



PARENT-STUDENT ACADEMY HANDBOOK

*Where There Is No Vision,
the Children Perish*

“It Happens on the Hill”

This book belongs to: _____

Welcome to Happy Hill Farm Academy! It is with great excitement, as the Head of School, that I get a chance to share with you the vision and opportunities that exist within our “community of learners” at Happy Hill Farm Academy.

One of my favorite books in the Bible is Proverbs, as it frequently emphasizes instructing the young and guiding them toward a happy and prosperous life. Acquiring wisdom, and knowing how to avoid the pitfalls of folly, increases the likelihood for health and success. At Happy Hill Farm Academy, we understand the awesome task and responsibility to prepare students for a successful future, and we take that responsibility very seriously. It is our job to equip every student with the foundational knowledge and skills necessary to succeed at the university level, and in life, as they learn in our classrooms and eventually leave our campus.

For almost four decades, Happy Hill Farm Academy has held a high standard for its boarding students. Now that the Academy has transitioned to include day students from surrounding communities, students from across the country, and international students from around the globe, the opportunities to positively impact our world through our diverse student body are astounding. Every student receives training in being honest, trustworthy, responsible, committed, and respectful. Scholarships and financial aid are offered to highly-motivated and deserving students, while, at the same time, the Academy provides educational opportunities enabling every student to qualify for the best universities and colleges in our country.

In order to meet these goals for every student, Happy Hill Farm Academy has expanded its faculty and staff. Each one is not only educated and certified, but they are committed to a very high standard of excellence in every area of the educational experience. Academy students are taught with intensity, caring, and dedication from grades K-12.

Additionally, the faculty is committed to preparing students for higher education. Every teacher exhibits strong Christian character and places an emphasis on teaching and instructing students from a biblical perspective. The Academy’s expanded extracurricular activities and curriculum utilize instruction based upon a Christian worldview.

Happy Hill Farm Academy students must exhibit not only intelligence, but they must demonstrate a passion for learning and moving toward successful adulthood. With so many opportunities afforded them in academics, art, music, drama, athletics, agriculture, and other extracurricular activities, the future looks very bright for every Academy student!

As the Head of School, I am focused on a high standard of excellence in the Academy and will make every effort to enhance relationships within the community. Together – administrators, teachers, parents, and students -- we will succeed. Everyone who has seen the campus at Happy Hill Farm Academy knows how special it is. The aesthetic beauty and blessings are evident to everyone; however, the true beauty of this campus lies in the people. What a wonderful place to call home and to call “my school.” Remember, “It Happens on the Hill!”

In Christ,

Dr. Marc Evans
Head of School

Table of Contents

ACADEMY FOUNDATIONS	PAGE
Accreditation Associations	7
Non-Discrimination Statement	7
Administration	8
Mission Statement	8
Administration Prerogatives	8
History of HHFA	8
Statement of Faith	9
Academy Mascot	9
Academy Colors	9
Academy Verse	9
Academy Student Honor Code	10
Academy Philosophy	10 - 13
Teacher Qualifications	13
ACADEMY GENERAL INFORMATION	
Academy Abuse Policy	13
Academy Courtesy Titles	14
Academy Definition of Students	14
Academy Admissions Information	14
Expectations of Students	14, 15
Expectations of Parent(s)/Guardian(s)	15
Day Students	15
Financial Assistance	16
Financial Obligations	16
Rights Reserved by Academy	16, 17
Appearance and Dress Code General Information	17 - 20
Male Students	18 - 22
Female Students	22 - 28
Attendance Policy	28, 29
Make-Up Work	29, 30
Cellular Phone Policy	30
Health Service Information	31
Medication Policy	31, 32
Important Health Information	32, 33
Communicable Diseases	33
Crisis Management	33
Library Policies	33, 34
Computer Use Policy	34, 35
Elementary Snacks and Birthday Celebrations	35, 36
Orientation and Open House	36
Parental Visits	36
Senior Privilege	36
Sexual Harassment Policy	36, 37
Stewardship of Buildings and Grounds	37
Student Vehicles on Campus	37, 38

Substance Abuse/Random Drug Testing..... 38
 Lockers 38, 39
 Dining Center Procedures..... 39
 Textbooks 40
 Transportation..... 40, 41
 Tuition 41, 42
 Visitors 42

ACADEMICS

AP Courses 42
 Community Service Requirements 42
 Grading System, Scale..... 43
 Graduation Requirements 43 - 45
 Academy Bell Schedules 45
 Academy Day Student Academic Calendar 46
 Counseling and Guidance 46, 47
 Academic Honors 47
 Parent Conferences 47, 48
 Testing Programs 48
 Tutors 48
 Probation..... 48
 Scholarships for Post Graduation 49
 Academy Awards and Honors 49
 Study Hall 49
 Summer School 50
 Tardiness..... 50
 ESL 50
 FFA Program 50, 51
 Graduation Credits, and Promotion Policies 51, 52
 Honor Courses 52
 Eligibility 52, 53
 Physical Education 53
 Report Cards 53
 Helps Class 53
 Homework 53
 Discipline..... 54
 Administrative Dismissal Prerogatives 54
 Expected Conduct of Students..... 55
 Disciplinary Procedures..... 56 - 58
 Complaint or Problem Procedures..... 58
 Behavior Contracts 58, 59
 Detention 59
 Disciplinary Probation..... 59
 Expulsion..... 59
 Gum Policy 59

STUDENT ACTIVITIES

Chapel..... 60
Community Service60 - 62
Student Council 62
The Pioneer..... 62
The Frontier 62
Spanish Club, Youth and Government, and FCA 62
Co-Ed Intramural Sports..... 63
Sports 63
Teacher Aids..... 63

Happy Hill Farm Academy Is Fully-Accredited

by

THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

by

THE ASSOCIATION OF BOARDING SCHOOLS

by

TEXAS ASSOCIATION OF PRIVATE AND PAROCHIAL SCHOOLS

by

TEXAS ASSOCIATION OF NON-PUBLIC SCHOOLS

and by

ASSOCIATION OF CHRISTIAN SCHOOLS INTERNATIONAL

Non-Discrimination Statement

Happy Hill Farm Academy (HHFA) admits students of any race, color, sex, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national and ethnic origin in administration of its educational policies, admission policies, scholarship program, athletics, or other school-administered programs.

Happy Hill Farm Academy

3846 North Highway 144, Granbury, TX, 76048

254.897.4822

www.happyhillfarm.org

Administration

Mr. and Mrs. (Gloria) C. Edward Shipman – *Co-Founders*

Mr. Todd L. Shipman – *President / Chief Financial Officer*

Mr. Charles “Chuck” E. Shipman, Jr. – *Chief Operating Officer*

Dr. Marc S. Evans – *Head of School*

Mrs. Marci Martinez – *Principal*

Dr. Julie Griffin – *Dean of Students*

Mission Statement

Happy Hill Farm Academy is committed to serve children, strengthen families, and give young lives a hopeful tomorrow. HHFA prepares students for successful futures by equipping them with the foundational knowledge and skills necessary to succeed in college or other secondary training programs.

Administrative Prerogatives

The intent of this handbook is to give general overall guidelines to be adhered to by students and parents. HHFA administration reserves the right to exercise its administrative prerogative in responding to any situation. Responses may include, but are not limited to, parent conference, suspension and/or expulsion, and required counseling.

History

Gloria and Ed Shipman founded Happy Hill Farm Academy in 1975. In 1977, an old house was moved to the property, refurbished, and became a new home for the school. Renovated classroom buildings were added the next year. The Shipman’s clung doggedly to what they believed was God’s calling for their lives . . . to provide a safe haven and a residential school where underprivileged students could turn their dreams into a reality.

Now, over three decades later, Happy Hill Farm Academy is fully-accredited and functions as one of the finest private, Christian boarding, day, and international schools in the country.

An Advancement Plan has been adopted by Happy Hill Farm Academy’s Board of Directors to increase the student body. The new Academic Complex was opened in 2008.

Statement of Faith

The Statement of Faith upon which Happy Hill Farm Academy is founded and shall permanently exist is as follows:

- ❖ We believe the Bible, both the Old and the New Testaments, to be the inspired Word of God, and inerrant in the original writing; and that it is of supreme and final authority in faith and life.
- ❖ We believe in one God, eternally existing in three persons: Father, Son, and Holy Spirit.
- ❖ We believe that Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man.
- ❖ We believe that man was created by God, that he sinned, and thereby incurred not only physical death, but also spiritual death, which is separation from God; that all human beings are born with a sinful nature, and that those who reach moral responsibility become sinners in thought, word, and deed.
- ❖ We believe that the Lord Jesus Christ died for our sins according to the Scriptures, as a representative and substitutionary sacrifice; and all who believe in Him are justified, are born of the Spirit, have become the children of God, and are new creatures in Him.
- ❖ We believe in the resurrection of the crucified body of our Lord, in His ascension into Heaven, and His present life there for us as High Priest and Advocate.
- ❖ We believe in the bodily resurrection of the just and the unjust, the everlasting blessedness of the saved, and the everlasting consciousness of the lost.
- ❖ We believe that Christians, those born of the Spirit, are to live the new life in the power of the Spirit; and his normal attitude of life is to yield himself to God, trusting God to keep him.
- ❖ We believe in “that blessed hope” the personal, visible, pre-millennial, and imminent return of our Lord and Savior, Jesus Christ.

Academy Mascot

The official mascot of Happy Hill Farm Academy is the Pioneer: The boys’ sports teams are referred to as “Pioneers,” and the girls’ sports teams as “Lady Pioneers.”

Academy Colors

The Academy colors are Kelly Green, White, and Black.

Academy Verse

“And all thy children shall be taught of the Lord; and great shall be the peace of thy children” (Isaiah 54:13, KJV).

The Happy Hill Farm Academy Student Honor Code

The Happy Hill Farm Academy student honor code is supported by the Statement of Faith (as written on Page 8), which is based upon the Word of God, the Holy Bible

Because I want to be a person of integrity and honorable character, and I want to be a member of The Happy Hill Farm Academy community, I will choose to model my life, both on and off campus, after the example of Jesus Christ.

I make a personal commitment to:

- ❖ Cooperate respectfully with those in authority (Hebrews 13:17).
- ❖ Strive for excellence as a student (I Corinthians 10:31, 32; Colossians 3:23-24).
- ❖ Seek to build relationships with people of high moral character (I Corinthians 15:33; Proverbs 13:20).
- ❖ Care for and respect others and their property (Philippians 2:3-4).
- ❖ Be truthful, trustworthy, and appropriate in my words and actions (Proverbs 4:24-27; Philippians 4:8).
- ❖ Be pure and upright in my relationships, not involving myself in sexual misconduct (I Corinthians 6:18; Romans 13:12-14; Romans 1:24-28; Leviticus 18:21-22; Genesis 2:24; I Corinthians 6:9; I Thessalonians 4:1-8; Hebrews 13:4).
- ❖ Choose modes of entertainment that are Christ honoring, avoiding the appearance of evil (Philippians 1:27; Ephesians 5:3-4).
- ❖ Refrain from any form of cheating (Proverbs 11:1).
- ❖ Totally abstain from the use or possession of tobacco, drugs, or alcohol (I Corinthians 6:19-20; Romans 13:1-2).

On my word of honor, I will respect the HHFA Student Honor Code and I will actively work to uphold its high standards. I shall do my best to be a good citizen of Happy Hill Farm Academy.

I realize that I may be suspended or expelled from school, or asked not to return the following year, if I am out of harmony with the Student Honor Code, the spirit, or the policies of the school--whether on or off property--as determined at the sole discretion of the Administration. Readmission considerations following dismissal will be determined on a case-by-case basis.

Happy Hill Farm Academy Philosophy

Happy Hill Farm Academy, a private educational institution of Texas, is founded upon faith in God as revealed in the person and work of Jesus Christ, upon the Bible as the written record of God's revelation, and

is dedicated to the achievement of God's purpose for mankind. The Academy's genuine desire is to train, encourage, and equip Christian citizens.

Given the opportunity for education and growth, Happy Hill Farm Academy believes that the students and staff members should seek to nurture faith in God through Christ, and that their collective lives and presence should provide the necessary Christian atmosphere. The Academy has assembled a wonderful group of supportive parents, talented students, dedicated staff, and gifted teachers forming a community that prepares students for their future. Happy Hill Farm Academy also believes that the student and parent(s)/guardian(s) should express keen interest, and the student should demonstrate a commitment and intensity towards spiritual, mental, emotional, physical, and social growth.

Happy Hill Farm Academy believes the programs of instruction and personal development should be designed for the aptitudes, abilities, and aspirations of Academy students. Thus, the Academy believes that its commitment should be to examine carefully and continuously its programs and staff so that changes may be made to prepare the students more effectively to live within a free society.

Happy Hill Farm Academy endeavors to equip students to see the world and all that is in it through the lens of God's Word, rather than seeking only to see the commonly regarded Christian components of this world. This philosophy enables students to develop a truly biblical worldview.

Certain objectives are established in order to implement this philosophy.

- ❖ To teach that the Bible is the only inspired, inerrant, and infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20, 21).
- ❖ To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9, 10).
- ❖ To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22, 23).
- ❖ To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Timothy 4:7).
- ❖ To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
- ❖ To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
- ❖ To help the student develop a Christian worldview by integrating life, and all studies, with the Bible (II Peter 1:3).
- ❖ To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1:1-3).
- ❖ To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).

- ❖ To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
- ❖ To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).
- ❖ To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19, 20).
- ❖ To teach the student Biblical attitudes toward material things and the responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19, 20; I Corinthians 10:31).
- ❖ To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening, and mathematics] (II Corinthians 5:20).
- ❖ To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
- ❖ To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).
- ❖ To teach the student good citizenship through an understanding and appreciation of our Christian and American heritage [home, church, and nation] (I Corinthians 10:11; Romans 13:1-7).
- ❖ To cooperate closely as servants to the parent(s)/guardian(s) in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
- ❖ To help the parent(s)/guardian(s) to understand the school's purpose and program.
- ❖ To assist parent(s)/guardian(s) in keeping up with the changing culture and its effect on the home and the implications for their children.
- ❖ To encourage parent(s)/guardian(s) to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6).
- ❖ To teach the student to know and obey the will of God as revealed in the Scriptures, thus equipping the student to carry out God's will daily (Romans 12:1, 2; II Timothy 2:15; Deuteronomy 26:16, 17).
- ❖ To impart an understanding of each Christian's place in the Body of Christ, and its worldwide mission, providing opportunities for the student's involvement in this task (Ephesians 4:12; I Corinthians 12:1-31; Matthew 28:19, 20).
- ❖ To teach the student Biblical principles for personal and social relationships (Psalm 119:9; Ephesians 4:12).
- ❖ To teach the student the Biblical view of dating, marriage, and the family (I Thessalonians 4:1-7; I Timothy 4:12; Genesis 2:18-2, 5; Ephesians 5:22-33).
- ❖ To teach the student an appreciation of the Fine Arts and using them to God's glory.

- ❖ To teach the student creative and critical thinking based upon the proper use of Biblical criteria for evaluation (II Timothy 3:14-17).
- ❖ To teach each student to develop a personal relationship with God through a daily period of prayer and devotion (Philippians 3:10; 4:7).
- ❖ Use current affairs in all areas, teaching the student how they relate to God's plan for man.
- ❖ To teach the student an understanding of and an appreciation for God's world, developing an awareness of man's role in his environment and his God-given responsibility to subdue, use, and preserve it properly (Psalm 8:6; Hebrews 2:6-8).
- ❖ To aid families in Christian growth and to help them develop Christ-centered homes. (Ephesians 5: 22-33; II Peter 3:18).

Teacher Qualifications

HHFA meets all the teaching certification requirements of our accrediting bodies. Teachers will not only be considered for their professional expertise, but they will also be evaluated for their ability to role model a Christian lifestyle and teach all content from a distinctively Christian perspective.

GENERAL INFORMATION

The intent of this Handbook is to give general overall guidelines to be adhered to by students and parent(s)/guardian(s). HHFA administration reserves the right to exercise its administrative prerogative in responding to any situation. Responses may include, but are not limited to, parent(s)/guardian(s) conference, suspension and/or expulsion, and required counseling.

Academy Abuse Policy

In accordance with Texas law, HHFA is obligated under penalty of prosecution to report reasonable suspicion of physical, emotional, and sexual abuse or physical neglect to the Texas Department of Children and Families. In this very serious matter, the school cannot contact parent(s)/guardian(s) before making a report to the appropriate authorities. The one exception to this occurs when the victimizer is other than the immediate family (Ex.: daycare worker, teacher, etc.).

It is clearly intended by law, based on the gravity of said crimes, that this institution is mandated to report reasonable suspicion of these abuses. The designated official of the school will file such reports, considering what is in the best interest of the affected student. There is no legal alternative except to give the report to the proper authorities for investigation and review.

Academy Courtesy Titles

Students are to address all adults by “Dr.,” “Mr.,” “Mrs.,” “Miss,” “Coach,” or “Ms.” with their last name (unless certain adults are known by their first name, in which “Mr.,” “Mrs.,” “Miss,” or “Ms.” is said before using their first name). Students are to reply, “Yes Ma’am/No Ma’am,” or “Yes Sir/No Sir,” and to answer all questions with yes or no answers.

Academy Definition of Students

- ❖ Residential (boarding) students are those who reside in on-campus residences at any time during the year.
- ❖ Day students are children of community families living off the campus and children of staff members living on or off the campus.

Academy Admissions Information

New students desiring entrance to Happy Hill Farm Academy must demonstrate the following: respect, responsibility, integrity, self-discipline, and compassion. The application process, following below, must be completed before final acceptance.

- ❖ Parents and students are expected to understand and agree to observe all of the provisions in this Handbook prior to final admittance.
- ❖ To be accepted, the Student Application, the School Information Form, and all supplementary materials must be completed. A personal interview and tour with a representative of the Academy will then be scheduled.
- ❖ The Admissions Committee will consider the application, administer any required testing, and notify the parent(s)/guardian(s) of the decision.
- ❖ The candidate may be accepted as a student at Happy Hill Farm Academy upon completion of the above requirements.
- ❖ HHFA reserves the right to refuse admissions or to dismiss any student at any time for any reason it deems appropriate.
- ❖ The personal interview may be waived when the applicant is a foreign student, lives in another state, or when some special circumstance exists.

General Expectations of All Students

- ❖ Demonstrate moral integrity before God and man by being honest, trustworthy, and responsible.
- ❖ Demonstrate respect for the thoughts, feelings, personal belongings, and position of others.
- ❖ Demonstrate respect for oneself by dressing appropriately for the setting, maintaining appropriate boundaries, and not in engaging in activities that are harmful to one’s health and development.

- ❖ Communicate in a manner appropriate to the situation, setting, and/or audience.
- ❖ Maintain appropriate boundaries to allow for the development of healthy relationships.
- ❖ Abide by all other Happy Hill Farm Academy rules, as they help ensure a safe, positive living and working environment for all students and staff.

General Expectations of All Parent(s)/Guardian(s)

- ❖ Participate in the student's growth and development by attending parent(s)/guardian(s) conferences, parent training, extracurricular events, and other Happy Hill Farm Academy functions.
- ❖ Support the efforts and intentions of Happy Hill Farm Academy at all times in front of the student. If the parent(s)/guardian(s) has a concern regarding a matter involving their child or another student, contact the Dean of Students and/or Principal and/or the Head of School directly to discuss the concern and resolve the issue.
- ❖ Uphold all financial obligations in a timely manner. If for any reason the parent(s)/guardian(s) is unable to do so, please contact the Business Office at the Administrative Center immediately.

Day Students

Day students are enrolled at Happy Hill Farm Academy in order to offer private college-preparatory education to non-boarding students who live in the Academy's surrounding area. The following prerequisites must be met to be enrolled under "day student" status:

- ❖ The student must live with his/her parents(s)/guardian(s) in the Academy's surrounding area. To qualify as a "legal guardian," the guardian must be responsible and supply full financial support for the student. The Academy's surrounding area is defined as that region within a fifty-mile radius of the campus.
- ❖ The parent(s)' or guardian(s)' primary place of residence must be within the Academy's surrounding area.
- ❖ Transfers from boarding student to day student status will not be permitted within a semester.
- ❖ Any attempt to circumvent or compromise this residence requirement will be viewed as a breach of the contract that exists between the parent(s)/guardian(s) of the student involved and Happy Hill Farm Academy.
- ❖ Day students are enrolled with the expectation that they will participate as fully as possible in the total Academy program. Requirements and regulations for day students will be the same as those for boarding students. Mandatory activities during non-school hours, such as disciplinary actions, tutorials, athletics, or extra-curricular activities, are required for day students.

Financial Assistance

- ❖ A Financial Assistance Program is available for a number of students attending Happy Hill Farm Academy. Students must be accepted for enrollment prior to the granting of a scholarship or financial assistance.
- ❖ Award of scholarships and financial assistance is based primarily on demonstrated financial need. Financial need is determined by an evaluation of the parent(s)/guardian(s)' most recent income tax report and other financial information.

<http://www.happyhillfarm.org/academy/admissionsacademic-value-system/financial-aid/>

Financial Obligations

- ❖ The operating expenses of an educational institution, such as the Academy, are fixed, and a loss is realized if any vacancy occurs during the school year. For this reason, Happy Hill Farm Academy enrolls students only on the condition that they remain at the Academy until the end of the school year, unless dismissed for breach of school discipline or other appropriate cause. In the case of such dismissal or voluntary withdrawal, all sums of money paid to the Academy as of the date of dismissal or withdrawal shall be retained by the Academy, and any unpaid sums of money due to have been paid to the Academy will be immediately due and payable.
- ❖ The Academy retains the right to withhold credit in academic work, place a hold on transcripts or diplomas, as well as disallow re-enrollment, if any financial obligation remains unpaid.
- ❖ This policy will also apply when payments are not made to individuals who serve as tutors or music instructors or for other special services requested by the parent(s)/guardian(s). The Academy retains the right to process any account for collection or to withdraw any student when accounts are over 90 days past due. Checks returned for "insufficient funds" or otherwise requiring collection action will incur a charge of \$35.

Rights Reserved by Academy

- ❖ HHFA reserves the right to use student photographs taken by Academy personnel for publicity purposes. The Academy reserves the right to use student's names in student publications (i.e., the yearbook, newspaper, or Academy publicity purposes, etc.) unless specifically requested not to do so by the student or parent(s)/guardian(s).
- ❖ HHFA reserves the right to acquire, confiscate, maintain, duplicate, publish, or dispose of any image of Academy personnel or students, taken, distributed, or published through any means when the image was taken or recorded on school property or during school activities. Any unauthorized use of such images without the express written permission of the Academy Administration is prohibited.
- ❖ HHFA is not responsible for loss or damage of personal belongings. All personal belongings are to be kept by each student at his/her own risk. The parent(s)/guardian(s)' homeowner's insurance policy may cover such losses.
- ❖ HHFA reserves the right for sole purview for the enrollment of all students. As such, the

acceptance for and continued enrollment at HHFA is the sole discretion of the Academy Administration. The Academy reserves the right to reject or dismiss any student who, in the judgment of the Administration, exhibits conduct that is illegal, immoral, or detrimental to the learning environment of HHFA.

- ❖ The Academy will not be responsible for the investigation, collection, or payment of any bills incurred by an Academy student, including bills incurred by the misuse of telephone credit cards.
- ❖ As part of the overall program for the prevention of substance abuse, the Academy reserves the right to search persons, personal property (including, but not limited to automobiles, lockers, residence rooms, and backpacks), using necessary methods of investigation/prevention.
- ❖ HHFA reserves the right to require a student to take, at the parent(s)/guardian(s)' expense, specific tests for illegal substance use, including alcohol. Failure on the part of the student to submit to the tests may be grounds for dismissal.
- ❖ By law, the Academy is required to report certain offenses of a student to the authorities.
- ❖ HHFA reserves the right to change any of the rules and regulations at the Academy at any time, including those relating to admission, instruction, and graduation. The right is further reserved to withdraw curricula and specific courses, alter course content, change the calendar, and to impose or increase fees.
- ❖ HHFA reserves the right to withhold credit in academic work and/or place a hold on transcripts or diplomas until any or all outstanding academic, financial, or behavioral obligations is deemed satisfactorily fulfilled by the Administration.
- ❖ Participation in all extracurricular activities is **a privilege, not a right**, and is subject to discretion of school officials regarding eligibility.

Appearance and Dress Code

Happy Hill Farm Academy is a uniformed school to ensure the neatness of its students and to allow students from all economic backgrounds the freedom to be themselves apart from the stress of competitive dress. Students are to be neat, modest, well-groomed, and in uniform at all times during school hours. Students should dress modestly when representing the school or attending activities on or off the school campus. The school reserves the right to ask a student to leave and change clothes if it determines the student's dress to be immodest.

- ❖ Academy uniforms are required for grades K-12. All of the students are furnished with clothing guidelines.
- ❖ Boys' and girls' shirts are to be tucked in at all times. Pants are to be the proper size and worn with belts (NO SAGGING). Belts must be completely visible.
- ❖ Caps are not to be worn or taken to school.
- ❖ Staff children, who live on or off campus, must also wear Academy uniforms.

The Dress Code gives guidelines for what is acceptable in the Academy, in the residences, and on and off the campus. There are four words that will, in general, cover all dress:

Appropriate - Clean - Modest - Neat

All uniform items will be purchased from the Academy, including gym wear and all shoes. There is a close relationship between high standards of dignity and pride and proper grooming. Personal appearance is important. The students, Resident Parents, and the students' parent(s)/guardians(s) share in the responsibility for proper grooming of the students. Students at Happy Hill Farm Academy must be dressed and groomed in a manner that is clean, neat, and represents a high Christian moral standard. Modesty will be the dominant feature in all clothing. The Head of School and/or the Principal, in conjunction with the Dean of Students (if during the school day), and the Resident Parents and the Residential Supervisors (at all other times), will judge the appropriateness of clothes, hairstyle, and jewelry.

If a student has a question about the Dress Code, he/she is to ask their Resident Parents, the Residential Supervisors, the Head of School and/or the Principal, or the Dean of Students. Happy Hill Farm Academy reserves the right to the final decision on a student's clothing or appearance.

Male Student Appearance and Dress Code

The Male Dress Code is designed to comply with and teach appropriate dress for young men. This Dress Code applies to all students when on campus and anytime that they are under Academy supervision.

SCHOOL DRESS

General

- Complete uniforms must be worn to school on weekdays and occasionally when there is a special event.
- All uniform items must be "official" pieces approved by HHFA.
- Gym wear, purchased from the Academy, is to be worn at the gym, except for the team uniforms that are worn in all competitive athletics.

Pants

- According to the Dress Code, boys are to wear khaki uniform trousers or shorts.
- Pants must be appropriately sized, fitting at the waist and in the crotch. They must be secured around the waist with a belt, not worn low on the hips (no "low-riders" or "sags").
- Pants must be properly hemmed or cuffed, with no holes, rips, or frays. Pant legs may not be slit.
- Brown belts (no braided or looped belts), purchased from the Academy, must be

worn with all pants. Pants must be appropriately sized and tucked into the belt loops. The unused portion may not exceed six inches.

Shirts

- According to the Dress Code, boys must wear green polo shirts (short or long sleeve) during the school day.
- Shirts must be appropriately sized and tucked in the pants at all times.
- Shirts must be buttoned up to the second (from the top/collar) button at all times.

Headgear

- No caps, hats, bandanas, kerchiefs, or any other type headgear may be worn or carried to school.

Shoes and Socks

- White athletic shoes (daily school wear) must be worn to the Academy, according to the Dress Code.
- Brown loafers (for Sunday Chapel and other special occasions) must be worn.
- School shoes must be clean and in good condition.
- Loafers must be brush shined.
- Regulation white socks (anklets) only must be worn to school.
- Khaki socks (dress) only must be worn to Sunday Chapel and on special occasions.

Jackets and Coats

- These items must be worn with an approved shirt and must be appropriately sized in the shoulders, sleeves, and length.
- The Academy letter jacket may be worn to school with the polo shirt, but is not to be worn in class.
- A green light uniform jacket may be worn to school with the polo shirt. Also, a black uniform coat may be worn, according to the weather conditions, but never worn in class.

Jewelry

- Earrings and other jewelry may not be worn on the ears or other parts of the face at any time.

- The only jewelry that may be worn with the school uniform is one ring, one watch, and one conservative bracelet.
- No necklaces of any type are allowed.

GENERAL

Hair

- Hair must be clean, neat, and well-groomed at all times. Only conservative hairstyles are acceptable -- those that are not distracting to the school environment (no Mohawks or Liberty Spikes are allowed).
- Hair on top may not exceed 2" in length or extend beyond the eyebrows when combed forward.
- Hair on the sides may not be longer than mid-ear; hair on the neck may not touch the collar.
- No braided, beaded hair, or pony-tails are allowed.
- No lines/designs will be cut or braided into the hair on the head or eyebrows.
- Hair/eyebrows must be in a natural color.
- Heads may not be shaved.
- Students may not cut their hair or the hair of another student. Employees may not cut a student's hair.

Face

- Boys are to be clean-shaven at all times. Boys, if needed, must shave daily at the beginning of the day.
- Sideburns will not extend below the opening of the ear.
- Mustaches and goatees are not allowed.

Body

- Piercing or adornments of body parts are prohibited.
- Tattoos are not condoned and may not be obtained while at Happy Hill Farm Academy. All previously existing tattoos must be appropriately and completely covered.

SPECIAL EVENT CLOTHING

The Head of School and/or Principal with the Dean of Students (in conjunction with the Administration) will establish guidelines for special events.

AFTER SCHOOL/WEEKEND DRESS

- ❖ Regulation uniform khaki trousers with a regulation brown belt; white shirt (short or long sleeve); regulation uniform tie; and brown loafers and khaki socks must be worn to Chapel and to the following meal at the Dining Center.
- ❖ Casual wear is acceptable after school and on weekends. Casual wear consists of at least an acceptable colored T-shirt (must not have any offensive message or picture -- only the manufacturer's logo); pants, that may include neat jeans, sweats, or acceptable shorts; and athletic shoes (not school shoes) or leather/sport sandals. Boys are always to wear a shirt (never shirtless -- except at the swimming pool).
- ❖ Pants must be appropriately sized, fitting at the waist and in the crotch. They must be secured around the waist (if there are belt loops), not worn low on the hips (no "low-riders" or "sags").
- ❖ Pants shall be straight, narrow-legged. No flares, bell-bottoms, or oversized pants are allowed. Pants with oversized pockets are not permitted. Pants must be properly hemmed or cuffed, with no holes, rips, or frays.
- ❖ Shirts must be appropriately tailored and buttoned up to the second (from the top/collar) button at all times. Oversized shirts are not acceptable.
- ❖ Tank tops and sleeveless shirts may not be worn any place, except during athletics, and cannot be white in color.
- ❖ Cleated athletic shoes will not be worn in any building, including the Athletic Center.
- ❖ For sanitary purposes, footwear must be worn anytime a student is outside his/her residence, except at the swimming pool.
- ❖ During special weekend activities, the sponsoring group (school/athletic activity, recreation trip, community service activity, etc.) will announce the appropriate dress.
- ❖ Caps and hats may be worn (not facing backward or sideways) after school, but must be removed inside all of the campus buildings.

MISCELLANEOUS

- ❖ See-through clothing is not acceptable.
- ❖ Chains on clothing or wallets are not allowed.
- ❖ Torn or ripped clothing is prohibited.

- ❖ Any garment intended as sleep wear will not be worn outside the residences.

HHFA prohibits pictures, emblems, jewelry, body ornamentation, accessories, or writings on clothing that:

- ❖ Are lewd, offensive, vulgar, morbid, obscene, depict death, dismemberment, satanic in nature, or refer to gang association.
- ❖ Advertise or depict tobacco products, alcoholic beverages, drugs, or any substance disallowed by the Academy.

Administration reserves the right to determine the Appropriateness and correct adherence to the uniform policy.

BOYS' ACADEMY UNIFORM

Khaki pants or shorts
Green Polo shirt
Brown belt (*not braided or looped*)
White socks (*anklets*)
Green light jacket or black coat (*according to weather conditions*)
White school shoes (*with white laces*)

BOYS' DRESS UNIFORM (for Chapel or Special Occasions)

Khaki slacks
White shirt (*short or long sleeve*)
Brown belt (*not braided or looped*)
Happy Hill Farm Academy tie
Khaki socks
Green light jacket or black coat (*according to weather conditions*)
Brown Loafers

Female Student Appearance and Dress Code

The Female Dress Code is designed to comply with and teach appropriate dress for young ladies. Clothing that is too tight, too revealing, overly trendy (Goth, Grunge, or Rave, etc.), not in good taste, or uncomplimentary to the individual is not allowed. This Dress Code applies to all students when on campus and anytime that they are under Academy supervision.

GENERAL

Hair

- Hair must be clean, neat, and well-groomed at all times. Only conservative hairstyles are acceptable -- those that are not distracting to the school environment.
- No lines/designs will be cut or braided into the hair on the head or eyebrows.
- No hair alterations or coloring may be done on the premises of HHFA.
- Any altered color must be in a natural color.
- No shaved hair styles.
- Students may not cut their hair or the hair of another student. Employees may not cut a student's hair.
- No waxing or waxing products are allowed.

Face

- Natural makeup may be worn in moderation and good taste (no "Goth").
- Jewelry may be worn only on the ears (no other parts of the face). Piercing of the ears is limited to two (2) "small" holes.

Body

- Piercing or adornment of body parts (other than earrings for girls) is prohibited.
- Tattoos are not condoned and may not be obtained while at HHFA. All previously existing tattoos must be appropriately and completely covered.

SCHOOL DRESS

General

- Complete uniforms must be worn to school on weekdays and occasionally when there is a special event.
- All uniform items must be "official" pieces approved by HHFA.

Pants

- According to the Dress Code, girls are to wear khaki uniform pants or shorts.
- Pants must be appropriately sized, fitting at the waist and in the crouch. They must be secured around the waist with a belt, not worn low on the hips.

- Pants must be properly hemmed or cuffed, with no holes, rips, or frays. Pant legs may not be slit.
- Brown belts (no braided or looped belts) must be worn with all pants. Pants must be appropriately sized and tucked into the belt loops. The unused portion may not exceed six inches.

Skorts and Jumpers

- Skorts (only for grades K-6) may be worn.
- Girls may wear the designated plaid jumpers.

Shirts

- According to the Dress Code, girls must wear polo shirts, or white shirts (short sleeve) only with their jumpers for school.
- Shirts must be appropriately sized and tucked in the pants at all times.
- Shirts must be buttoned up to the second (from the top/collar) button at all times.

Skirts

Skirts, purchased from the Academy, are to be worn only on Sundays and on special occasions.

Undergarments

Appropriate foundation (undergarments) must be worn. Undergarments may not be exposed. This includes camisoles or undershirts. They may not show from under the polo shirts or blouses.

Headgear

No caps, hats, or any other type headgear may be worn or carried to school.

Shoes and Socks

- White school shoes must be worn to the Academy, according to the Dress Code.
- Brown loafers (for Sunday Chapel and other special occasions) only must be worn.
- School shoes and loafers must be clean and in good condition.

Jackets and Coats

- These items must be worn with an approved shirt and must be appropriately sized in the shoulders, sleeves, and length.

- The Academy letter jacket may be worn to school with the school uniform, but is not to be worn in class.
- A green light uniform jacket may be worn to school with the polo shirt. Also, a black uniform coat may be worn, according to the weather conditions, but never worn in class.

Jewelry

The only jewelry that may be worn with the Academy uniform is a thin necklace (no shells, hemp, or bulky necklaces); small earrings (no larger than one inch and no more than two earrings in each ear); rings (no more than two rings on a hand); one watch; and conservative bracelets (no more than four bracelets on the arm).

SPECIAL EVENT CLOTHING

Often Academy uniforms are required for Special Events. If other personal clothing is designated, the clothing must not be too tight. Necklines must be conservative and be approved. Wrap skirts and slip dresses are not authorized. The Head of School and/or Principal with the Dean of Students (in conjunction with the Administration) will establish guidelines for special events.

- **Dress (if not Uniform):** This should be a “conservative” dress or coordinating skirt and blouse/sweater. The length must not be shorter than 3 inches above the kneecap. No spaghetti strap or halter-tops are allowed. Front should not be too low or revealing. The dress may be worn with dress shoes with maximum 3" heel.
- **Basic Black Dress:** Black or dark colored dress should be used for more semi-formal affairs or concert attendance. The dress may be sleeveless or with spaghetti straps. Length must be no shorter than 3" above the kneecap. Black or coordinating dress shoes or sandals with maximum 3" heels should be worn.
- **Christmas Holiday Dress:** This dress may be in a dressy fabric and style. No strapless dress should be worn. The dress may be sleeveless or with spaghetti straps. Length should be no shorter than 3" above the kneecap. Dress shoes should be worn.
- **Formal Dress:** If formal, this will be specified several months before the event. Formal dresses may be from 3" above the knee to floor length. Do not purchase a dress without specifications or conferring with the Principal, Dean of Students, and Residential Supervisor.

AFTER SCHOOL/WEEKEND DRESS

- Casual wear is acceptable after school and on the weekends. Casual wear consists of at least a blouse or acceptable colored shirt (Academy appropriate) and pants, which may include neat jeans, sweats, or shorts (length below mid-thigh).
- Oversized pants are not allowed. Pants must be properly hemmed or cuffed, with no holes, rips, or frays.

- Spaghetti straps and halter-tops are not permitted. Sleeveless blouses, tank-tops, and dresses must be fitted around the armholes and not reveal any undergarments. Necklines must be “unrevealing.”
- Wrap skirts and dresses are not authorized.
- The midriff may not be exposed when the student goes through the normal activities of the school day (bending, sitting, stretching, reaching, etc.)
- Tight fitting or stretch-type (knit or spandex) pants are not allowed.
- Shorts may be worn for recreation as long as they are not “too” short (length below mid-thigh). Boxer shorts are not allowed.
- Sports bras, as outer clothing, are not acceptable at any time on campus.
- Only one-piece swimsuits are acceptable in the pool area.
- For sanitary purposes, footwear must be worn anytime a student is outside his/her residence.
- During the special weekend activities, the sponsoring group will announce the appropriate dress.
- When not in school, caps or hats may be worn (never worn backwards or sideways), but must not be worn in any of the campus buildings.
- Appropriate shoes should be worn (athletic shoes or casual shoes).

MISCELLANEOUS

- See-through clothing is not allowed.
- Chains on clothing or wallets are not allowed.
- Torn or ripped clothing is prohibited.
- Any garment intended as sleep wear will not be worn outside the residences.
- HHFA prohibits pictures, emblems, jewelry, body ornamentation, accessories, or writings on clothing that:
 - Are lewd, offensive, vulgar, morbid, obscene, depict death, dismemberment, satanic in nature, or refer to gang association.
 - Advertise or depict tobacco products, alcoholic beverages, drugs, or any substance disallowed by the Academy.

Administration reserves the right to determine the appropriateness and correct adherence to the uniform policy.

GIRLS' ACADEMY UNIFORM

Khaki pants, shorts, or skorts (grades K-6 only)
Jumper (plaid for grades K-6; khaki for grades 7-12)
White shirt (short sleeve, worn with jumpers)
Green Polo shirt
Brown belt (not braided or looped)
White socks (anklets are to be worn to school; knee-hi's may be worn to Chapel and on special occasions)
Green light jacket or black coat (according to weather conditions)
White school shoes (with white laces)

GIRLS' DRESS UNIFORM (for Chapel or Special Occasions)

Plaid skort (grades K-6)
Plaid skirt (grades 7-12)
White shirt (short or long sleeve)
Brown Loafers (with pantyhose or appropriate socks)
Green light jacket or black coat (according to weather conditions)

DRESS FOR RESIDENCE, WORK, SPORTS, BANQUETS, AND OTHER SPECIAL OCCASIONS

Work Program (for BOYS and GIRLS)

- Proper shirts, blouses, or only colored T-shirts or tank types (if working outside).
- Proper jeans, shorts, or other trousers or slacks may be worn.
- No uniform items are to be worn while on the Work Program (except for those students serving guests at the Dining Center on special occasions).
- Proper everyday footwear is to be worn (NEVER uniform shoes, shoes worn in the gym, or flip flops).

Swim Wear

- The Resident Parents and/or Residential Supervisor must approve every swimsuit before being worn.
- If a student is in doubt when purchasing a swimsuit, he/she should not buy it.

- Two-piece suits for girls are not approved for swimming or for sunbathing either on or off campus (i.e., on either school or residence trips).

Banquet and Homecoming Dresses

- No strapless dresses – however, spaghetti straps may be worn.
- Dresses no shorter than 3" above the knee may be worn.
- Dresses should be no lower than the normal bra strap in the back.
- There must be no cleavage showing.
- There must be no skin-tight garments.
- No see-through fabric, and no holes are allowed in the material.
- The Residential Supervisor must check all banquet and homecoming dresses.

Baccalaureate / Graduation Dresses

- No halters or strapless dresses will be worn.
- Dresses should be worn that are appropriate for Chapel.

Attendance Policy

Attendance General Information

- Regular and punctual attendance is necessary for successful accomplishment in school.
- Students are held responsible to attend all classes for which they are assigned, unless given permission by the Head of School and/or Principal.
- For some students, one tardy or absence can be detrimental to good work; therefore, it is important that parent(s)/guardian(s) not only encourage their student to attend school punctually, but also make sure that their student is in school.
- Only in **unavoidable** cases should a student be taken out of school before the close of the day.

Absences and Excuses

- As per state law, more than nine (9) absences, of any type, in a semester may result in loss of credit for that semester. All absences, whether excused or un-excused, are counted toward total absences. The Head of School and/or Principal will examine those who have exceeded the lawful number of absences to determine whether the student will be allowed to recover those credits through additional makeup hours. A fee will be required to cover the additional supervision.

- Happy Hill Farm Academy only excuses absences for student illness, emergencies, or emergency legal reasons. In order to obtain an excused absence for illness or a doctor's appointment, a note from a doctor or parent(s)/guardian(s) must be submitted to the school upon return to class. Absences not accompanied with a note will be counted as un-excused.
- Only the Head of School, Principal, or Dean of Students (if applicable) may determine whether an absence is excusable.
- The following are examples of excusable absences:
 - Student illness
 - Serious illness, death, or emergencies in the immediate family
 - Emergency medical or dental attention
 - Other absences approved in advance by the Head of School or Principal (Example: Events in 4-H, music, art, athletics, etc.)
- The following are examples of un-excused absences:
 - Suspension
 - Trips not approved in advance
 - Oversleeping
 - Shopping
 - Recreational activities
 - Birthday or other celebrations
 - Gainful employment
 - Vacations or trips out of town

MAKEUP WORK

- A student who is absent with an excused absence will be given the opportunity to make up work missed in each class.
- In cases of severe illness and/or extended absences, the Head of School and/or Principal may use discretion to allow extra time for makeup work. A day's absence does not excuse a student from the responsibility for assignments assigned beforehand for the day of his/her return.
- It is the student's responsibility to obtain from other students all missed notes and announcements upon his/her return to school. Failure to obtain makeup work is no

excuse for not doing the work missed.

- All work -- tests, projects, essay, quizzes, homework, class work, etc. -- assigned before the absence (for up to two successive days of excused absence) is due upon their first return to class. For overnight work assigned during the student's absence, he/she is required to turn in an assignment no later than two days after his/her return. Makeup tests must be done at the convenience of the teacher.
- For extended excused absences (3 or more days), students are allowed one day for each day of absence to make up their work. Students will receive a grade of "I" (incomplete) until all work is made up. Makeup work must be done at the convenience of the teacher. Work cannot be made up for an "un-excused" absence.

Cellular Phone Policy

Under no circumstance is a student to use his/her cell phone to call home to be picked up. If a student becomes ill during the school day, he/she may only be released through the school clinic. Should a parent(s)/guardian(s) arrive to pick up their child who has used their cell phone in this manner, the student will not be dismissed until the end of the class period. Disciplinary action by the Administration will follow. Parent(s)/guardian(s) should only come to school to pick up their child if school personnel have contacted them.

Use of a wireless communication device in violation of the policies below may result in disciplinary action by the Administration and/or criminal penalties if the device is used in a criminal act. Students who need to call home may do so from the appropriate office. HHFA will assume no responsibility for lost or stolen electronic devices.

Secondary

During the school day, students in secondary only may use cellular phones outside of the building during break and at lunch. These are the only times that phones are permitted to be used during the school day. Phones should never be used in the school building -- even during break and lunch. Cell phones should not be seen, heard, or used in any manner (calling, texting, taking pictures, sending media) during the student's class. Violation of this policy will result in the device being confiscated and returned to a parent(s)/guardian(s) through the secondary office. Students will also receive a detention for each infraction. Should a student continually violate the cellular phone policy, further disciplinary measures may be taken including, but not limited to, turning in the phone to the secondary office each morning.

Elementary

Students in elementary are not to use cell phones at any time during school hours or while participating in a school-sponsored event. Cell phones should not be seen, heard, or used in any manner (calling, texting, taking pictures, sending media) during the school day. Violation of this policy will result in the device being confiscated and returned to a parent(s)/guardian(s) through the elementary office. Should a student continually violate the cell phone policy, further disciplinary measures may be taken.

Health Service

The Director of Health Services (R. N.) is on duty at the Academy. **A Consent of Health Care must be signed and proof of insurance also given to the Director of Health Services.**

Routine Physical

Students are required to have a yearly routine sports physical exam by a licensed physician prior to participating in athletics. Forms are available on the TAPPS website, or can be obtained from the School Nurse, and must be completed and signed by a physician and returned to the Director of Health Services. Parent(s)/Guardian(s) should schedule this appointment during the summer break, prior to the beginning of the school year.

All residential students must have all immunizations up-to-date and also have a current TB skin test. The Director of Health Services must be provided results of this test **prior to admission.**

Emergencies

In case of a medical emergency, parent(s)/guardian(s) will be notified as soon as possible. Teachers or office staff will notify the School Nurse as soon as possible.

Medication Policy

Parent(s)/Guardians may supply over-the-counter medications or prescription medications for a student to take during school hours. The School Nurse (R. N.) will administer all student medications.

The following regulations must be observed when sending in prescription/non-prescription medications for a student:

Over-the-Counter Medications

Parent(s)/Guardian(s) must send in to the School Nurse a completed Permission to Administer Medication Form, along with the medication to be administered. The medication must be in the original-labeled container and properly labeled with the student's first and last name.

Prescription Medications

A completed Physician Authorization for Student Medication Form is required for each prescribed medication. This form may be obtained from the student's health-care provider. A completed HHFA Permission to Administer Medication Form must also accompany any prescription medication, filled out by the parent(s)/guardian(s). The prescription medication must be sent in the original-labeled container along with the two completed forms mentioned above. Ask your Pharmacist to prepare two (2) labeled containers: one for school and one for home. The School Nurse may not give the first dose of any medication.

Permission to Administer Medication Form *(Please Print Clearly)*

Name of Student _____ Grade/Teacher _____
 Name of Medication _____ Dosage: (amount) _____
 Time to be given at school? _____ First dose of this medication was given at: _____
 Medication is to be given from: _____ to _____ (Dates)
 Parent(s)/Guardian(s)' Name (Print) _____ Phone _____
 Parent(s)/Guardian(s)' Signature _____ Date _____

All medication will be dispensed in strict accordance to the Permission to Administer Medication Form. This authorization is given with the understanding that no further permission or authorization will be necessary for the 2010-2011 school year per medication. It is the parent(s)/guardian(s)' responsibility to inform the School Nurse of any change in the student's contact information, medications, or medical condition.

Important Information for Parent(s)/Guardian(s) to Share with Their Students

The School Nurse will administer all medications except asthma inhalers and cough drops. The School Nurse before use must check asthma inhalers and cough drops. A student must NEVER carry medication on his/her person or take medication at school, except in the Clinic. Students may not share any medication. In Elementary, the student will bring the Permission to Administer Medication Form, and medication to his/her teacher, who will then send it to the School Nurse in the Clinic.

Head Lice

Head lice are an extremely contagious condition of the hair. Parent(s)/Guardian(s) of students found to have lice eggs or lice will be contacted to pick up their child **immediately**. The School Nurse will supply the parent(s)/guardian(s) with a Lice Treatment Procedures Form. The student will not be allowed to ride the bus home or back to school until cleared by the Clinic. In order to be readmitted to school, the student must do the following:

- ❖ Be checked at the Clinic before going to class.
- ❖ **Present a signed note from the parent(s)/guardian(s)** stating the type of shampoo treatment used and that all eggs have been removed.
- ❖ Comply with our no-nit policy. **No student will be allowed to return to class with any eggs in the hair.** For hard-to-control, recurring cases of head lice, parent(s)/guardian(s) are told to contact a physician. If two or more students are positive for lice in a class, the other students will be sent two by two to the Clinic for a head check. A school or class-wide letter will be sent home.

Clinic Discharges

All students must go home who:

- Vomit on the bus or in school.
- Have a temperature above 99F.

- Have a rash (must have a note from the doctor to return to school).
- Have or are suspected of having conjunctivitis – pink eye (must have a note from the doctor to return to school).
- Have head lice (the student cannot ride the bus home or to school the following day and must be checked and cleared in the Clinic before attending class).

Communicable Diseases

HHFA 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 that arises as a result of a specific infectious agent that may be transmitted, whether directly or indirectly, by a susceptible host, infected person, or animal to other persons.

A teacher or administration official, who reasonably suspects that a student or employee has a communicable disease, shall **immediately** notify the School Nurse.

Any student 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 with a communicable disease, for which immunization is not available, shall be excluded from school while ill. If the nature of the disease and circumstances warrant, HHFA may require an independent physician’s examination of the student to verify the diagnosis of communicable disease. HHFA 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 diseases within the school. HHFA reserves the right to request a letter from the physician after an illness before the student can return to school.

Crisis Management

The safety and security of the students, faculty, and staff at Happy Hill Farm Academy is a primary concern of the Administration. With this in mind, a procedure has been developed related to visitors and volunteers on campus, as well as plans to respond to a variety of emergency situations (e.g.: fires, evacuations, tornados, and lock-downs).

If the school is in a lock-down situation, no one will be permitted to enter the campus other than the emergency responders. An appropriate email will be sent to school families, and information will be shared with the media. Please pray for God’s continued protection of the HHFA students, parents, faculty, staff, and campus.

FIRE DRILLS AND LOCK DOWNS

- ❖ Regulations require that fire drills and lock-downs be held periodically in the academic buildings and in the student (boarding) residences. Full compliance to the State Fire Marshall is implemented at the Academy and in the residences to ensure maximum safety of the student population.

Library Policies

- ❖ No eating, no chewing gum, no drinks, and no backpacks are allowed in the Library.

- ❖ Proper checking in and out of books is a necessity, and so are proper care and handling of books. Students with overdue books are not allowed further checkouts until the overdue book is returned. Certain books, such as reference or reserved books, may not be checked out.
- ❖ **Library hours:** To provide students with maximum utilization of the Library, the library is open during the regular school day.
- ❖ **Lost or damaged books:** A student who loses a library book will be charged the replacement cost for that book. The student is given 30 days, or until the end of the current school year, whichever comes first, to return any paid-for lost book(s) for refund. After the school year ends, no refunds will be considered; however, if the student later finds the book and wishes to donate it back to the Library, he/she is welcome to do so. If a replacement has been purchased for a paid-for lost book, no refund will be made on that lost book even if it is returned before the school year is completed. In the event of a paid-for lost book being returned for a refund, charges may be assessed for evident damage. In addition, if the book is unusable due to damage, no refund will be made. Students owing for a lost book will be billed directly.
- ❖ No outside disks or flash drives may be brought into the Library.

Computer Use Policy

The first priority for computer use will be legitimate assignments or activities prescribed by Administrators, Faculty, or Staff. Students are responsible for ensuring that their activities conform to HHFA's standards, in obedience to Biblical commands and values. Computer usage will be in sole alignment with prescribed activities from Administrators, Faculty, or Staff.

Local network activities that are not permitted:

- ❖ Using a HHFA computer without permission and supervision
- ❖ Sharing of passwords or use of another person's computer account at any time
- ❖ Using obscene or inappropriate language
- ❖ Threatening the network or its integrity
- ❖ Downloading, installing, or copying program files to the network without the network administrator's permission
- ❖ Careless or wasteful use of school resources such as computer equipment, paper, and ink cartridges

Internet activities that are not permitted:

- ❖ Searching for, sending, or receiving messages, pictures, articles, audio clips, or any other material that are deemed offensive by HHFA
- ❖ Unlawful copying, saving, or redistributing of copyrighted material (users should assume material is copyrighted unless noted)
- ❖ Subscribing to any services or ordering any goods or services

- ❖ Sharing of the student's home address, phone number, or other information over the Internet
- ❖ Playing Internet games or using other interactive sites such as chat, MUDs, and MOOs (MUD - Multi-User Domain and MOO - MUD, Object-Oriented)
- ❖ Visiting social network sites (myspace.com; facebook.com; etc.) and/or maintaining a social network site account

Students of HHFA will not be involved in any way with cyber bullying, hacking, harassment, misrepresentation, plagiarism, or indecent material while using the computers on campus. Violation of this policy may result in the loss of computer privileges, failure in the appropriate class, or possible expulsion from school. Faculty members have the right to interrupt computer usage at any time. Administration has the right to interrupt and take appropriate action in inappropriate computer use on campus.

Definitions

Cyber Bullying: Cyber bullying is the use of technology (email, images, text, or other digital communication devices) to degrade or humiliate another person or group. Cyber bullying may occur directly, such as when a hateful message is sent to a target, or indirectly, as when a message, website, or photograph is sent to others and results in later bullying behavior toward the target.

Hacking: An attempt to access another person's account or files without that person's permission. This action is equivalent to breaking and entering and is against the law.

Harassment: Posting a message that is vulgar, demeaning, threatening, or obscene either through e-mail, newsgroups, or chat rooms.

Misrepresentation: Giving out false information about you personally either through e-mail, newsgroups, or chat rooms.

Plagiarism: Copying material or paraphrasing material from the Internet or any other source without giving credit to its author.

Indecent material: Unsuitable images, sound files, text files, or video files as deemed so by the Administration, Faculty, or Staff of HHFA.

Failure to comply with the [Acceptable Computer Use Policy](#) will result in, but is not limited to, the immediate loss of computer privileges, as well as any applicable school discipline policies and referral to law enforcement authorities where appropriate.

Elementary Snacks and Birthday Celebrations

Snacks: It is our goal that preschool and elementary children eat nutritious snacks at school. Parents should send a daily snack from one of the following suggested items:

Whole grain / low sugar cereal; whole grain baked crackers; dried fruit (1/4 cup); reduced-fat cheese sticks; graham crackers; canned fruit packed in juice or water; applesauce; animal crackers; cheese and crackers; cereal bars; yogurt (low-fat/low-sugar); peanut butter crackers; Nutri-grain bars; granola bars made with unsaturated fat); low-fat cookies; whole grain muffins (not jumbo-sized); *whole grain baked chips; *rice

cakes; *fresh cut-up vegetables with low-fat dip; *fresh cut-up fruit; *pretzels (low-salt); and *homemade trail mix.

**Denotes cut into small pieces, or do not give to children under the age of four years who have not mastered good chewing habits.*

Birthday Celebrations: Birthdays will be recognized by the student's teacher in the classroom in a way that does not involve food. If the parent(s)/guardian(s) would like to contribute to the celebration in some way, he/she should contact their child's teacher to discuss appropriate ways to honor the student's birthday. One specific way to recognize a student's birthday would be to donate a book to the student's classroom in their name. The student's name will be read during morning announcements, and the student will receive a small, non-food birthday token to commemorate his/her birthday.

Orientation and Open House

An Elementary Parent Orientation and a Secondary Parent/Student Orientation will be held before school begins. Parental attendance at these meetings is extremely important for a smooth-running year. Elementary Orientation is for parent(s)/guardian(s) only, and at least one parent(s)/guardian(s) is required to attend. Secondary Orientation is for both students and parent(s)/guardian(s). Secondary students will receive their schedules at this time.

Parental Visits

In order to optimize instructional time and school operations, all parent(s)/guardian(s) must be off campus by the time school begins, unless they are volunteering, attending a special event, or attending a school-sponsored meeting. All parent(s)/guardian(s) on campus after the start of school, must be signed in with the Administrative Office and **must wear a visitor badge** while on campus. Destination and expected time of departure are to be listed on the visitor badge. Parent(s)/Guardian(s) wishing to have a conference with a teacher or the Administration should do so **by appointment only**.

Senior Privilege

Once a semester, the entire senior class will have lunch together off campus. Seniors will depart at 12:08 p. m. and return back to HHFA by 2:40 p. m. The school will provide transportation, and no student will be allowed to drive himself or herself or another student. A signed, notarized form must be on file before your student is allowed off-campus. Senior lunch off campus is a Senior Privilege. This privilege is tentative; it is based on class performance, and may be revoked. Students on academic or behavioral probation will not be permitted to attend. If a senior does not attend senior lunch, they must be in school.

Sexual Harassment Policy

HHFA seeks to treat every individual with sensitivity and respect. The Academy encourages consideration of others and will not tolerate harassment of individuals. The environment necessary for the educational program fostered by the school must be one in which all individuals are free to develop appropriate relationships, work, and learn. The individual must be able to pursue his or her academic program without fear of intimidation, humiliation or degradation from unwelcome and unacceptable behavior of another.

Sexual Harassment is a violation of anti-discrimination laws. It is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (1) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance; or (2) such conduct has the purpose or effect of creating a hostile, intimidating, or offensive work environment.

Reporting Procedures: Any alleged violation of the Harassment Policy should be reported immediately to the Dean of Students. Grievances should then be reported to the Principal.

Stewardship of Buildings and Grounds

All school facilities belong to the Lord and have been purchased with His money. Refrain from any actions that may result in damage to the property or to the appearance of the buildings and grounds. Students are not permitted to take food or drinks into the school building or classrooms. Any damage inflicted on the lockers, buildings, furnishings, or grounds will be repaired and/or replaced at the expense of those causing the damage. Students are also subject to disciplinary action for damage caused either by negligence or willful destruction.

Student Vehicles on Campus

MOTORCYCLES

Motorcycles or similar self-propelled vehicles will **not** be an authorized means of transportation on or off the campus under any conditions.

AUTOMOBILES

Seniors, who live within the Omega System, may be given the opportunity to bring a vehicle to campus to use as transportation during daylight hours during the weekends. Students must: (1) possess a valid state driver's license; (2) display a valid state vehicle license and state safety inspection sticker on the front windshield of the vehicle; (3) maintain proof of continuous liability insurance in accordance with Texas State law; (4) provide a completed parental release form; and (5) have written approval from the Residential Supervisor, Dean of Students, and Head of School. Copies of all of the above are to be given to the Administrative Center. At that time, the student will be given a PARKING DECAL to be displayed on their vehicle. Vehicles of residential students **must be parked** at the Student Activity Center while students are on campus and **cannot be used** for transportation between on-campus activities. Students must turn in their keys to the Residential Supervisor and are not allowed to access their vehicle without the permission of the Residential Supervisor.

HHFA is not liable for any accidents or injuries that occur as a result of a student driving a vehicle off or on campus. HHFA is also not responsible for damages to any vehicles while on or off campus.

Students may **not** transport other students in their vehicle, without the express written parental permission of both students' parent(s)/guardian(s). Because other peers in the vehicle can easily distract student drivers, HHFA limits the number of passengers to two, and these must be of the same sex, unless they are family members.

The speed limit on the HHFA campus is 15 MPH. Student drivers will be assessed driving points for vehicle violations, which are cumulative for the school year.

The following **point system** will apply to all residential student drivers:

5 points -- loss of driving privileges for one month

10 points -- loss of driving privileges for 3 months

15 points -- loss of driving privileges for 6 months up to the remainder of the school year.

The following chart reflects examples of vehicle violations and associated penalty points:

Parking in an unauthorized area	2
Failure to register vehicle with Academy	2
Exceeding speed limit on campus	2
Expired Texas Safety Certification	5
Expired Vehicle License Tag	5
Transporting unauthorized passengers on campus	5
Driving on campus without permission	5
Entering vehicle without permission	5
Reckless driving on campus	5-10
Allowing another student to drive vehicle	10
Driving/transporting students off campus without Permission	10-15
Driving off campus without permission	10-15
Misconduct that places student on Probation	10-15
Suspension/loss of State Driving License	10-15
Alcohol or alcohol containers in vehicle	15
Drugs of any kind in vehicle	15
Ticketed or WARNING traffic violation	15

Substance Abuse/Random Drug Testing

Use or possession of illegal drugs, use of controlled substances (including tobacco and alcohol), or abuse of prescription drugs by HHFA students is strictly forbidden and may result in expulsion from the school. It is the practice of HHFA to report to local law enforcement officials if illegal drugs are found, used, or suspected to be on the premises. If a student is suspected of using illegal or controlled substances, a drug test is required at cost to the student's family. The parent(s)/guardian(s) will be called and a member of Administration will escort the student to the testing. **Failure to submit to a drug test is grounds for immediate and permanent expulsion.**

Lockers

- ❖ Every student is issued an Academy locker with operational instructions. Students participating in athletics will also get a locker in the Athletic Center locker room areas.
- ❖ Lockers are subject to inspection by Academy personnel at any time.
- ❖ Lockers cannot be decorated on the outside. Anything decorating the inside of a locker should not damage the locker or paint surface when it is removed. Lockers and book bags may not include any advertisement or promotion of tobacco, alcohol, illegal substances, non-Christian

musical groups, slogans, or symbols with ungodly or double meaning. All pictures should be in line with Academy ethics and morals. The Head of School and/or Principal, librarian, teachers or the Dean of Students may place spirit items on the outside of the lockers. Upon reading, the student should dispose of the notice properly.

Dining Center Procedures

Mealtimes should be a time of thanksgiving, nourishment, quietness, and relaxation.

GENERAL RULES

- Students at the Academy must attend all lunches at the Dining Center.
- Residential (boarding) students must go through the line at lunch. Day students may bring their lunch (no energy drinks . . . Monster, Red Bull, etc., are allowed), but they must eat at the Dining Center.
- If day students do not bring their lunch, they must go through the lunch room serving line.
- If a student brings his/her lunch, they are not also allowed to go through the lunch serving line.
- Students (boys and girls) may sit together at lunch, with teachers providing supervision.
- Chewing gum is **not allowed** at the Dining Center.
- Food or drink cannot be brought into or taken out of the Dining Center, except with special permission from the Director of the Dining Center.
- No hats are to be worn in the Dining Center, including staff members.
- No sunglasses are to be worn in the Dining Center.
- Only students assigned to work in the kitchen or on the serving line are permitted in the kitchen/dish washing area.
- When attention is called for the blessing, the students are to be standing behind their chairs at their dining table. Students are to be respectful and are encouraged to participate in prayer.
- After everyone has been served and any announcements have been made, students (who have not brought their lunch to the Dining Center) may go back for a second helping -- only after finishing what is on their plate.
- Restrooms at the Dining Center should not be used without permission from a teacher (during the school day) or from the Resident Parents (at other times).
- No cell phone use is allowed in the Dining Center.

Textbooks

The Academy furnishes most textbooks to students; in some cases, a fee may apply. Reasonable wear is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Lost or damaged textbooks must be paid for and replaced immediately. The fines for these must be paid to the Business Office at the Administrative Center.

Transportation

HHFA expects parent(s)/guardian(s) and students to drive carefully and to observe all traffic laws and posted signs.

Bus/Van Transportation Regulations

Proper behavior will be expected at all times. Students who ride to and from the Academy for daily attendance or for school-sponsored trips are under The Academy's jurisdiction from the time they leave the origination point until they return to this same point at the conclusion of the trip. The bus driver is a duly recognized school official, and students must abide by his/her directions. Students guilty of damaging a bus/van shall pay for repairs. Bus/van riders must abide by the following rules:

- Be respectful to the bus driver.
- Throwing of any objects inside or outside the bus is prohibited.
- Keep hands off of other students' property.
- Keep hands off of other students.
- Boisterous conduct is prohibited.
- Standing or moving around while the bus is in motion is prohibited.
- Unnecessary noises are prohibited.
- Shoes must be kept off of the seats.
- Students must be buckled into their seat.
- Sticking the head or hands out of windows is prohibited.
- Tampering with the bus/van and/or equipment is prohibited.
- Food and drinks are prohibited.
- Students may be released to a pre-approved individual.
- Parent(s)/Guardian(s) are to contact the Academy Principal if other arrangements are to be made.

- Parent(s)/Guardian(s), or other adults, are not allowed on school transportation without the consent of HHFA Administration.
- Dress Code will be enforced.
- Sit in seat facing forward, keeping both feet on floor, and keeping the aisle clear.
- Writing materials are prohibited outside of backpacks.
- Backpacks, books, and purses are to be carried in front of you.
- No use of Cellular Phones is allowed.

Please understand and remember that the safety of the students is the first and foremost consideration. **Only students who have paid for the privilege will be allowed on the bus.**

When a student displays unacceptable behavior, or otherwise behaves in a manner as to endanger the health and safety of other students, these procedures will be followed:

- The bus driver will notify the Dean of Students.
- If the offense is an immediate danger to the safety of students, severe steps will be taken at once.
- If necessary, a follow-up contact/conference will be held with parent(s)/guardian(s), student, bus driver, and School Administrators.

HHFA reserves the right to remove the bus transportation privilege from any student.

HHFA will pick up and drop-off at two locations for students requesting transportation to and from the Academy. The Schedule is as follows:

For Day Students, who want to ride the bus to and from Granbury, the bus will be at the Big Lots parking lot from 7:45 a. m. – 7:50 a. m. and will be at the Brookshires parking lot from 8:05 a. m. – to 8:10 a. m. Drop off times at Brookshires will be 3:50 p. m. and Big Lots at 4:10 p. m. The cost of bus transportation is \$30 month. Please email Pat Byerly at pat@happyhillfarm.org to reserve your spot, and [specify drop off and pick up location.](#)

Arrival at destinations is highly dependant upon traffic; however, departures will be based upon the time listed above. It is the parent(s)'/guardian(s)' responsibility to have an approved person at the destination points. **HHFA drivers will not release a student to any individual who has not been authorized.** Drivers have been instructed to depart at assigned times. If no authorized adult is at the destination point upon departure time, and at drop-off points, the student will be transported back to HHFA. A fee of \$10 will be assessed for each time HHFA must make arrangements for a student to be attended to in this manner.

Tuition

Tuition amounts, financial aid, and scholarship amounts are found in the application and enrollment information that parent(s)/guardian(s) have been given under separate cover. If you have additional questions,

please contact the Business Office at 254.897.4822.

All financial obligations must be met before the student's records will be released. This includes quarterly reports, transfer of records, and transcripts. Access to Ren-web will be blocked on accounts 30 days past due. Parent(s)/Guardian(s) will continue to have access to general student information on Ren-web.

A student may be called out of class and dismissed from school if the parent(s)/guardian(s)' account is 60 days past due.

Visitors

HHFA operates on a closed-campus policy. Visitors interested in future enrollment should contact the Admissions Office to schedule a time to shadow classes. Parent(s)/Guardian(s) are required to check in through the Administrative Office. No provisions are made for student visitors.

ACADEMICS

Academic Philosophy

HHFA believes that education involves teaching the mind and reaching the heart of every student for Jesus Christ. Within this belief, academic performance and behavior are not separate from each other; they are symptoms of the attitudes and beliefs that students hold in their heart. The Lord declares that as you can tell a tree by its fruits, likewise the heart of a person can be revealed by the fruit (deeds) it produces (Matthew 12:33-37). A student who consistently fails to meet the academic standards set by HHFA may be dealing with deeper heart issues (Matthew 15:16-19). A student whose heart is Christ-centered will seek to be diligent, disciplined, and responsible in all that they do (Luke 2:52). The Bible teaches the value of diligence (Proverbs 12:24, 27); discipline (Proverbs 3:11-12); and responsibility (Galatians 6:5). The Lord further instructs us to glorify Him in all that we do and to enjoy learning about the world He has created (1 Corinthians 10:31). It is therefore the policy of HHFA to promote these Christ-centered values and attitudes throughout the academic program.

Advanced Placement (AP) Courses

Advanced Placement (AP) courses are available for high school students and are regulated by enrollment demands. These courses provide students the opportunity possibly to earn college credit for courses taken while still in high school. AP exams are given in May for all students who have taken AP courses. Upon finishing their AP exam, students will still be required to attend class, culminating with their HHFA final exam during final's week. One additional (1.0) grade point will be earned by the student who takes an AP course and also takes an AP exam; half a grade point (.5) will be earned by a student who elects not to take the AP test. This is in keeping with state standards. There is a fee for each AP course, and there is an additional fee for each AP exam taken. Fees are not included in tuition.

Community Service Requirements

Students are required to complete hours of community service per year. There will be a designated **“Pass/Fail”** grade for this program. For further information, please refer to the Community Service section of this Handbook (see page 60 for more info).

Grading System

Academic Organization

Happy Hill Farm Academy is accredited as a school for Grades K-12. There are three basic divisions in the School: the **Elementary** (Grades 1-6); the Junior **High School** (Grades 7-8); and the **Senior High School** (Grades 9-12).

Grade Point Average (GPA) Determination

When requested by a college or a university, this 4.00 conversion scale is used:

(Based on a 100 Scale)

Students GPA divided by 100 times 4.00

Example:

Students GPA 98
Academy's Scale 100

98 divided by 100 = .98
.98 x 4.00 = 3.92 is GPA

Five points are added to the subject grade for Pre-AP classes. Ten points are added to the subject grade for AP classes. These points are calculated into the GPA. Five points are added for Honors classes if the final grade is 80 or above.

Grading Scale

90 - 100	A
80 - 89	B
70 - 79	C
Below 70	Failing

In order to remain eligible for extra-curricular activities, students cannot be failing more than one class at the end of the most recent grade reporting period.

Graduation Requirements

English	4 credits
Math	3 credits
Science	3 credits

Math/Science Elective	1 credit
History	2 credits
Geography	1 credit
American Government	0.5 credit
Economics	0.5 credit
Physical Education	1 credit
Health	0.5 credit
Fine Arts	1 credit
Foreign Language	2 credits (of same language)
Speech	0.5 credit
Bible	2 credits* (Grades 11, 12, or elective alternatives if a transfer student)
Technology	1 credit
Electives	3 credits
Total:	26 credits

- ❖ (Grades 7-12): Numerical grades are recorded by teachers at the conclusion of each grading period.
- ❖ Report cards are prepared and mailed to parent(s)/guardian(s). Overseas parents may request a copy by email or fax.
- ❖ If a student fails the first semester of a one-credit course, but passes the second semester, and the two-semester grades average at least 70, the student will be given the full credit. If the student passes the first semester, but fails the second semester, the student earns only one-half (0.5) credit and must make up the second semester.
- ❖ All transferred grades from other schools, with either alphabetic or diverse grading scales, will be converted into numeric, 4.0 grade point average scale, so as to accurately reflect the Academy grading system. This conversion would be as follows:

A-92; B-83; C-75; D-72; and F-69 and below

- ❖ All credits will be transferred into the Academy according to Happy Hill Farm Academy standards. Those credits from non-accredited institutions (e.g., home school, and unaccredited private schools) must be accompanied by documentation validating the satisfactory completion of TEKS learning

objectives. Students must perform 70% or better on exit exams of the highest level in each discipline, from Texas Tech Distance Learning (CBE) - Credit by Exam, before credits will be recognized.

- ❖ The only designations transferred into the Academy on an honors scale are **Pre-AP** and **AP**.
- ❖ Advanced placement and honor courses are offered to selected students on the basis of academic achievement. Because these course requirements are more stringent, greater weight is applied to the grading scale in averaging grades for academic honors.

Academy Bell Schedules

Happy Hill Farm Academy operates on a two-semester system of eighteen weeks each with grading periods of nine weeks. Students in 7th - 12th grades are enrolled in seven periods and one lunch. The classes are fifty minutes long with a passing period of four minutes each.

Grades K-6

- The elementary classes are self-contained for the following subjects: math; language arts/reading; science; and social studies.
- The elementary students go to the specialty teachers for instruction in the following: Art, Computers, Music, Library, Spanish, and P. E.

The **Elementary Schedule** is as follows:

Morning Instruction	8:30 – 11:18
Lunch/Recess	11:22 – 12:08
Afternoon Instruction	12:12 – 3:30

Grades 7-12

The **Junior and Senior High Schedule** is as follows:

1 st Period	8:30 – 9:20
2 nd Period	9:24 – 10:14
Break	10:14 – 10:24
3 rd Period	10:28 – 11:18
4 th Period	11:22 – 12:08

Lunch	12:12 – 12:48
5 th Period	12:52 – 1:42
6 th Period	1:46 – 2:36
7 th Period	2:40 – 3:30

**HAPPY HILL FARM ACADEMY
DAY STUDENT
2010-2011 SCHOOL ACADEMIC CALENDAR**

August 16-20, 2010	Teacher In-Service for Staff Development
August 23, 2010	First Day of School
September 6, 2010	Student and Faculty Labor Day Holiday
October 11, 2010	Student Holiday/Teacher In-Service for Staff Development
October 22, 2010	End of 1 st Nine Weeks Grading Period
November 22-26, 2010	Thanksgiving Break Holiday
December 20-31, 2010	Christmas Break Holiday
January 3, 2011	Student Holiday/Teacher In-Service for Staff Development
January 14, 2011	End of 2 nd Nine Weeks Grading Period
February 21, 2011	Student Holiday/Teacher In-Service for Staff Development
March 14-18, 2011	Spring Break Holiday
March 25, 2011	End of 3 rd Nine Weeks Grading Period
April 22, 2011	Student and Staff Holiday for Good Friday
May 27, 2011	Last Day of School
May 29, 2011	High School Graduation – 10:00 a. m.
Summer 2011	Calendar of Summer Program Offerings Will Be Published by Spring Break

Counseling and Guidance

- ❖ The Counseling and Guidance Department consists of a Psychologist, Professional Counselor, and a Clinical Social Worker, all of whom are licensed in the State of Texas.
- ❖ The College and Career Counselor works with students and parent(s)/guardian(s) regarding college selection and applications, essays, resumes, letters of recommendation, and standardized testing (this must be accomplished in consultation with the Principal). Happy Hill Farm Academy offers college and career counseling to all junior and senior students to assist them in exploring possible career paths; registering for and taking American College Tests (**ACT**) and College Board Scholastic Aptitude Test (**SAT I**); applying to colleges and universities; and obtaining scholarships. All students are expected to take the **PSAT** in preparation for the **SAT**. Students may choose to take one or more of

the SAT II Tests, which are individual subject tests in English composition, mathematics, chemistry, biology, American history, or foreign languages. Many colleges require some of these tests.

- ❖ Counseling is available to all students on an as-needed basis to help students handle daily stressors and normal child and teenage problems. Happy Hill Farm Academy does not provide ongoing therapy for students.
- ❖ Students in Advanced Placement (AP) courses must take the Advanced Placement tests in May, for which successful candidates earn college credit, advanced standing, or exemption from certain college courses. The students will pay the test fee.
- ❖ Students whose native language is not English must take the Test of English as a Foreign Language (TOEFL) at least once before applying to college.
- ❖ Students enrolled in ESL will take a practice TOEFL test each year. The score determines the level of English in which the student will be enrolled.

Academic Honors

- ❖ **Principal's Honor Roll** -- Requirements for the Principal's Honor Roll include no grade below 90 and excellent behavior. Non-core academic courses are not counted unless he/she scores below a C, which will eliminate a student's eligibility. An incomplete course will normally prohibit a student from earning the Principal's Honor Roll. The recipients receive recognition at the annual Awards Ceremony at the end of the year for all of the academic awards.
- ❖ **A-B Honor Roll** -- Requirements for the A-B Honor Roll include all grades of 80 or above and excellent behavior. An incomplete course will normally prohibit a student from earning the A-B Honor Roll.
- ❖ **Extra Spark Award** -- At the end of each semester, the faculty selects the recipients of the Extra Spark Award. These students, in the opinion of at least four faculty or staff, have exhibited unusual effort in their schoolwork or behavior. Their hard work attests to their positive attitude toward academics, and it serves as inspiration to their peers. It does not necessarily mean that they have made all A's or even all A's and B's, but simply that they have an "Extra Spark."
- ❖ Texas Association of Private and Parochial Schools (TAPPS) provides awards for District and State Level Competitions performing in academics. Members of the Academy faculty coach students entering TAPPS competitions. Eligibility for TAPPS competition is determined by both TAPPS regulations and the Academy Administration.
- ❖ Recognition for scholarships to colleges and universities are presented during the annual Awards Ceremony.

Parent(s)/Guardian(s)' Conferences

Parent(s)/Guardian(s)' support and involvement is key to the health development of all students. Parent(s)/Guardian(s)' conferences will occur four times per year for residential and day students, at a time selected by the staff. Parent(s)/Guardian(s) are encouraged and expected to attend. Parent(s)/Guardian(s)

of day students will have an opportunity to meet with their student's teachers. Progress will be reviewed, and goals will be set.

Parent(s)/Guardian(s) of residential students will meet with representatives of all program areas. The residential (boarding) students most recent evaluation will be reviewed with the parent(s)/guardian(s), and goals will be identified for further growth and development.

Testing Programs

- ❖ Senior High School students participate in the following standardized testing programs: Stanford Achievement, PSAT, SAT, ACT, and AP. Juniors and seniors may take the ACT and/or the SAT in the fall or spring of each year as part of their college application process. The juniors and seniors who are enrolled in Advanced Placement (AP) courses have the opportunity to take the AP exams. Fees for these exams (excluding the Stanford Achievement Test) are charged to the student's account.
- ❖ All students of the Academy (grades K-11) are given the Stanford Achievement Test in every school year.
- ❖ Foreign students are required to take the Test of English as a Foreign Language (TOEFL).
- ❖ The scheduling of all tests must be coordinated with the Principal.
- ❖ Students and parent(s)/guardian(s) receive detailed information on these tests in class meetings, in Parent(s)/Guardian(s)' Conferences, and in report card mailing inserts. Contact the Head of School and/or Principal for further information.

Tutors

- ❖ Voluntary tutoring that is performed on campus must be arranged through the Head of School and/or the Principal. Times and fees are arranged directly between the parent(s)/guardian(s) and the tutor.
- ❖ Mandatory tutoring is required when a student's grade in a course falls to a level of concern to the student, the teacher, or to the parent(s)/guardian(s) -- normally 74 or below. The student may spend this tutorial period with the teacher in the classroom working on the course material immediately after school. There is no charge for this service.

Probation

Students who fail more than two (2) classes during a semester **will be placed** on academic probation. Failure to show improvement during the next semester could lead to a student being dismissed from Happy Hill Farm Academy.

Scholarships for Post Graduation

Any junior or senior interested in scholarship assistance to attend college should contact the Guidance Counselor (College and Career) and the Principal by the beginning of their junior/senior year for information and applications.

Academy Awards and Honors

GRADUATION

- ❖ **The Gloria M. and C. Edward Shipman Award** -- This award is presented to a graduating senior at the commencement program for outstanding performance in the following areas: (1) very high scholastic attainment; (2) Exceptionally strong achievement in the study of the Bible; (3) Christian living on the campus and in the community; and (4) out-standing recognition as a leader. The Head of School, Principal, Dean of Students, and the Administration select the recipient. It is the highest award presented to an Academy student.
- ❖ **Head of School's List Scholar** -- This award for "outstanding overall achievement" is presented to a graduating senior at the commencement program. The student must earn at least a 3.6 GPA, have no failing grades, and exemplify strong character. The recipient is selected by the Head of School, Principal, and the Dean of Students in conjunction with the school faculty.
- ❖ **Principal's List Scholars** -- This award is presented to graduating seniors at the commencement program. The students must earn at least a 3.0 GPA and have no failing grade. The Head of School, Principal, and the Dean of Students in conjunction with the school faculty select the recipients.
- ❖ **Valedictorian** -- The graduate with the highest cumulative grade point average. The scholastic average will be computed at the 4th grading period of the spring semester. The Valedictorian and Salutatorian must have been a student at Happy Hill Farm Academy for Grades 11 and 12.
- ❖ **Salutatorian** -- The graduate with the second highest cumulative grade point average, computed on the same basis as that for the Valedictorian.
- ❖ **Eighth Grade Highest Ranking Student** -- The student with the highest cumulative grade point average. The recipient receives recognition at year's end at the annual Awards Ceremony and must have been in attendance the entire 8th Grade year.
- ❖ **Eighth Grade Second Highest Ranking Student** -- The graduate with the second highest cumulative grade point average. This recipient meets the same requirements as the highest-ranking student.

Study Hall

- ❖ Study halls may be conducted during the regular academic day.
- ❖ If a student is involved in any activity that excuses him/her from study hall, the student is responsible for completing homework assignments during free time.
- ❖ Students may not have more than **one** study hall class during the school day each semester.

Summer School

- ❖ Summer school is provided for ALL students, including those who have failed or fallen behind, or those who want to make time for enrichment.
- ❖ Summer school classes should be viewed as remedial or enrichment, but not as a means to early graduation.
- ❖ There may be summer sessions offered to families from outside of America who wish to “test the waters” in preparation for sending their children to America as boarding students in a regular school year. These sessions may contain classroom work and English as a Second Language (ESL). An equine program, horticulture, FFA, plus recreational activities (sports, swimming, field trips, etc.) may also be provided.
- ❖ For day students and boarding students from America, summer sessions may consist of classroom work and driver’s education, equine program, horticulture, FFA, plus recreational activities (sports, swimming, field trips, etc.).

Tardiness

- ❖ Tardiness to class is unacceptable. Therefore, a student who is tardy will be penalized. Habitual tardiness will result in discipline by the Dean of Students and/or the Principal and/or the Head of School.
- ❖ Tardiness to class is excused only when the issuing teacher properly signs a pass or note of explanation, or by other authorized Academy personnel. Excessive tardiness will be grounds for disciplinary action.

English as Second Language Program

- ❖ Students who come to the Academy with little or no English language skills are enrolled in a program designed to teach the English language in a step-by-step process. This specialized instruction helps students understand, read, write, and speak English and acquire the skills necessary to function satisfactorily in the language.
- ❖ After one year, and after having satisfactorily passed a language proficiency test, students may be scheduled for mainstream classes.
- ❖ A special International Student Orientation is held prior to the beginning of school. The purpose is to provide incoming students with an introduction to the surrounding area and the opportunity to develop a sense of community within the school. After participating in the activities, a student should feel secure in the new environment and ready to begin a rewarding developmental and instructional experience.

FFA Program

- ❖ HHFA has an extensive FFA Program with a state-of-the-art Agricultural Center.
- ❖ Students must be 12 years old and above to participate in the FFA Program.

- ❖ The students show a variety of animals -- cattle (heifers and steers); lambs; goats; pigs; alpacas; and longhorns.
- ❖ The students begin the show circuit in the County and then move systematically to all of the major stock shows throughout Texas (including Fort Worth, Texas State Fair in Dallas, San Antonio, and Houston).
- ❖ Many of these shows produce significant amounts of money for college scholarships for the students.
- ❖ Day students will be eligible for FFA after being at the Academy for one (1) year. The same eligibility is for residential students as well.
- ❖ In addition to caring for and showing livestock, FFA includes classes that are available in leadership, hunting, fishing, camping, and food preparation.

Graduation, Credits, and Promotion Policy

HHFA graduation requirements require that students entering the Academy with less than six (6) academic credits are classified as freshmen. All students, whether transferring or returning, must have earned at least six (6) academic credits to be classified as a sophomore; twelve (12) to be classified as a junior; and eighteen (18) to be classified as a senior.

Program Planning

- ❖ When a student enters the Senior High School, he/she should study the requirements for graduation and plan his/her course selection in line with their interests and prospective college plans. The student should assume primary responsibility for planning his/her program by consulting with the Dean of Students at least once each year, or more often if desired, if plans change, or if difficulty with a course arises.
- ❖ Students at the Academy must take a full load of courses regardless of the number of accumulated credits. Students may not be enrolled in more than one study hall per semester.
- ❖ All former school records should be in the Academy Administration Office prior to the beginning of enrollment for the semester. Every effort will be made to schedule the students accurately each semester in terms of progress toward graduation. Each student must examine his/her schedule immediately upon receipt and contact the Head of School and/or Principal if there are any questions.

Promotion Policy

- ❖ Grade level is determined by the number of credits earned and successful completion of grade level English. A Junior High School student may not fail more than one other core academic course (math, social studies, or science) and be promoted. A student who fails both English and math will not be promoted until these courses are successfully completed. Summer school work (if available) will be counted toward the completion of this academic requirement.

Transcripts

- ❖ Official transcripts are mailed directly to educational institutions or prospective employers. Unofficial transcripts may be given to the student, parent(s)/guardian(s), or others upon request.
- ❖ The Academy provides, free of charge, up to 5 copies of transcripts. There is a \$3.00 charge for each additional transcript.
- ❖ A student will not be allowed to re-enroll and transcripts or diplomas will not be provided when financial obligations have not been paid in full, state mandatory attendance has not been met, and consequences assigned by the Academy Administration have not been completed.

Awarding Credit

- ❖ Students who withdraw, or are dismissed, for any reason from the Academy prior to the successful completion of the entire semester, including any semester final exams, will not be awarded academic credit.
- ❖ Exceptions may occur when the Academy Administration determines that the student has satisfactorily completed all institutional and legal requirements, or has proven that there is no comparable course available at an appropriately accredited school in which the student is enrolled. In such cases, the student may petition for an exemption.
- ❖ Students who have not fulfilled their graduation requirements, but who plan to do so in summer school, will not have their grades averaged in with the other graduating seniors to determine class rank and will be ineligible for academic honors. Diplomas will not be awarded until the senior has fulfilled all academic, financial, and behavioral requirements for graduation. Seniors, who are within one credit of fulfilling the graduation requirements, are normally invited to participate in all commencement activities.

Honors Courses

- ❖ Students are candidates for **Honors Level** course work if they have demonstrated success in pre-requisite courses, as determined by the Head of School and/or Principal.
- ❖ Normally, a student must maintain a grade of 80 or above in an **AP** course to retain honors status.
- ❖ If dropping a student from an **AP** course causes him/her to be withdrawn from other such courses in which they are meeting the standard, the Head of School and/or Principal will determine whether to drop the student from the course.

Eligibility

- ❖ To participate in the Texas Association of Private and Parochial Schools (**TAPPS**) interschool competition (**athletic, music, art, or scholastic**), a student must not have turned 19 before September 1 of the current year, and have four (4) years of high school eligibility from the time the student was first enrolled in the 9th grade in school. **No waivers or exemptions are allowed.**

- ❖ A student cannot be failing more than one class at the end of the most recent grade reporting period, and must be enrolled in at least four (4) core academic classes at the member school.

Physical Education

Physical Education is a requirement for all students in grades K through 6.

The dress for grades K through 6 is normal school clothes. Students will be required to have socks and gym shoes with non-marking soles.

Only students with a written excuse from the family doctor, or who have a serious family emergency, will be exempt from taking P. E. Special procedures to follow, regarding a specific health-related condition of a student, must be stated in a letter to the Administration attached to the doctor's excuse. If the student does not have a note, he/she must have Physical Education as a class. A parental note may be accepted in lieu of a doctor's excuse at the discretion of the Physical Education teacher.

Report Cards

Grade reports are mailed to parent(s)/guardian(s) at the end of each quarter for each student whose account with the Academy is paid up to date. In addition, a **“Notice of Concern”** is sent to notify all parent(s)/guardian(s) if a student is performing poorly in a class. If a parent(s)/guardian(s) doesn't pay and withdraws their child, the student will receive an **“I” (incomplete)** in the classes, and their report card will not be released.

Helps Class

Helps Class is a tutoring session provided weekly by each secondary teacher to help students experiencing difficulty in their academic classes. Helps Classes are **required** for students who fall below a 2.0 or are failing any core class at the end of a quarter or semester. Core academic classes are Bible, History, English, Science, and Math. Students experiencing difficulty within non-core academic classes may be required to meet regularly with their respective teacher in order to improve their academic performance. The Helps Class schedule is provided by the Academy's Administrative Office and is available on the school webpage.

Homework

Homework shall be assigned in such quantities as to provide adequate training in independent study and in practicing the skills covered in the classroom. Homework is given for the following purposes:

- ❖ To provide essential practice in needed skills
- ❖ To train students in good work habits
- ❖ To afford opportunities for increasing self-direction
- ❖ To enrich and extend school experiences
- ❖ To help students learn to budget time
- ❖ To promote growth in responsibility

DISCIPLINE

Philosophy

The discipline philosophy of Happy Hill Farm Academy is based on the need for a proper working relationship between the home, the church, and the school. It is our conviction that the home was the first institution God established, and it is there that the child first learns set patterns of behavior. In the home, the child learns a value system of right and wrong. When a child is taught proper discipline and respect in the early years at home, he/she is then ready to be educated and to develop the skills necessary to face life successfully.

The church is the institution of God established for the express purpose of winning the unsaved to Christ and for the purpose of exhorting and training the saved. This includes the teaching of Biblical principles of living as found in the Holy Scriptures.

The school is an institution set up by man for the purpose of assisting parent(s)/guardian(s) in the educating and training of their children. The school has an obligation to provide an environment and a curriculum conducive to effective learning. Also, as a Christian school, it is our responsibility to build Christian character in our students. Without discipline, Happy Hill Farm Academy would not be the type of school that students would want to attend, nor would parent(s)/guardian(s) want their students to attend. The purpose of our discipline program is to create an atmosphere where students can learn academically; and explore the concepts of Biblical obedience, respect for authority, responsibility, and honesty (Romans 13).

Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51; Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36, 37; Romans 12:18). The assuming of personal responsibility fosters a sense of achievement. Responsibility and achievement are necessary ingredients to the development of self-worth (I Corinthians 10:31; Ecclesiastes 9:10; Romans 14:12). Seeking to provide a balanced and disciplined learning environment for the students of HHFA, it is realized that man's wisdom falls short of God's standards. Not claiming to be perfect in all the decisions, the Administration, Faculty, and Staff try their best to discipline in a way that is Biblical and that is pleasing to God (Hebrews 12:4-12).

Offenses are dealt with as they occur. To avoid the forming of inappropriate habits, problems must be dealt with on the first offense. Behind each act of inappropriate behavior lies an issue of the heart. "For out of the abundance of the heart, the mouth speaks" (Luke 6:45). Thus, it is necessary for the teacher and student to understand and examine the "heart" issues that govern behavior. Parent(s)/Guardian(s) and teachers, who build relationships with each other and with the student, will gain insight into patterns of conduct.

As partners in the process of discipline, it is important that the school and the family work cooperatively for the good of the student. The students are taught to obey and submit to the parent(s)/guardian(s). It is imperative that the parent(s)/guardian(s) maintain that continuity by upholding and teaching the principles taught at school. Proper Christian educational and moral principles can only be attained through a well-disciplined program, and the cooperation of the student and parent(s)/guardian(s) is essential.

Administrative Dismissal Prerogatives

HHFA reserves the right to refuse any application, or dismiss any child at any time for unacceptable work, conduct, and any reason it deems necessary.

Expected Conduct of Students within the HHFA Community

- I understand that I am a HHFA student 24 hours a day, 7 days a week.
- I will practice courtesy, kindness, morality, honesty, and consideration, and offer respect in my association with my parent(s)/guardian(s), teachers, school employees, fellow students, and visitors.
- I will abstain, both on and off campus, from the use or possession of alcoholic beverages, tobacco, drugs, pornography, gambling, and other undesirable practices.
- I will complete my own work. I understand the definition of plagiarism that follows: To reproduce the work of another, in whole or in part, with the intent to receive credit for it as if it were one's own work.
- I will respect the authority of teachers, Administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord.
- I will refrain from bringing dangerous items (such as: knives, simulated weapons, and lighters/matches) to school.
- I will refrain from using e-mail, websites, or any other electronic communication to threaten, intimidate, or frighten others, or portray the school or myself in an un-Christ-like manner.
- I will dress appropriately and modestly, adhering to the stated Academy Standards.
- I will refrain from drawing, wearing, or displaying signs or symbols that are sensual, suggestive, or in any other way objected to by the Administration and do not bring glory to God.
- I will abstain from profanity and vulgar or abusive speech or actions.
- I will strive to be beyond reproach in my behavior toward others, refraining from physical and/or inappropriate (romantic) contact while on campus or at any school function.
- I will contribute to the academic environment by refraining from bringing electronic devices to school.
- I will refrain from cellular phone use during school. I understand that all cellular phones are to be turned off and safely stored out of sight. "Use" is defined as permitting the device to be turned on and/or in plain sight during school.
- I will respect and salute the American flag, the Bible, and the Christian flag.
- I will respect the HHFA campus and will strive to keep it clean and refrain from littering.
- HHFA students will signify by signing the **Personal Honor Code** that they understand and will abide by this Code.

DISCIPLINARY PROCEDURES AT SCHOOL

- **Warnings:** Students will be given a verbal warning regarding their behavior. If students correct their behavior, no further consequences will be warranted. In cases of extremely rude, dangerous, or otherwise disruptive behavior, no warning is deemed necessary and a detention will be issued.
- **Detentions:** Teachers will write up a detention slip for rule violations, and the length of detention will be determined by the Dean of Students and/or Principal. Detentions for minor violations will be for 30 minutes, with longer times given for more significant rule violations. Time earned in detention will be issued at the discretion of the Dean of Students and/or Principal.
- **Saturday Work Detail:** At the discretion of the Dean of Students and/or Principal and the Residential Supervisors, students who have accumulated a large amount of detention time may be assigned Work Detail from 9:00 a. m. to 12:00 noon on Saturday, in which the work detail will be assigned. Students will be charged \$20 to defray the cost of supervision. Students who fail to show up will be assessed additional fines and given additional consequences.
- **Fines:** A student will be charged if he/she is personally responsible for damage done to any Happy Hill Farm property.
- **Probation:** All students can be placed on either Informal or Formal Disciplinary Probation due to their behavior at school. See section on “Probation” under “Campus Wide Guidelines” for details.

Informal Disciplinary Probation (IDP)

- ❖ A student may be placed on **IDP** if he/she has committed minor offenses. The purpose of **IDP** is for Academy staff to identify and more effectively assist to manage the behavior of students who are struggling to comply with Academy rules and procedures.
- ❖ **IDP** will normally be in effect for 14 days. After that period, a Disciplinary Review Committee (Head of School, Principal, Dean of Students, Counselor, and other pertinent individuals) will determine whether a student remains on probation or is withdrawn from **IDP**.
- ❖ Depending on the accumulation of offenses or a single serious offense, **IDP** may be given in the form of Saturday Work Detail.
- ❖ While on **IDP**, a student may retain the general privileges of a normal student, but with more intense scrutiny of his/her behavior by the Academy staff. However, a student may not receive any “favorable” actions while on **IDP** (i.e., selection for student offices, or honors).

Formal Disciplinary Probation (FDP)

- ❖ A student may be placed on **FDP** for committing a major infraction of regulations or continuous minor infractions. A student on **FDP** is subject to dismissal in the event of continued infractions of regulations. Students will be required to attend a weekly session with the Dean of Students and/or Principal.

- ❖ Students on **FDP** shall be ineligible to hold student office during probation. In addition, honors may be forfeited and not restored.
- ❖ The Disciplinary Review Committee (Head of School, Principal, Dean of Students, and Member(s) of Administration) will determine the length of time a student is on **FDP**. **FDP** will normally be in effect for at least 30 days and may continue for the remainder of the school term or be indefinite until the student, through positive behavior, proves deserving of removal from such probation. Normally, a student will be assigned **IDP** after having been removed from **FDP**.

Off-Campus Suspension

- ❖ When it is determined that a student has performed a sufficiently egregious act as to remove them from campus, the Disciplinary Review Committee may assign off-campus suspension.
- ❖ In such cases, the parent(s)/guardian(s) would be required to take the student home for the period of time assigned by the Committee.
- ❖ Re-entry to campus would require agreement by both the parent(s)/guardian(s) and the Disciplinary Review Committee that it is in both the Academy's and the student's best interest to return.

Dismissal

- ❖ Dismissal results in the immediate cancellation of enrollment of a student and removal from campus. Any student who is dismissed will normally not be permitted to re-enroll during the school year and will not be permitted on the campus without special permission from the COO (in consultation with the Head of School, Principal, Dean of Students, and other pertinent individuals). Any subsequent enrollment will automatically carry Disciplinary Probation.
- ❖ Those students dismissed, or withdrawn in lieu of dismissal, are required to be removed from campus within 24 hours. Should the parent(s)/guardian(s) not be able to provide transportation and arrangements for this removal, the Academy will facilitate the removal at the parent(s)/ guardian(s)' expense.
- ❖ Students who possess or use illegal drugs (as explained in this Handbook), or who engage in immoral conduct, will normally be dismissed.

Search and Seizure

- ❖ As a condition and in consideration of the student's enrollment in Happy Hill Farm Academy, the student and the student's parent(s)/ guardian(s) must agree to the student having their person, property, and/or assigned areas on the campus -- including, but not limited to, automobiles, storage areas in the student's room, suitcases, bags, clothes, and lockers located anywhere on the campus property or carried or used while on school-connected activities -- searched from time to time and at any time by the Administration, Head of School, Principal, Dean of Students, Head Coach, 4-H Director, Residential Supervisors, Resident Parents, Teachers, or any other agent of the school as deemed proper by the Administration of Happy Hill Farm Academy for the enforcement of the rules and regulations of the school as may exist from time to time.
- ❖ It is understood that items not allowed by the rules and regulations of the Academy will be taken by the school and will not be returned. These items may be given away or destroyed by the Administration.

- ❖ Further unlawful items, or items reasonably thought to be unlawful, may be **turned over to the proper legal authorities for such action as they may deem proper.**

Complaint or Problem Procedures

During the course of the year, occasional misunderstandings or problems may arise between a teacher and a student, a teacher and a parent(s)/guardian(s), or a parent(s)/guardian(s) and the Academy. The school's policy for dealing with these situations is mentioned below. This policy is consistent with the teachings found in Matthew 18.

“If your brother sins against you, go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there I am with them” (Matthew 18:15-20).

All questions, problems, or complaints should first be brought directly to the teacher or coach before anyone else is involved. Refrain from using email or voice mail to resolve conflicts.

If the situation is not corrected at this level through direct contact, it should then be brought to the proper lead teacher and the Dean of Students. The appropriate parties will be included in this meeting.

If the problem is still not solved at this level, it should then be presented to the Academy Principal. The final resolution may end at the Head of School.

Efforts are made to resolve concerns and conflicts at the lowest level of intervention necessary. Parent(s)/Guardian(s) agree to follow these steps and to attempt a positive resolution to problems and disagreements within the school community. **Activities to be avoided at all times include gossiping, rumor mongering, and spreading of hearsay reports.** The good reputations of other persons and of the school are to be protected and promoted.

Confidentiality is strictly upheld by the Administration. Confidential matters will not be discussed with persons who are not directly involved in the matter.

Behavior Contracts

Behavior Contracts are initiated by the Administration or parent(s)/guardian(s). It is the desire of HHFA to intervene on the student's behalf to create an opportunity for the student to assume the responsibilities involved in a more mature and appropriate manner. A **Behavior Contract** may be initiated due to the following:

- ❖ A continued negative or uncooperative attitude and negative influence upon other students
- ❖ Continued deliberate disobedience to a teacher or school rules
- ❖ Committing a serious breach of conduct inside or outside of school that has an adverse effect upon the student's or school's Christian testimony

- ❖ Accumulation of behavior points indicating a negative behavior pattern

The Administration respects the initiation of a contract by parent(s)/guardian(s).

Detention

Detention occurs each Tuesday, Wednesday, and Thursday. Students have the option to serve their detention either in the morning (7:50 - 8:20), or in the afternoon (3:40 - 4:10). **The only excused absence from detention is for a medical appointment.** In the event that a student misses/skips an assigned detention, further disciplinary action will result that may include Saturday School, In-School Suspension, or other action determined by the Administration.

HOMEWORK DETENTIONS

Homework Detentions will be issued at school if a student fails to turn in an assignment on time or turns in unsatisfactory work. Students who obtain a homework detention will receive a school detention and have until the beginning of the next school day to serve this detention, or they will not be eligible for participation in extracurricular activities (including athletic, FFA, choir, social, etc.).

Disciplinary Probation

A student who is consistently unsatisfactory in behavior, or who, in the opinion of the faculty, is not meeting established standards, will be placed on **Disciplinary Probation**. While on probation, a student may not be allowed to participate in extra-curricular activities and will be placed on a **Behavior Contract** for a period to be defined by the Administration.

At the end of the probationary period, an Administrative Committee will recommend one of the following three things: (1) that the probation be lifted; (2) that the probation be extended; or (3) a recommendation be made to the Head of School from the Principal's office that the student not be allowed to re-enroll.

Expulsion

In the event that a student is expelled, the student and the parent(s)/guardian(s) shall be notified in writing by the Academy Administration. Parent(s)/Guardian(s) are responsible to pay the full tuition for the semester in which the student has been expelled. A student who has been expelled or withdrawn for disciplinary reasons may apply for admission as a new student after a full HHFA academic semester, unless otherwise noted. At the Administration's discretion, the names of expelled students may be communicated to the Police Department and to schools requesting records, along with the reason for expulsion.

Gum Policy

HHFA is a gum-free campus. First offense is a \$20.00 fine. If the fine is not paid in three days, the fine will be \$30.00, and mandatory attendance at Saturday School will be required. Saturday School will be held the first Saturday of the month.

STUDENT ACTIVITIES

Chapel

A regular part of the student's life is the Chapel service. Chapel is held twice a month on both the secondary and elementary levels.

Chapels are intended to aid student growth as a Christian, and to provide them with the opportunity to worship and praise God together with fellow students and teachers. **Attendance at all Chapels is required.** Any misconduct during Chapel will be handled in the same manner as a classroom offense.

No books or materials, except the Bible, should be brought to Chapel.

Community Service

“Learn to do right! Seek justice, encourage the oppressed. Defend the cause of the fatherless, plead the case of the widow” (Isaiah 1:17).

“May the God of peace, who through the blood of the eternal covenant brought back from the dead our Lord Jesus, that great Shepherd of the sheep, equip you with everything good for doing his will, and may he work in us what is pleasing to him, through Jesus Christ, to whom be glory for ever and ever. Amen” (Hebrews 13:20-21).

“For I was hungry and you gave me something to eat, I was thirsty and you gave me something to drink, I was a stranger and you invited me in, I needed clothes and you clothed me, I was sick and you looked after me, I was in prison and you came to visit me” (Matthew 25:35-36).

HHFA strongly believes that serving our community is an integral component of spiritual development, as the students are educated. James, Chapter 2, states that the test of true faith is manifest in deeds. God's Word is very clear that in order to walk the path of spiritual growth to maturity, our worship must include service.

The primary goal of the HHFA **Community Service Program** is to help students grow in their understanding of God's call on their lives. This is achieved by way of the following:

- ❖ Serving the community through ministering in schools, churches, and nonprofit agencies
- ❖ Increasing student civic-mindedness
- ❖ Learning the basics of leadership and democracy
- ❖ Appreciating the diversity of people groups
- ❖ Increasing awareness of one's skills, gifts, talents, and weaknesses
- ❖ Developing critical thinking and time management

Community Service Impacts Development of Godly Characteristics

As students are challenged to shift their focus from self to that of their neighbors and the community, they are becoming more Christ-like in their disposition.

HHFA strongly believes that some learning takes place only by doing; community service is one of these areas. This service-learning model puts students in a mindset (unselfish giving and sensitivity to others) that cannot be taught via conventional classroom instruction. This unique program challenges our students to impact our community by responding to the needs of others in a Christ-centered way.

Community Service will allow the individual to gain experience that translates into greater awareness of one's aptitudes. Additionally, through the Community Service experience, many students will be challenged to consider various fields of study and career options.

Community Service Requirements

Elementary: Elementary students may participate in community service through field trips, class projects, or school-sponsored programs. Community Service at this level will be grade and age appropriate. There is no annual hourly requirement for elementary students.

Middle School: In addition to field trips and class projects, self-directed kinds of activity will be integrated. For example: students may provide assistance to the disabled or elderly, assist their church family, or take advantage of other service projects in the community. *Hours required per year: 10.*

The High School: Students in the HHFA high school will be offered a variety of group and individual community service opportunities, including mission/service projects. Assignments may be made in correlation with specific disciplines (e.g., a student with an interest in science volunteers at a local hospital). Self-directed kinds of activity will also count toward their annual service hours. *Hours required per year: 20.*

Student Athletes: Student athletes will be required to participate in a team-wide Community Service project as a condition of continued athletic eligibility for their chosen sport(s). Coaches for each team will record the names of each player participating in the project, the number of hours performed by the team, and a short job description of the team's project. It shall be the Coach's responsibility to report the team's Community Service requirement to the Student Activities Coordinator.

A community organization database is available to students through the Guidance Office. For individual projects, students will be encouraged to select an organization (not necessarily from this database) directly. It is the responsibility of the student to establish contact with the organization of choice. School-wide Community Service projects will be planned periodically throughout the year.

Please note the following policies regarding community service:

- ❖ The organization must be a not-for-profit agency.
- ❖ The student may not receive any type of compensation in exchange for the service.
- ❖ Non-family members must supervise students.
- ❖ The Guidance Counselor, in conjunction with the Head of School, must approve individual assignments.

- ❖ It shall be the sole responsibility of the student to submit completed Community Service Forms directly to the Guidance Counselor.
- ❖ For secondary students, a record of the accumulating hours will be kept in the Guidance Office. There will be a “Pass/Fail” grading policy with this system. Therefore, if a student does not complete the required 30 hours by the end of the school year, he/she will receive an “F” grade. Failing grades do not affect the GPA, but they do appear on the student’s academic transcripts. Students who fail to complete the Community Service requirement may be placed on probation during the following academic year. Failure to complete the Community Service requirement may result in expulsion from HHFA. Students may complete their required hours in the summer prior to the upcoming year.

Please understand that these are minimum requirements. We certainly encourage and support a spirit of civic mindedness with a desire to minister to the community in a Christ-like way. Therefore, we encourage students to continue to serve beyond the stated requirements.

Student Council

- ❖ The **Academy Student Council** is responsible for sponsoring and coordinating a program of student activities, both recreational and cultural. Members of the Council assist in promoting more effective communication among the different departments of the campus by exercising both responsible representation and leadership of the student body.
- ❖ The **Student Council** is comprised of the following: The Class Representatives for 7th and 8th grades, and 9th thru 12th grades, with the President, Vice-President, Secretary, and Treasurer being from grades 9 thru 12. Officers of the **Student Council** will be elected by popular vote of the student body.

The Pioneer

“**The Pioneer**” staff is dedicated to the purpose of preparing “**The Pioneer**” yearbook for Happy Hill Farm Academy. A student is eligible to participate as a **Pioneer** staff member by registering for the journalism class, an elective offered to sophomores, juniors, and seniors.

The Frontier

“**The Frontier**” is the student newspaper and is published once a month. Students are eligible for participation in this endeavor when they register for journalism.

Spanish Club, Youth and Government, and FCA

The purpose of this club and these organizations is to promote and maintain interest in the various areas. They will meet periodically with programs being social and educational in character.

Other clubs and organizations may evolve during the course of the year as determined by student interest and staffing capabilities.

Co-Ed Intramural Sports

Youth League (intramural sports) is offered for students in 3rd through 6th grade. The sports included in the intramural league are soccer and basketball.

Sports

The HHFA Athletic Program presently includes the following sports:

Boys: Basketball, Cross Country, Football, Golf, Tennis, Baseball, and Track

Girls: Basketball, Cheerleading, Cross-Country, Tennis, Softball, Track, and Volleyball

Intramural: See above.

On the high school level, sports can be counted for one (1) high school physical education credit. For more information on athletics, please refer to the Athletic Handbook.

Teacher Aides

There are opportunities for upperclassmen to serve as office, cafeteria, media center, and teacher aides. This gives an opportunity to serve and care for others. The Guidance Office arranges student aide assignments.

***HELPING YOUNG PEOPLE
“GROW IN WISDOM, STATURE,
AND IN FAVOR WITH GOD AND MAN.”***

LUKE 2:52

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