



**PARENT-STUDENT RESIDENTIAL HANDBOOK  
2011-2012 SCHOOL YEAR**

*It Happens on the Hill*

# Table of Contents

ACADEMY FOUNDATIONS	PAGE
Accreditation Associations .....	3
Non-Discrimination Statement .....	3
Administration .....	4
Mission Statement .....	5
Administration Prerogatives .....	5
Academy Student Honor Code.....	5
<b>RESIDENTIAL LIFE</b>	
Expectations of Students .....	7
Expectations of Parent(s)/Guardian(s) .....	8
Evaluations and Parent(s)/Guardian(s) Conferences .....	8
Mandatory Breaks .....	9
Off-Campus Visitation .....	9
On-Campus Check-out and Visitation .....	10
Visitors and Campus Guests .....	11
Residence Guidelines .....	12
Chores and Laundry .....	14
Technology and Internet Access .....	14
Study Time .....	18
Quiet Time and Lights Out .....	19
Dress Code.....	20
Dining Center.....	20
Spiritual Life.....	21
Social Relationships.....	22
Student Accounts and Spending Money .....	23
Bicycles and Skateboards .....	24
Student Vehicles ON-Campus.....	24
Student Discipline.....	26
Due Process .....	29
Financial Assistance .....	30
Financial Obligations.....	30
Rights Reserved by HHFA.....	30
<b>HEALTH SERVICES</b>	
Insurance Requirements.....	32
Routine Medical Care .....	32
Emergencies .....	33
Medicine .....	33

# Happy Hill Farm Academy Is Fully-Accredited

*by*

**THE SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS**

*proud member of*

**THE ASSOCIATION OF BOARDING SCHOOLS**

*and*

**TEXAS ASSOCIATION OF PRIVATE AND PAROCHIAL SCHOOLS**

*and*

**TEXAS ASSOCIATION OF NON-PUBLIC SCHOOLS**

*and*

**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 or 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

Fax 254-897-7650

[www.happyhillfarm.org](http://www.happyhillfarm.org)

## Administration

Mr. and Mrs. (Gloria) and C. Edward Shipman – 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

[marc@happyhillfarm.org](mailto:marc@happyhillfarm.org)

Dr. Julie Griffin – Dean of Students

[julie@happyhillfarm.org](mailto:julie@happyhillfarm.org)

Mrs. Marci Martinez, MA Ed. – Principal

[marcim@happyhillfarm.org](mailto:marcim@happyhillfarm.org)

Ms. Sylvia Suvaco – Residential Supervisor

[sylvia@happyhillfarm.org](mailto:sylvia@happyhillfarm.org)

Mr. Brent Dodson—Assistant Residential Supervisor

[brentd@happyhillfarm.org](mailto:brentd@happyhillfarm.org)

Ms. Sherrie Ivey—Admissions and Family Liaison

[sherrie@happyhillfarm.org](mailto:sherrie@happyhillfarm.org)

Mr. Park Wilbourne—Counselor and International Liaison

[park@happyhillfarm.org](mailto:park@happyhillfarm.org)

Mr. Jonathan Lee—Director of Youth Ministries

[jonathan.lee@happyhillfarm.org](mailto:jonathan.lee@happyhillfarm.org)

Ms. Grace Barber, R. N. – Director of Health Services

[grace@happyhillfarm.org](mailto:grace@happyhillfarm.org)

## Contact Information:

Main Number: 254-897-4822

Office Hours: 8:30 a. m. - 5:00 p. m., M-F

After Hours Emergency Pagers:

Sylvia Suvaco - pager 817-279-4413

Brent Dodson - pager 817-279-4348

## Mission Statement

Happy Hill Farm Academy (HHFA) 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.

*Please take the time to read the Academy Parent-Student Handbook to review HHFA's History, Statement of Faith, and Academy Philosophy.*

## Administrative Prerogatives

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 conference, suspension and/or expulsion, and required counseling.

## The Happy Hill Farm Academy Student Honor Code

*The HHFA student honor code is supported by the Statement of Faith, 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 HHFA Community, I will choose to model my life, both on and off campus, according to the following Biblical principles.

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 HHFA.

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.

## RESIDENTIAL LIFE

Residential life at HHFA offers students access to a plethora of opportunities designed to enhance their education and overall social, spiritual, and personal development. Unlike traditional boarding schools, at HHFA, students live in comfortable, residential-style homes that provide students a “home away from home.” Each residence houses a maximum of eight students and includes a common kitchen, den, formal living room, laundry room, and two full bathrooms. Students share a bedroom with one roommate. Students are encouraged to take pride in their residence and maintain its upkeep.

Biblically, God has ordained for development to occur within the context of the family. Therefore, each residence is overseen by Resident Parents, who also live in the residence. These Resident Parents are carefully selected and trained to act as mentors, teachers, and Christian role models for the students in their residence. The Resident Supervisor and the Dean of Students oversee Resident Parents and students.

The Residential program supports the goals of the Academy by assisting each student to develop Christ-like character and the personal habits necessary for success.

Students are afforded many freedoms on campus and are given opportunities to go on outings, or to visit family and friends on the weekends. Thus, residential life affords students a safe, nurturing living and learning environment while still allowing them to maintain relationships with family and friends at home.

The policies contained in this Handbook are designed to maintain a safe, orderly environment that is conducive to helping students grow in Christian character. HHFA students will be disciplined using a consequential system and rewarded for displaying positive character through increased privileges. At HHFA, the belief is that every moment is a teaching moment. Natural consequences are the best learning tool. HHFA students will be given the opportunity to learn from a positive conversation with their Resident Parents, teachers,

coaches, supervisors, or Academy Administrators. If a student has a difficult time adhering to Academy rules, then the student will earn consequences.

## Expectations of Students

Character is the demonstration of a consistent pattern of behavior over time. The residential program at HHFA has a strong commitment towards helping students develop the character traits that will enable them to be successful in the future. Students are expected to strive towards these traits, with the understanding that character transformation is a developmental process that occurs most naturally through a personal relationship with Jesus Christ as a student submits to the working of the Holy Spirit in his or her life.

- **RESPECT:** Students are to demonstrate respect for the chain of authority established by God by obeying their authority figures. Students are also to demonstrate respect for the rights, feelings, personal space, and property of others and communicate with others in a manner that communicates this respect. Students are also expected to demonstrate **respect for oneself**, as made in the image of God, by conducting oneself in a God-honoring manner in accordance with Biblical principles and not in engaging in activities that are harmful to one's health and development.
- **RESPONSIBILITY:** Students are expected to take initiative for completing their schoolwork and daily household responsibilities without having to be asked or reminded. They are also expected to take responsibility for their actions by accepting the consequences of their choices.
- **PERSONAL INTEGRITY:** Students are expected to demonstrate moral integrity before God and man by being **honest, trustworthy, and following HHFA rules even when not under supervision.**
- **SELF-DISCIPLINE and SELF-CONTROL:** All students are expected to learn self-control over their actions and words, refraining from vulgar language, impulsive actions, emotional outbursts, and sexual immorality of all kinds. Students are also expected to be disciplined in their eating habits and the care of their body.
- **LOVE FOR OTHERS:** Jesus summarized all the laws of the Old Testament simply by "Love the Lord your God and Love your neighbor as yourself." HHFA believes that students will naturally grow in their Love for God as they learn more about Him through Bible Study, Chapel Services, and Personal Devotions. Love for God is then demonstrated through increased obedience to His Word. Love for others is an overflow of the Love we receive from God and a natural expression of our Love for Him. Love for others is displayed through encouraging others, approaching one another with compassion and forgiveness, and placing the needs of others above one's own.

Students in grades K-5 are taught these character traits through a system of daily and weekly rewards for appropriate behavior and consequences for inappropriate behavior. Students in grades 6-12 are placed within two Privilege Living Systems. Within the Alpha System, the students are still developing the five core character traits (as defined in

“Expectation of Students” section). Within the Alpha System, overemphasis is placed upon learning and living the daily actions, utilizing the 5 character traits important to Christian personal development. Alpha (the first letter of the Greek alphabet) has a value of 1. Related to the word “alphano,” there is an association to “yield” or “earn.” Students on Alpha status are in the process of yielding behavior and actions, both on and off the campus, worthy of earning the Omega ranking. Alpha students are not offered as many privileges and freedoms until they consistently exhibit these 5 character traits.

Students are given greater freedoms and opportunities once they have demonstrated a consistent pattern of good character. Omega (the last letter of the Greek alphabet) is often used to denote the ultimate limit of a set. Students who attain Omega System Status have proven themselves trustworthy of the HHFA Honor Code and are a positive example in every area of campus and academic life.

## Expectations of Parent(s)/Guardian(s)

- Encourage your student to grow academically, physically, emotionally, socially, and spiritually.
- Support the rules and policies set forth in this Handbook, and the actions of staff members taken in accordance with these policies.
- Communicate any concerns directly with the Family Liaison, Residential Supervisor, and/or the Dean of Students in a timely manner. Please refrain from sharing your concerns with your student, the Resident Parents, or with other members of the community, until you have given the Administration an opportunity to resolve the issue.
- Participate in parent(s)/guardian(s) conferences. Parent(s)/guardian(s) conferences occur once every 4 months and are an excellent opportunity for you to visit the campus, get to know key administrative staff, and participate in setting goals for your student.
- Demonstrate integrity and responsibility to your student by maintaining your financial agreements with HHFA. Parents are expected to keep their tuition account up to date. Parents may pay off their uniforms and incidental fees as finances permit, as long as it is paid in full by the end of the school year.

## Evaluations and Parent(s)/Guardian(s) Conferences

HHFA believes that opportunities for evaluation and feedback are critical to assist each student in gaining a realistic understanding of one’s strengths and weaknesses and plan for future growth and development. Residential students are evaluated in the residences on five core character traits (Respect, Responsibility, Self-Discipline, Personal Integrity, and Love towards Others). The teachers, coaches, and Resident Parents also evaluate students on

these core traits. Results are discussed to determine a student's personal growth and development in their home as well living privilege system. Parent(s)/Guardian(s) are invited to attend a Parent/Guardian Conference once every 4 months to discuss their student's evaluations, academic progress, and set goals for personal growth and development. Students within the Alpha System are still developing the five core character traits, while students within the Omega System are consistently considered to display these traits.

A student may be moved between Privilege Living Systems with the recommendation of a campus committee. If a person on HHFA faculty or staff believes a change of status is warranted, they submit a recommendation to the Committee. The Committee will review the request, gain input from key campus members, and vote. The Committee will consist of Administrators, Faculty, Staff, and at times student peers. The peers will remain anonymous; however, their input may be considered within the request process.

## Mandatory Breaks

Parent(s)/Guardian(s) are responsible for students over mandatory breaks. If a student will be unable to stay with their parent(s)/guardian(s) or extended family over break, parent(s)/guardian(s) should contact HHFA a month in advance to allow time for HHFA to identify a sponsor family for the student. Parent(s)/Guardian(s) will be charged \$40 per day for food and expenses if a student stays with a sponsor family.

Students who plan to travel by air to points within the United States or Internationally are advised to make their reservations 90 days in advance for major holidays, or weekends, when air travel may be heavy. Arrival and departure times should be within the windows of time indicated on the residential calendar. Additional transportation fees will be assessed for all flights that are not within the published windows. Parent(s)/guardian(s) should notify the family liaison of flight information as early as possible, but not later than one week prior to departure.

## Off-Campus Visitation

HHFA recognizes that many students benefit from time spent with their families, friends, and in their communities apart from HHFA. However, we have also found that it is important for students to stay involved in life at HHFA on the weekends. Therefore, off-campus visitation will be allowed according to the following policies:

- Students are expected to honor their school commitments first and will not be excused from school and extracurricular commitments for off campus visits.
- The number of days of visitation allowed per month will be determined by the student's living system status. Alpha students are permitted three days of visits per month. Omega students are permitted six days of visits per month. Off

campus visits of less than an hour and a half are not counted. 5 hours are considered a half day.

- Authorization to leave campus with anyone other than the student's parent(s)/guardian(s) or immediate family members must be granted in writing by completing an authorization for campus leave. Written authorization is considered to be in effect until expressly revoked in writing by the parent(s)/guardian(s). Parent(s)/Guardians are responsible for notifying the party that is picking up their child of any health related concerns and providing them with emergency contact information. Happy Hill Farm Academy is not responsible for students once they leave campus or are in the care of the designated person.
- Requests for off-campus visitation should be made by contacting the family liaison by Wednesday of the previous week.
- Parents who want to pick up their student from an off campus activity should also arrange this in advance through the family liaison.
- Students are responsible for completing their deep clean and chores prior to leaving for the weekend.
- Students should return no later than 8:00 p. m. on Saturday or 6:00 p. m. on Sunday. Failure to return on time without scheduling in advance will result in loss of privileges. Please call the Residential Supervisor's pager if an unforeseen circumstance arises.
- HHFA is not responsible for students while off campus or on a visit. However, if a student's behavior while off campus reflects negatively on the Academy, students will be subject to consequences for their behaviors.
- Leaving campus with anyone without notifying staff and following proper check out and authorization procedures is considered a severe offense and is grounds for dismissal.

## On-Campus Check Out and Visitation

It is the student's responsibility to make sure that their Resident Parents know their whereabouts at all times. Students are expected to ask permission from the Resident Parent before leaving the residence, as well as signing in and out using the check out log. The amount of freedom that students are afforded to travel on campus and to hang out while not under direct supervision is determined by the student's age and the system they are within as follows:

**Grades K-5:** Supervised at all times

**Grades 6-8:** Students in the Omega System will be allowed to check out within the residence boundaries and extended campus boundaries for up to 45 and may travel unescorted across campus. However, students are not permitted to “hang out” with members of the opposite sex unsupervised. Alpha students may check out for 45 within residence boundaries, but must be supervised by a Resident Parent at all other times.

**Grades 9-12:** All students may check out within residence boundaries for up to one hour. Alpha students must remain within eyesight of a Resident Parent when traveling across campus. Omega students may travel unescorted across campus and may check out to anywhere within extended campus boundaries for up to one hour. Time may be extended with Resident Parent permission. Students are not permitted to hang out with members of the opposite sex unsupervised.

Students must ALWAYS remain on the paved roads unless they are under the supervision of an adult. Students are not allowed to enter any building without adult supervision. Under no circumstances should students enter the Agriculture Area or Horse Area without the supervision of an adult responsible for the animals. Students are not allowed beyond the top of “Killer Hill” or in the staff residence area unless specific permission has been granted. Students are not allowed to be behind the Athletic Center or Youth Center without supervision. Failure to abide by these rules will earn a consequence.

Secondary students may be allowed to visit other residences, including residences of the opposite gender, depending on their system status. Alpha students are permitted to visit only “same gender” residences, and Omega students are permitted to visit residences of either gender. Visitation requires permission from both Resident Parents. Showing up at another residence without such permission will result in loss of privilege. In order to respect the privacy of all students, students are expected to visit with guests in the common areas of the house. Students of the opposite gender are never allowed in the bedroom areas. Guests are not permitted during study hour unless it is specifically for the purpose of academic study and with specific permission and supervision.

Students must begin to return home when the Farm lights come on. Students should be inside their residence at dark.

## Visitors and Campus Guests

HHFA welcomes visitors. However, due to a need to protect the safety of all residents and to provide a comfortable living environment for students, certain procedures must be followed.

- Anyone wishing to visit a student on campus should arrange the visit by contacting the family liaison prior to coming to campus.
- Visitation is not permitted in the Academy buildings during the school day (Exception: arranged tours of the campus).

- Visitation in residences should always be under supervision and approved by the Residential Supervisor, and should only take place in the formal living room at the residence.
- Omega students are permitted to invite a guest to campus social activities. Guests must be approved in advance through the Residential Supervisor.
- Students should not be in or around visitors' vehicles, unless approved by the Residential Supervisor.
- The campus of HHFA is tobacco-free.
- Students are not permitted to travel in the vehicle of guests unless the student's parent has signed a parental consent form authorizing the student to travel with the guest.
- All rules of the Academy apply to visitors.
- Day students may visit residential students in the residences by scheduling in advance by calling the Residential Supervisor. Day students must follow all residential rules while in the residences.
- If a guest is a former student of HHFA, the student still needs to seek approval for the visit by calling the Dean of Students prior to the visit. Former students are asked to dress and act in a manner concurrent with the HHFA Handbook. Expelled former students are not permitted to return to campus as guests unless extenuating circumstances warrant.

## Residence Guidelines

Each residence at HHFA was built through the generous donations of individuals committed to making sure all students have the opportunity for a top-notch Christian education in a comfortable, home-like environment. In appreciation of such generosity, students are expected to demonstrate good stewardship of their living residences (Homes).

- Students may enter and exit the residence through either the front or back door but should remove their shoes upon entering the home. Shoes may not be kept in the front entry hall. Students are permitted to keep their shoes in their room or on a shoe rack by the back door. For hygiene reasons, students should wear slippers or socks on their feet at all times in the residence.
- Food and drink items are only allowed in the kitchen and at the dining table of the homes. Food and drink is not allowed in the living room, den, or bedrooms.

- Gum is not permitted in the residences or anywhere on campus.
- Students may bring a limited quantity of personal food items into the home for snacks. All personal food items should be stored in the pantry, refrigerator, or kitchen, and never in the student's room. Students are permitted to eat their own food at breakfast time and at snack times. Students who overeat, or who fail to use this privilege responsibly, may lose the privilege. Due to health risks, energy drinks and other beverages that contain high doses of caffeine or other stimulants are not permitted.
- Toiletry items and other "spillables" may be stored in a bin in the laundry room or bathroom cabinets, as space permits. These items may not be kept in the student's bedroom. Toiletry items are not permitted to be kept in the shower or on top of the cabinets and must be kept neatly in a bin except when in use.
- Students are expected to keep their rooms neat and tidy, with clothes and desks organized at all times. Students are allowed to bring their own comforter, pillow, posters, and personal items to decorate their rooms. However, all decorations should be tasteful and in line with the Christian character of the home. Students are not permitted to use nails or picture hangers to secure items to the walls. Only "Ticky-Tac" or "Command Strips" may be used to attach anything to the walls or furniture. All clothes and personal belongings must fit comfortably in the space allowed. Rooms will be inspected frequently.
- Students are expected to be good stewards of their rooms and residence. Students are financially responsible for damages to property that occur that are outside of the context of normal wear and tear. A "Check-in/Clearance Form" will be used to determine the initial condition of student rooms. The same form will serve as a reference when the student changes rooms or checks out of the room. Parents/guardians will be billed for any damages. If damage occurs in a common area, all residents may be held responsible for the damages, unless a particular individual can be identified as to whom created the damage.
- In order to avoid scuffing the floors, furniture may not be moved from room to room or rearranged during the school year.
- In order to conserve electricity, students are expected to turn off the lights and other electronic devices when not in use, and to keep outside doors closed.
- Due to fire risks, Students are not allowed to burn candles, incense, or other substances in their homes.
- HHFA is not responsible for items lost or damaged due to borrowing or loaning.
- Students are not permitted to tamper with the windows, intercom speakers, fire alarms, window or door alarms, locks, or fire extinguishers in the home. Because of the safety risks, doing so is considered a major infraction.

- In order to respect the privacy and personal belongings of all students, students are not permitted to enter another student's room unless that student is present and gives permission.
- HHFA reserves the right to conduct searches of student rooms and personal belongings to ensure compliance with HHFA policies. Any items that are confiscated may be held through the remainder of the semester and then sent home. Students suspected of drug or tobacco use will be asked to submit to testing.
- Pets of any kind, including fish, are not permitted in the residences.
- Students are not permitted to be out of their room, except to go to the bathroom, after lights out. If a student needs help in the middle of the night, they should call out into the intercom system or knock on the door of the Resident Parent's apartment.
- Students are not permitted to enter the apartment of the Resident Parents at any time unless granted special permission by the Resident Supervisor.

## Chores and Laundry

Students are expected to help with the upkeep of their residence by completing daily chores and participating in deep cleans on a weekly basis. Chores are assigned and rotated. Students who are gone for the weekend are still responsible for their deep clean chores.

Laundry rooms are provided in each home, and students are expected to do their own laundry, only after give thorough directions by the Resident Parents. Students are assigned a laundry day twice weekly.

## Technology and Internet Access

HHFA adopts a balanced approach to technology use, which seeks to allow students to reap the benefits of modern technology while teaching them to use technology in a responsible Christ-honoring manner. This approach is based upon developmental level and character development, as determined by the Alpha-Omega privilege system.

### Grades K-5

Because students in grades K-5 are still learning core Christian values and principles, access to technology for this age group will be highly limited and always under direct adult supervision. Students in grades K-5 are not permitted to have personal music device, laptops, iPads, iPhones, or other devices with Internet capabilities. Students who have cell phones are permitted to use them for 10 minutes five times a week under adult supervision.

### Grades 6-11

Omega students in grades 6-11 are permitted to bring a laptop or iPad for use in the residence and at the Academy. They are also permitted free access to their cell phone according to the general cell phone use guidelines.

Alpha students in grades 6-11 are not allowed to have any electronic devices, which can access the Internet, either through Wi-Fi or 3G or 4G technology. This includes laptop computers, iPads, iPhones, and iPod Touch. Desktop computers are available in the residence for academic use only. Students are permitted to check out a cell phone that does not have internet capabilities four times a week for 20 minutes.

### Grade 12

All students in grade 12 will be issued a laptop computer if they do not already have one.

Omega students in grades 12 are permitted to use their laptops freely for academic and personal use. They are also permitted free access to their cell phone according to the general cell phone use guidelines.

Alpha students in grades 12 are allowed to check out their laptop during mandatory study time to use for academic and college preparation purposes. They are not permitted free access to devices that can access the internet, either through Wi-Fi or 3G or 4G technology. This includes laptop computers, iPads, iPhones, and iPod Touch. Students are permitted to check out a cell phone (without internet capabilities) four times a week for 20 minutes.

## **PHONE USE POLICY**

A telephone is available in the homes for students to be able to make calls. Students are encouraged to call their parents, but are permitted to call other friends and family as well during their phone time. Calls usually occur in the evenings, although other times may be agreed upon to accommodate parent(s)/guardian(s) schedules. Parent(s)/Guardian(s) are responsible for providing a pre-paid calling card to cover the cost of these calls if the student does not have a cell phone. If a parent/guardian has concern over whom their child is contacting, the staff may more tightly control the use of the phone. Certain students are permitted to use cell phones as outlined below.

Parent(s)/Guardian(s) must contact the Residential Supervisors if they need to speak with their child or have an emergency. The Residential Supervisors will arrange these telephone calls.

The amount of phone time that students have each week is determined by living system status and age as follows:

K-5: Five 10-minute phone calls per week on residence phone to family members and friends under adult supervision. Students are permitted to use a cell phone under close supervision to make their calls.

Grades 6-12 Alpha: Four 20-minute phone calls per week. Students are permitted to use the residence phone or to check out their cell phone for use in the formal living room only. It is the student's responsibility to monitor their time usage, and failure to use responsibly will result in loss of privilege. Alpha students are not permitted to take cell phones with them on outings or off campus trips.

Grades 6-12 Omega: Permitted to have a cell phone. Students are permitted free access to cell phone and residence phone.

In order to protect students from as much potentially harmful content as possible, all cell phones, which are able to access the internet, must have a content filter. Every student phone is subject to a quick, random screening to be certain that pornography is not readily available, and that the filters are properly installed and configured. Phones that do not have a filter are not permitted for use.

Students are not permitted to use the phone during mandatory study time, during quiet time, or after lights out. Cell phones must all be checked out for use and checked in prior to quiet time each night. Failure to check in a cell phone will earn a consequence of the loss of cell phone privileges for one to six weeks, depending upon the circumstances of the offense. Cell phone usage is granted to the owner of the phone only. Students with this privilege may not call others in behalf of other non-privileged students.

In general, HHFA does not monitor whom students communicate with on their cell phones. Should parents or staff feel it is in the best interest of the child to limit a child's communication, the Resident Parent will place all phone calls on the phone in the residence.

Any residential staff member may check cell phones at any time. Students abusing the phone privilege by texting and sending inappropriate pictures or content will earn a consequence of losing the use of their phone for a minimum of one month up to an entire school year, depending on the severity of the infraction. Students should also be aware that sending inappropriate pictures is considered pornography and can result in Federal charges.

**HHFA is not responsible for lost or stolen cell phones or high phone bills resulting from excessive phone use.**

## **COMPUTER USE GUIDELINES**

One or more desktop computers are available in each residence for students in grades 6-12. Desktop computers in the residence are to be used primarily for academic purposes. Each residence is equipped with wireless internet which is equipped with a content filter to protect students from much of the potentially harmful content on the internet. USB wireless modems or other devices, which access 3G or 4G wireless, are not permitted.

Omega students who bring a laptop to campus should be aware that they are responsible for the contents and use of their computer. Students are not permitted to have R or Adult rated movies or sexually explicit content or photos on their computers.

Students should be aware that they are responsible for how they conduct themselves online. Viewing pornography or sexually explicit material is strictly prohibited. When communicating on social networking sites, students are responsible for representing themselves and HHFA in a positive, Christ honoring manner. Because HHFA seeks to protect its reputation and the reputation of its students, posting vulgar language or inappropriate content on the internet can result in school discipline, even if the posting occurred while the student was off campus. Posting content on the Internet which defames or slanders a person or organization is against the law and can result in criminal and/or civil charges, as well as earning consequences on campus. HHFA will cooperate fully with local, State, and Federal officials. Consequences for serious misuse of technology as outlined above will be a loss of technology for a minimum of one month or other consequences including dismissal, as determined by the Disciplinary Review Board.

If misuse of technology is suspected, student technology use will be suspended immediately, and student equipment will be confiscated and searched, until school personnel can reach clarification and determine consequences if appropriate. The student bears the responsibility for all content on his or her computer at all times and is responsible for removing all inappropriate content.

Students are responsible for maintaining antivirus protection on their computer. The computer teacher is available to assist students in loading appropriate anti-virus protection if needed. **HHFA is not responsible for loss or damage to computers.**

## **TELEVISION AND VIDEO GAMES GUIDELINES**

Students are permitted to watch TV or play video games in the den in the evenings during student free time. Students are not permitted to watch TV or play video games during mandatory study time, during quiet time, or after lights out. Video games and TV time is a privilege which can be lost as a consequence of poor choices or limited at the discretion of the Resident Parent if a student is failing to develop diverse interests.

On weekends or school holidays, TV and video game time will be limited to four hours or less total per day, in order to encourage students to pursue other diverse interests provided on campus.

Students are permitted to bring game systems, video games, and DVD's for use in the residence as long as they are appropriately rated for all residents (G,E-10 or Approved PG13, depending on age of residents) and students are willing to share with all other residents in their home. Systems, that require Internet, are not permitted.

HHFA is not responsible for damage or loss of game systems or media that occur while at HHFA.

## **MUSIC**

HHFA acknowledges the importance of music to the students and allows students (only in grades 6-12) the use of personal music devices (i.e., Ipods, mp3 players). Students can also

listen to music on their computers. They do not have to use earphones as long as it does not distract other students.

Students are expected to use discretion in their music selection. The students are not allowed to have songs with explicit, vulgar, or profane lyrics on their iPods, MP3 players, or computers. A Resident Parent may check devices when a student is suspected of listening to inappropriate music. Students who are caught with these songs will earn a consequence of being unable to listen to their own music for a minimum of two weeks, or until they can remove the songs from their device.

All students within grades 6-12, regardless of the Privilege Living System, are allowed to take personal music devices on away athletics, 4-H, school, and choir trips. The guidelines for usage at these events are at the sole discretion of the administrator leading the trip.

Because students need to learn to socialize with the people around them, personal music devices should not be used during activities, spiritual events, home sporting events, or outings. Due to the narrow roads, students are not permitted to wear headphones when traveling across campus as it impinges upon their ability to hear upcoming traffic. Students are permitted to listen to their personal music devices within their checkout boundaries. However, during mandatory study times, Alpha students are prohibited from listening to their personal music devices.

HHFA is not responsible for lost or stolen devices.

When listening to the radio in the residence or on outings, students should only listen to approved radio stations. Approved radio stations are posted within each residence.

The use of personal music devices, video games, and television are considered privileges that can be lost for any of the following reasons:

- Inappropriate content
- Failure to fulfill other responsibilities
- Low grades or multiple homework detentions
- Isolating oneself or failing to socialize with others or develop diverse interests

## Study Time

In the residences, students are expected to begin to establish the study habits that will allow them to reach their own unique academic potential and be successful in secondary education.

Thus, each student is expected to devote time to his or her studies every evening. The minimum amount of time that students are expected to devote to their studies each night is as follows:

**K – 5th grade:** 30 minutes

**6th- 8th grade:** 45 minutes

**9th - 12th grade:** 1 hour

All students will be required to have mandatory study time. Additional mandatory study time of 30 minutes to one hour will be added for any student that is in jeopardy of failing a class.

## **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, 4-H, choir, social, etc.). Students who receive multiple homework detentions will have to serve a Saturday Detention.

## **Quiet Time and Lights Out**

### **QUIET TIME**

Developing the habit of spending time alone with God in prayer, journaling, and devotional reading is one of the most important habits a student can establish while at HHFA. Students are expected to set aside 20 minutes prior to bedtime for evening devotions. These can be done in a group or individual format. Students may also get up early for a quiet time as long as it does not disturb others.

### **LIGHTS OUT**

On Sunday - Thursdays, lights for children in grades K-5 are to be turned out by 9:00 p. m. Students in grades 6-12, who are living within the Alpha System, are to turn their lights out by 10:00 p.m. Students, who are living within the Omega System, are to have lights out by 10:30 p. m. On Friday and Saturday nights, lights for children in grades K-5 are to be turned out by 10:30 p. m. Students in grades 6-12, who are living within the Alpha System, are to turn their lights out by 11:30 p. m. Students, who are living within the Omega System, are to have lights out by 12:00 p. m. Resident parents may grant or revoke exceptions to the above bedtimes due to extenuating circumstances.

## Dress Code

General Dress Code Guidelines for all residential students are located in the HHFA School Handbook.

## Dining Center

Residential students will eat lunch and dinner in the Dining Center. Mealtimes are intended to be a time of nourishment and fellowship.

### GENERAL RULES

- Students must sit with their residence at dinnertime during the week and on weekends.
- Chewing gum is not allowed at the Dining Center or anywhere else on campus.
- 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 or 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 may ask their resident parents to go back for a second helping.
- Students should ask their Resident Parent for permission before excusing themselves from the table to go to the restroom or to get additional food.
- Students are to push the chairs under the dining table and pick up any trash on or around their table before they leave.

### COURTESY AT DINING CENTER

- Students are expected to use good table manners and comply willingly with matters brought to their attention.
- Students are to talk quietly, so as not to disturb others.

- Students are expected to sit in their chairs during mealtimes and not lounge on the tables or floor. Chairs are to be kept on all 4 legs at all times - - no leaning back on chairs.
- Do not push or run while entering, while inside, or while exiting the Dining Center.
- Saving places or cutting in line is prohibited.
- Only students assigned to work at the Dining Center may enter early.
- Students and staff are expected to clean up any spilled food or drink if this occurs while at their Dining Center table.
- Remember the “Golden Rule,” and be considerate. Treat all Dining Center personnel as you wish to be treated when it is your time to be served.

## Spiritual Life

As an institution that is consciously Christian in its total effect, the Academy seeks to provide a Christian environment, which encourages and nurtures faith in God through Jesus Christ. Our philosophy clearly states that **human beings, created in “the image of God,” are physical, mental, emotional, and social, but also spiritual in nature.** One of the main purposes of the Academy is to present the Christian faith and to portray the Christian life in such a manner that students will voluntarily accept God’s redeeming love as offered through Jesus Christ. Students are, therefore, nurtured in their personal commitment to Christ. In addition, they are encouraged to choose God’s will as the basis for their decision-making and God’s ideals as the standard for their lifestyle.

Consequently, the following opportunities form a program of Christian ministries, under the direction of the Director of Youth Ministries:

**CHAPEL:** Chapel services, which are required for all students, are held each alternating week on Wednesdays at the Academy, and for residential students on Sunday mornings at the West Chapel. Chapel is mandatory on both Wednesdays at school and on Sundays.

**BIBLE STUDY:** Students are required to take a sequence of Bible classes at the Academy to help students develop a basic understanding of Christian doctrine and Biblical history.

**FELLOWSHIP:** Association with Christians is encouraged through voluntary participation in campus Christian meetings. Some of these will be student led. On special occasions, all students will be expected to attend special Christian programs featuring musical concerts, dramatic presentations, and outstanding speakers who promote the Christian spirit on campus.

**QUIET/DEVOTIONAL TIME:** Developing the habit of meeting with God each day in Bible reading, meditation, and prayer can be the most important thing one learns while at HHFA. Students are encouraged to develop a regular “quiet time” for Bible reading and prayer time.

Resident Parents, as well as the Director of Youth Ministries, are available to help students establish an effective devotional practice. Non-Christian students need to be respectful of this time and quiet for those in devotional. Students are encouraged to become actively involved in facilitating spiritual conversations and devotions

**SERVICE:** Students are encouraged to develop their Christian leadership abilities in serving their fellow students through the ministry at the Academy.

**SPECIAL ACTIVITIES:** Throughout each semester, students may voluntarily choose to participate in a variety of Christian activities on and off campus, such as retreats, concerts, conferences, parties, and fellowships, which occur from time to time.

**SPIRITUAL COUNSELING:** The Director of Youth Ministries, and the Academy counseling staff, welcome students who want to talk about their joys and sorrows and their problems or achievements.

**APPROVAL:** Any activities of a religious nature involving Academy students, on or off campus, must receive prior approval from the Director of Youth Ministries and the Administration.

## Social Relationships

HHFA desires for students to develop relationships with members of both genders that promote healthy development and are God honoring.

- ❖ Encourage one another.
- ❖ Do not spread gossip or put others down.
- ❖ Maintain healthy physical and emotional boundaries.
  - Do not threaten, push, shove, hit, or harass peers.
  - God ordained for sexual expressions of affection to be saved for marriage. Therefore, physical displays of affection should be brief and non-sexual in nature. Side hugs and handholding are permitted, but prolonged touching, caressing, snuggling, kissing, and fondling are not. Students should also avoid seductive language or messages.
  - Touching and hand holding is not permitted at spiritual activities or other places where it can be distracting to others.
  - While traveling in school buses or vans, girls and boys may not sit together, unless otherwise dictated by space constraints.

## Group Outings

HHFA encourages students to first focus on building positive friendships with members of the opposite sex. Rather than pursuing the feeling of being “in love”, we believe that the purpose of boy-girl relationships in high school is to help students begin to think about and evaluate the traits they might one day want in a mate and practice social skills with members of the opposite sex. Therefore, we encourage group outings between members of the opposite sex as these allow students to get to know one another without the sexual temptations that often come from being alone together.

Outings and other special events will be planned once a month, which will be open to all boys and girls on Omega status.

## Social Restriction

Violation of the Social Relationship Policy (as listed above), or relationships/friendships that are perceived to be unhealthy or are heading in an unhealthy direction, may result in a social restriction consequence placed on the persons involved. This earned consequence may eliminate any social contact between the persons involved while on campus or attending HHFA activities.

## Student Accounts and Spending Money

All residential students need monthly spending money for use on outings.

Parent(s)/Guardian(s) may provide spending money for their students in one of the following ways.

- ❖ **Expense Accounts:** Students who reside outside the continental United States (international students) are **required** to have a special account set up in the Business Office. A minimum deposit of \$1,000 is required. This deposit is established to cover unexpected expenses incurred by the student, such as travel, additional clothing, special events requiring additional money, and emergencies.

All other students are also encouraged to establish a special account in order to meet unanticipated needs. Parent(s)/Guardian(s) can send additional money with monthly tuition to the Administrative Center to be kept in the student’s spending account. To withdraw money from this account, a student is required to submit a money request. When a student’s depository account is depleted, no money is issued to the student until such times as sufficient funds are placed in the account by the parent(s)/guardian(s). At the end of the school year, if there is any balance in the student’s account, the money may be transferred to the parent(s)/guardian(s). A balance due will be refunded to the parent(s)/ guardian(s) after all financial obligations to the Academy have been satisfied. Special account issue may be suspended at administrative discretion if the student’s tuition account balance remains past due thirty days or more.

- ❖ **Bank Accounts:** Parent(s)/Guardian(s) of older students may choose to set up a student bank account with a local bank. Students may access money through use of an ATM card before an outing. HHFA encourages students to keep their bankcards in lockup when not in use, and is not responsible for overdrawn funds or lost or stolen cards.
- ❖ **Cash:** If parent(s)/guardian(s) should send or give money directly to their child, **HHFA is not responsible in any way for the security of this money**, whether the money is lost, stolen, or missing.

## Bicycles and Skateboards

### BICYCLES

Students are allowed to bring bicycles to the campus, and must park them in the bike racks at the residences. HHFA will **not** be responsible for the loss or damage to any bicycle. Also, the Academy will **not** assume responsibility for accidents or injuries to a student while riding a bicycle. For safety reasons, students will be allowed to ride bicycles **only** in authorized areas and **must wear** a safety helmet when riding. Students may **not** ride bicycles after dark.

### SKATEBOARDS

Students are permitted to bring skateboards and may ride them in any paved area unless skateboards are specifically prohibited. Students are not permitted to ride in culverts or on ledges or benches. Students must wear safety helmets while riding and are required to wear knee and elbow pads if performing tricks and/or stunts. If only skating straight lines to get from one location to another (i.e., to school) and not performing tricks and/or stunts, wearing knee and elbow pads are not required but are strongly encouraged. Failure to wear knee and elbow pads when performing tricks or stunts will earn a loss of privilege. Failure to wear a safety helmet at any time will also earn a loss of privileges.

## 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.

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

## Student Discipline

God commands children to obey their parents and all those in authority (Colossians 3:20; Hebrews 13:17). By enrolling their children in the Academy, parent(s)/guardians(s) delegate aspects of their God-given authority for their children to the Teachers, Resident Parents, and Administrators of HHFA. **Students are subject to disciplinary consequences any time they fail to display respect, responsibility, personal integrity, self-discipline, and love towards one another, or fail to follow the rules and regulations set forth in this Handbook.** Striving towards the above characteristic traits is every individual's task at HHFA. The purpose of discipline is to help students become aware of the unacceptable behavior and develop the skills and character traits that will be necessary to succeed in life.

To that end, the staff will utilize the following consequential actions in an individualized and thoughtful manner. Any of the following strategies may be used:

- Warning and discussion with staff
- Time out
- Research or essay on an assigned topic
- Work detail
- Extra chores
- Loss of privilege(s) for specified length of time
- Restriction from certain activities for specified length of time
- Restitution through payment of fine, work project, apology letter, etc
- Corporal punishment will not be permitted

Although students choose their behavior, they do not have the right to choose their consequences. Students are expected to serve whatever consequences are deemed appropriate by the staff. Failure to do so with an appropriate attitude can result in further disciplinary actions. If a student feels consequences are unfair or unreasonable, they should write a letter to the Dean of Students clearly stating their behavior, the assigned consequences, and their reasoning for objecting. The Dean of Students will research the issue and meet with the student and/or staff to address the issue. Parent(s)/Guardian(s) are requested to help students understand that consequences are not under their control. Parent(s)/Guardian(s) who disagree with a particular consequence should similarly address the issue by calling the Dean of Students.

## SERIOUS DISCIPLINARY OFFENSES

The following list of offenses are deemed serious enough to warrant review by a Disciplinary Review Board, appointed by the Head of School, due to the potential harm to self or others or disruption to a healthy living environment for all students. The Disciplinary Review Board will determine consequences based upon the severity of the offense, the chronology of the problem, and the student's personal history and course of development. A Disciplinary Review Board must meet prior to any student being considered for dismissal.

- Any act of stealing, or being in possession of stolen goods, on or off campus.
- Possession, use, or distribution of alcohol, illegal drugs, steroids, or non-authorized prescription medication on campus.
- Positive identification of marijuana or any illegal drug in a student's urine/blood resulting from a test ordered by the Academy.
- Sexual impropriety -- since the Academy does not provide services nor an environment suitable for pregnant students, a student who is pregnant will be asked to withdraw or will be dismissed from school. If an Academy student is responsible for the pregnancy, he will be asked to withdraw or be dismissed from school.
- Sexual immorality, as Biblically defined, to include pre-marital sex and homosexual acts. HHFA retains the right to expel any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who promotes such practices (Leviticus 20:13; Romans 1:27).
- Absent, on or off campus, without permission at any time. Any student who leaves campus at any time for any reason without permission from his/her Residential Parents, his/her parent(s)/guardian(s), and the Academy Administration, will be classified as "Absent without Leave" (AWOL) and may be administered a urine/blood test upon their return to campus.
- Falsifying any portion of a leave request, permission of any type, or any false statement -- making a false official statement or submitting a false official report.
- Intentionally significantly damaging, destroying, or confiscating Academy or other student's property.
- Possession or use of any type of explosives or fireworks.
- Possession or use of firearms, knives, or other objects that may be perceived or classified as weapons. "A person commits an offense if, with a firearm or explosive weapon or illegal knife, he or she intentionally, knowingly, or recklessly goes on the premises of a school or an educational institution. To do so constitutes a third-degree felony."

- Possession or distribution of pornographic material (i.e., pictures, photographs, music, books, magazines, or tapes). This includes any pornographic materials found on computers, cell phones, MP3 players, or other electronic/digital devices. HHFA reserves the right to render judgment as to what presents itself as “pornographic” in this instance. All such items, if found, will be confiscated and either destroyed without recourse for payment of same, or forwarded to the parent(s)/guardian(s) of the student.
- Hazing -- physical or mental: Hazing is defined as any unauthorized assumption of authority by one student over another. Students present where such hazing takes place are equally guilty with those who engage in the hazing and shall be subject to disciplinary action.
- Bullying or harassment will not be tolerated. The Administration qualifies bullying or harassment into three categories -- sexual, physical, and verbal. The following definitions apply:

**Sexual:** Repeated sexual comments that have the effect of unreasonably interfering with an individual’s academic, personal, or social performance, requesting sexual favors, or making unwelcome sexual advances.

**Physical:** Repeated aggressive contact that has the effect of intimidating, controlling, or causing fear in the recipient, repeated taking or damaging the personal property of another, or aggressive unwanted horseplay.

**Verbal:** Repeated verbal assaults, insults, demeaning comments, racial slurs, belittling humor, unreasonably creating an intimidating, hostile, or offensive educational, social, or work environment.

- Possession of materials or participation in practices related to Satanism, witchcraft, paganism, or other occult activities (including, but not limited to, Ouija Boards, crystals and tarot cards, or other occult-type materials).
- Possession and/or use of tobacco products on the campus or in the environs of the surrounding area. Any student who chooses to be present during the use of tobacco products may also be subject to severe consequences. Students are not allowed to possess flammable materials, lighters, or matches.
- Physical fights.
- Tampering with security or safety devices or playing with matches in the residence.
- Threats of harm to self or others. For the safety of all students and employees, students must also take responsibility for reporting such threats to appropriate adult authorities. Any threat of harm must be reported immediately to the Head of School, Dean of Students, or Residential Supervisor.

## SERIOUS OFF CAMPUS INFRACTIONS

Students enrolled at HHFA are representatives of the school at all times. Because some activities sully the reputation of the Academy, making it more difficult to maintain an excellent reputation with the community, some guidelines go beyond the school setting. The following exemplify serious breaches of discipline even if the event occurred away from the campus. Upon discovery— if there is proven wrongdoing (i.e., police report, drug test, multiple adult witnesses, etc.) – a Disciplinary Review Board (selected by the President, COO) will consider the offense and administer appropriate behavioral consequences, to include dismissal.

- Arrest for a misdemeanor or felony
- Possession, use, or distribution of unauthorized substances (alcohol, cigarettes, drugs, sexually explicit material, etc.)
- Sexual misconduct
- Fighting, harassment, bullying, or hazing
- Vandalism, or destruction of property
- Stealing, shoplifting, or possession of stolen goods
- Malicious prank against a school representative
- Public nudity or “mooning”

## Due Process

Parent(s)/Guardian(s) of any student dismissed from HHFA have **five (5) working days (Monday-Friday)** to request **in writing** a review of the decision made by the Administration under the direction of the President/CFO and the COO. The President/CFO and the COO oversee all activities and decisions at HHFA. The President/CFO and the COO delegate to the Dean of Students oversight of residential life and to the Head of School oversight of academic life and residential living. In light of the unique residential Christian Academy atmosphere, HHFA requires that all students adhere to all of the rules of the Academy. Failure to comply at any point can and may require immediate dismissal from the campus. Whenever feasible, the student and his/her parent(s)/ guardian(s), or sponsor, will be forewarned of possible or probable dismissal.

## Financial Assistance

HHFA has a long history of making a quality education obtainable for children from all walks of life. Financial Assistance is available for a number of students attending HHFA and is based upon demonstrated financial need. In order to be considered for financial assistance, parents must apply at [www.sss.nais.org](http://www.sss.nais.org). Students must meet all requirements for admissions before possible financial assistance will be determined.

## Financial Obligations

Parents are expected to fulfill their financial obligations as agreed upon in the financial agreement. 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, HHFA 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.

If unforeseen financial difficulties arise and parent(s)/guardian(s) are unable to meet their financial obligations, they are expected to contact the Billing Office at the Administrative Center immediately to work out a payment plan. Failure to meet one's financial obligations can result in dismissal of the student during the school year.

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 HHFA

- 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 by the 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 Academy Administration is prohibited.

- HHFA is not responsible for the 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 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.
- HHFA 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 dedication to 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 methods necessary for 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 may be 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 additional 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.

## HEALTH SERVICES

### Insurance Requirements

All students must have private or governmental health insurance. If the student's insurance changes, **the Director of Health Services must be notified, AND a copy of the updated information furnished to HHFA.**

A student insurance program is available for international students and other students who do not already have insurance. Parent(s)/Guardian(s) are responsible for the cost of insurance.

### Routine Medical Care

#### 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.

#### DENTAL CARE

Students are expected to have routine dental exams and teeth cleanings every year. Parent(s)/Guardian(s) should schedule routine dental visits over breaks.

#### APPOINTMENTS

To the extent possible, parents/guardians are responsible for scheduling and providing transportation to all doctor's appointments. HHFA will provide transportation for international and out-of-state students. If Academy personnel provide transportation to a physician or dentist office, there may be a nominal charge, except for out-of-state or foreign students.

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.

The Director of Health Services must have a copy of the student's (1) health insurance, and (2) Medical Release Form. Anyone with an HMO or a PPO should be aware of their insurance company's policy concerning Primary Care Physicians.

The student's insurance may not pay for medical services that are not prescribed by the patient's primary care physician or provided by a network provider. The Academy cannot

change the student's primary care physician or select a network provider. It is the insured person's responsibility to select the medical provider under the health insurance plan in effect. The Director of Health Services at the Academy will assist the parent(s)/guardian(s) by communicating medical needs and coordinating appointments; however, the Director of Health Services cannot intervene with the insurance company. Parent(s)/Guardian(s) are responsible for all medical bills, regardless of who takes the student to the appointment.

Should it be necessary, while on a student's home leave, to remain because of illness, students must check back into the Academy through the Director of Health Services. If a student misses school because of an illness arising while the student is at home, a letter so stating must be brought from the attending physician for presentation to the Director of Health Services.

**International Student Health Booklet:** Students having International Health Booklets must submit the booklet, along with their passport, to the Admissions Office at the Administrative Center upon arrival at school. All international students are required to furnish an approved U. S. health insurance policy (information provided within acceptance packet).

## Emergencies

In case of a medical emergency, the residential student will be transported to the nearest hospital and the parent(s)/guardian(s) will be notified as soon as possible. Parent(s)/Guardian(s) are encouraged to communicate directly with the physicians providing care in order to make the best decisions possible for the care of their child. Parent(s)/Guardian(s) are responsible for the cost of all emergency services.

## Medicine

All prescription and nonprescription medicines must be turned in to the Resident Parents upon arrival on campus. The Resident Parents are responsible for keeping all medicines secure and having a schedule for dispensing medicines. This should be carried out under the supervision of the Director of Health Services.

The Academy is **not a medical or treatment facility** and must rely on students to cooperate with the Resident Parents in the dispensing of medications. The Academy does not rescind or compromise a physician's orders for treatment for a student and is not responsible if a student refuses prescribed medication or treatment. Refusal to follow doctor's orders may require the student to be sent home.

Upon departing the campus for extended periods (weekends, holidays, etc.), students will be issued their medication for the time away from campus, **unless notified** by the parent(s)/guardian(s) to the contrary.

Medications ordered by a doctor will be charged to the student's account. Medications cannot legally be returned to a pharmacy.

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

*Luke 2:52*

**HAPPY HILL FARM ACADEMY**

3846 North Highway 144

Granbury, Texas 76048

Phone: (254) 897-4822

FAX: (254) 897-7650

[www.happyhillfarm.org](http://www.happyhillfarm.org)