



2018/2019

HIGH SCHOOL HANDBOOK

H.O.M.E. CLASSES
EDUCATION CENTER
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Covington, LA 70433

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Facebook Group: Parents of H.O.M.E. Classes Students

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Welcome to H.O.M.E. Classes!

H.O.M.E. Classes is a unique and exciting opportunity, for Christian, home schooled students. HC is a private, non-denominational approach to education, offering families other options for educating their children in a non-traditional setting.

Our Mission Statement

We are dedicated to helping families educate their children. It is our endeavor to provide affordable, excellent, academic instruction, in a Christ-centered atmosphere to home schooled students and to inspire in them a love for learning. The parents of our students are ultimately accountable for the instruction, education, and training of their children as the Bible clearly stipulates in Deuteronomy 6:4-9. H.O.M.E. Classes is an approach to education, which will enhance your level of success!

"We believe partnering with parents to provide an excellent, Christ-centered education, a privilege!"

Statement of Faith3

We Believe:

- ❖ In the truths of which the Christian faith is founded upon.
- ❖ The Bible is the absolute truth and is the holy, inspired, infallible word of God. It is the foundation of the Christian faith in which knowing Jesus Christ as Lord and Savior is the only way to Heaven.
- ❖ There is only one God, internally existent in three persons: God the Father, God the Son, and God the Holy Spirit.
- ❖ In the Deity of our Lord Jesus Christ, that He was born of a virgin and lived a sinless life.
- ❖ His death, burial, and resurrection, His ascension, and His bodily return to power and glory.
- ❖ Man is created in the image of God, fell into sin, and is therefore lost. Only through salvation and putting your trust and faith in Jesus Christ, can a man be saved and redeemed from a life of sin.
- ❖ Salvation is a free gift from God. It cannot be purchased, but rather received through faith, as a gift from God, because of Jesus Christ's payment for the penalty of mankind's sin.
- ❖ The ministry of the Holy Spirit is to bring conviction for sin, indwell in the believer, and empower the believer for godly service.
- ❖ We are not of any one denomination or faith, but rather a community of Christians coming together to raise and educate our children according to the Bible.

Statement on Family and Education

FAMILY

We believe that the family is the basic governmental, social, and spiritual unit created by God. In it the child learns self-government, social relationships, and develops a relationship with the Lord Jesus Christ, according to John 3:5 and 16, Ephesians 6:1 and Colossians 3:20. The family also provides protection from over-extensive government and over stimulating social involvements.

We understand "family" to mean one male and one female parent, legally married, with one or more children (Genesis 1:26-28). We recognize single parents and foster children as "family" in accordance with James 1:27. We reject homosexual practice or homosexual marriages because it is contrary to Scripture and the intentions of God in creation (Romans 1:18-32), and we believe such relationships are destructive to children and the very idea of family. Further we reject transitory, co-habitational relationships as being equally in violation of God's laws and incapable of providing long-term nurture and instruction needed by children and commanded by God (Proverbs 1:8-9, 2:1-11; Colossians 3:21; and Eph. 6:4). In view of this, no homosexual or merely cohabiting "parents" are eligible to enroll in HC or participate in any of its functions and activities.

EDUCATION

We believe that the ultimate responsibility for the education of children belongs to parents (Deuteronomy 4:9, 6:1-25, and 4:1-4). Thus, we believe this is an inalienable right given by God which the State cannot create, destroy, or alter. Parents may allow another to teach some of the cognitive information that children need to know, but all education must be under the ultimate control and supervision of the parents.

We believe that all education is religious in nature since one's view of the world and life is inevitably involved in teaching (Proverbs 2:1-8 and 3:1-2, with 6:20-23; and Matthew 28:18-20). Every discipline of knowledge, whether it be a subject such as mathematics, science, or history will have its final reference point a theistic or, in the alternative, a humanistic view of reality (Colossians 1:15-20 and 2:8-15), and that there is no neutral academic discipline. We believe that the religions of Secular Humanism and Christianity are mutually exclusive.

Dress Code

Our desire is to honor Christ and to show respect. Each person will dress in conformance with one's biological sex.

- Undergarments are not to be visible or noticeable at any time. Low-riding pants are not acceptable. No hats are to be worn inside the building
- Girls: Shorts or skirts must be finger tip in length. Shirts and blouses should cover mid-drift and overlap at least an inch over the top of pants, shorts, skirts, capris, etc. Tops should have at least a 2-inch strap, should be buttoned modestly and may not be low-cut, strapless, or see-through. Bras need to be worn but not seen. Underwear should not be visible, even when arms are lifted or student is seated. No tube tops, tank tops, or one-shoulder ponchos.
- Boys: All pants and shorts need to ride at the waist and should not expose underwear. Shirts or t-shirts should be modest and not offensive.
- Students will receive one warning. If a second warning is given the parent will be called and the student sent home.

ADMISSIONS

Discrimination Policy:

H.O.M.E. Classes is non-discriminatory in its admission policies and does not offer preferential admission on the basis of race, color, gender, national origin, or ancestry. HC reserves the right to refuse admission or hire on the basis of religious belief and/or lifestyle choices contrary to the center's mission statement or Biblical standards. Families, for example, who deny the deity of Christ will be denied admission as the HC mission statement asserts that the mission of the center is "to provide affordable, excellent, academic instruction, in a Christ-centered atmosphere" and the center's doctrinal statement affirms the deity of Christ. In the same way, families or students who choose to pursue or promote a homosexual lifestyle will be refused admission or hire because of the Biblical standards set forth in Lev. 18:20; Lev. 20:13; 1 Kings 14:24; Romans 1:24, 26-27; and 1 Cor. 6:9-6

SECTION 504 GENERAL INFORMATION

Section 504 is an Act which prohibits discrimination against persons with disabilities in any program receiving federal assistance. The Act defines a person with a disability as anyone who:

- has a mental or physical impairment which substantially limits one or more major life activities (major life activities include activities such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, or working);
 - has a record of such an impairment; or is regarded as having such an impairment. In order to fulfill its obligation under Section 504, HC recognizes a responsibility to avoid discrimination in policies and practices regarding personnel and students. No discrimination against any person with a disability will be permitted in any of the programs and practices of the school. The school also has specific responsibilities under Section 504 which include the responsibility to identify, evaluate, and, if the child is determined to be eligible under Section 504, to address the educational discrimination issue through an individual accommodation plan such as:
 - preferential seating
 - repeated directions
 - visual and auditory cues
 - a contract detailing specific rules and routines with clearly stated rewards and consequences. These accommodations are set after the 504 teacher/parent/administrator meeting that occurs when the child enters HC.
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- Admissions Requirements:
 - Admission to HC is a privilege granted to qualified students who desire a quality Christian education and who are supported in that desire by their parent(s). The Admissions process normally involves approximately 10 days once all necessary information has been submitted by the incoming student's family.

Necessary information for enrollment requirements:

If coming in from a school:

- Completed Teacher's Referral Form (completed by an instructor from the most recent academic year)
- Completed Pastor's Referral Form (completed by a pastor who knows the student personally)
- Report Cards from the two most recently completed academic years
- Standardized Achievement Test scores from the most recently completed academic years.
- Questions on the part of admissions personnel or administrators at HC may dictate additional testing requirements.
- Completion of all necessary financial arrangements

Academic and Behavioral Requirements are as follows:

- A Grade Point Average of no less than 2.0 on a 4.0 scale
- No record of arrest or expulsion over the past two years. Incidents of suspension must be explained to the satisfaction of the center's administration
- HC reserves the right to admit students under conditional and/or probational terms.

Spiritual Requirements are as follows:

- A favorable interview of both students and his designated representatives (parents)
- Pastor's Referral Form or personal letter of endorsement from the family pastor or youth pastor
- Assurance that at least one parent (guardian) is in regular church attendance.
- New students will be admitted at any point of the year.
- HC reserves the right to determine appropriate grade levels for incoming students and to admit students under conditional and/or probational terms.

The withholding of information by any family regarding a student's diagnosed medical condition, learning disability, or expulsion from another school will be grounds for immediate expulsion from HC.

Academic Advancement

Students are expected to complete the coursework for grades 9-12 in the manner specified by the instructor and/or the course syllabus. Typically, a student who falls behind grade level and does not make up work in summer school or approved correspondence coursework will not be able to continue as a student at HC.

Course Add/Drop

No course may be dropped after the Friday of the first week of classes

To drop or add a course the parent must submit their request to the administration, in writing, within the allotted time frame for dropping or adding a class.

COMMUNICATION

Communication is a two-way street. At HC parents are encouraged to call teachers with questions about school issues. Appointments with teachers may be arranged via email with the individual teacher. Parents may call teachers at home but are asked to be considerate of the teacher's right to privacy and family time. (weekdays after 5:00 pm, and weekends should be off limits for contacting a teacher for outside help)

- Information is provided to students at the beginning of the year including course syllabi, test schedules, project deadlines, supply lists, etc.

Teachers are to call or email a note to the student's parents if a student:

- Misses three homework assignments
- Consistently lacks materials
- Misses a project deadline
- Does not cooperate in the learning process
- Appears to need special assistance or tutoring
- All teachers maintain Jupiter where grades and other important information will be clearly posted.

On-Level Classes		
Equivalent GPA	Percentage Points	Letter Grade
4.00	90-100	A
3.00	80-89	B
2.00	70-79	C
1.00	60-69	D
0.00	0-59	F

Honors Classes		
Equivalent GPA	Percentage Points	Letter Grade
4.00	90-100	A
3.00	80-89	B
2.00	70-79	C
1.00	60-69	D
0.00	50-59	F

Cheating

Copying another student's work, whether it is homework, quizzes or tests, is cheating and results in an automatic suspension. Having a notebook, notes or anything pertaining to the schoolwork visible during a quiz or test (whether on the desk or the student's person) is considered cheating and will result in automatic suspension and a zero on the quiz or test.

Jupiter Grades - H.O.M.E. Classes uses Jupiter Grades as a safe and easy way for teachers, parents, and students to share information online.

H.O.M.E. Classes will use Jupiter Grades to:

- Post weekly grade reports
- Post weekly work in case of an absent student needing to obtain missed work
- Post announcements
- Post calendars
- Post school policies including school handbooks
- Post school newsletters and other pertinent information
- Email Parents
- Parents will receive their Jupiter Grades login link via email

Every parent and student must have separate Jupiter Grades accounts. Jupiter is the primary means by which teachers will communicate with parents and students regarding their syllabi, rules, grades, and homework.

General Rules for All Students

- As part of our Safety Plan, ALL students are required to wear the school-issued student ID and lanyard at all times during the school day.
- Hats and/or caps are not to be worn inside the building.
- Boys are not to wear mustaches, beards, or sideburns longer than the lower part of the ear.
- Girls' fashion accessories (jewelry, make-up, hairstyles, nail polish, etc.) should be Conservative in nature. No parts of the body other than the ears should be pierced. Gauge earrings are not permitted. Girl's hair must not cover the eyes.
- Boys may wear modest, appropriate jewelry. No earrings are to be worn on campus. No parts of the body should be pierced. No wallet or pocket chains are permitted. Boy's hair styles should be neat, moderate and in good taste. Boy's hair must not cover the eyes.
- Students may NOT have tattoos or body markings that are visible at any time while on campus.

BEHAVIOR EXPECTATIONS

HC students are expected to honor God at all times, showing genuine respect for others, regard for the authority of teachers and administrators, and adherence with a joyful spirit to all HC policies. Godly discipline is the responsibility of every parent. Teachers and administrators, as part of their calling and ministry, take upon themselves the responsibility of assisting parents in the process. It is therefore the expectation of every teacher and administrator that parents will support the center in upholding Biblical disciplinary standards and actively reinforce the student's understanding of the teacher's authority in the classroom. Parents who cannot support the discipline standards of HC should consider other educational alternatives.

DISCIPLESHIP OF STUDENTS

Discipleship of students is a key distinctive of a Heritage education. As we teach, mentor, and train our students to follow Christ's example, we desire our students behavior to be consistent with the values outlined in the Bible. Some of these values that are regularly applied at HC include:

- Integrity - Valuing truth, reliability and consistency in all areas of life.
- Respect - Choosing to honor the people and property of the HCS community
- Courtesy - Showing kindness, serving and helping whenever possible.
- Stewardship - Using time and resources wisely.
- Preparation for class and readiness to learn.
- Reconciliation through Biblical and appropriate repentance and forgiveness when offenses have been committed or received.

CODE OF CONDUCT

An important element of any education center is the student code of conduct which serves as a guideline for appropriate student behavior. We believe that student discipline which results from a violation of the guidelines can be an integral part in student growth and maturation. Recognizing both the importance of a code of conduct for HC governance and the personal growth for students that can come from accountability to these expectations, H.O.M.E. Classes seeks to approach all discipline situations with a redemptive discipline model. The ultimate goal of this type of discipline is accountability applied in a way that reaches the heart of a student and results in behavior change. As a Christian education center, we acknowledge that discipline for personal choices can often simultaneously be used by God to bring about personal transformation in the lives of our students. Our redemptive discipline model requires careful investigation and partnership between parents/guardians and administration to inform disciplinary decisions. Ultimately, the principals will make disciplinary decisions that provide accountability, are applied consistently and carefully, and seek to bring about growth and maturation in the student. Students and families deserve confidentiality and respect as they go through the discipline process. As such, administration will not discuss the details of disciplinary matters publicly or with other families. In addition to confidentiality considerations, sometimes there are legal issues/considerations, state/federal confidentiality laws, and issues that require involvement of law enforcement. Often the

law enforcement process precedes or supersedes the school process. This may impact the timing of certain aspects of disciplinary decision making. Investigations may result in a variety of disciplinary actions up to and including expulsion. In addition, any code of conduct violation that also potentially involves a criminal offense or a violation of state laws (i.e. use of illegal substances, distribution of stolen goods or pornographic materials, sexting, possession of weapons on school premises, vandalism, truancy, etc.) may require H.O.M.E. Classes Education Center to involve law enforcement officials.

CLASSROOM DISCIPLINE

Each teacher of HC adheres to a three-step in-classroom discipline plan. The following steps provide a guideline for most minor offenses. Certain behavior such as "disrespect" may cause the teachers to move beyond steps one and two and straight to a "Discipline Referral."

- 1st Offense: Verbal Warning
- 2nd Offense: In class punishment at teacher's discretion/Communication with parent(s)
- 3rd Offense: Discipline Referral

Description of levels of offenses and consequences of minor offenses

- Talking in class
- Dress Code
- Classroom disruption
- Failure to show for detention
- Sleeping in class
- Profanity
- Excessive Tardies (Please review policy on tardies and subsequent discipline)
- Unprepared for class.

Consequences for minor offenses:

1st Offense: Detention

2nd Offense: Two Detentions

3rd Offense: Three Detentions

4th Offense: Classified as a Major Violation carrying with it a one to three day in-school suspension.

Special notes to parents and students:

1. Each semester allows a student to start with a clean slate unless his Behavior Probation from the previous semester is still in effect. Prior discipline events will still be posted and may be used in determining future judgments.
2. The use of "profanity" may be regarded as "disrespect". This will be determined by the teacher and the principal. If such a determination is made then the student will receive consequences in accordance with a major offense.
3. It is impossible to list all the minor offenses as students are always creative. The HC administration retains the right to determine levels of offense on a case by case basis.

MAJOR OFFENSES

1. Alcohol : Drinking or possessing alcohol at HC or during any HC function will result in dismissal. Any student who uses alcohol off campus will be subject to disciplinary action at HC including a 90 day probation, three day suspension or dismissal, service hours. Any student that provides alcohol on or off campus will be dismissed. Note: A second offense involving alcohol on or off campus will result in dismissal.
2. Drugs: Using or possessing illegal drugs at HC or during any HC function will result in dismissal. Any student who uses drugs off campus will be subject to disciplinary action at HC including a 90 day probation, three day suspension or dismissal, service hours and counseling. Any student that provides drugs on or off campus will be dismissed. Note: A second offense involving drugs on or off campus will result in dismissal. The proper authorities will be notified. All students and employees are subject to random drug tests.
3. Tobacco: The use of tobacco in any form will result in suspension. Repeated offenses will result in expulsion.
4. Other Substances: Any synthetic inhalant, chemical or mind/mood altering substance or non-prescribed substance including, but not limited to bath salts, and other substances
5. Serenity (also known as Spice, MoJo, K2, Genie, or the latest version): Using or possessing these substances at HC or during any HC function will result in dismissal. Any student who uses these substances off campus will be subject to disciplinary action at HC including a three day suspension or dismissal, service hours and counseling. Any student that provides these substances on or off campus will be dismissed. Note: A second offense involving drugs on or off campus will result in dismissal. The proper authorities will be notified. All students and employees are subject to random drug tests.
6. Fighting: Students who fight will be suspended or expelled.
7. Harassment: Each student at H.O.M.E. Classes has a right to his or her own dignity and individuality. Any student who develops a behavioral pattern of assaulting, harassing or demeaning another student or students will be suspended or expelled. Racial insults, ethnic insults, sexual innuendo or prejudicial behavior will not be tolerated.
8. Threats: A threat is considered assault under LA Criminal Code R.S. 14:36. HC maintains a No-Tolerance policy toward any kind of threat (verbal, written, gesture, picture or otherwise). Any student making such a threat will be immediately suspended or expelled. Local authorities will be called and consequences determined in a meeting attended by the offending student, parents, school personnel and a police officer.

9. Weapons : Bringing or threatening to bring a gun or other weapon to HC is against HC policy and is also a violation of state law (La. Revised Statute Title 14-95.2) In addition to immediate suspension or expulsion, the offending student may be subject to consequences as mandated by law.
10. Cheating: Dishonesty or cheating on test, quizzes or papers will result in a zero on the assignment involved students caught cheating at any level for a second time will be expelled.
11. Pregnancy/Marriage: Students who are married or involved in a pregnancy are not permitted to attend HC.
12. Vandalism: Any student caught vandalizing the campus or intentionally defacing HC property may be suspended or expelled.
13. Theft: Theft is a violation of fundamental commandments. Incidents of theft, once proven, will result in suspension or expulsion.
14. Truancy: Any student who is consistently absent from classes without authorization will be suspended or expelled.
15. Skipping Classes: Students are not to leave campus without permission from the principal. Parental permission by itself will not suffice. To do so exposes the center to unacceptable risk and contributes to poor academic performance. Any student leaving campus during the academic day or "skipping classes" at any time without permission of the office will receive one or more day's suspension. Repeated incidents will result in expulsion. A student involved in a major offense will be suspended for a minimum of three days and placed on Behavior Probation. An individual involved in repeated minor offenses or multiple major offenses will be considered for expulsion. There are other incidents not listed that the Administration reserves the right to consider a major offense.

NOTE: It is impossible in any handbook to include all the details of appropriate conduct. In general, a H.O.M.E. Classes student is to conduct himself/herself in a Christ-like manner. When a student's behavior falls outside the realm of what is generally expected, appropriate disciplinary action will be administered.

DISCIPLINE POLICY: Drugs and Alcohol

The use of drugs and or alcohol is considered a major violation of the standards established by H.O.M.E. Classes. The HC student is expected at all times to reflect the standards of HC on and off its campus. The dangers of substance/alcohol use are well documented as by the standards set by the laws of the State of Louisiana. The center considers each student a reflection of its mission, vision and purpose. Any use of drugs and or alcohol will result in immediate discipline by the administration of H.O.M.E. Classes The following guidelines have been established by the administration. Students in violation of the center's position will be subject to immediate discipline.

FIRSTTIME OFFENDER

1. The student will serve a three day suspension and be placed on "Disciplinary Probation" for 90 days. The student will be required to seek professional counseling and verification of counseling will be submitted to the administration office.
2. During the probationary' period and accumulation of five minor offenses or any one major offense will result in immediate dismissal.
3. Subsequent major violations such as further illegal drug use, alcohol use, or other major violations will result in dismissal.

ALCOHOL USE and POSSESSION

1. Students in the possession of or responsible for bringing alcohol on campus will be dismissed from HC. It should be noted that this applies to all HC sanctioned events such as Prom, Homecoming, athletic events, etc...
2. Students participating in the consumption of alcohol off campus will be directed through the following procedures: Student will be suspended for three days Placed on Disciplinary Probation for 90 days. The administration will review student's discipline record. If the student's prior disciplinary record is unfavorable the administration reserves the right to recommend expulsion.

Note: A second offense involving alcohol on or off campus will result in dismissal.

DRUG AND ALCOHOL/USAGE AND PROTOCOL:

The possession/usage of drugs and/or alcohol on campus or at any HC function will result in the following actions to be taken by the owners/administrators.

1. The parents of the student will be contacted and asked to come to the center immediately.
2. As required by Louisiana State Law, the ST. Tammany Parish Sheriff's Office will be contacted. Any arrest will be solely determined by the investigating officer assigned by the St. Tammany Parish Sheriff's Office
3. The student in possession and/or have been proven to have had possession of illegal drugs on campus will be dismissed from the program.
4. The possession of drugs and or usage of drugs off campus will result in the student receiving the same consequences. Possession of drugs with arrest off campus will result in dismissal from HC permanently.
5. It is impossible for the center to cover all possible scenarios regarding the behavior of students at HC. For this reason HC reserves the right to dismiss a student at any time if the situation warrants.

BULLYING

One of our primary responsibilities as a academic program in accordance with our mission, is to create and sustain a safe community - so that all of our students can focus on their work and do their best. In order to achieve this goal we must acknowledge that bullying sometimes occurs within our community and that is harmful to everyone involved—perpetrators, bystanders, and victims alike. We have outlined characteristics of bullying as follows:

- Both boys and girls can engage in bullying behavior. We, as a community, will not tolerate an attitude of "boys will be boys" or "girls will be girls" to excuse cruel behavior.
- Bullying can be direct or indirect, blatant or subtle; and it involves an imbalance of power, repeated actions, and intentional behavior.

- Bullying is any behavior considered physical aggression, social aggression, verbal aggression, written aggression, intimidation, sexual harassment, or racial/ethnic harassment.
- Bullying is cutting someone off from essential relationships.
- Bullying includes isolating the victim by making them feel rejected by his/her community.
- Bullying is malicious gossip and rumor spreading.
- Bullying often occurs outside of the physical H.O.M.E. Classes grounds yet these actions still impact the safety of our students as if they have occurred on campus. Any bullying behavior demonstrated at classes or outside of HC that impacts our community will be addressed by the administration. Examples of bullying outside the center can be (but are not limited to) the following: E-mails, text messages, or Instant messages that include physical threats and/or malicious gossip and slander.
- "Hit lists" via e-mail or other methods of communication naming specific students and/or teachers.
- Changing other people's e-mail personal profiles.
- Bullying includes but is not limited to inappropriate posting of other individuals on social media or some other database. As an academic program we will take seriously any report of bullying behavior. The center will notify parents whose children have been involved in bullying behavior. Bullying will be responded to through a continuum of consequences and interventions up to and including suspension and/or social probation (such as suspension from extracurricular activities or HC functions) depending on the frequency and severity of the behavior. While we recognize that disagreements/conflicts between students occur and can resemble bullying behavior as defined herein our policy, the center makes a distinction between the two:
- Most students will experience some degree of age-appropriate peer conflict during their academic years. We consider whether the issues of aggression, power, domination, humiliation and control play a role in the situation in question. The owners/administrators will investigate the situation thoroughly to determine whether a behavior is characteristic of bullying.

OTHER BASIC BEHAVIOR RESTRICTIONS

1. Students are not to go to their cars or be in the parking lot during the day.
2. Students are to respect teachers at all times as representatives of God's authority on campus. Incidents of disrespect or defiance will result in severe consequences. any threatening behavior, act of violence or threatened violence against a teacher or other center personnel will result in immediate expulsion.
3. IPODS, tape, CD or MP3 players must be off and put away during program hours. Music listened to after hours should be appropriate.
4. Cell phones must be kept in a student's car or checked in with the office, AND MUST BE TURNED OFF.
5. Students are not to be in the building after hours unless accompanied by HC personnel.
6. The public showing of physical affection is not permitted on campus or at HC events.
7. Vulgar or profane language or gestures, coarse joking, any form of sexual harassment, or other forms of offensive or racist communication are unacceptable and will result in severe disciplinary action.

DETENTION

Is served as lunch room clean-up duty or other service duties for an expressed amount of days.

SUSPENSION

Students who are suspended will not be permitted on the campus unless arrangements have been made by the principal for on-campus labor. Students on suspension will receive a zero (0%) for all daily work, homework and quizzes. All suspensions are recorded in the student's cumulative file.

EXPULSION

Expulsion from HC will result when a student, by repeated violations of HC standards, demonstrates that he/she is unwilling to function within the parameters of acceptable behavior as established for students of H.O.M.E. Classes. Students may also be expelled if parents/ guardians refuse to support HC's disciplinary/ educational standards, are perceived as sowing dissent or disorder among the HC family as a whole, or fail to meet required tuition payments, regardless of the culpability or lack thereof of the actual student(s) involved. Students expelled from HC will not be allowed to attend any HC sponsored events.

SUBSTITUTE TEACHERS

There are times when HC depends upon the services of substitute teachers. A negative report to the office by a substitute teacher will result in disciplinary action for any or all students in the class.

OFF-CAMPUS BEHAVIOR/ELASTIC PRINCIPLE

Students need to recognize the elastic principle as part of the discipline policy at HC. The elastic principle simply means that HC students are accountable to HC for behavior occurring off campus. Students who engage in behavior outside of classes that brings discredit to themselves and the education center will be held accountable by HC and may have privileges revoked, detentions assigned, be suspended or expelled. Although the center's intent is not to monitor students' behavior off campus, HC students are expected at all times to act in a manner which brings credit to our Lord, themselves, their families and HC.

END-OF-THE-YEAR STUDENT REVIEW

At the end of the school year, the Principal and Assistant Administrator will review the performance of all students. The Principal will then decide, whether the student be readmitted, readmitted conditionally, readmitted under Academic or Behavioral Accountability, or denied the opportunity to re-enroll.

PARENT CONFERENCES, ACADEMIC and BEHAVIORAL ACCOUNTABILITY

PARENT CONFERENCES

The ultimate responsibility for the successful "training up" of any student rests with the parents. Should there be any reason to suspect that a student is struggling academically or behaviorally, parents are encouraged to arrange for a parent conference. All conferences should be arranged through the HC office.

ACADEMIC ACCOUNTABILITY

HC is an accelerated and challenging learning environment. In order to provide the best opportunity for students to fully meet their potential, some students may be better served with extra attention and support from teachers, parents and administrators.

Students may be placed upon Academic Accountability for any of these reasons:

1. A GPA of less than 2.0
2. A pattern of missed homework assignments
3. Transfer into HC
4. Teacher recommendation

DISCIPLINARY PROBATION

Upon accumulating numerous major offenses or violations of the drug/alcohol use policy, or recommendation of administration, students will be placed into Disciplinary Probation. The purpose of this program is to offer assistance to the student in improving behavior or attitudes and prevent the further accumulation of infractions. The student will remain on this program throughout the semester, but may be extended at the recommendation of the faculty advisor or administration.

GENERAL INFORMATION

EMERGENCY CLOSING OF SCHOOL

When bad weather is impending parents should listen to the radio for announcements concerning school closures. Please do not call the center due to the fact that the telephone system cannot handle the enormous number of incoming calls regarding severe weather or community emergencies. When St. Tammany Parish radio and TV announcements indicate that public schools will be closed because of severe weather conditions or other community emergencies, this should be interpreted to include H.O.M.E. Classes unless otherwise stated or communicated by the HC Administration through e-mail, the HC webpage, or other means of communication.

VISITORS

For the protection and security of the center community, strict regulations with regard to visitors on the HC campus must be enforced. EVERY VISITOR ON CAMPUS IS REQUIRED TO CHECK IN AT THE FRONT OFFICE AND GET A VISITOR NAMETAG. No student from any local school is permitted to visit the HC campus without permission from the HC Principal.

CLASSROOM ILLNESS

If you become ill during the day, come directly to the office. If you are in a classroom, please ask to be excused to the office.

MEDICATION

It may be necessary for students to take medication during the day. H.O.M.E. Classes policy, which complies with state guidelines, is as follows:

1. Only the HC secretary may assist students in taking medication.
2. Short-term prescribed medication must be sent in its original bottle accompanied by written instructions of the prescribing physician.
3. Long-term prescribed medication must be sent in its original bottle.

AUTOMOBILES

Many students drive to classes each day, a privilege that is recognized as a clear benefit to their parents. At the same time, that privilege comes with a responsibility to drive and park safely. Safe parking includes parking in designated areas. Drivers who endanger the wellbeing of other students or parents will have their driving privileges revoked by HC. Cars are not to be used for lockers or to store lunches. Students are not allowed to visit their cars during the day without the permission of the main office. Students doing so will be suspended on the first offense. On the second offense a student's car will not be permitted on campus for a month. Students must have a Driver's Agreement on file.

LUNCH

Students may buy a hot lunch or bring lunch. All such purchases are handled by the check-in desk at the beginning of each day. Daily lunch orders are taken at check-in. Students are not permitted to leave the lunch area, unless permission is given by a teacher to come to his/her room.

TELEPHONES/CELL PHONE USE

The office telephone is available for students to contact parents. If a student needs to contact a parent, they may do so during break times, only for urgent needs. Likewise, if a parent needs to get a message to their child, they may also, call the office phone. (985) 888-1122

CELL PHONES MUST BE LEFT IN THE STUDENT'S CAR OR IT MUST BE CHECKED IN UPON ARRIVAL TO CLASSES AND MUST BE TURNED OFF. ANY STUDENT HAVING A CELLULAR PHONE ON THEIR PERSON WILL BE IMMEDIATELY SENT HOME, AND WILL RECEIVE ZEROS FOR ALL CLASSES MISSED.

Please scroll to the next page and fill in the information requested.

H.O.M.E CLASSES

71338 Hwy. 21 Suite 102

Covington, LA 70433

(985) 888-1122

Acknowledgement of Highschool Handbook

I acknowledge that I have read and I agree to comply with the contents of the H.O.M.E. Classes Highschool Handbook

Family Name: _____ Father: _____ Mother: _____

Father's Signature: _____ Mother's Signature: _____

Student's Name: _____ Student's Name: _____

Student's Name: _____ Student's Name: _____

Turn into the office at orientation or upon registration