the policy for anyone else.

Note: The Principal or Vice-Principal reserves the right to decide the demerit penalty, suspension, or expulsion for any offense not listed, depending on the severity of the offense. Demerits listed in the discipline code are listed as the minimum penalties. Any student having 30 or more demerits at semester break will be placed on behavioral probation. (See "Probation".)

OFFENSE CONSEQUENCE

ACCUMULATIONS:

Accumulation of 10 demerits	1/2 day in-school Suspension
Accumulation of 15 demerits	1 day In-School Suspension
Accumulation of 20 demerits	Family Seminar/ Family Intervention
Accumulation of 30 demerits	2 days In-School Suspension
Accumulation of 40 demerits	3 days In-School Suspension
Accumulation of 50 demerits	Expulsion

Note: Tardies are no longer part of the discipline system. They have been included as part of the attendance system. (See Tardiness penalty)

IN-SCHOOL SUSPENSION PROGRAM

The In-School Suspension Program will be a deterrent to misbehavior by operating without apology as an abrasive, punitive, non-negotiable, non-manipulated discipline. Enrollment in the academy implies full agreement with this program and its application to students in management of behavior. Please understand that a student makes a behavioral choice when a school rule or policy is violated. Seldom is a student a victim of accumulated demerits, a victim of tardiness, or a victim of disrupting a class. Suspensions are viewed as a result of student choices. Character training, accountability, and fairness to all students demand a quick, non-negotiable punishment.

The in-school suspension program will operate daily serving two categories of students:

1. Scheduled students for all day suspensions with exceptions as noted in the rules.

2. Unscheduled disruptive students while being given disciplinary review by the office. These students will not be officially suspended nor does disciplinary review time count against assigned suspension time.

ISS RULES OF OPERATION

1. Suspensions can be either full or half day, depending on the demerit count.

2. Suspensions are not scheduled or rescheduled for the convenience of the students, families, or the school and its programs.

3. A parent will be notified by the Vice-Principal/ Dean of Students of both the reason for the suspension and the date of the suspension. Students are allowed the reason for the suspension and the date of the suspension. Students receive O's on all class work while ISS.

4. Students who are involved with quarter, semester, or final exams will be permitted to take their exams. However, the exams will be penalized one full letter grade.

5. Homework and projects assigned the previous day may be turned in for credit on the day following ISS. Students will be responsible for getting and completing all homework or class work missed while serving ISS. They will receive an O for that work.

6. Write a minimum of five notebook paper pages of scripture.

7. If a student is absent from school on the day of scheduled ISS, the student will serve ISS on the day he/she returns. All penalties will be assessed on the originally assigned day of ISS.

8. ISS students are not permitted to participate in any after school or evening activities on the day of a full day of ISS. This includes curricular and extra curricular activities of school organizations such as drama, music, clubs, cheerleading, athletics, student government, etc. However, students may participate in practice.

9. Refusal to serve an assigned ISS is cause for expulsion.

10. Time served in ISS is not marked as an absence. OSS is marked as an absence.

11. Other rules and guidelines may be added as deemed necessary by the principal and or administrator.

FAMILY INTERVENTION PROGRAM

The Family Intervention Program is designed to be a proactive approach for students who are struggling with discipline issues. The intent of this program is to examine potential root causes for the student's behavior and to develop strategies to effect change prior to the student reaching probation or expulsion levels. Family intervention includes parental conferences and a counseling program for the student intended to help meet the student's behavioral needs as it relates to student discipline. When a student reaches twenty demerits in a semester, a conference will be held with the parents and the student in attendance. The Dean of Students and the Director of Counseling Services will coordinate the details of the program.

RESTORATION PROGRAM

In keeping with the mission of Heart to Heart Christian Academy to influence each student for salvation in Christ and to instruct our students in values for Godly living, the Upper Division has established a restoration program. This program is designed for the following students:

A student who has been expelled, required to withdraw, or who withdraws to avoid expulsion from the academy. (The Principal and Dean of Students will make determination as to the student's candidacy for the restoration program.)

SPECIFIC REQUIREMENTS FOR GRADUATION (For students entering Ninth grade prior to the 2012-2013 school year):

Total number of credits: 24

Subject areas and credits required:

Bible	4 credits (one for each year at H2H)
English	4 credits
Mathematics	4 credits
Science	3 credits (2 of the science credits must include a laboratory component)
American History	1 credit
World History	1 credit
Economics	1/2 credit
American Government	1/2 credit
Performing Fine Arts	1credit (*1/2* credit of Practical Arts Vocational Education may be substituted with permission)
Life Management Skills	4 credit (1 year is given at H2H)

Physical Education 1 Credit: includes.5credit of Personal Fitness and.5credit of Team Sports I for girls and Beginning Weight Lifting for boys taken in 9th
Electives - 4+ electives (the college preparatory curriculum includes 1 additional credit in math, science, and social science, and two years of the same foreign language.

Note: A minimum of 24 high school credits, including core requirements, are

required to graduate and earn a high school diploma. Bible is required for each year attending Heart to Heart Christian Academy. Seniors are required to do a senior term paper, including all the steps, prior to graduating. In the event a senior fails 1 required credit, that student may participate in graduation ceremonies; however, the high school diploma will be held until successful completion of the failed credit.

SPECIFIC REQUIREMENTS FOR GRADUATION (For students entering ninth grade in the 2012-2013 school year or after)

Total number of credits: 24

Subject areas and credits required:

Bible	4 credits (one for each year at Heart to Heart)
English	4 credits
Mathematics	4 credits
Science	3 credits (2 of the science credits must include a laboratory component)
American History	1 credit
World History	1 credit
Economics	4 credit
American Government	4 credit
Foreign Language	2 credits (required for college preparatory)
Fine Arts	1 credit
Physical Education	1 credit:
Electives	4 in a major area of interest (such as computer education, fine and performing arts, or academic content area, etc.)

Note: A minimum of 24 or 26 (determined by the program track) high school credits, including core requirements, are required to graduate and earn a high school diploma. Bible is required for each year attending Heart to Heart Christian Academy." Seniors are required to do a senior term paper, including all the steps prior to graduating. In the event a senior fails (1) required credit, that student may participate in graduation ceremonies; **however, the high school diploma will be held until successful the completion of the failed credit.**

Community Service: Students seeking scholarships are strongly encouraged to earn a minimum of 75 hours of community service. (Bright Futures Academic Scholarship requires at least 75 hours of community service.) H2H has no policy regarding community service hours for graduation.

GRADE POINT AVERAGE

As a result of state legislation and school policy, the following grade point average is required for promotion and graduation: 2.0 for courses required for graduation or 2.0 overall for all high school courses taken.

GRADING SCALE

Grade	Percentage	Quality Points* (GPA)
A	90-100	4
B	80-89	3
C	70-79	2
D	60-69	1
F	59 and below	0

*Quality points are added and divided by the number of attempted credits to determine a student's grade point average (GPA). GPA's are calculated automatically each semester. Honors classes are weighted with one additional quality point.

Note: According to Florida State Statutes, there is a minimum number of class periods a student must be in attendance in order to receive credit for a course. When a student has accumulated 19 absences in a standard 1 credit class within the school year (excused or unexcused), **the student will not receive credit for that course.** The student's semester grade, which appears on his report card and transcript, will be changed to an F and a special note will indicate that the F was due to absences.

HEART TO HEART CHRISTIAN ACADEMY

PARENT-STUDENT HANDBOOK 2012-2013

Parent Signature: _____

Date: _____

Student Signature: _____

Date: _____