

STUDENT and PARENT HANDBOOK

2021-2022 Volume 24



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IMPORTANT TELEPHONE NUMBERS

Position	Name	Phone
Head of School.....	Steve Livingston	713-580-6025
Executive Assistant to Head of School	Michele Gonzales	713-580-6025
Principal.....	Darren Price	713-580-6036
Assistant to the Principal.....	Sylvia Swain	713-580-6010
Dean of Students.....	Laura Vedas	713-580-6014
Assistant to the Dean of Students.....	Julie Ambuehl	713-580-6012
Attendance.....	Zshanelle Jones	713-580-6063
Director of Business Affairs	Kelly Biar	713-580-6074
Controller/Financial Aid/Tuition.....	Carol LaCook	713-580-6092
Director of Counseling/College Guidance	Jan Pearson	713-580-6022
Counseling/College Guidance	Rolando Chaves	713-580-6017
Counseling	Carol Bartels	713-580-6093
Counseling Assistant.....	TBD	713-580-6099
Registrar.....	Alys Caldwell	713-580-6019
Director of Enrollment Management	Anne Dalton	713-580-6035
Admissions Associate	Heather Rosandich	713-580-6037
Admissions Assistant	Jennifer White	713-580-6020
Director of Development.....	Maya Houston	713-580-6004
Development Associate/Events	TBD	713-580-6027
Development Associate/Annual Fund.....	TBD	713-580-4368
Development Assistant	Helen Broussard	713-580-6030
Director of Communications/Marketing.....	Katie Gasset	713-547-4365
Technology Director	Don Emery	713-580-6089
Chaplain.....	Aaron Morales	713-580-6061
Chaplain.....	D. Poveromo	713-547-4362
Distinguished Scholars Program Director	Patricia Droz	713-580-6049
Passport to Lead Program Director	Travis Koch	713-580-6070
Program for College Readiness Director.....	Karen Arnold	713-580-6078
Library Media Specialist	Josephine Stringer	713-580-6029
Director of Athletics.....	Dave Kinard	713-580-6057
Athletics Associate	Adrienne Gonzalez	713-580-6058
School Nurse	Trish McGreevy / Kris Bergmann	713-580-6072
Facilities Manager.....	Rick Ellis	713-580-6043
Dining Manager/Taher.....	Jesus DeLuna	713-580-6047

Parents are urged to make carpool, lunch and other arrangements with their students before school in the morning. If an emergency does occur, you may call the school office to have a message sent to your student. No message, however, may be assured of delivery if received 30 minutes prior to school dismissal. As we are stressing time on task in the classroom, we urge that you do not ask us to deliver messages other than those of actual severe emergencies.

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FACULTY AND STAFF 2021-2022

Teachers at HC are committed to academic excellence within the context of a totally Christian atmosphere. Each has completed the necessary college training to teach students in their respective areas of assignment. Each teacher has been assigned to his or her own area of college specialization. Each has ascribed verbally and in writing to the HC Statement of Faith. HC teachers are among God's most dedicated educators and are committed to incorporating Houston Christian's religious mission and beliefs into every aspect of the curriculum. They continually have the students' best interest at heart and stand willing to assist parents in fulfilling their God-given responsibility to educate their children. The relationship of the school and the home becomes one of sharing and caring for the mutual benefit of each.

() Number of completed years of service at HC

* Less than one completed year of service at HC

Administration		
Head of School	Stephen Livingston (23)	B.S., Ball State University M.Ed., University of Houston Ed.D., University of Houston
Principal	Darren Price (6)	B.A., University of North Carolina M.A., Michigan State Ed.D., Lehigh University
Dean of Students	Laura Vedas*	B.B.A., University of Texas at Austin M.P.A., University of Texas at Austin M.Ed., Vanderbilt University
Director of Enrollment Management	Anne Dalton (8)	B.A., University of Texas, San Antonio M.S., National University
Director of Business Affairs	Kelly Biar, CPA (11)	B.B.A., University of Texas, Austin
Director of Counseling and College Guidance	Jan Pearson (30)	B.S., Stephen F. Austin University M.Ed., Stephen F. Austin University
Director of Development	Maya Houston (5)	B.A., Trinity College, Hartford M.B.A., Rice University
Director of Communications and Marketing	Katie Gasset*	B.A., University of Alabama
Program Directors		
Athletics Director	Dave Kinard (2)	B.S., University of California, LA M.S., University of Kentucky
Technology Director	Don Emery (10)	MCSE, CCNA, CSPFA, CNE, CNA, CCDA
Passport to Lead Program Director	Travis Koch (1)	B.S., U.S. Air Force Academy M.S., Air Force Institute of Technology M.A., Air War College
Innovation Programs Associate Director	Lisa Hawkins*	B.A., University of North Carolina M.S., Montana State University

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Program Directors		
Program for College Readiness Director	Karen Arnold (6)	B.A., Edgewood College M.Ed., University of St. Thomas Ed.D., University of Houston
Distinguished Scholars Program Director	Patricia Droz (1)	B.A., University of Michigan M.A., Texas A & M University Ph.D., Texas A & M University
Curriculum and Instruction Director	Rochelle Hobbs (2)	B.S., Texas A & M University M.Ed., Texas A & M University

Program Instructors / Staff		
Distinguished Scholars Program Assistant Director / Instructor	Jenna LaFlamme (1)	B.A., Eastern CT State University M.A.T., Sacred Heart University
Leadership Instructor	Jenny Honeck (1)	B.A., Crown College M.A., Crown College
Program for College Readiness Instructor	Diane Schulte (1)	B.S., Louisiana State University M.Ed., University of Houston
Program for College Readiness Test Center Coordinator	Jake Powers (4)	B.B.A., University of Texas, Arlington M.A., Dallas Baptist University

Library		
Library Media Specialist	Josephine Stringer (1)	B.A.S., Dallas Baptist University M.L.S., Texas Woman's University

Bible Department		
Department Chair	Jill Skufca (7)	B.A., Texas A & M University M.A., Dallas Theological Seminary
	Jeff Faircloth (4)	B.S., Sam Houston State University M.A., Sam Houston State University
	Samantha Sapaugh*	B.S., Sam Houston State University M.A., Dallas Theological Seminary
	Adam Schwing (4)	B.S., University of Oklahoma
	Elisabeth White*	B.A., Houston Baptist University M.Litt., University of St. Andrews

English Department		
Department Chair	Dennis Dawson (4)	B.A., Trinity University M.Ed., Sam Houston State University
	James Alidor*	B.A., Louisiana State University M.A., Relay/GSE
	Karen Diven (8)	B.S., University of Houston M.S., Houston Baptist University

English Department		
	Matt Moore (2)	B.S., Dallas Christian College M.A., Dallas Baptist University
	Jill Read (2)	B.A., Malone University M.A., University of New Orleans

Fine Arts Department: Performing		
Department Chair Orchestra and Piano Director	Nady Benyamine (5)	B.M.E., Wayne State University M.M.E., VanderCook College of Music
Band Director	Brian Brown (1)	B.M.E., Murray State University M.A., Ed Western Kentucky University
Choir Director	Ken Sink (2)	B.A., Michigan State University M.M.E., University of St. Thomas
Dance Director	Melissa Tyler*	B.A., Point Park University M.S., California University of PA
Theater Director	Bobby Linhart (9)	B.A., Southwestern University M.M., University of Houston

Fine Arts Department: Visual		
Department Chair	Heidi McCurdy (29)	B.S., Northeastern State University
	Erin Neve*	B.A., Texas Tech University M.A., Texas Tech University M.A., Texas Tech University M.F.A., University of Minnesota
	Lori Reese*	B.A., Sam Houston State University
	Charlotte Stuart*	B.S., Southwest Texas State University B.S., Southwest Texas State University

Math Department		
Department Chair	Regan Ray (4)	B.S., Texas A & M University
	Staci Brown (13)	B.S., Texas A & M University M.S., University of North Texas
	Wenche Fosli (4)	B.A., Math, University of Oslo Grad. Cert. Ed., University of Stavanger M.A., University of Houston
	Carlos Fuentes (1)	B.S. Ed., University of the Ozarks B.S. Math, University of the Ozarks
	Ryan Klasen (8)	B.S., Houston Baptist University
	John Lister (12)	B.S., University of Houston M.Ed., University of Houston

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Science Department		
Department Chair	Lukas Rieke (2)	B.S., Northwest Nazarene University M.Ed., Columbia Intl. University
	Jon Bergmann (2)	B.S., Oregon State University M.A., University of Colorado
	Michael Bredeweg (4)	B.S., Grand Valley State University
	Greg Dmitrowicz (6)	B.A., Vanguard University M.Ed., National University
	Amy Lindsay (19)	B.S., New Mexico State University
	Andrea Moon*	B.S., Calvin University

Social Science Department		
Department Chair	Pam McClendon (10)	B.A., University of Houston
	A.J. Eisenman (3)	B.S., University of Houston
	Jay Harmon (8)	B.S., Louisiana State University M.Ed., Louisiana State University
	Kevin Sivils (18)	B.S., Greenville College M.S., Louisiana State University
	Trisha Young*	B.A., Baylor University

World Language Department		
Department Chair Spanish	Sam Mendizabal (22)	B.A., International Christian University M.Ed., Florida University
Latin	Brooke McLane- Higginson (1)	B.A., Evergreen State College M.A., Carnegie Mellon University M.A., St. John's College Ph.D., University of Pittsburgh
Mandarin	Grace Chang (12)	B.A., Fu-Jen Catholic University M.S., University of Texas, Austin
Spanish	Andrea Carrabia*	B.A., Concordia University, Chicago M.S., University of Oxford
Spanish	Michele Webb (10)	B.A., Baylor University M.S., Texas A & M University, Commerce

Professional Staff and Associates		
Athletics Associate Director	Ron Crandall (14)	B.S., Baylor University
Head Football Coach	David Nelson (3)	B.S., Sam Houston State University M.Ed., Prairie View A & M University
School Nurse	Trish McGreevy (3)	B.S.N., UT Health Science Center
School Nurse	Kris Bergmann*	B.S.N., University of Iowa

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Professional Staff and Associates		
Athletic Trainer	Danny Ruiz, ATC, CSCS (9)	B.S., Quinnipiac University M.S., Florida International University
Male Chaplain	Aaron Morales (4)	B.A., University of Houston M.M.L., Southeastern University
Female Chaplain	D. Poveromo (1)	B.S., Baylor University
Counselor	Carol Bartels (11)	B.S., Concordia University M.A., University of Houston M.A., Liberty University
Counselor	Rolando Chaves (13)	B.S., John Brown University B.S.F., John Brown University M.S., Masters College
Registrar	Alys Caldwell (1)	B.B.A., Texas A & M University
Controller	Carol LaCook, CPA (12)	B.S., Northwestern State University
Business Associate	Ellen Lozano (5)	B.S., University of Houston
Human Resources Manager	Linda Peterson (10)	
Facilities Manager	Rick Ellis (9)	
Campus Security Coordinator	Erin Burns (4)	
Diversity Initiatives and Summer Programs Coordinator	Teddy Wheeler (1)	
Audio and Media Specialist	Calvin Venus (7)	
Admissions Associate	Heather Rosandich (6)	
Development Associate / Annual Fund	TBD*	
Development Associate / Alumni Relations	Sarah Villaseñor (4)	B.A., Austin College
Development Associate / Special Events	TBD*	
Communications and Marketing Associate	Diana Mumford (3)	B.F.A., University of Houston

Support/Administrative Staff	
Executive Assistant to the Head of School	Michele Gonzales (8)
Assistant to the Principal	Sylvia Swain (5)
Assistant to the Dean of Students	Julie Ambuehl (22)
Admissions Assistant	Jennifer White (4)
Counseling Assistant	TBD*
Fine Arts Assistant	Caroline Nixson (2)
Athletics Assistant	Adrienne Gonzalez*
Technology Assistant	Brian Minson (2)
Receptionist/Attendance	Zshanelle Jones*

Support/Administrative Staff	
Donor Records	Helen Broussard (1)
Facilities Maintenance Tech	Carlos DeLeon*
Custodian	Deyci Castillo (5)
Groundskeeper	Jorge Arizpe (36)
Maintenance Worker	Johnny Castillo (9)
Maintenance Worker	Anthony Perez (5)
Bus Driver/Maintenance Worker	Jerry Waters (1)

ORGANIZATION AND GOVERNANCE

Accreditation and Governance

Houston Christian High School is a private, Christian school consisting of grades 9 through 12 and is fully accredited by the Independent Schools Association of the Southwest (ISAS) and the Texas Education Agency under the umbrella of the Texas Education Private School Accreditation Commission (TEPSAC). The school is an independent, Texas, non-profit corporation.

Houston Christian High School is administered by the Head of School, who functions both as superintendent and ex-officio member of the Executive Committee of the Board of Trustees. The Principal reports directly to the Head of School and has delegated authority including formulating and administering the curriculum; supervising and evaluating teachers; authorizing and monitoring student activities; and direct involvement with parents.

Mission Statement

Houston Christian High School is a college-preparatory school dedicated to the highest academic standard for the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals.

Vision Statement

Inspiring young people to lead by uniting faith, intellect, and gifts to reach their greatest promise.

Statement of Faith

To ensure the perpetuation of these basic concepts, it is resolved by the founders of the school that all those who become associated with Houston Christian High School as a trustee, officer, administrator, faculty or staff member must believe and publicly acknowledge their belief in the divine inspiration of the Bible, that God created the world out of nothing, that Jesus Christ our Lord and Savior is the preexistent Son of God and was born of a virgin, that He died to pay the price of the sins of all people, that He was bodily resurrected from the grave, and that, by repentance and acceptance of and belief in Him, by God's grace, the individual is saved to abundant and eternal life in the presence and power of the Triune God. It is further resolved that the teachings of this school shall never deviate from the above principles.

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Missional Beliefs

The basis of all matters and affairs of HC shall be consistent with the following beliefs:

- We believe the Bible as the inspired Word of God (2 Timothy 3:15).
- We believe there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
- We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
- We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
- We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
- We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
- We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).
- We believe in the sanctity of life (Exodus 20:13; Psalm 139:13-16; Job 12:10).
- We believe that God's design for the gift of sexuality is to be exercised and enjoyed only within the covenant of marriage between one man and one woman (Genesis 2:18-25; Exodus 20:14; 1 Corinthians 6:18; 7:2-5; Hebrews 13:4).
- It is our firm conviction that we uphold the dignity of each individual as we embrace the unchanging and long-standing principles of scriptural truth. We believe that God wonderfully and immutably creates each person as male or female. The gift of gender, as predetermined by God and revealed at conception, is part of the goodness of God's creation. Together, the two distinct and complementary genders reflect the image and nature of God (Genesis 1:26-27).

Lifestyle

As a condition of their enrollment, all students and their families are required to acknowledge and respect Houston Christian's Statement of Faith, Missional Beliefs, philosophy, core values and all provisions therein. All students are subject to discipline up to and including dismissal from school for conduct both on and off campus that is inconsistent with the school's Code of Conduct.

Philosophy

Houston Christian High School is founded under the providence of God and with the conviction that there is a need for a school in this community which will train the minds, develop the moral character, and enrich the spiritual lives of all those who may come within the ambit of its influence. This school shall inculcate in each student an awareness of and appreciation for the true heritage of this country and the principles upon which it was founded. Houston Christian High School shall stand as a witness for Jesus Christ expressed directly through its administration, faculty, staff, and students.

The educational philosophy of Houston Christian High School is based on the Bible as the inspired Word of God. God created all things and sustains all things. We acknowledge and affirm that every person has been

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created in the image of God with a unique identity. Within each person there exist individual strengths and weaknesses, capabilities and limitations. By grace through faith in Jesus Christ, the individual enters into a relationship with God whereby he is nurtured and matured. We want every person in our school to grow as an individual; acknowledging, appreciating and using the identity which God has given in following the course which God has established; thus, the spiritual development of each student shall be given highest priority so that each may come to a knowledge of Jesus Christ and God's plan and purpose for his or her life.

Therefore, Houston Christian High School is a Christian school dedicated to the development of moral character, the enrichment of spiritual lives, and the perpetuation of growth in Christian ideals. Through its curriculum, Houston Christian High School challenges students to attain academic, emotional, physical, and spiritual excellence to the glory of God. Our religious mission and philosophy are incorporated into all aspects of our curriculum. We consider each of our teachers and employees to be ministers of the gospel. This philosophy guides our endeavors to promote high academic standards while helping students to achieve skill in creative and critical thinking using a religious, integrated curriculum across all subject areas. Thus, students will be able to pursue the post-secondary education of their choosing, preparing them to be knowledgeable Christian participants in our nation and the world.

Houston Christian High School admits students of any race, color, religion, national or ethnic origin to all rights, privileges, programs and activities generally accorded and made available to students. HC does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, scholarships, athletic or administered programs. Consistent with these principles, specific situations and involvement may, at the school's sole discretion, be reserved for students who are committed to living their lives consistently with HC's Mission Statement, Statement of Faith, and Missional Beliefs.

Enrollment

Prior admission to the school does not guarantee admission any subsequent year. The school reserves the right to suspend or dismiss, or require to withdraw, during the school year, or to decline to re-enroll any student whose enrollment is deemed by the school not to be in the best interest of the school. Reasons may include, but are not limited to the student's unsatisfactory academic performance, disciplinary infraction, or behavior by the student or parent if deemed by the school to be detrimental, disruptive, or disrespectful of the school's mission, philosophy, religious tenets, expectations and/or rules. Additionally, no student may be considered for re-enrollment or indexed tuition for succeeding academic years unless their account is considered current.

The parent/guardian agrees to be bound by and to comply with, and to require parent/guardian's child to be bound by and to comply with this handbook, and all rules, policies, and procedures of the school, as amended from time to time with or without notice. Any violation of these rules, policies or procedures by the parent/guardian or student may result in discipline up to and including dismissal from the school or non-renewal for future academic years, at the sole discretion of the school. A student's continued enrollment is also dependent on the student achieving satisfactory educational performance. Accordingly, if in the sole discretion of the school, a student fails to achieve a satisfactory educational performance, the school shall have the right, in its sole discretion, to dismiss the student or cancel enrollment for the student for future academic years.

Responsibilities of Students and Parents

Each Houston Christian High School student and parent must be familiar with the policies and practices in existence. This handbook has been prepared for the purpose of serving as a guide to school officials, students and parents. If the contents of this handbook are known and the guidelines followed by all, the school will function

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smoothly and efficiently, resulting in increased academic achievement and satisfaction.

Enrollment in Houston Christian High School is a privilege and not a right. Students who are enrolled in the school and their parents must continually and consistently obey all rules. Students who violate school rules may be disciplined up to and including dismissal or non-renewal for future academic years at the sole discretion of the school. Lack of knowledge of a particular policy provided herein will not excuse a parent or student from the responsibility of obeying it.

HC believes that a positive and constructive working relationship between the school and the students' parents/guardians is essential to the fulfillment of the school's mission.

HC reserves the right to cancel enrollment of a student if the school reasonably concludes that the actions of a parent/guardian or student make a positive and constructive relationship impossible, or seriously interfere with the school's mission or negatively impacts the school's reputation.

We recognize this handbook is silent on some issues that may arise. In case of differences in interpretation, school administrators will render decisions that consider the best interests of both the student and school.

HC reserves the right to change policies and procedures at any time without notice. The handbook does not constitute a contract between the school and the student/parent, and the school reserves the right at its discretion to change or amend the handbook at any time in the future.

HC reserves the right to make changes and additions to the rules, regulations, and policies contained in this handbook in order to serve the best interest of the school, its students, and its standards. Additionally, HC reserves the right to withdraw curricula and specific courses, alter course content, change the school calendar, and to impose or increase fees as it deems necessary and appropriate.

Failure to enforce any provision of this handbook does not waive any of the school's rights with respect to that provision or any other provision of this handbook nor does it change a student's or parent's obligation to comply with the handbook.

Core Values

Houston Christian High School is committed to the following four core values:

Honor – Demonstrate integrity through ethical decision-making.

Community – Serve one another in harmony with honesty and humility.

Heritage – Pursue the ideals of the Christian faith in heart, mind and action.

Scholarship – Cultivate intellectual vitality through the curriculum.

HC Founders' Honor

In honor of the founders and Houston Christian High School's heritage, the HC community does not walk on the grass in the Founders Circle.

HC Leadership Honor Code

"I understand that Houston Christian High School takes an open stand for the Lord Jesus Christ and encourages students to grow in grace and in knowledge of Christ. As a leader, I pledge to live according to the Student Code of Conduct outlined in this Handbook, which has been established for my own good and for the good of

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the entire school community. I further understand that if I violate or witness other members of the Houston Christian High School community violating any of the Code's standards, I am obligated to immediately report such violations to campus administration."

HC School Colors

The Houston Christian High School colors are royal blue, black and white.

HC Mascot

The Houston Christian High School mascot is the Mustang.

HC Alma Mater

Onward, up, oh Houston Christian. Strong and mighty blue and white.
God before us, He will lead us down the path of right.
Hearts afire press on to victory. Teach us in the ways of truth.
We will bear the Light forever, reaching for the sky.
Houston Christian High.

HC Fight Song

Houston Christian, mighty are we, charging onward to victory.
God will give the strength to fight. Show off your colors, blue, black and white.
We never falter, we never fall. Give God the glory, give it your all.
Houston Christian Mustangs, we will win the victory.

Institutional Goals

Over arching Goal

Houston Christian High School seeks to be a preeminent college-preparatory school in pursuit of truth and excellence to glorify God.

Leadership

In order to fulfill our mission in the area of leadership instruction, the faculty at HC will equip students to make a distinctive impact upon the world by becoming skillful and honorable servant leaders.

Resources

In order to fulfill our mission in the area of resources, HC will exhibit good stewardship over human resources, physical assets, and financial gifts, and acquire the necessary capital and endowment needed to assure exemplary programs.

Spiritual Formation

In order to fulfill our mission in the area of spiritual formation, HC will focus on biblical literacy, discipleship, and service in order to develop servant leaders who have a personal relationship with Jesus Christ and yield to His will for their lives.

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Equity and Diversity

HC values, cultivates and celebrates diversity among its students and faculty and is committed to strengthening the students' vision of honor, community, heritage, and scholarship by modeling cultural, ethnic, religious, and academic diversity through classroom experiences, curricular programs, and leadership initiatives. Consistent with these principles, specific situations and involvement may require express commitment to the Statement of Faith.

The Equity and Diversity Committee exists to:

1. Create an environment in which diversity is united in mission, defined in scholarship, fortified through faith, and strengthened by campus programs and initiatives.
2. Promote an understanding of cultural, religious, and ethnic differences among the HC student body and the larger global community.
3. Assist new families of diverse backgrounds in transitioning into the HC community.
4. Attract, retain, and support initiatives that enhance the HC community with a diverse student body, faculty, and administration.
5. Promote professional growth opportunities for faculty on diversity and equity.

The HC Diversity Club meets regularly to celebrate the cultural and ethnic diversity of the student body. The focus of the meetings centers on fellowship, expanding knowledge of local and regional cultural representations, and to provide opportunities for students to impact all cultures by serving within the community, the nation, and globally.

RISK MANAGEMENT

Reopening Health and Safety Plan

The School has adopted a Reopening Health and Safety Plan and students and parents should be familiar with it. The Reopening plan, which is subject to change, will control if there is any discrepancy between the Plan and a handbook provision. The policies in this Handbook and the School's Honor Code apply whether students are on campus or engaging in distance learning.

COVID-19 Risk Acknowledgement

The School cannot promise that even with the steps we are taking, that your child(ren) will not be exposed to COVID-19. By sending your children to our School, you acknowledge the contagious nature of COVID-19 and knowingly and voluntarily assume the risk that you and your child(ren) may be exposed to or infected by COVID-19 by coming to our campus and participating in School activities, such as but not limited to the sharing of supplies, belongings, and equipment, and that such exposure or infection may result in personal injury, illness, permanent disability, or death.

Closed Campus/Student and Parent Visitors

Houston Christian is a closed campus. Students from local schools and their friends are not allowed on campus during the school day. Students are not to leave the school grounds for lunch unless approved by the administration. Students are not to order food from outside vendors. Only immediate family and alumni, with prior approval from campus administration, may visit during lunch.

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All parents and visitors must check in at the security kiosk or the Attendance Office and obtain a visitor's badge. No one may be on campus without a badge. Parents are requested to limit lunch visits to special occasions and obtain prior approval from the Dean of Students. The school may, in its sole discretion, prohibit any visitor from being on campus.

Emergency Drills

Emergency drills are conducted during the school year. Each alarm should be considered a true emergency. Students should be familiar with the emergency drill regulations and procedures described by teachers and posted in each classroom. These include the need to walk without speaking and to move quickly and quietly to the designated area.

Emergency Closing of School

An emergency closing of school may be necessary either before school begins or after a school day has begun.

The HC Brightarrow text system will be used in the event that the school would be closed before or during a school day. Please keep HC's Registrar updated on any important contact information changes to ensure that the school always has current phone number(s) on file.

Four Phase Emergency Plan

The HC Risk Management Plan is on file in the Dean of Student's office. All staff are trained in emergency procedures.

On Campus After School

Houston Christian does not provide supervision after completion of school activities and is not responsible for students after the end of the school day. Students must leave the campus by 4:00 PM unless participating in a school-sponsored and supervised activity. Parents and students must arrange for rides home immediately after classes or practices have ended. Students are expected to behave responsibly and cooperatively while waiting for rides home or to other after-school activities.

Ridesharing/Student Transportation Policy

Houston Christian cannot guarantee the safety of students when releasing them to an unknown third party. Therefore, for the safety of all students on campus, Houston Christian will not allow ride sharing services on campus for the purpose of transporting students. Many ridesharing services such as Uber and Lyft prohibit their drivers from transporting individuals under the age of 18 without being accompanied by a parent or guardian. Parents and guardians may provide a list of emergency contacts and individuals who are authorized to pick up their student in the event that the parent or guardian is unavailable.

Asbestos Inspection Compliance

The School complies with federal regulations regarding the periodic inspection for asbestos and the management of any asbestos-containing materials. There is no identified asbestos on the School's campus. Inspection reports and management plans are available for public inspection by contacting the Director of Business Affairs.

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HEALTH ISSUES

Health Care/Accidents

Houston Christian High School believes that the body is God's temple; therefore, we emphasize wellness and health maintenance. A registered or licensed vocational nurse is on duty from 8:00 AM to 3:30 PM, Monday through Friday. Additionally, HC employs a full time Athletic Trainer and has other staff members who have medical training that may respond to student needs outside of the nurse's scheduled hours. The school nurse or a school staff member that is First Aid Certified may administer minor first aid treatment.

Emergency Medical Services will be called if an illness or injury is more severe. Parents must submit an online Release Form (Emergency Contacts and Medical Information) as part of the annual Parent Update, which provides physician and emergency contact phone numbers for the physician and hospital preferred in the event parents cannot be reached. This authorization must be kept current. If any changes occur during the school year, notification must be given to the Registrar immediately. A student visiting the clinic for illness may only remain in the clinic for 30 minutes and then must either return to class or be sent home.

We understand that students will have procedures/surgery that require use of controlled substances post-operatively. It is our desire that students be taking only over-the-counter medication when returning to school. It is assumed that students on pain medication will find it difficult to concentrate due to the effects of the surgery or procedure and the accompanying medication. Therefore, a student may be sent home at the discretion of the school nurse and prohibited from driving until pain medication is discontinued. If pain becomes excessive during the school day, the student may access doctor-prescribed medication in the clinic (medication brought to campus is limited to 1 or 2 doses only) as long as accompanying permission forms are included and the medication is brought in its original bottle with the pharmacy label.

Student Illness and Communicable Diseases

The School has a responsibility to provide a safe and healthy environment for employees, parents, students, and visitors. In the case of global or local threats of a communicable disease, the School will take all reasonable measures that may be necessary to protect the safety and health of members of the School community. These may include implementing infection control guidelines designed to stop or slow the spread of infectious diseases. The School will apply guidance from the Center for Disease Control (CDC) and its affiliate, NIOSH, state and local health departments, and World Health Organization (WHO), and other agencies and resources as appropriate. Each communicable disease is unique. The School's response depends on public health guidance for the specific communicable disease, the nature and stage of the disease, whether mitigation methods are or can be used, and public health guidance on the risk and exposure. Response may include, without limitation, a determination that no risk exists or that no action is required, immunization programs may be put into place, mandatory health screening may be implemented, mitigation steps may be needed such as a student refraining from some activities, utilizing bandages or other barriers, enhanced housekeeping, cancellation of field trips, a medical exam and release, and being sent home from school. Depending on the event, the School may require parents to disclose upcoming travel plans and to self-quarantine their child upon return. School closure may be necessary or the School may need to modify its curriculum, schedules, length of the school year, and/or means of learning and teaching methods. During certain communicable disease events, threat levels may change rapidly and the School may need to modify various measures as additional information becomes available.

Examples of communicable diseases include seasonable influenza; tuberculosis; measles; chicken pox; mumps,

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scarlet fever, hepatitis A, C, and D; meningitis; antibiotic-resistant staph; Severe Acute Respiratory Syndrome (SARS); H1N1 Flu; Swine Flu; Avian Flu; Ebola; and novel coronavirus - COVID-19. Lice, ringworm, pinworms, impetigo, pink eye, strep infection, hand, foot and mouth disease, mononucleosis, and other similar childhood illnesses are covered by this policy. We recognize that some diseases may not be infectious under certain circumstances.

We rely on our parents as the first step in preventing infection in the school environment. We count on them to use good judgment in protecting our school community. A sick child should not be in school but should remain at home in an environment where proper care may be given. The School nurse is available to students daily. If a student is not feeling well, he/she should inform the classroom teacher and ask to be excused to go to the nurse's office. If the student is not feeling well, he or she may receive over-the-counter medication if the parents have submitted a permission form and provided medication. (myHC Parent Portal, Resources) The school nurse or staff member will make the determination of whether or not the parent needs to pick up the student from school.

If a student asks to go home, the student will be released only with permission from the parent/guardian or from the person designated on the student's emergency card. A student who presents at school with symptoms of an illness and/or is unable to participate in the day's activities will be removed from the classroom and the parents, or an emergency contact if the parents cannot be reached, will be contacted. Students must be picked up within the hour of the School's request that the child be sent home due to illness. The student should be signed out by the clinic. Teachers will be informed of the student's dismissal for illness. To prevent the spread of infection through direct contamination (coughing, sneezing, talking, sharing articles, etc.) students must be asymptomatic without the aid of medications before returning to School. In other words, students must have no fever, vomiting, etc. for 24 hours prior to their return to School.

Parents/students who know or have a reasonable basis for believing that a student has a communicable disease that may pose a threat to other students, parents, school employees, visitors, or the public should immediately contact their health provider. Parents/students have a "reasonable basis" for believing that a student has a communicable disease when they show or feel signs or illness, such as coughing, sneezing, fever, joint aches, have an overall ill feeling, or when they know that they have been exposed to someone with a known communicable disease or suspected communicable disease. For the health and safety of the School community, parents should report to the School nurse or School administrator if their child has a confirmed communicable disease that poses a risk to others in the School community. The Department of Health shall be notified when a student is sent home because of a communicable disease. In case of student absence due to the reportable communicable disease, a release card from the Department of Health or a letter from the family physician indicating that the Department of Health regulations have been fulfilled must be presented when the student returns to school (indicating that the student is no longer infectious).

The School will generally not identify an infected student to School employees or other students or their parents, although public health guidance will guide the School's communications. It may be necessary to alert others in the community who were in certain areas or at certain times that exposure could have occurred. The School will disclose sensitive medical information of students no further than is necessary to ensure the health and safety of our employees, students, parents, and visitors in a manner consistent with applicable law. The School will comply with all federal and state laws in regard to confidentiality and privacy requirements.

School Closure or Modifications Due to a Force Majeure Event

Should events beyond the control of the School, including, but not limited to, any fire, act of God, hurricane,

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tornado, flood, extreme inclement weather, explosion, war (including armed conflict), governmental action, act of terrorism, risk of infectious illness, epidemic, pandemic, shortage or disruption of necessary utilities (water, electricity, etc.), or any other event beyond the School's control, occur, the School has the discretion to close the School and/or modify its operations, curriculum, schedules (including, without limitation, the provision of instruction on Saturdays and/or Sundays), length of school day, length of school year, and/or means of learning and teaching methods. The family's contractual financial obligations for tuition and fees remain in full force and effect. Should the School close, the School's duties and obligations shall be suspended immediately without notice until such time as the School, in its sole and reasonable discretion, may safely reopen. If the School cannot reopen due to a force majeure event, the School is under no obligation to refund any portion of tuition paid.

Bacterial and Viral Infections

A student may be sent home with a bacterial or viral infection such as a rash, eye infection, or suspected or diagnosed illness such as flu. If there is a question of contagion, the student may return to school when a physician states the student is no longer contagious, or when symptoms disappear. If a viral infection has been diagnosed, the student may return to school with a doctor's note confirming that the incubation period has passed. If a bacterial infection has been diagnosed, the student may return to school 24 hours after starting antibiotic treatment.

School Entrance Requirements

- By law, all students attending school in Texas are required to be immunized against various diseases. All new students must submit a completed physical exam (form provided by HC) and immunization record (from birth to present) signed by the student's healthcare provider prior to the first day the student attends school. Please refer to the list of current Texas vaccine requirements at www.immunizetexas.com to determine if your student is up to date. Please share documentation of ongoing immunizations with the school so we may update our records as required by law.
- Vision and hearing screenings will be done at school for all new students; however, scoliosis and acanthosis nigricans screening is to be done by your student's health care provider.
- All athletes must submit a completed physical exam prior to participation in their sport and complete the Student Medical Information Form included in the online Parent Update. Current physicals expire one year from the date on the form and are offered annually on campus for a small fee, usually in May each year.
- Students are considered "provisionally enrolled" until they meet minimum immunization requirements. Provisional enrollment is permitted by the Texas Department of State Health Services for up to 30 days. During this 30-day period, the parent is responsible for ensuring the student receives the necessary vaccine(s) as soon as medically feasible, and/or providing a complete and current immunization record to the school. Any student who is noncompliant with Texas immunization requirements after 30 days from initial notice by the clinic will be removed from class until he or she has demonstrated compliance or submitted a Medical Contraindication or Conscientious Objection affidavit to the school nurse.
- Should local, state or federal authorities issue a communicable disease warning that includes Houston Christian, any non-vaccinated student who might be at risk may be asked to leave school for the safety of the entire school community until notified the disease is under control in our area.
- Meningitis Update: Effective January 1, 2014, students must either have their initial Meningitis vaccination or a booster dose no earlier than five years before entering a private, public or independent institution of higher learning in Texas. This means that your student should either be getting their initial vaccination or booster dose sometime during their high school career.

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Medication at School

Authorized medication, with an up to date prescription, may be given at school if necessary. All prescription medications must come to the clinic in original containers with the pharmacy label along with a completed authorization form. Parents are responsible to provide written notification regarding changes in administration of all medications. All prescription medications must be kept in the clinic and parents are responsible for insuring an adequate supply of medication that is not expired. Some exceptions for emergency medications may be made if planned for in advance and approved by the school nurse. If you are requesting medication to be given to your student, please complete the appropriate medication forms signed by the prescribing physician included on the myHC Parent Portal, Resources, as described below:

Prescription or Daily Medications

If your student takes daily or prescription medication that needs to be given at school, please complete the Rx Medication Permission Form located on the myHC Parent Portal, Resources (including the doctor's signature if the medication will be given more than 15 days) and bring it to the clinic with the medication in its original container with the pharmacy label.

Over the Counter Medications

Occasional over-the-counter (OTC) medications (Tylenol, Advil, etc.), may be given at school. Send original container to the clinic along with the completed OTC Permission Form. Frequent use or requests for doses exceeding medication label directives require a doctor's signature. During the school day, students needing OTC medications must request them from the school nurse.

Inhalers

If your student uses an inhaler for asthma symptoms (even occasional use), please bring an additional inhaler to the clinic and complete the Inhaler Request Form (including physician's signature) located on the myHC Parent Portal, Resources. The Student-Held Inhaler Contract section of the form should also be completed and submitted if the student wishes to carry his/her inhaler.

Allergies

If your student has an allergy for which emergency medications such as Benadryl and Epi-Pen need to be available at school (such as severe food allergy, bee stings, etc.), please complete the Epi-Pen Form (requires doctor's signature) located on the myHC Parent Portal and return to the clinic. The Student-Held Epi-Pen Contract section of the form should also be completed and submitted if the student wishes to carry his/her Epi-Pen. All students who require an Epi-Pen should bring a spare to keep in the nurse's office.

Action Plans

Students who have known life-threatening allergies and/or anaphylaxis, or other life-threatening conditions such as diabetes or asthma requiring regular or emergency assistance from school representatives are required to have an action plan with written instructions for handling anaphylaxis and all necessary medications for implementing the student-specific order on an annual basis signed by their treating physician on file in the nurse's office. A new action plan must be provided at the beginning of each school year and any time an update is required as a result of a change in the student's medical needs. All action plans, medical supplies and medications must be delivered to the nurse's office prior to or on the first day of school. Medical supplies and medications must be properly labeled by a pharmacy or healthcare provider and must not be expired. Parents are responsible for restocking medical supplies and medications for their child and ensuring that they are not expired. No expired medications will be administered.

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Possession of medication not authorized by the school may result in disciplinary action. Students are responsible for reporting to the clinic at the required time for prescribed medication. Students must have a pass to visit the clinic. Parents are responsible for picking up unused medications within one week after school ends at which time the medication will be destroyed. Products that are not approved by the Food and Drug Administration, such as supplements, may not be taken at school.

Services for Students with Disabilities

We understand that there may be circumstances when a parent may request that the School provide an adjustment or accommodation for a student's medical needs or physical, mental, or learning disability. As the range of requests has grown over the years, the School believes that it is appropriate at this time to outline the School's policy and general guidelines for addressing such requests.

General Policy: In general, it is our School's policy to provide accommodations or adjustments for a student's minor needs in circumstances in which the administration determines, in its sole discretion, that doing so is within the reasonable ability of the School and/or its staff and will not result in a significant disruption to the teacher's ability to instruct other students, to classroom or school order and discipline, will not require a threat of harm to the safety of other students or employees, will not require a fundamental change to our educational environment or mission, and will not impose responsibilities on school employees for which they are not trained. We also ask parents to realize that, given the size of our school and our available resources, we may not be able to provide all requested accommodations. To the extent we agree to provide accommodations, we may require a sharing of responsibility for the accommodation.

Request and Documentation: For any type of accommodation (including administration of medication at school), the parent must contact the School nurse of the need. The School nurse will then advise the parent of the type of medical documentation needed, which generally will state the student's diagnosis, how the condition limits the student, the recommended accommodations, and the length of time that the accommodation(s) will be needed.

Release for Communications with Physician: Sometimes, the documentation received from the physician may raise questions or be unclear as to the recommendations. For that reason, the parent(s) must sign a Release of Information form, permitting the School to contact the medical professional, when necessary. In addition, if there is any cost associated with the physician's cooperation (i.e., to answer a set of questions submitted, etc.), the parent must agree to bear the cost of such process.

Assessment of Request: Once the parent's request and medical documentation has been received by the School, appropriate persons within the administration will meet with the parents to clarify information and to discuss whether the School will be able to implement the accommodation requested. In some cases, the parent may be asked to provide (at the parent's cost) any special equipment needed, training for the school's staff, or other associated matters. In addition, the School may advise the parent that the School will allow a particular accommodation, but the full responsibility for doing so will rest with the parent. For example, if the student needs to be tested or have certain types of medicines administered during the day that the School or nurse believe are beyond the scope of the School's responsibility, the School may allow the parent to make arrangements to visit the campus for the purpose of testing and administering.

Limitations on Requests: Please understand that the School is not a medical facility and does not have the personnel, training, or equipment to handle certain types of medical procedures best left to the student, parent,

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or physician. In addition, the School reserves the right to deny a request for accommodation or to modify any consent to previously granted accommodation requests.

Responsibilities for Implementing Accommodations: Depending on the nature of the request, the School may agree to provide the accommodation directly; may require the student to provide the accommodation (such as taking prescribed medications with observation by the nurse), or may require that the parent provide all aspects of the accommodation. In addition, to the extent that a student may need some type of adjustment or accommodation during off-campus activities, the School may condition the student's participation in such activities upon the parent agreeing to participate in the activity for purposes of monitoring and addressing the student's needs.

Release and Waiver: Depending on the nature of the request and the type of the accommodations, the School may require the parent to execute a release and waiver in favor of the School as a condition to providing the accommodations.

ATTENDANCE

School Attendance

Regular and punctual attendance is the greatest single factor in school success. Being absent or tardy unnecessarily from school places a handicap on the student's opportunity to succeed in his or her studies. It also indirectly encourages the development of poor attitudes toward his or her work obligations.

All correspondence regarding attendance issues or questions should be sent to attendance@houstonchristian.org. The school day begins at 8:30 AM. Fine Arts Block (FAB) courses begin at 7:40 AM and are considered official courses by HC. All HC policies apply to all blocks. Students who are absent from school or not in class without following attendance guidelines are considered truant. Truancy is a serious matter and disciplinary consequences will be enforced. For more information see the Truancy section of this handbook.

Any student arriving or departing during school hours must sign in or out at the Attendance Office and receive a pass.

Class Attendance

Students missing more than half of any class period will be counted absent in that class, including students remaining in the clinic more than half the period.

Reporting Absences

When a student is absent from school, the parent or guardian is required to contact the Attendance Office by email at attendance@houstonchristian.org or by phone at 713-580-6000 on the day of the absence between 8:30 AM and 10:00 AM.

Any student that is absent for more than half of the school day (2 or more blocks of class) may not participate in any practices/contests/activities the day of the absence. The student must sign in before noon on a regular day and before 1:00 PM on a chapel or assembly day.

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Excused Absences

All absences must be verified as follows. Absence of one to three days requires a note or email from a parent. An absence of more than three days requires a doctor's note. When a student is absent from school and a phone call from a parent is not received, the Attendance Office will call or email in an attempt to notify the person responsible for that student. If the parent does not respond verbally or by email to the Attendance Officer within one school day of the absence, the absence may be considered unexcused.

Student absences may be excused for the following reasons:

1. Personal illness of no more than 3 consecutive days with a call, email, or note from a parent
2. Personal illness of more than 3 consecutive days with a required doctor's note
3. Illness or death in the family
4. Quarantine
5. Doctor's appointment
6. Any other unusual cause acceptable to the Dean of Students
7. College visitation days (2 per year) are not counted toward the maximum allowable absences of 5 days (block course) per semester. The deadline for college days to be taken is May 1st. See "Special Absences" section below for how to request permission for college visitation days.
8. School sponsored trips (sports, fine arts, field trips, etc.)

Unexcused Absences

Students who are absent for reasons other than those listed above will be given an unexcused absence. Work due during an unexcused absence is considered late and will be subject to the late work policy, including major grades. Students who receive an unexcused absence in a course during the spring semester will not be eligible for exam exemptions in that course. More than two unexcused absences per semester will trigger a follow up phone call and/or a parent conference with the administration.

All students must remain on campus during their Independent Learning Time (ILT)/Conditioning Period (CP), including seniors. Failure to do so will result in an unexcused absence.

Special Absences

Upon the parent's request, the Dean of Students may approve special absences. Without prior approval, special absences will be unexcused. Make-up work and test policies for these absences are as follows:

1. Students will be allowed a maximum of 5 excused absence days per year for such things as family or educational trips. A parent must request a special absence via email to the Dean of Students for approval a minimum of 3 days in advance of the trip (includes college visitation trips).
2. These days will count as part of the 5 absences allowed per semester for credit purposes.
3. All work due during the absence must be done either before the student leaves or handed in when he or she returns. The student is required to schedule make-up work with his/her teacher before the trip.
4. All work and tests are due the day (A or B) the student returns from a special absence.

Tardies

1. Three "grace" tardies to a student's first block will be allowed per semester. After this, three subsequent tardies will count as one absence. Whether the absence is excused or unexcused will be subject to the absence policy. Students with excessive absences may be required to restore credit, or lose credit, in accordance with the attendance policy.

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2. No “grace” tardies to a student’s classes during the day will be allowed. A detention will always be given unless deemed unnecessary by the Dean of Students.
3. Students who are tardy to their first block or anytime during the school day must report to the Attendance Office to obtain a pass to enter class.
4. Students missing more than half of any class period without a written excuse will receive an unexcused absence for that class period and a detention.

Early Dismissals

Students are required by state law to be in school unless they are ill. The school can grant an early dismissal only for emergencies or for medical or dental appointments when those appointments cannot be scheduled outside of school hours. All other activities should be scheduled after school. No student may leave for illness unless they have first been to the school nurse. The school nurse will contact the parent for permission to release the student to go home. Students must present the nurse’s note to the Attendance Officer and sign out before leaving the campus. Parent requests for early dismissal for reasons other than medical will not be honored and will be considered an unexcused absence.

1. All parent requests for an early dismissal for doctor appointments must be made verbally or in writing. Requests for early dismissals should be made no later than 9:00 AM. For the safety of our students and so the school can fulfill its responsibility to parents in caring for students’ safety, students are required to report to the Attendance Office where they will sign out.
2. Students who have their own transportation and need an early dismissal must also report to the Attendance Office before leaving.
3. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment with a doctor’s/dentist’s note or the absence may be unexcused. Students are to check in at the Attendance Office immediately upon returning to campus.

Excessive Absenteeism or Tardiness

Excessive absenteeism or tardiness may result in disciplinary consequences up to and including dismissal from the school or non-renewal for future academic years, at the sole discretion of the school.

Loss of Credit

Students who miss more than 5 days of a block course or 10 days of a Fine Arts Block (FAB) course per semester will lose credit for the course. Two college visitation days per year and any school-sponsored trips are not counted towards this total. Once this many absences have been accrued, the student and his or her parents or guardian will meet with the Dean of Students and the Principal. If there are extenuating circumstances, they will render a decision regarding credit restoration. Students with more than the allowed absences in a FAB course must see the director/teacher for credit restoration guidelines. Students who withdraw from choir, band, video tech or orchestra before the year ends will be given a WF (Withdraw Failing) on their transcript. Exceptions may be made for medical illnesses.

Students who miss more than 10 days in a block course per semester will not be able to receive credit for the course nor have the opportunity for credit restoration, regardless of the severity of the illness or situation.

Credit Restoration

Students must spend one hour in credit restoration for each absence beyond the maximum allowed for each course where absences exceed the maximum. For example, if a student has 8 absences in a block course (only 5

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are allowed) and the student is offered credit restoration, then he/she must spend 3 hours in credit restoration, which will place them back in the acceptable range of absences. Students who have not met the deadline set forth by the Attendance Office for fulfilling credit restoration may be assigned to Saturday Detention.

The Principal has the right to extend or withhold the opportunity for offering credit restoration to a student based upon the reason for the absences. The Principal may exempt exceptional cases such as extended illness, but in such cases, a doctor's note or other supporting evidence must be submitted at the time of occurrence.

ACADEMICS

In order to fulfill our mission in the area of academics, HC will pursue superior academic performance as characterized by a dynamic, comprehensive curriculum, excellent teaching, and outstanding student achievement.

Curriculum

Houston Christian High School offers a college-preparatory curriculum emphasizing academic excellence with the integration of God's truth into every field of study. In such an environment, each student is expected to take full advantage of the educational program, using all available home and school resources in order to perform at his or her highest academic level.

Houston Christian High School's scripturally integrated curriculum is based on God's holy and inerrant Word and is distinctly applicable to the HC Philosophy and Mission Statement. Achieving a college-preparatory, biblically based, scripturally integrated curriculum has warranted many evidences of success in our graduates, our families, and our faculty. This originally written and researched curriculum continues to be a challenging motivation for all students to glorify God through excellence—both spiritually and intellectually.

Graduation Requirements

HC graduates are required to complete at least 3 math credits and 3 science credits during grades 9th-12th, plus one additional credit in math or science. All credits must be earned in 9th-12th grade and all students must complete Algebra 2. It is expected and advised that students continue to take 4 years of core courses to enhance their college application and university entrance options, but the final decision rests with the student and family. HC students must meet the following credit requirements.

HC DIPLOMA - 28 required credits

- 4 credits in English
- 4 (or 3*) credits in Math (*only 3 if the student prefers and is taking a 4th science course)
- 4 (or 3*) credits in Science (*only 3 if the student prefers and is taking a 4th math course)
- 3 credits in Social Sciences (must include World History, U. S. History and Government/Economics)
- 2 credits in World Languages (at least one must be earned in 9th - 12th grade)
- 4 credits in Bible
- 5 (or 6*) credits in Electives (*1 additional elective for those taking only 3 math or science; may not include P.E. credit)
- 1 credit in Fine Arts
- 1 credit in P.E. (earned through after school sports/activities)

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Additional notes:

1. One-half ($\frac{1}{2}$) P.E. credit per semester is awarded for any HC sport, band (if needed), drill team, cheerleading, conditioning, or a documented off-campus activity. Eighty (80) clock hours of off-campus P.E. must be documented for those earning credit through off-campus P.E..
2. HC students must earn required math and science credits during 9th–12th grade, regardless of high school credits earned in middle school, with the exception of world languages where only 1 credit (of the same world language) must be earned in high school.
3. Students who take Geometry in 9th grade must take Algebra 2 in 10th grade and Pre-Calculus in 11th grade. Students can take Physics in 11th grade if they meet appropriate math requirements. Seniors may choose their math and science courses; we recommend the most rigorous course that is appropriate.
4. Students may not take more than 2 non-core academic electives in one year (ex: art, guitar, piano, etc.)

P.E. Requirement

(See Athletics Section)

Block Schedule

Houston Christian High School's schedule is built around 8 blocks of study covering two school days. The cycle follows an "A" Day, "B" Day, "A Flip" Day, "B Flip" Day Schedule. The block schedule has many proven benefits, some of which are greater in-depth course coverage, less fragmented day for tests and preparations, more conducive for discovery and cooperative learning, allowance for enrichment and evaluation (formative and summative), and remediation. Daily tutoring opportunities are offered, as well as the opportunity for more students to participate in extracurricular activities.

Grading Scale

The numerical system of marking is used to record grades on student report cards and transcripts. Numerical marks and letter designations are as follows:

A	90 – 100
B	80 – 89
C	75 – 79
D	70 – 74
F	0 – 69

Grade Point Average (GPA) and Class Rank

HC uses a weighted grade system in computing grade point averages at each semester for class rank and eligibility for National Honor Society.

Each student has a cumulative numerical average based on all semester marks earned in grades 9 through 12. The following policies govern computation of grade point averages based on a 100-point scale.

1. Additional points will be added to the GPA calculation of the semester average of any Pre-AP/Honors, AP or DSP courses taken at HC. Transcripts and report cards will reflect the actual grade earned while the GPA calculation will include the extra points:

Pre-AP/Honors	4 extra points per semester
AP	5 extra points per semester
DSP	4 extra points per semester

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2. Computations are rounded off to the fourth decimal place.
3. Students attending HC for less than six consecutive semesters will only receive a quartile ranking. Students receive updated rankings at the end of each semester; therefore, a new junior will receive their ranking upon completion of their first semester at HC.
4. Local credits (those listed on the transcript as “local credit” or courses not on the TEA approved list) do not transfer to HC.
5. Courses taken in middle school for high school credit will not be included in the GPA, although they might be listed on the transcript.

It is the Registrar’s responsibility to compute the numerical average of each student at the end of each semester. Class ranks are reported in quartiles for each grade level at the end of each semester. Students who are in the top 10% of their class receive a numerical ranking. GPAs and quartile rankings may be obtained after the completion of any semester. Please see the Registrar for more information.

Grade Translation Policy for Transfer Students

Any transfer student beginning classes after the start of the fall semester of 2021 will not have any grades included in the HC GPA calculation other than those earned at HC. Grades earned at any previous high school will be posted on the transcript.

Official HC rankings, inclusive of Valedictorian and Salutatorian awards and top 10 percent rankings, require attendance at HC for the 6 consecutive semesters prior to graduation. Students must be in attendance at HC at the beginning of the 10th grade year in order to be eligible for these awards.

Transfer students entering HC must have completed at least 1 foreign language credit during high school. Students who completed 2 high school credits of the same foreign language during middle school are required to take a placement test to validate competency for the second year of foreign language credit. If competency for second year is not shown, the student may repeat the second year at HC (or both year 1 and 2 if necessary).

Quartile Ranges

1st Quartile	GPA of 90.000 to 100.000
2nd Quartile	GPA of 85.000 to 89.9999
3rd Quartile	GPA of 80.000 to 84.9999
4th Quartile	GPA of 79.9999 and below

Averaging Course Work and Failed Courses

1. In a two-semester (full year) course, both semesters are averaged together to compute the yearly average. Students who fail the fall semester of any course will only receive full credit for the year if the average of the fall and spring semester is 70 or higher. Students who fail the spring semester, regardless of the yearly average of the fall and spring semesters, must attend summer school to make up the failed $\frac{1}{2}$ credit for the spring semester.
2. When a student receives a failing grade (69 or below) for a semester (1/2 year) course (Government, Economics, Finite Math, or Statistics), the course must be repeated successfully to receive credit.
 - If a student repeats a failed course at HC, he or she will receive the higher numerical grade when the course has been repeated.
 - Course(s) repeated at another school, through evening school or summer school, or taken

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concurrently during the academic year are noted on the transcript with a “P” for passing or “F” for failing.

- Grades earned from repeating a course in evening school or summer school are not used in computing the overall grade point average, unless earned at HC. All others receive a “P” or “F” on their transcript.
- Credits for make-up or original credit must be earned from an accredited school. HC does not accept or allow credits from non-accredited organizations, online courses, or correspondence courses unless approved in advance by HC counselors.

Summer School

Students may earn original credit through summer school courses offered at HC with prior approval from the Counselor. HC does not allow summer courses to be taken for original credit through any other summer school program. Correspondence and distance learning courses are not offered or allowed at HC. College courses may be approved on a case-by-case basis only for high performing students who are entering their senior year at HC.

Students who want to take a course in HC’s summer school must consider their elective options prior to enrolling in summer school. This is to ensure their schedule adheres to the elective policy that students may not take more than 2 non-core academic electives in a given year (not including Fine Arts Block or Independent Learning Time/Conditioning). Examples of non-core academic electives are art, drama, music, and dance. HC does not offer study hall classes.

Students who take a summer school course at HC will:

- Receive a numeric grade for each semester of the course which will be posted on the HC transcript.
- Have the grades included in the calculation of the GPA.
- Be allowed to take an elective course in place of the successfully completed summer course, but will not be guaranteed to receive their first or second choice of elective.

Students may earn make-up or accelerated credit through summer school classes at any accredited high school or similar organizations approved by HC counselors. The following criteria must be met and have the Counselor’s approval:

1. Course was attempted at HC and failed and credits are needed to meet graduation requirements. Students who fail the fall semester of any course will only receive full credit for the year if the average of the fall and spring semesters is 70 or higher. Students who fail the spring semester, regardless of the yearly average of the fall and spring semesters, must attend summer school to make up the failed ½ credit for the spring semester;
2. Course is not offered at HC;
3. Course is needed to accelerate the diploma program to open options for advanced course work;
4. Students who re-take a course that is taught at HC, through any school other than HC, will not receive the grade earned. They will only receive a “P” (passing) or “F” (failing) on the HC transcript. Courses taken which are not offered at HC will only receive a “P” (passing) or “F” (failing) on the HC transcript and therefore not included in the student’s GPA.
5. Credits earned or made-up must be taken from an accredited school (public or private).
6. Only two make-up credits may be earned and applied towards graduation requirements. No more than one credit may be earned during a summer;
7. Credits may not be earned by correspondence or online;
8. For Bible make-up options, see Principal; and

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9. For HC summer classes (blended learning courses), all PCR students must apply and meet criteria to enroll. Approval from the Counselor is required.

Students must limit elective choices to two per school year (excludes world language, academic and social science electives).

English and Math courses for original credit may not be taken in summer school and only rare exceptions might be considered for science courses.

Exemptions for Final Examinations

Final exam exemptions will be offered in the spring semester of each school year. The following policy will govern final exam exemptions:

- Juniors may exempt up to two spring final examinations as long as the average of their third and fourth quarter grades is 90 or above and they have no unexcused absences in the classes they are wishing to exempt. They must also be free of major disciplinary infractions.
- Seniors may exempt all of their spring final examinations as long as the average of their third and fourth quarter grades is 90 or above and they have no unexcused absences in the classes they are wishing to exempt. They must also be free of major disciplinary infractions.
- Some course's final assessments may not be exempted.
- HC requires all students who are enrolled in an AP course to take the AP exam at the conclusion of the course and are required to pay the AP exam fee. If an unusual circumstance leads a student to believe they should be exempt from taking the AP exam, the student must first have separate conversations with both the AP teacher and the Director of Counseling prior to April 15, stating the specific reason they should be exempt from the AP exam. The student then makes the request to the Principal who will make the final decision. Students who cancel an AP exam must pay the cancellation fee.
- Campus administration reserves the right to make final determination regarding exam exemption privileges.

Valedictorian

The senior class valedictorian is the graduating senior whose cumulative high school grade point average at the end of the second semester of the senior year is the highest in the class. The valedictorian must have been enrolled in HC at the beginning of his or her sophomore year and attended HC for the entire six consecutive semesters of their sophomore, junior and senior year in order to be given this distinction. If academic achievement or conduct deteriorate during the senior year, the Principal may not allow the student selected to serve as valedictorian.

If there is a need for a tie-breaker, the student who attended Houston Christian High School the longer period will earn the honor. If this test produces a tie, there may be two or more valedictorians.

Students who have only grades of "P" on their transcript from validating credits via CBE's are not eligible for top 10% or valedictorian. However, if a student enters HC and has taken all course work that HC offers and needs more advanced courses than HC offers, the student may be allowed to take a college course which will be recorded on the transcript with a grade of "P" and will be eligible for valedictorian status. An example of such a course might include Advanced Multivariable Calculus, which is beyond the curriculum of HC.

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Salutatorian

The senior class salutatorian is the graduating senior whose cumulative high school grade point average at the end of the second semester of the senior year is the second highest in the class. The salutatorian must have been enrolled in HC at the beginning of his or her sophomore year and attended HC for the entire six consecutive semesters of their sophomore, junior and senior year in order to be given this distinction.

If a tie occurs between the two highest-ranking seniors and if the tie-breaker has eliminated one student from serving as valedictorian, he or she will become the salutatorian.

If a tie occurs between two or more students for salutatorian, the tie-breaker listed will be used. If this test produces a tie, there may be two or more salutatorians.

Students who have only grades of “P” on their transcript from validating credits via CBE’s are not eligible for top 10% or salutatorian. However, if a student enters HC and has taken all course work that HC offers and needs more advanced courses than HC offers, the student may be allowed to take a college course which will be recorded on the transcript with a grade of “P” and will be eligible for salutatorian status. An example of such a course might include Advanced Multivariable Calculus, which is beyond the curriculum of HC.

Servant Leadership Award

The Servant Leadership Award is given to a graduating senior who has consistently demonstrated a heart for service with knowledge, foresight, initiative and an ability to lead others towards a better vision for tomorrow within the global perspective of service to all mankind. Additionally, the award recognizes a student who exhibits the characteristics found in the nature of Christ based on Galatians 5:22-23. This award is limited to a maximum of two seniors and may not be awarded each year.

Honor Graduates

Students who graduate with a cumulative GPA of 93 or higher will receive the recognition of “Honor Graduate”.

Honor Roll

After each nine-week grading period, the Registrar publishes the Academic Honor Roll which recognizes students who earned all A’s (90+) in every course for the nine-week grading period. These grades do not include extra points added for PAP/Honors/AP courses. Additionally, HC will publish a Semester Academic Honor Roll reflecting the same criteria as the quarterly Academic Honor Roll each semester.

Awards and Recognition

Annual Honor Roll Award

Any student who has been on the Honor Roll for the first 3 nine-week periods receives an award certificate (See Honor Roll).

Course Award

An award for the Most Outstanding Student will be given in most subject areas. To qualify for selection, the student is chosen who exemplifies excellence and accomplishment in the subject area, positive conduct, and attitude.

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Mickey Riggs and Janie Neighbors Awards

These awards are given by the Athletic Department to a male and female graduating senior who have participated in 2 or more sports during 12th grade and have the highest GPA.

Military Appointments

Students receiving military appointments will be recognized at the Senior Awards Assembly.

Graduation Regalia

Students at HC have a history of great accomplishments which are recognized throughout the school year at appropriate venues such as grade level awards programs, school assemblies, chapel programs, and commencement. Due to the size of the graduating class, HC is not able to publicly recognize all student achievements at commencement. Students who will be recognized at commencement with cords and/or stoles are the class valedictorian, salutatorian, those who have earned the Passport to Lead endorsement, honor graduates, members of National Honor Society, members of the International Thespian Society, members of Student Council and DSP Scholars. National Merit scholars and the recipient of the Servant Leader Award will be recognized in the program. No other recognitions may be added to a student's graduation attire or program other than those specified and approved by HC.

Schedule Changes

Students may request a change to their academic schedule in the fall semester on or before the end of the third week of school. All requests must be submitted to the Counselor on the Schedule Change Request Form with signatures from the sending and receiving teachers and parents. Only changes within the same discipline will be approved (drop a math, must add another math). Rarely will course changes be granted after the fourth week of the fall semester. Class size, teacher approval, Counselor and Principal approval, and appropriateness of the change are considerations for granting schedule changes. No changes will be granted in the spring semester. Students who drop a course after the deadline will have a WF (Withdrawn Failing) or WP (Withdrawn Passing) reflected on their report card and transcript and will not be able to receive credit if they begin a new course.

If a course is dropped by the designated deadline:

- Student's grade is transferred to the new course in the same discipline and will be averaged in without penalty. This means that the student does not have to complete all work they may have missed as a result of transferring into the new course, if the new class is within the same discipline as the one that was dropped (example: dropping PAP/Honors Algebra 2 and going to Algebra 2).
- If the new course is in a different discipline (example: dropping Pre-Cal and adding Statistics), the student will be required to make up any work that was missed.

If a course is dropped after the deadline:

- Student will be given a WP (Withdrawn Passing) or WF (Withdrawn Failing) and no credit will be awarded for the dropped course.
- No credit will be awarded in the new course selected for that semester.
- Transcripts will be updated to reflect the change and colleges will be notified.
- Students who drop any Fine Arts Block course (choir, band, orchestra, video tech) any time after the fourth week of the year will receive zero credit for the course (even if attendance was maintained for the entire fall semester) and will receive a WF (Withdrawn Failing) on the transcript. Fine Arts Block courses are meant to be taken for an entire year and students who withdraw negatively impact the program, planning, cost and supplies.

Students that meet the criteria and receive approval to change from a Pre-AP/Honors or AP course to a regular

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course must take all grades earned in the previous course to the new course. The nine-week average or semester average will include all marks earned in the course that was dropped. Scores will be averaged in with their other grades from the course that was dropped. HC only places students in advanced courses who meet requirements for predicted success and strongly discourages students from dropping courses or changing from Pre-AP/Honors or AP courses to regular courses.

High School Credit for Middle School Courses

HC will honor high school credits earned while in middle school if the course was taken at an accredited school and if the course was taught for high school credit and so indicated on the middle school transcript. Any student entering ninth grade earning high school credit for any course will be subject to the same requirements as other students in the same courses. All students must earn the required number of credits within each discipline, except for world languages. Even if a student earned 2 credits of world languages in middle school they must take a mastery exam prior to enrolling at HC in order to validate competency and mastery for the two credits. If the student does not prove mastery of the second year on the HC exam, he/she must retake the second year of world languages at HC. The mastery exam will be chosen and administered by the HC World Languages Department. Students may choose not to attempt the mastery exam, but will be required to retake the second year of world languages at HC. Credit earned in middle school is denoted on the transcript but is not included in the GPA and does not count towards credit requirements for graduation.

Distinguished Scholars Program

The Distinguished Scholars Program (DSP) offers gifted students the opportunity to study in an interdisciplinary environment comprised of a rigorous research and experience-based curriculum. Within the framework of a Christian world view, Distinguished Scholars develop innovative research and discovery skills based upon recognized works. Due to the rigor of DSP courses, students will receive 4 points added to their semester average if 70 or higher (beginning with the 2018-19 school year). Transcripts and report cards will reflect the actual grade earned while the GPA calculation will include the extra points. In order to graduate as an HC Distinguished Scholar, a student must complete their sophomore, junior, and senior years enrolled in the DSP. Additional program tuition applies.

The Program for College Readiness

The Program for College Readiness (PCR) is designed to address the academic needs of students with a diagnosed mild to moderate learning disability and/or attention deficit disorder. A student must be accepted for enrollment into HC prior to consideration for PCR placement. Educational diagnostic testing by a licensed evaluator is required for PCR application. The program consists of three levels of support services. For further information, please contact the Program for College Readiness Director. An additional fee is charged for enrollment in the Program for College Readiness.

Beyond These Walls Program

Houston Christian High School offers optional travel opportunities for all students through the Beyond These Walls Program. This program is designed to complement and extend classroom instruction in the areas of the humanities, sciences, missions and leadership. Trips are hosted and led by HC faculty and administration. Trip participation is contingent upon meeting academic and disciplinary standards. The school may, in its sole discretion, prohibit a student from participating in this program. For example, students on Disciplinary Probation will not be allowed to travel for a specified period of time, and students whose tuition and fee accounts are past due may be required to pay the overdue balance in order to be eligible to purchase optional travel.

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Passport to Lead Program

The Passport to Lead Program, a signature program at Houston Christian, is designed to train and inspire our students to lead by uniting their faith, intellect, and gifts to reach their greatest promise. We do this by training our students in the five dimensions of leadership: spiritual, personal, interpersonal, managerial, and organizational leadership.

The Program is comprised of two components: Core (all students receive this training) and Elective (students may choose to complete this part of the program).

Core (All Students)

- All freshmen will take Leadership Studies 1: Introduction to Christian Leadership
- Thematic Leadership Curriculum Integration in all courses (about one lesson per quarter in all courses).
- Monthly leadership/mentor chapels

Elective (Optional)

- External opportunities for leadership development
- Students complete 25 activities in the five dimensions of the program
- Elective Studies in Leadership Courses
- D-Groups

Incentives include a wilderness trip, college recommendations and leadership endorsement.

Other

- The program also includes a distinguished speaker series (attempting one per semester).
- An end of year “Mustang Challenge” which is a series of 10-15 physical, mental, and tactile events to test and to teach competitors the importance of endurance, persistence, and the will to finish strong.

Tutorial Guidelines and Expectations

The purpose of tutoring is to build a student’s confidence in order to actively participate in their own education and gain mastery of the subject area. HC encourages and teaches students to be their own advocate in addressing solutions to their individual learning needs. The relationship between the HC teacher and student is an important component for academic success.

Any student may request and receive academic assistance before or after school or during ILT. It is the student’s responsibility to make an appointment with the desired teacher for tutoring and to take advantage of tutorials offered within the school day. Employees may not charge for this additional help nor may they be a hired tutor to a student who is in their class, in the class under theirs, or who may be under their supervision in administrative or other areas.

HC believes the best tutor for its students is the classroom teacher; therefore, the hiring of outside tutors is discouraged. Students have 24/7 access to online classroom assignments/updates so it is not necessary for any tutor to be in contact with an HC teacher.

For further information, please contact the Principal for a copy of the HC Tutorial Guidelines and Expectations Policy.

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Peer Assisted Learning (PAL Center)

The PAL Center is an academic enrichment center dedicated to providing effective, high-quality individual and small group tutoring for the HC student body. The center is supervised by PAL facilitators (HC classroom teachers) and provides all HC students with highly qualified and well-trained peer tutors in every subject area. In addition, the center provides specialized, small group study sessions throughout the school year.

The PAL Center is open during Independent Learning Time to provide students with additional academic support. Note: Students must provide proof that they are using their ILT efficiently before the HC Counseling Department can arrange for additional academic support. Students are encouraged to take advantage of the PAL Center and the NHS Tutoring Program.

Incomplete Work

If a student receives an “I” (incomplete) at the end of a nine-week or semester grading period for any class tests or work, ten (10) school days will be allowed for completion of work to receive a grade. Failure to clear an incomplete within 10 days of the close of the grading period will automatically result in an “F” for that course. It is the student’s responsibility to complete all incomplete work in a timely manner.

Late Work

As a school, we must always endeavor to teach our students responsibility; therefore, a 10% penalty for late work will be assessed on any assignment not turned in on time as long as the assignment is turned in by the end of the next school day. Any assignment turned in on the next class period (2 school days with our A/B day schedule) will receive a cumulative 20% penalty. Any assignment turned in after the third day will result in an “F”. Exceptions on late work acceptance of research papers and/or major projects will depend on departmental protocols, or as noted in the course syllabus. Students who are scheduled to miss a class due to a co-curricular/ extracurricular activity are expected to turn in the assignments on the due date or make arrangements with their teacher prior to their departure. Students who do not turn in the assignments nor make arrangements with their teacher prior to their departure will be subject to the late work policy as described above.

Make-Up Work/Tests

Students out of school due to illness are expected to make up work in a timely fashion. It is the student’s responsibility to collect all school work missed due to absence by communicating with the teacher and checking the teacher’s portal page. Students are discouraged from depending on classmates alone for this information.

Students who are absent from school should use the make-up work chart below as a guide for turning in work:

Day of Absence	Catch Up Day(s)	Day Work Due
A	B	Next A
B	A	Next B
A & B	A	Next B & A
B & A	B	Next A & B
ABA	BA	Next B & A
BAB	AB	Next A & B

It is the policy of Houston Christian High School that students make up any tests (for which test material was

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not covered in class while the student was absent) on the first day the student returns to the missed class unless other arrangements have been made with the teacher.

Teachers can work with individual students as needed to manage make-up work and tests. Students who fail to make arrangements with the teacher to make up work in a timely fashion or turn in work that is due according to the make-up work chart will be subject to the Late Work Policy including point deductions made to major projects and tests.

Homework

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to encourage students to advance his or her studies. Homework should average no more than 30 minutes per class period except for AP classes which may require an average of no more than 45 minutes per class period.

Textbooks

All textbooks and resources are purchased by the student.

Free Inquiry

The educational philosophy of Houston Christian acknowledges and affirms that every person has been created in the image of God with a unique identity. Within each person there exist individual strengths and weaknesses, capabilities and limitations. All students are expected to successfully meet the challenge of the rigorous academic curriculum while learning to manage the many co-curricular programs offered as an enrichment and extension of the classroom experience. At Houston Christian High School, free inquiry is predicated on the Bible as the revealed truth from God.

Free inquiry is encouraged in all classes to allow students to search, study, compare and understand various bodies of knowledge in relation to a Christian world view based on the principles of Scripture.

Students have the freedom of personal application in all subjects. Mastery of subject matter must be demonstrated. When appropriate, diverse sources of knowledge are presented for the purpose of discovering and understanding new aspects of God's world, and enlightening the student to the existence of other world views that may differ from Scripture. However, the emphasis in teaching centers upon the search for truth and building Christ-like character into the lives of students as a foundation for excellence in scholastic achievement.

Academic Standards

While the Student Code of Conduct is a major component of the Student Management Plan, HC's academic standards and expectations are also of great importance.

HC offers a college-preparatory curriculum emphasizing academic excellence, leadership, and the integration of God's truth into every field of study. In such an environment, each student is expected to take full advantage of the educational program, using all available home and school resources, in order to perform at his or her highest academic level.

Student academic progress is consistently monitored through an established reporting system. To aid parents in their responsibilities, HC will communicate with parents when academic concerns arise. In return, HC expects parental cooperation in support of actions or requests communicated by the school.

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Teachers are encouraged to telephone or email parents or arrange conferences to discuss the progress of any student whose work seems out of the ordinary. Parents are strongly urged to check their student's grades on a weekly basis and are encouraged to contact a teacher by email, check the teacher's web page, or call the teacher's voice mail when a question or concern arises over their child's progress. Students are encouraged to take advantage of the PAL Center and the NHS Tutoring Program.

Report Cards

Report cards are posted on myHC (houstonchristian.myschoolapp.com) at the end of each nine-week grading period as an official notification of student academic performance. Report cards for the spring semester will be held until the school year has ended to assure that students have fulfilled their obligations to courses and extracurricular activities. Report cards will not be mailed. Parents are encouraged to check grades on the Parent Portal of myHC.

If the parent is behind in tuition or fee payments, if the student has not turned in all school property, or if immunization records are not current, the report card will be held. No academic information will be forwarded to any other school or agency for a family whose financial records are in arrears.

At-Risk Management Program

Any student who has demonstrated poor academic performance (two or more F's on a report card), inconsistent adherence to disciplinary guidelines, or does not reflect the profile of an HC student (see Student Profile section of Student Handbook) will be counseled by HC personnel to determine actions that will assist the student in correcting issues of concern. Parents will be notified if their student is at-risk and encouraged to provide support at home to strengthen the student's understanding of issues and to help establish actions for correction. HC reserves the right to deviate from these procedures in its discretion.

Academic Probation

Probation is invoked when a student has a serious academic problem. It is intended to give notice to the parent and student so that a mutual effort on the part of both school and home may be made to correct the academic deficiency. Hopefully, the deficiency will be improved to a satisfactory or passing level. If not, the student will be referred to the Academic Review Committee, at which time a recommendation will be made as to whether the student will be able to continue attendance at HC. Probationary status will be reviewed by the Academic Review Committee at the end of each semester. (See Conditional Admissions Policy section.)

Academic Probation will be invoked in the following manner:

1. A student who receives two "F's" at the conclusion of a semester will be placed on Academic Probation for a minimum of one semester. A student who receives numerous "D's" and one "F" over the course of a semester may be placed on Academic Probation, at the discretion of the Principal.
2. A letter of notification will be sent to parents.
3. After being placed on probation, a student who receives less than two semester "F's" may be removed from probation.
4. After being placed on probation, if a student's grades initiate a second academic probation period, the Admission Review Committee will review the student's lack of progress and will make the appropriate recommendation as to whether the student will be allowed to remain at Houston Christian High School.
5. Following dismissal or withdrawal from HC for academic reasons, a student may apply to be re-enrolled on academic probation if the following conditions are fulfilled:
 - a. The student has attended another accredited traditional school for a minimum of one full semester;
 - b. The student has completed a full academic load during the previous semester; and

- c. The student received no semester grade lower than a 75 in any subject.

COUNSELING AND COLLEGE GUIDANCE SERVICES

Mission Statement

The HC Counseling Department uses a Biblical approach to support each student's educational, spiritual, and emotional well-being by guiding and equipping them to maximize their God-given potential, progress for future studies and college preparation.

Guidance and Academic Counseling

The HC Guidance Program provides the student assistance in aspects of personal, spiritual, and educational growth and development. In cooperation with parents and teachers, the counselors provide personal help to the student as needs arise. In situations requiring in-depth or long-term assistance, professional referrals may be suggested. HC reserves the right to require appropriate outside professional intervention as a condition for continuance at HC. Any questions regarding a student's four-year plan of academic study should be directed to a Counselor.

Counselor's Code of Ethics

Responsibilities to Student and School

HC counselors adhere to a Biblical model of counseling within the ethical standards of the American School Counselor's Association (ASCA). Counselors serve the school by supporting and protecting the educational program against any infringement not in students' best interest. Counselors inform appropriate officials in accordance with school policy of conditions that may be potentially disruptive or damaging to the school's mission, personnel and property while honoring the confidentiality between the student and Counselor. HC counselors are knowledgeable and supportive of the school's mission and connect his/her program to the school's mission. Their primary obligation is to the student, who is to be treated with respect as a unique individual whose concerns may be educational, academic, career, personal, spiritual or social. Counselors serve in a similar capacity to HC parents, when appropriate. HC counselors respect the student's values and beliefs and do not impose the Counselor's personal values. HC counselors are knowledgeable of laws, regulations and policies relating to students and when appropriate, strive to protect and inform them of their rights. The Counseling Department seeks to deliver services to students in collaboration with school administration, teachers and staff. Further, the HC Counseling Department seeks to minister to school administration, teachers, and staff, in addition to students, whenever possible. The HC Counselor respects the rights and responsibilities of parents/guardians for their children and endeavors to establish, as appropriate, a collaborative relationship with parents/guardians to facilitate the student's maximum development.

Confidentiality

The HC Counselor keeps information confidential unless disclosure is required to prevent clear and imminent danger to the student or others or when legal requirements demand that confidential information be revealed. The Counselor protects the confidentiality of students' records and releases personal data in accordance with prescribed laws and school policies. Student information stored and transmitted electronically is treated with the same care as traditional student records. The Counselor recognizes his or her primary obligation for confidentiality is to the student but balances that obligation with an understanding of the legal and inherent

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rights of parents/guardians to be the guiding voice in their children's lives. Counselors may consult with appropriate professionals when in doubt as to the validity of an exception to confidentiality.

Appropriate Referrals

The HC Counselor makes referrals when necessary or appropriate to outside resources. Appropriate referrals may necessitate informing both parents/guardians and students of applicable resources and making proper plans for transitions with minimal interruption of services.

Danger to Self or Others

The HC Counselor informs parents/guardians or appropriate authorities when the student's condition indicates a danger to the student or others. Counselors attempt to minimize threat to a student and may choose to 1) inform the student of actions to be taken; 2) involve the student in a three-way communication with parents/guardians when disclosing confidential information; or 3) allow the student to have input as to how and to whom the disclosure will be made. The school may remove any person from campus that in its sole discretion believes is a danger to himself/herself or others. The school may also require a psychological evaluation at a cost to the individual/parent before allowing the individual to return to campus.

Student Records, Evaluation, Assessment and Interpretation

The HC Counselor and Registrar maintain and secure records necessary for rendering professional services to the student as required by laws, regulations, institutional procedures, and confidentiality guidelines. In order to assure the authenticity and accuracy of school records, official transcripts will be sent directly from HC to educational or military institutions or to organizations for employment purposes. The HC Counselor adheres to all professional standards regarding selecting, administering, and interpreting assessment measures and only utilizes assessment measures that are within the scope of practice for school counselors. The Counselor is guided by the findings of the evaluation data in planning programs and services.

College Counseling and College Resources

College Resource Center

The Counseling Office houses college catalogs, files on colleges across the U.S., and brochures for any interested student or parent. All students and parents are given a personal account with Naviance that students are required to use for college searches, career and personality assessments, college applications, and other areas that are too broad to describe here. The Counseling Office posts information on college guidance in Naviance as well as an online Academic Newsletter that provides a schedule of college representatives who plan to visit HC, along with other important dates and information pertinent to academic guidance.

Naviance

Naviance/Naviance Student is a college and career planning software tool that will be used by all HC students as they search for colleges and apply for college admission. New parents and students are given their own accounts to Naviance after school begins in August. Students will use Naviance Student to research colleges and careers, take personality and career assessments and apply to colleges of their choice. All students and parents are expected to be frequent users of their Naviance accounts as it is a critical component of college counseling at HC.

College and Career Counseling

Information about preparing for and choosing a college is distributed by the Counseling Office to each 9th through 12th grade student. Through an annual college day, student conferences, the online Academic

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Newsletter, questionnaires, interviews and parent conferences, the counseling program seeks to provide help in making specific post-high school plans. Information on individual colleges, scholarships, and college entrance examinations is available from the Counseling Office. Grade level meetings for parents and students are held annually as well as one-on-one conferences.

NOTE: HC reserves the right to print student names and college acceptances/selections in school publications and the commencement program. Parents desiring to keep this information confidential should make requests in writing to the Counseling Office.

The guidance program seeks to put students in touch with career information from a variety of sources.

This begins with the tools available to students in Naviance, but may also include a referral for the Birkman Assessment, books, audiovisual presentations, career fairs, and individuals in the community. Please call the Counseling Office if you are interested in the Birkman Assessment.

Reporting Disciplinary Infractions on College Recommendations

HC is a member of the National Association for College Admission Counseling (NACAC) and complies with the NACAC Statement of Principles of Good Practice (SPGP). The SPGP states that counselors have a responsibility to “report any significant change in a candidate’s academic status or qualifications, including personal school conduct record between the time of recommendation and graduation.”

At the Time of Application

If a college application requests information about a student’s disciplinary record, any student who has been suspended or expelled should consult his or her HC Counselor immediately to discuss how the student will respond to the question. HC will report violations that lead to suspension or expulsion/dismissal, and we expect the student to do the same. If requested by the college, the Counselor is responsible for reporting the disciplinary situation to a college in the school report. The student is responsible for outlining the truth of the situation as well as the lessons learned and growth experienced. The student’s infraction will only be provided to colleges that specifically pose a question about behavioral or academic misbehavior. Please note that a question addressing disciplinary records is customary in many applications, including the National Common Application.

After the Application Has Been Submitted

In accordance with NACAC’s SPGP, any suspension or expulsion/dismissal that occurs within the senior year, regardless of the time in which it occurs, must be reported to colleges by both the student and the Counselor.

Honor Code Violations

If the school to which the student is applying asks whether they have been found guilty of an honor code violation, and they have been found in violation of HC’s honor code, the student must provide the college with an explanation of what happened. Please consult an HC Counselor before responding to any such question.

Sample Questions from National Common Application

If an answer is “yes” to either or both questions, please attach a separate sheet of paper that gives the approximate date of each incident and explains the circumstances.

- Have you ever been found responsible for a disciplinary violation at an educational institution you have attended from 9th grade (or the international equivalent) forward, whether related to academic misconduct or behavioral misconduct, that resulted in your probation, suspension, removal, dismissal, or expulsion from the institution?
- Have you ever been convicted of a misdemeanor, felony, or other crime?

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Standardized Testing

All freshmen and sophomore students take the Pre-ACT test, which is a curricular-based test, published by the ACT Corporation. The Pre-ACT is used as an achievement test at HC. Students who take the Pre-ACT as tenth graders also receive a predicted ACT (college admission test) score, in addition to the evaluation of their achievement in English, math, science and social science.

All sophomore and junior students are required to take the PSAT (Preliminary Scholastic Aptitude Test/National Merit Scholar Qualification Test) at parent expense. The results of these tests are reported to parents so they may gauge the individual progress of their child and guide them in making realistic and proper plans for the future. Houston Christian High School uses test results to evaluate changes in the curriculum and in course placement. Because of the need for accurate information from these tests, students are encouraged to give their best effort.

Junior students are required to take college admission tests, the SAT (Reasoning Test) and ACT, at parent expense. Seniors are required to take a second SAT at parent expense. Transfer students who did not take the SAT during the junior year must take the SAT and ACT. Students are responsible for registering online for the SAT and ACT and expected to take their first exams in December or January of their junior year. See the College Board and ACT websites for test dates.

Transcripts and Test Scores

In order to assure the authenticity and accuracy of school records, official transcripts will be sent directly from HC to educational or military institutions or to organizations for employment purposes. Students and parents may access an unofficial transcript in myHC at any time while they are enrolled. Students/parents must make all requests for official transcripts to the Registrar or Counselor at least 14 days in advance. HC will forward official transcripts for current or former students at no cost.

In keeping with the policy of the College Board and ACT, HC will not send SAT and/or ACT scores to colleges or organizations. It is the student's/parent's responsibility to have official scores sent directly from these agencies to the colleges or organizations that require test scores as a portion of their application process. Parents should keep in mind that it could take more than 10 working days for scores to be received by colleges or organizations and should plan accordingly.

College Visitation Days

All HC students are encouraged to visit colleges every year. Students are allowed two (2) college days per year to visit colleges. College visit requests should be submitted to the Dean of Students via email for approval at least three days prior to the campus visit. No college visits will be approved after May 1.

Scholarships

The counselors have information about local, state, federal and college scholarships, grants, loans, and work study programs. Students and parents are expected to make use of the resources available through Counselor meetings (scheduled and impromptu), Naviance, online search engines, emails and the Academic Newsletter, all of which provide information on college scholarships.

All HC students and parents will receive the Academic Newsletter via email on a weekly basis, which also contains scholarship opportunities, college counsel, and information pertinent to college planning.

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Withdrawing from School

A parent must contact the Director of Enrollment Management in person or by phone to initiate a student's withdrawal, followed by the Director of Business Affairs and Registrar. The withdrawal process for any student will not begin until the student and/or family have met with the Director of Enrollment Management.

The Registrar must be informed so that all paperwork can be completed. This process takes a minimum of 24 hours. The Registrar makes arrangements for lockers to be cleaned out and for school property to be returned. A withdrawal form must be signed by school officials and by each of the student's teachers. The form will list grades to date and will assist the student in entering another school. Records will be released only when the above process is complete and when the student's financial status is considered paid in full. (See Student Fees Policy section of this handbook.)

Abuse Policy

School teachers and other personnel are mandatory reporters under the Texas child abuse reporting laws. Please understand that we must take our obligations seriously and if we assess that a situation requires it, we will make a report to child abuse authorities of situations that we reasonably suspect constitute abuse, neglect, or abandonment. Depending on the circumstances, we may not be able to communicate with parents about the report until authorized by child abuse authorities to do so. We ask for your understanding as we do our best to protect the children under our care.

Student/Adult Interaction and Communication

Our students and adults (teachers, administrators, staff members, parents, and visitors) are expected to interact with each other in a professional and respectful manner based on mutual respect and trust with an understanding of appropriate boundaries between adults and students. Although our adults can and should be friendly with the students, becoming too friendly with each other sometimes results in confusion and anxiety.

If a student or the student's parents become aware of any adult's communications or actions toward one or more students that seems unusual, overly friendly, or otherwise inappropriate, such information should immediately be reported to the guidance counselor or campus administration.

Further, students and their parents should promptly notify the guidance counselor or administrator of the division if they believe an employee has engaged in any of the following prohibited behaviors or similar activities (regardless of the age of the student):

- Initiating or continuing communications with students for a non-school matter, including oral or written communications; telephone calls; electronic communications (emails, texts); social media communications, etc.;
- Touching students or their clothing in non-professional ways or inappropriate places, or touching a student with aggression or in frustration;
- Making comments that are too personal (about a student's clothing, hair, personal habits, etc. except in the case of addressing school dress code issues);
- Giving gifts to a student or exchanging cards and letters except in the case of letters of affirmation for student retreats;
- Inviting a student into their home;
- Taking students off school property other than for approved field trips and school activities;
- Flirting or asking a student on a date;

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- Excessive attention shown toward a particular student or students or call or referring to students by pet names or inappropriate nicknames;
- Visiting students to “hang out” in their hotel rooms when on field trips or sporting events;
- Visiting a student in their home or another location;
- Socializing or spending time with students (including but not limited to activities such as going out for meals, movies, shopping, traveling and recreational activities) outside of class or school-sponsored events;
- Asking students to sit on a teacher’s lap;
- Telling secrets or telling the student not to tell something that’s a secret;
- Swearing, making inappropriate sexual, racial/or ethnic comments;
- Inviting students to visit the employee’s social networking profile or become a “friend” or “follower” on a social network;
- Telling off-color or other inappropriate jokes or stories, or showing pornography to students;
- Providing students with alcohol or other mind-altering substances; or
- Vaping, smoking, or drinking with students.

Sexual Misconduct

We are committed to creating a learning environment characterized by safety, trust, and respect for all. Sexual misconduct whether between students or adults and students is contrary to the standards and ideals of our community and will not be tolerated. Sexual misconduct includes any of the following types of activities:

- Any sexual activity between students and adults;
- Any sexual activity between age appropriate students for which clear and voluntary consent has not been given in advance or in which consent has not been exceeded;
- Any sexual activity with someone who is incapable of giving valid consent because, for example, that person is under the age of consent, sleeping, or otherwise incapacitated or impaired;
- Any act of sexual harassment, intimate partner violence, or stalking;
- Any digital media stalking and/or the nonconsensual recording of sexual behavior and the nonconsensual sharing of any recording; or
- Nonconsensual sexual advances and propositions, or other undesirable verbal or physical conduct of a sexual nature. (See the School’s Harassment/Bullying policy for additional information on sexual harassment).

Consent is defined as an affirmative, unambiguous, informed, and voluntary agreement to engage in specific sexual activity. Consent can be revoked at any time.

It is not our intent to discourage dating between students or physical contact between or among students that is intended and perceived to be by those involved as positive, healthy, and appropriate to their age and experience. However, sexual conduct between or among students that is unwanted, offensive, or makes a student uncomfortable, whether it occurs on or off campus, and affects the student’s ability to be comfortable in the school environment is a violation of our School values.

Reports of sexual misconduct or sexual assault are taken seriously; the safety and well-being of our students is our first priority. Parents and students who become aware of any form of sexual misconduct, whether on or off campus, should immediately report the information to campus administration. In accordance with Texas law, the School reports suspected instances of sexual abuse to the Texas Department of Family and Protective Services.

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Upon a report of student-to-student sexual misconduct, including harassment, the School will provide interim support and reasonable protective measures to support the complainant and/or the accused party and the safety of the community. Until all procedures have been completed, the complainant and the accused must avoid all unnecessary contact. If the School determines at any stage that a student poses a threat of harm or disruption to the school community, the School may take immediate action, including removing the student from School, restricting the student's movement on campus, and so on.

As stated elsewhere, the School expects that students will treat all persons with dignity both at School and beyond. The School reserves the right to take action if it learns that a student's actions violate the School's rules and expectations, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior.

PARENTAL INVOLVEMENT

Parent/Family Cooperation

As stated elsewhere, the School believes that a positive and constructive working relationship between the School and family members (defined as parent, student, or other person associated with the student) is essential to the fulfillment of the School's educational purpose and responsibilities to its students. If the parent's or other family member's behavior, communications, or interactions on or off campus (including during school-sponsored events) is disruptive, intimidating, overly aggressive, or reflects a loss of confidence or disagreement with the School's policies, methods of instruction, or discipline, or otherwise interferes with the School's safety procedures, responsibilities, or accomplishment of its educational purpose or program, the School reserves the right to dismiss the family or family member from the community. In addition, the School reserves the right to place restrictions on parents' or other family members' involvement or activity at School, on School property, or at School-related events for reasons that the School deems appropriate.

Mustang Parent Council (MPC)

The Mustang Parent Council (MPC) represents the bringing together of all parent volunteer groups under one dynamic organization. Through the MPC, it is our goal to create an organization that:

- attracts 100% participation
- provides multiple opportunities for fellowship and building of life-long friendships
- creates a community that is inclusive, serves others and glorifies God
- models the highest standards of leadership and values
- unites the efforts of all its members to generate 360 degrees of support for all the programs at Houston Christian

The HC Mustang Parent Council works effectively with the staff, faculty, administration, and Board of Trustees to achieve the institutional goals of Houston Christian High School through service and enhancement activities. In doing so, the Mustang Parent Council represents the interests of parents by promoting a strong, supportive, unified community. It provides volunteers that enrich spiritual, academic, leadership, fine arts and athletic activities, and it gives parents opportunities for meaningful participation in their students' education while maintaining a healthy respect for school policies and procedures.

Any and all collection and disbursement of funds generated by parent support organizations must be approved by the Head of School.

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Campus Advisory Team (CAT)

The Campus Advisory Team is charged with the annual development of a School Improvement Plan for the purpose of improving student performance with respect to academic excellence. Additional areas of focus may include student life and co-curricular activities. The CAT is comprised of parents and faculty and is chaired by the Principal.

Spiritual Life Committee (SLC)

The Spiritual Life Committee assists the Chaplains in developing spiritual life programs at HC. The SLC is chaired by the Chaplains and comprised of the student body chaplains, 4 students (one from each grade level), two representatives from the Bible Department, one faculty member outside the Bible Department, one parent, Young Life representative, Community Service Day Coordinator, and the Praise and Worship Team Coordinator.

STUDENT SERVICES

Student Dining

Lunch period provides not only a time to eat but also a time to enjoy the company of others, to practice good manners and to engage in quiet talking and good behavior. Students are expected to conduct themselves in acceptable ways and help keep the campus free of litter. Trash receptacles are located throughout the area.

HC has contracted with Taher to offer a wonderful variety of options for lunch and snacks throughout the school day. The Uncommon Cup is also staffed before, after and throughout the school day. Students may deposit money to their lunch account with Taher at school or online. Students may also bring their lunch. Microwave ovens are provided for student use. HC teachers and staff members will monitor the lunch period each day. With prior approval from the Dean of Students, parents having lunch with their child should sign in and out in the Attendance Office and wear a visitor's badge while on campus. The Student Center, Courtyard and Mustang Corral are areas where students may eat their lunch. Students may eat lunch in a teacher's classroom if the teacher is present. Students are expected to help keep all areas free of litter.

Senior Off-Campus Lunch Privilege

Seniors may leave campus for lunch if they meet the following criteria:

1. Written permission from a parent or guardian is on file in the Attendance Office.
2. Senior is not on academic or disciplinary probation.

Additionally:

1. Seniors may not leave class prior to the dismissal bell for lunch.
2. Seniors leaving campus for lunch without permission or having not signed out are truant from school and will receive the appropriate discipline, which may include the loss of all further off-campus lunch privileges for the remainder of the school year.
3. The administration may cancel senior off-campus lunch privileges for individual students or all students at any time if it is in the best interest of the school.

Lockers

Every freshman, sophomore and junior student will be assigned a locker. Assigned lockers are optional for seniors. Students will be encouraged to protect their valuable possessions by leaving them at home or keeping them locked in a locker. Each student is responsible for taking care of his or her locker and should be cautioned against revealing the combination to anyone. Administrators will conduct random checks. End of year locker

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checks for damage will be done and a fee will be assessed for any destruction caused to lockers (includes writing, surface abuse, etc.). No contact paper or adhesive-backed pictures are allowed inside lockers. At any time, the school may conduct searches of any locker and its contents with or without notice.

Care of Personal Belongings

Houston Christian High School will not be responsible for lost, stolen, or damaged personal items, including but not limited to backpacks, cars, phones, computers, other electronic devices, musical instruments, and cameras. To maintain building and room security, teachers will lock their rooms whenever they leave. No keys will be given to students, but teachers may, at their discretion, physically go with them should they need to enter a classroom.

Computer and Systems Usage Policy

All persons using the School's computers, the School's computer systems, or personal computers on School property or over the School's systems are required to abide by the following rules. This policy also applies to the use of any personal electronic devices (computers, cameras, iPhones, iPads, smart watches, smart/cellular phones, video cameras, etc.) on School property or at a School-related event. Failure to abide by these rules will result in appropriate disciplinary action determined by the School administration. All computers and devices should be used in a responsible, ethical and legal manner. Violations of the following guidelines may result in the revocation of access privileges and possible disciplinary responses, including expulsion for serious offenses.

Purpose: The purpose of providing access to the Internet and the School's computer systems is to support research and provide unique educational opportunities. The use of such resources should be limited to those activities that support the School's educational objectives.

Privilege: The use of the School's systems is a privilege and not a right. Inappropriate or illegal use of the School's systems or of the Internet will result in loss of the privilege and disciplinary action.

Internet Access: The School community - students, faculty, administrators and staff have the privilege of full access to the Internet. The School encourages students and teachers to use the Internet to expand their knowledge. The Internet allows users to send and receive e-mail, to log onto remote computers, and to browse databases of information. It also lets users send and receive files and programs contained on other computers. Files may be downloaded only to personal disks. Files are not to be downloaded to the Schools local or network hard drives.

The School Does Provide An Internet Filtering System: Filtering can eliminate access to offensive and pornographic materials, however, no filtering system is foolproof. Therefore, we expect users to act responsibly in their searches and to immediately disengage from any materials that are inappropriate and to report the situation to the faculty member or administrator in charge of the activity. Although the School cannot effectively restrict the content of information obtained by students via the Internet, obtaining material that is explicitly labeled, as not intended for minors will be considered a violation of School rules. Furthermore, making public or passing on any material that is pornographic, violent in nature, or otherwise harassing is totally unacceptable and will be dealt with immediately by the appropriate administrator. When students use their computers at home, the school does not filter Internet access.

Internet Safety: Students should never give out personal information (address, telephone number, name of School, address of School, date of birth, Social Security Number, credit card number, etc.) over the Internet.

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Students also should not meet with someone that they have contacted on-line without prior parental approval. Safety is the responsibility of the parent and student. The School is not liable in any way for irresponsible acts on the part of the student.

Pirated Software: The term “pirated software” refers to the use and transfer of stolen software. Commercial software is copyrighted, and each purchaser must abide by the licensing agreement published with the software. There is no justification for the use of illegally obtained software. The School will not, in any way, be held responsible for a student’s own software brought to School for personal use.

Network Access/Passwords: Accessing the accounts and files of others is prohibited. Attempting to impair the network, to bypass restrictions set by the network administrator, or to create links to the School’s web page is prohibited. Obtaining another’s password or rights to another’s directory or e-mail on the network is a violation of School rules as well as a form of theft. Taking advantage of a student who inadvertently leaves a computer without logging out is not appropriate. Using someone else’s password or posting a message using another’s log-in name is a form of dishonesty, just as is plagiarism or lying, and will be treated as a violation. Guard your password. You will be responsible for any activity done on the school’s system under your password.

School’s Right To Inspect: The School reserves the right to inspect user directories for inappropriate files and to remove them if found and to take other appropriate action if deemed necessary, including notification of parents. The school also reserves the right to inspect any personal electronic devices brought onto campus. In such case, students must provide any passwords to inspect the device upon request by a School administrator. Do not assume that any messages or materials on your computer or the School’s systems are private.

E-mail: Neither e-mail nor text messaging may be used to harass or threaten others. The School reserves the right to randomly check e-mail or text messages. E-mail messages must not include personal attacks and should follow the normal rules of appropriate public language. They should not contain any language or content, which the author would not be willing to share from the podium at a School meeting. Students should be made aware that deleted e-mails can be undeleted.

Any person who believes that they have been harassed or threatened by an email or text communication should immediately report the concern in accordance with the School’s No Harassment/No Bullying policy.

Viruses: Every effort is made by the School to keep our system virus-free. Even with the best techniques, however, computer viruses can be transmitted to and from any computer, including those in the computer center. The School is not responsible for the transmission of any virus or for damage suffered from a virus

Computer Care: Members of the School community will not abuse, tamper with, or willfully damage any computer equipment, use the computer for other than appropriate work, or bring food or drink into any computer area. Any intentional acts of vandalism will be result in discipline and students will be held responsible for replacement or repairs.

Reporting Requirements/Discipline: Any student who accesses inappropriate material on the Internet, receives harassing, threatening, or inappropriate materials via e-mail, text, or on the Internet, must immediately report the concern to the teacher who is supervising the activity or to the Dean of Students so that the situation can be investigated and addressed appropriately. Students who violate any aspect of this Computer and Systems Usage Policy will be subject to appropriate discipline and loss of computer or Internet privileges.

Social Media and Social Networking Policies and Procedures

Social media encompasses a broad array of online activity including social networks/media such as Twitter, Flickr, Instagram, Facebook, GroupMe, and Snapchat, blogs, and other similar online or Internet communications. Because this form of communication is vast and growing, we feel it is important to communicate to you the School's position regarding a student's use of social media or networking.

Use Away from School Property: It is not our goal to regulate a student's personal online activities when not on School property or at a School-related event. Please understand, however, that certain activities might impact a student's relationships with other students or school employees or School rights that we do reserve the right to regulate. All students should ensure that they are familiar with School's conduct policies to avoid any online communications that might violate those policies.

For example, you should ensure that your online activities do not violate a School policy regarding bullying or harassment, or other similar policies pertaining to how students interact with each other. If you post or say something online that makes another student feel uncomfortable, your activity may result in an investigation and possible discipline.

Students should also be aware that teachers and administrators periodically check such sites and may determine that off campus behavior violates the School conduct code by making disparaging or negative comments about the School, administration, or faculty members in a manner that is disruptive to the School's educational mission or activities.

Students should not "follow" or be "friends" with any faculty member or other adult member of our community (other than the student's parent) on any of these social networking sites. Any violation of this prohibition must be reported to the Administration immediately.

In addition, postings on social networking or other Internet sites of students engaging in inappropriate behavior (such as drinking, smoking, sexual actions, etc.) is prohibited.

Students are not permitted to use the School's name, logo, trademark, or service mark in online activities without permission from the school. Students are not permitted to create websites or social networking profiles to rate teachers, discuss aspects of the School, or otherwise disclose information online that the School would find offensive or inappropriate if posted in the School's newspaper. Finally, students are not permitted to disclose any confidential information of the School, employees, students, parents, or activities online.

Your Identity Online: You are responsible for any of your online activity conducted with a School email address, and/or which can be traced back to the School's domain, and/or which uses School assets.

What you publish on such personal online sites should never be attributed to the School and should not appear to be endorsed by or originated from the School.

School's Right to Inspect: The School reserves the right to inspect all electronic data and usage occurring over the School's network or on School property without prior notice. We also reserve the right to assess information in the public domain on the Internet and to discipline students for any violation of these guidelines.

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Lost and Found

Students often misplace articles of clothing, books, band instruments, and other personal property. When school employees and students find such articles, they are turned in to the Attendance Officer and kept for two weeks in the Attendance Office. At the end of two weeks, unclaimed articles will be donated to appropriate charities.

Delivery of Gifts

The school discourages the delivery of flowers, balloons, or other gifts for students during the day. Such gifts will be held for pickup in the Attendance Office until the end of the school day.

Learning Commons

Extended hours for the Learning Commons may be offered at the school's discretion. The library web page offers 24/7 access to the online catalog as well as ebooks and online subscription databases. Printers are available for students to print wirelessly from anywhere in the school. Students are encouraged to use the Learning Commons to study, research and work collaboratively.

Right to Involve Government Agencies

The School has a duty to report certain situations to The Department of Family and Protective Services and/or law enforcement. The School also may contact and/or cooperate with law enforcement personnel or other governmental agencies if the School, in its sole discretion, believes it is warranted in a particular situation. The School may assess disciplinary consequences for student conduct, even if a criminal investigation or other legal action is ongoing.

Surveillance and Monitoring

The School may conduct monitoring to help ensure employee and student safety and security, including video surveillance of non-private areas to identify safety concerns, maintain security, detect theft and misconduct, and discourage and prevent acts of harassment and violence.

Family Matters

The School requires that all parents (married, unmarried, divorced or separated) cooperate with one another in the best interests of their child's education at the School. Failure of parents to cooperate with one another in such a manner may lead to dismissal of their child(ren) from the School or non-renewal of enrollment for future academic years. The school may at any time require parents to seek a court order pertaining to any school matter as a condition of continued enrollment.

If your family has a court order in place including but not limited to a divorce decree that includes custodial arrangements, a custody order, or a restraining order, you must provide the school with a complete and official file-stamped copy of the court order. We require parents and guardians to abide by any court order applicable to your child(ren). If a situation arises in which the custody or possession of a child is in question, a school representative will call 911 to request an officer arrive at the school to resolve the dispute.

If a School employee or trustee is required to testify, provide information for, or otherwise participate in a legal dispute or proceeding to which the school is not a party, the School shall be entitled to recover from, at the school's discretion, either or both parents, the School's attorneys' fees and costs incurred with such legal proceeding. This includes but is not limited to the cost of legal counsel as well as costs incurred by the School

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such as those associated with collecting documents and hiring substitute teachers or staff.

Residence

All students, regardless of age, must live with and be in the care, custody and control of a parent or legal guardian (as established by a court of law) as a condition of enrollment. In extraordinary circumstances, the School may in its sole discretion grant a student express written permission to reside with someone other than a parent or legal guardian.

Ridebooking Services

Students may not be picked up or dropped off by ride-booking car services such as Uber, Lyft and other similar car services on or near campus unless accompanied by an adult.

STUDENT LIFE

HC Student Profile

In order to fulfill our mission in the area of admission, HC will select a diverse student body that demonstrates integrity, commitment to learning, and a desire to develop their God-given talents. All students should consistently evidence and demonstrate:

1. A genuine desire to attend HC and respect the school and its reputation in word and deed;
2. Self-discipline and responsibility;
3. Self-improvement;
4. Honesty and integrity;
5. Openness to learning about Jesus Christ or has committed his or her life to Jesus Christ and desires to grow in a relationship with Christ and others;
6. Respect for authority;
7. Internal motivation, leadership skills, and a desire to participate in school activities and programs;
8. Willingness to accept and adhere to school guidelines with a cheerful spirit and a positive attitude that communicates a desire to comply; and
9. An appropriate understanding of and support of the Mission Statement, Vision Statement, and Core Values of HC.

If within the course of the school year, there is a concern that the student or parent is not consistently evidencing and demonstrating adherence and support of this student profile, HC will request a meeting with both parent and student to discuss these concerns. In such a case, the school may in its sole discretion dismiss a student or non-renew the student's enrollment for future academic years.

HC Honor Pledge

"On my honor, I have not given or received any unauthorized aid on this work."

HC students are expected to wholeheartedly support the Honor Pledge on all assignments including homework, papers, quizzes and exams. Students are required to write and sign the above Honor Pledge on all exams and papers. Students are responsible for understanding and agreeing to the MLA criteria for plagiarism and academic integrity.

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UNIFORM DRESS CODE

Appropriate and modest attire has been selected for HC students to facilitate an optimum learning environment for the student body. A student's dress should not call unnecessary attention to the student or distract from the classroom learning environment. The administration may clarify and adjust the uniform dress code as deemed appropriate at any time.

The HC Uniform Dress Code (UDC) is enforced for all students while they are on campus during normal school hours unless otherwise communicated by the administration. Compliance with the UDC is the responsibility of the student.

The requirement for student's appropriate and modest attire extends to any HC off-campus or on-campus activity that is outside normal school hours and is subject to enforcement by campus administration.

Students are responsible for coming to school dressed in accordance with the UDC. Students with attire outside of the UDC will be sent to the Dean of Students' office. An attempt will be made to find a suitable uniform for the student. A parent/guardian may be notified and asked to bring appropriate clothing to school. Students may not be allowed to return to class until they are properly attired.

Violation of the UDC may also have disciplinary consequences, especially after repeated offenses. These include but are not limited to the following:

- Verbal warning
- Written warning and an email to parent/guardian
- Detention
- In-School Reflection (ISR)
- Unexcused absence for time spent out of class
- Student being sent home
- Saturday detention
- Potential loss of spring exam exemption eligibility

Parents are expected to support HC by helping their student(s) abide by the UDC. A list of uniform items is available from the school office. Accessories such as socks, belts and shoes may be purchased anywhere.

Regular Dress – Males

Shoes:

- Athletic shoes, loafers, lace-up dress shoes, or boots with enclosed toe and heel
- No flip-flops, slides, sandals, slippers/house shoes, combat style boots, moccasin style shoes, Crocs or Five Fingers

Pants:

- Tommy Hilfiger or Dockers style pants: khaki or navy only, flat or pleated front, no carpenter or cargo styles
- On rare occasions, males may be required to wear pants for a specific event and will be notified well in advance

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Walking Shorts:

- Tommy Hilfiger, Dockers, or golf style walking shorts: khaki or navy only, flat or pleated front, no carpenter, cargo or athletic styles
- Short length must reach at or below fingertips when standing straight with hands to the sides

Shirts:

- HC monogrammed Tommy Hilfiger long or short-sleeved polo in navy, black, white or grey
- Seniors only: HC monogrammed Tommy Hilfiger polo in red

Regular Dress – Females

Shoes:

- Athletic shoes, loafers, dress shoes, or boots with enclosed toe and heel
- No flip-flops, slides, sandals, slippers/house shoes, combat style boots, moccasin style shoes, Crocs or Five Fingers

Pants:

- Tommy Hilfiger or Dockers style pants: khaki or navy only, flat or pleated front, no carpenter or cargo styles
- Solid neutral-colored leggings are only allowed underneath a skirt

Walking Shorts:

- Tommy Hilfiger, Dockers, or golf style walking shorts: khaki or navy only, flat or pleated front, no carpenter, cargo or athletic styles
- Short length must reach at or below fingertips when standing straight with hands to the sides

Skirts:

- HC pattern skirts only in khaki, navy or plaid
- Skirt length must reach at or below fingertips when standing straight with hands to the sides

Shirts:

- HC monogrammed Tommy Hilfiger long or short-sleeved polo in navy, black, white or grey
- Seniors only: HC monogrammed Tommy Hilfiger polo in red

Spirit Dress – Males and Females

Spirit Dress days are every Friday unless instructed otherwise. Students may wear blue, black, or white jeans with any HC t-shirt/sweatshirt/hoodie. In addition, seniors may wear a college t-shirt/sweatshirt/hoodie. HC athletic team members may wear approved team shirts on Spirit Dress days. Leggings are not allowed.

General Dress Code Guidelines

All outerwear must have either the HC logo or be a solid color of royal blue, black, grey, or white. Non-HC outerwear must not have a logo larger than a business card and no logos or print on the sleeves or back. Final approval of appropriate outerwear rests with the Dean of Students. Seniors may wear a college sweatshirt or hoodie.

Students may not deface uniforms. No visible tattoos are allowed. Females may wear piercings in the ears only. Males may not wear earrings or any other visible piercings.

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No midriiffs or excessively long shirts may be worn. Leggings are prohibited unless worn under a uniform skirt/skirt and of a solid, neutral color. Administration will have the final judgment on appropriateness of clothing and may require a student to change.

No hats, caps, or hoods may be worn in the building.

When students are permitted to wear “free dress” or have theme dress-up days, guidance will be provided on appropriate dress. Clothes should not contain inappropriate images or wording that is suggestive, political, crude, or distasteful. Clothes should not have images or branding of weapons, alcohol, or drugs.

Skirt and walking short length requirements will be enforced. In the event a student’s skirt/walking shorts do not meet the length requirement, the student may be issued a loaner uniform or remain in the office until a parent/guardian brings an appropriate replacement. In addition, the student may face disciplinary action as outlined above in this section. Students who repeatedly do not meet the length requirement for their skirt/walking shorts may lose the privilege to wear skirt/walking shorts and be required to wear uniform pants for a specified amount of time.

Proper Grooming – Males

Hairstyles must be clean cut and not cover the face. Hair should not cover the ears, extend below the eyebrows, or be over the collar. Males may not wear hair in a ponytail. Hair color should be a natural shade. Faces must be clean shaven. Males may not wear makeup or nailpolish. Final approval is at the discretion of the Dean of Students.

Proper Grooming – Females

Hairstyles must be conservative and not cover the face. Hair color should be a natural shade. Makeup should not be excessive or be a distraction from the learning environment. Final approval is at the discretion of the Dean of Students.

STUDENT ACTIVITIES

Eligibility

Academic Eligibility

Eligibility to participate in athletics and other extracurricular activities is determined by the head coach, program director, Athletic Director and Principal. The following considerations will govern the process.

In-season athletes with two or more grades (averages) below 70 may be required to complete academic work during Independent Learning Time. The coach, Athletic Director, and/or Principal may require additional measures to promote students’ academic success.

Additional Considerations

Elected co-curricular or extracurricular leaders must maintain a 75 or higher average in each subject in order to

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retain their leadership position.

Co-curricular activities for a class grade: Eligibility does not apply.

Co-curricular competition activities: Eligibility does apply.

Extracurricular competition activities: Eligibility does apply.

(See Co-Curricular/Extracurricular Activities under the Student Activities section of this handbook for further information.) The Principal determines at what point excessive absences make the student ineligible.

As a minimum, a student must be in attendance for half the school day in order to participate in an after school or evening performance, game, or practice.

Standards concerning organization/club officers, athletic captains, head cheerleader, etc., are unique to the organization and may be found in the organization's constitution and bylaws.

Any student that cheats or has been assigned any type of suspension may be required to forfeit any leadership position or office. Additionally, NHS and NAHS members may lose membership in these organizations.

Enrollment and Eligibility

In order to try out for any team or role, such as cheerleader or the musical, to run for office, or to participate in summer programs, a student must be enrolled for the subsequent fall semester.

It is the responsibility of the sponsor to verify every student's enrollment status (including new, transfer, and re-enrolling students) before allowing them to try out or participate.

Co-Curricular and Extracurricular Activities

Co-Curricular

Co-curricular activities originate within the classroom curriculum and extend beyond. Performances at noncompetitive events are the basis of grading and earning of credit. Examples are choir, band, orchestra and dance.

Extracurricular

Extracurricular activities are sanctioned and sponsored by the school. These activities are not an extension of the classroom curriculum but must meet the stated criteria developed to adhere to the HC Philosophy and Mission Statement. Examples include athletics.

All activities should center on the goals of developing the moral character and spiritual walk for each student involved in that activity. HC personnel should follow the published HC Sponsor/Coach Handbook and meet regularly with their supervisor (coaches with the Athletic Director and sponsors with the Dean of Students). Each sponsor/coach should orient students and parents about their particular activity and provide each participant with a constitution and a participation agreement to be signed by both student and parent. Proof of waiver of insurance, a student release form with emergency contacts (if parents are unavailable), fee payment for that activity, and an emergency medical form must be on file for each participating student. Sponsors/coaches should fully understand the guidelines set by the governing organizations under which they participate (SPC, ACSI, TPSMEA, etc.). All activities are prioritized as to HC membership. All activities must initially function to support HC and its student life. Outside opportunities for inclusion in an activity's schedule must defer to HC philosophy, mission, and calendar, and must be approved by the Athletic Director or Dean of Students.

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To provide maximum opportunity for students to experience leadership activities, a student may only serve as president of one organization during the current school year. The responsibilities that come with a major leadership position require a strong and focused commitment to that organization.

Any student seeking the following positions must ascribe to Houston Christian Missional Beliefs: all class presidents, senior class vice president, chaplains, D-Group leaders, and Camp Mustang counselors.

Major leadership positions include president of Student Council, president of National Honor Society, president of the chorale, president of band, editor of the yearbook, drill team captain and cheer captain. Any student seeking a chaplain position must profess Jesus Christ as their personal savior (refer to HC Statement of Faith).

Student Responsibility for Ethical Behavior and Honesty

In its sole discretion, the school may remove any student from a leadership position (elected or appointed) for any reason, including disciplinary reasons such as a suspension or Academic Integrity Violation/plagiarizing.

Student Government

Student government at HC serves as an extension of classroom instruction in training Christian leaders for the future. The Student Council serves as a liaison between the students and the administration in the areas of academic, social, physical, and spiritual concerns and assists in managing the co-curricular program of Houston Christian High School.

Leadership Honor Code

Houston Christian High School is a community of individuals who understands the benefit of committing to love God and one another. Our Leadership Honor Code is a covenant among the members of our community that calls for sound judgment, self-discipline, self-confidence, good citizenship, and strong moral character in a Christian academic environment. Achievement of these goals depends on establishing and maintaining standards that honor God and other people. To establish such standards for the students at HC, students are required to adhere to an Honor Code designed to serve as a guide for spiritual and moral accountability among the student body. This Leadership Honor Code is binding upon HC students both on and off campus, during the school year and during holidays and summer months throughout a student's tenure at HC. The Leadership Honor Code includes disciplinary consequences to be enforced if the administration determines that it has been violated. These consequences are intended to help the student recognize the seriousness of what he or she has done and prevent repeated violations in the future.

Breaking the policies of the Student Management Code of Conduct section of the HC Student and Parent Handbook and the Leadership Honor Code is considered a violation of one's own word and covenant with God, HC, and the student body.

All HC students in grades 9 through 12 will be required to sign the Leadership Honor Code Pledge. Refusal to do so will result in immediate dismissal from school.

"I understand that Houston Christian High School takes an open stand for the Lord Jesus Christ and encourages students to grow in grace and in knowledge of Christ. As a leader, I pledge to live according to the Code of Conduct, which has been established for my own good and for the good of the entire school community. I further understand that if I violate or witness other members of the Houston Christian High School community violating any of the Code's standards, I am obligated to immediately report such

violations to campus administration.”

All parents of HC students in grades 9 through 12 will also be required to acknowledge the Leadership Honor Code Pledge as part of the annual Parent Update indicating their full support of the Leadership Honor Code and its enforcement as determined by campus administration.

National Honor Society

Eligibility for pursuing membership in the National Honor Society (11th and 12th graders in the fall semester, and 10th and 11th graders in the spring semester) is based on scholarship, character, leadership, and service. Initial eligibility is first determined by academic achievement, after which the student is then invited to continue the membership process by completing a Leadership and Service Activity Form which chronicles the student’s participation in a variety of school activities, assigns points for each activity and requires each teacher’s/coach’s/director’s verification for each activity. After being invited to pursue membership, once a student indicates interest in continuing the membership process by submitting the completed Leadership and Service Activity Form, each candidate’s character is evaluated by the faculty and administration. If a student declines his or her second invitation to pursue membership, no further invitations will be extended. Final selection for membership is based on standards set by the National Honor Society and is determined by the Faculty Council, consisting of 5 voting members and 2 non-voting members. Transfer students must have completed one semester at HC to be eligible.

Diversity and Equity Group

The HC Diversity Club meets regularly to celebrate the cultural and ethnic diversity of the student body. The focus of the meetings centers on fellowship, expanding knowledge of local and regional cultural representations, and to provide opportunities for students to impact all cultures by serving within the community, the nation, and globally. (See Equity and Diversity under Organization and Governance.)

Clubs and Organizations

Houston Christian High School offers a wide variety of activities to meet the needs of our student body and to broaden and support their leadership experience. We encourage all students to consider investing in the enrichment opportunities provided by organizational and club memberships. Please note that a student may hold only one major leadership position within the school year. Please refer to the individual constitutional guidelines of each organization for further details.

All student clubs and organizations must submit their bylaws and be approved by the Dean of Students. All student clubs and organizations must have a faculty advisor who will be present at all club/organization functions.

Through these organizations, Houston Christian High School students will be provided opportunities to interact socially, to form lasting friendships, to develop leadership and to learn the value of assuming a responsibility and following it through to completion.

Houston Christian refrains from organizing activities or raising money for associations that either directly or indirectly support causes, such as providing abortion services, known to be inconsistent with Scripture.

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Ministry Activities

The Chaplains and the Spiritual Life Committee lead the ministry activities of HC. The following opportunities are expressions of our hopes for the spiritual life of HC. Since authentic ministry flows from the lives of the participants, certain programs may be more visible than others, depending on the gifts and passions of the leaders involved.

Spiritual Life Program

The HC community serves in the capacity of ministering to students, faculty, and parents. Please contact the Chaplains or Bible teachers for needs or prayer requests that should be addressed. HC offers a Spiritual Life Program for all students. The Chaplains serve in the capacity of ministering to students, faculty and parents. Please contact the school via email or voice mail for items or prayer requests that need to be addressed. All chapel programs and special guest speakers are sponsored through this program. Youth pastors representing HC's sponsoring churches will participate regularly in chapel and spiritual life activities. The Spiritual Life Committee, made up of HC personnel, Bible teachers, and Chaplains, works with the administration in providing guidance and vision for the spiritual development of the HC student body. The Chaplains and the Counseling Department coordinate guidance activities to meet student needs as deemed appropriate.

Chapel Services

Weekly chapel services provide forums for topical addresses on subjects of interest to the student body. Local youth pastors, ministry leaders, and HC students work together to encourage, praise, worship, and provide instruction to further undergird our doctrinal goals for Houston Christian High School. Student participation is heavily encouraged through song, drama, Bible readings, and personal testimonies. The Chaplains and student chaplains are responsible for annual chapel themes and programs.

Student Retreats

To foster student fellowship, retreats are offered each year to allow time away to reflect and bond with others.

Discipleship Groups (D-Groups)

The discipleship program is a voluntary program designed to provide a small group Bible study environment for students who want to journey with their peers in a more intimate setting in order to grow in their relationship with Jesus. Freshman and sophomore D-Groups are led by upperclassmen student mentors. Junior and senior D-Groups are led by either a faculty member or school-approved volunteer such as a local youth pastor or Young Life leader. D-Groups meet outside of regular class time whenever students in the group choose to meet. Students have the opportunity to sign up for a D-Group in chapel or in the Chaplain's Office.

Community Groups

This informal program encourages the development of student-teacher relationships for the purpose of Christian fellowship to enable teachers to pray and share their personal testimonies with our students. Community groups sit together during Chapel. Teachers provide praise and encouragement to students by writing cards or spending time together.

Community Outreach

The Bible Department will provide guidance for outreach activities throughout the school year. Students who sign up to participate in community outreach need to follow through with this commitment for the sake of the student's integrity and HC's reputation.

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Community Service

No hours are required for community service to graduate from HC; however, the vast majority of students complete hundreds of hours throughout the school year. We strongly encourage students and families to participate together in service to the HC community, city of Houston and the world; many in the HC community already do so in significant and powerful ways. HC sponsors a Community Service Day in the spring during Missions Emphasis Week. Here are some general and helpful guidelines for HC families:

- Performed outside the student's family
- Performed outside regular school hours
- Performed with no remuneration accepted

Class Evangelism

Each teacher will model mature spiritual formation during the course of the year and will seek to know where each student in their class stands in regard to his or her relationship to Christ. It is the desire of HC that every student have a growing personal relationship with Christ and that the gospel be made a natural part of the process. (See Statement of Faith in this handbook.)

Class Prayer

Prayer is a vital ingredient in our program of Christian training. HC students are trained in the importance of establishing a consistent daily prayer life. Teachers lead students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living. Students are trained in the habit of prayer throughout the school day, before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known before God and are given opportunities to pray and to share needs with others as they share their requests with Him.

Academic Competitions

Students interested in academic and fine art enrichment opportunities are encouraged to enter competitions. Events vary throughout the year and students may enter a competition any time in a subject of interest. HC joins in TPSMEA and other sanctioned competitions in order to provide application to classroom instruction.

Dance Rules and Regulations

School sponsored dances will be permitted provided the following conditions are met:

1. The number of dances in any school year shall not exceed three (3).
2. Permitted dances will include a football Homecoming Dance and Senior Prom.
3. Another dance may be added to the above to accommodate a special school event, etc.; however, the number of dances shall not exceed three (3).
4. The Dance Committee shall consist of:
 - a. Principal
 - b. Dean of Students
 - c. Student Council Sponsor (if Student Council initiated) or Sponsor (teacher) of other sponsoring group
 - d. Student Council President (if Student Council initiated) or officer (student) of other sponsoring group
 - e. Student Council Vice President (if Student Council initiated)
5. Dances must be approved in advance (prior to confirming any reservations), in writing and signed by all members of the Dance Committee. The written approval must include information regarding the dance,

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including but not limited to:

- a. time (start and finish)
 - b. date
 - c. location
 - d. approximate cost (total)
 - e. source of funds
 - f. type of music (disc jockey or band)
 - g. approved music
 - h. chaperones
 - i. security
 - j. decorations
 - k. theme
 - l. attire
6. Dances must be chaperoned by HC staff and teachers. There must be a minimum of five (5) chaperones per dance.
 7. Invited school guests shall include: Head of School, Principal, Dean of Students, and specified teachers. Guests will receive complimentary tickets.
 8. Students must check in upon arrival at the dance. During the dance, chaperones will monitor the movement of the students. Students who leave the dance early will not be readmitted.
 9. A minimum of one (1) off duty police officer/security guard must be present at each dance. The officer must be present at all times and shall not leave until the last person has left the dance.
 10. No alcoholic beverages or drugs will be tolerated. Any student possessing contraband or showing signs of being impaired will be removed from the dance and held until a parent/guardian can pick the student up. This includes the guest or date of any HC student. Student Handbook guidelines apply to all dances and social functions.

In addition to items 1-10 above, juniors and seniors are the only students permitted to invite guests as their date to the HC Prom. These guests must have approval of the HC administration.

This handbook will not attempt to identify every activity available at the school due to their variation from year to year, but all activities will be subject to the policies and procedures of Houston Christian High School.

HC Sponsored Parties and Pool Party Policy

To the extent the school or a school supported organization sponsors an off-campus party, the school will have appropriate security and chaperones in attendance.

Driving Policies

All students driving vehicles to school must register their vehicle with the Attendance Office and display an HC parking permit. Failure to register a vehicle may result in disciplinary action. Students must park in designated areas. Parking permits are available in the Attendance Office. Responsible driving is expected. Students who drive a vehicle to school are not allowed to leave campus without permission after they arrive. No loitering in, on, or around cars is permitted. Cars must be locked. Violations of driving policies will result in the student's loss of parking privileges. No student will be allowed to return to his or her car during the school day without the Dean of Student's permission. School security will supervise parking areas during the day.

Vehicles not parked in the assigned area are subject to tow at the driver's expense. All vehicles are subject to

search at any time at the discretion of the administration.

Transportation

Houston Christian High School wants to make the commute to our school as easy as possible for families traveling from other parts of the Houston area. Therefore, the Business Office will arrange transportation to the school in the morning from areas where 6 or more families commit to a full year of transportation service. The school arranges the service and passes it on to the families at the school's cost or below. For more information, contact the Business Office.

The Admissions Office releases a carpool list at the beginning of the school year. Families have the option to opt into the carpool list through the Admissions Office so families can coordinate student transportation.

Students may not ride with another HC student or HC faculty/staff member unless indicated on the release form which parents complete online during the Parent Update each year.

Trips

The following rules apply to field trips/athletic events:

1. A student must have written permission from the parent/guardian. In certain circumstances, verbal permission will be accepted.
2. Students must travel by transportation provided by the school except when accompanied by their parent. Parents may not transport any other child but their own.
3. Clothing worn is at the discretion of the administration. Students must wear modest swimwear on all trips that involve water activities. For example, boys are expected to wear knee-length, properly fitting swim trunks, and girls are expected to wear one-piece bathing suits.
4. All school rules are in effect during field trips and misconduct will be handled through the school's regular disciplinary process.
5. The administration will determine the number of sponsors necessary.

It is the student's responsibility to obtain and complete all assignments before the trip commences. Students with excessive absences, academic, or behavioral problems may be required to remain on campus. These guidelines also apply to eligibility for participation in the Beyond These Walls program.

Trip Cancellation Policy

This trip policy applies to all trips including Beyond These Walls, trips for athletics and artistic competitions, leadership trips, etc. Once parents have committed their student to the trip, the parents assume full responsibility for all payments due on the trip including timely payment of deposit and installments. It is the parent's responsibility to notify the trip sponsor and/or the Business Office in writing if the student is being removed from the trip or is unable to attend the trip for any reason. Because the school will have already secured group travel arrangements based on the parents' commitment, the parents will forfeit all funds paid to date for the trip. Further, all unpaid funds will be due from the parent unless another student is able to be substituted. The school may hold report cards or transcripts and the student may not take final exams until all committed funds are received. (See also Delinquent Account Policy in this handbook.)

In the event that the administration has reason to believe that a school-sponsored trip must be canceled, the Board of Trustees has authorized the Head of School to cancel the trip and to notify parents of this decision. Such a cancellation may take effect at any time up to departure from Houston, Texas. Furthermore, the Head

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of School and/or other school administrator or trip sponsor has the authority during the trip to adjust the trip schedule to ensure the safety and well-being of the participants.

ATHLETICS

P.E. Requirement

On Campus

The Physical Education graduation requirement of 1 unit must be met through athletics, drill team, cheerleading, band, dance, conditioning, drama/musical participation, team managers, or by a school approved community sport activity. A student may earn no more than .5 P.E. credit per semester and no more than two (2) units in Physical Education toward state graduation requirements. Band students will receive .5 P.E. credit in addition to 1 credit of band if P.E. credit is needed; however, the student must contact the Registrar to have it added to the transcript. Students must be enrolled in band for the entire year to receive P.E. credit. If an athlete withdraws from a sport, no credit will be awarded. The athlete may not begin the next sport or off-season until the present season is complete.

Students may receive up to .5 P.E. credit per semester for being involved in school production(s) if they are on the stage crew or in productions that require rigorous physical activity. P.E. credit for school productions must be approved by the director or Counselor. Students must contact the Registrar to have P.E. credit for school productions added to the transcript.

Students who take a dance course for one of their 7 yearly courses may count the course for P.E. credit. Because students must earn 7 credits per year, every year, for a total of 28 credits, in order to meet the minimum credits of 28 to graduate (27 + 1 for P.E.), the student must also be enrolled in a Fine Arts Block course to earn the additional credit needed for graduation.

Students who transfer to HC after earning high school P.E. credit at another high school where a numerical grade was awarded, will not receive the grade at HC, hence it will not be calculated into the HC GPA. They will receive a "P" for passing on the HC transcript.

Off Campus

Students may earn all of their required 1.0 P.E. credit from pre-approved off-campus physical activities. Students seeking P.E. credit for approved off-campus physical activities must participate in the activity for at least 80 clock hours to receive one-half (.5) P.E. credit, and the grade will be recorded as "P" or "F". Maximum credit of .5 may be earned each semester. Someone other than the student's parent/family member, such as dance teacher, gym/coach personnel, etc., must supervise off-campus P.E. Off-campus P.E. hours may be earned during the summer months or during the school year. See the Registrar for off-campus P.E. forms which must be completed and approved in advance of the activity.

HC Sports Honor Code

The HC sports program requires commitment in the following areas in order to build a quality program that will glorify God.

1. Practice: Required attendance at every practice on time and dressed out.
2. Games: Required attendance at all games on time.

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3. Grades: Required compliance with HC policies concerning incorrect or illegal enrollment and all SPC rules and regulations. Eligibility for athletic participation will be determined by the policies stated in this handbook and the SPC.
4. Character: Required adherence to Christian principles of behavior and attitude while participating in HC sports, understanding that the student is a representative of Christ, family, team, and school.
5. Cooperation: The student athlete is required to personally contact the coach if he or she will be late or will miss practice. The student is required to notify the coach if he or she must leave school. All reasons are not necessarily excused. No call to the coach is an unexcused absence. The athlete is expected to make up conditioning missed and possible extra work if not excused. This cooperation indicates the team's priority to the student and enables the coach to make adjustments necessitated by the student's absence. Do not send messages by a second party.
6. Leadership: The HC coaching staff provides many opportunities for students to learn leadership skills, both as athletes and team members. All students are encouraged to participate in team leadership councils, seek leadership positions on the team and to focus on the importance of being a positive influence for the greater good of the team.
7. Attitude: School and team spirit are vital to a successful HC sports program. Therefore, the student will do his or her part to put the team first. The student's comments about the coach and team will be positive and uplifting.
8. Prayer: The student will commit himself or herself to pray for his or her coaches, team members, and opponents.

Participation in athletics develops the student mentally, physically, socially, and spiritually. The activities of the Athletic Department are a part of Houston Christian High School's total educational leadership program. Standards of conduct apply to athletes, as well as spectators, at practice sessions, home and away games, and any other times the student represents the school.

Fan Behavior Expectations

Encouraging and promoting good sportsmanship by coaches, players, fans, and parents are extremely important to Houston Christian High School. HC is committed to an environment of school spirit and enthusiasm with actions and words that are respectful to opposing teams and their fans as well as all game officials.

- Cheer for HC and not against the opponent
- Refrain from using profanity, verbal insults or derogatory comments
- Do not use any artificial noisemaker or throw objects onto the playing surface
- Alcohol and any controlled or illegal substance are prohibited at a HC event
- Non-team personnel must stay in designated spectator areas during events
- The use of tobacco products, including the use of e-Cigs, is prohibited at a HC event
- The HC Student Handbook guidelines apply at all HC events, both on and off campus

Houston Christian High School reserves the right to remove from the event, or prohibit from attending future events, any individual violating this policy. Parents displaying inappropriate or disruptive behavior towards opposing players, fans or officials at an athletic contest may lead to the dismissal of their student from competition until such time as the school is convinced such behavior will not occur again.

Participation

A student may participate in two sports during one season only when both head coaches and the Athletic Director approve. A student participating in a sport outside HC will be expected to resolve any conflicts in

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scheduling by placing the HC sports schedule ahead of outside athletic activities.

If an athlete withdraws from a sport, no P.E. credit will be awarded. The athlete may not begin the next sport or off-season until the present season is complete.

Athletic cuts occur in those sports where a limited number of athletes are able to practice effectively and receive an adequate amount of playing time. Generally, 12 players are selected for each high school team. The procedure for cuts includes the following:

1. Players cannot be cut before completion of one week of practice.
2. Players will be informed personally if they did not make the team.
3. Players will be given an evaluation of strengths and weaknesses so they know areas where they need to improve.
4. No cuts should be made if only one or two players would be eliminated.

Accident Insurance

When a student is injured in an accident while at school or while participating in a school-related activity, claims for medical expenses are to be submitted to the student's medical insurance plan. HC does not carry or provide medical insurance for its students. If there is a question about an insurance claim for a student accidental injury, please refer the question to the Business Office.

Medical Release

All HC students participating in athletic events must have a current medical exam on file. Medical physicals are valid for one calendar year from the date of the examination. The HC physical form must be completed and submitted each year to the school nurse.

Scholarships

Any student may apply for indexed tuition upon acceptance at HC. Indexed tuition is based on need as determined by factors such as family income, family size, and family resources, based upon the financial data provided by parents or guardians to the school. Houston Christian High School does not provide athletic scholarships.

Practice

Practice times are established based on availability of facilities and coaches' schedules. Fall sports begin before the school year starts.

Off-Season

If a sport has an off-season, the student athlete is expected to participate in off-season practice. Athletes may not participate in off-season practices (excluding supervised weight room activities) for one sport while actively participating in another in-season sport.

Scheduling

All games and meets are scheduled through the head coach and approved by the Athletic Director. Game dates and times are established yearly based on availability of facilities. Athletic team schedules are available on the HC website.

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Athletic Transportation

For school related extracurricular activities, the school will arrange transportation from school to the event and return back to the school. In some circumstances, HC may require all student participants to ride in school-owned or school-contracted vehicles together to the event. However, if a parent or student is given the option and decides not to utilize this service, HC will not assume responsibility for any accident, injury, or property damage. In order for a student to drive, the student must have permission to drive from his parents (and they must have signed a Release Form) and the head coach. The student is expected to drive alone following the school bus. A student may return home with his parents or another player's parents, if this has been communicated to the head coach in writing.

Athletic Attendance

As a minimum, a student must be in attendance for half the school day to be eligible for an afternoon or evening practice/game/event. Students must also attend school the school day following participation in a game participation, the student must be in attendance. Any student that is absent for more than half of the school day may not participate in any practices/contests/activity the day of the absence. In the event a student misses over half the school day on the day of a tournament, the student will not be allowed to participate in the first game of the tournament series.

Game Day Attire

Student athletes are permitted to wear official athletic, department approved game-day polo shirts or other approved attire with school uniform pants, shorts, or skirts on Fridays only.

Athletic Discipline

Discipline is the common denominator of consistent winners. Each coach in the program must clearly communicate what is expected, see that players understand what is expected of them and accept nothing less. If these expectations are not met, the coach may recommend to the Athletic Director more stringent disciplinary action to preserve the integrity of the team.

Discipline involves being on time, attending all practices and games, dressing properly, and keeping the locker area neat. These are small tasks but very important in building team unity and morale. An athlete suspected of using alcohol, tobacco, or drugs during the season will be confronted by the coach. Therefore, if a coach suspects that an athlete has a problem in this area, a conference will be held with the athlete's parents and the head coach. Since these problems violate Houston Christian High School's Student Code of Conduct, affect one's performance, and let the team down, stringent discipline measures will be initiated. (See Student Management section of this handbook.)

Any student that receives a disciplinary consequence (i.e. Detention, Saturday Detention, etc.) will be assigned a time to fulfill the consequence. This may mean missing or being late to practice or games.

Any student stealing personal or school property in the athletic facilities will forfeit the use of those facilities for the remainder of the year. The student will face consequences through the school's normal disciplinary process.

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General Athletic Information

Uniforms

Coaches have specific uniform packages available at the beginning of each sports season. Students are responsible for all equipment checked out to them. If the equipment is lost, stolen or not returned to HC, the parents will be billed for the missing items. Report cards will be held until equipment is paid for or returned. The ability to take final exams will be prohibited until all equipment is returned or paid for. Student athletes purchase those items they keep, such as the practice shirt, shoes and socks.

Lockers

Lockers are assigned by the Athletic Department for student athletes. Students are required to keep all clothes and possessions in locked lockers during each athletic practice or event. Students are responsible for lost or stolen items.

Lost and Found

Personal clothing found in the locker room or gym is turned in to the school's lost and found in the Attendance Office. Students may claim lost items within two weeks. After two weeks, all items will be donated to charity.

Lettering

Students may purchase the school approved letter jacket on campus from the school approved dealer. Lettering eligibility and all athletic-related patches for the jacket must be approved by the Athletic Department prior to purchase by the individual athlete. Order forms are available from the Athletic Office.

Optional Award Purchases:

1. One (1) HC sanctioned letter jacket/sweater per varsity student in athletic or extracurricular activities may be earned and purchased by the student.
2. Band students may purchase jackets or sweaters for satisfactory completion of one year's work (10th, 11th, or 12th grade year).
3. Choir students may purchase jackets or sweaters for satisfactory completion of one year's work (10th, 11th, or 12th grade year).
4. National Honor Society members may purchase jackets or sweaters after a one-year membership.
5. Drill Team members may purchase jackets or sweaters after serving for a full year.

Note: All purchases must be approved by the Director of Athletics office and made through the HC representative. Notification of purchase options and time will be given to each student prior to a purchase opportunity on the HC campus.

Forms

The following forms, which are available in the Athletic and Attendance Offices and/or located on the HC website, must be completed and returned to the school nurse prior to athletic participation:

- Physical Examination
- Optional ECG evaluation

Sports Offered

The following sports are offered to both male and female students, except where noted:

Year Round Sports: Cheerleading (girls only), Drill Team (girls only)

Fall Sports: Cross Country, Field Hockey (girls only), Football (boys only), Volleyball (girls only)

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Winter Sports: Basketball, Soccer, Swimming

Spring Sports: Baseball (boys only), Golf, Lacrosse, Softball (girls only), Tennis, and Track

Conference Affiliation

Houston Christian is a member of the Southwest Preparatory Conference. Enrollment at HC does not guarantee that a student is eligible for SPC athletics. The SPC has the ultimate authority in determining a student's eligibility.

STUDENT MANAGEMENT

The Board of Trustees and administration are committed to a student management plan that effectively supports the Mission Statement of Houston Christian High School – to enroll, to educate, to encourage, and to graduate students as responsible citizens and ambassadors for Christ. Student management at HC is therefore based on biblical principles and structured so that parents, students, and school personnel benefit mutually.

Certain fundamental principles apply at Houston Christian High School that directly impact this arena of student management.

1. HC is committed to the philosophy that education is the product of a fully cooperative relationship between the home and the school.
2. As a private, Christian school, HC assumes that admission and attendance are a matter of privilege, not right.
3. In the admission and attendance processes or any other process of the school, HC will not in any way discriminate on the basis of race, sex, religion, or national origin.
4. As a private, Christian institution, HC reserves the right and indeed assumes the obligation to establish rigorous academic standards and strong disciplinary standards as well as decisive actions to be taken when these standards are not met.
5. While HC must be firm in maintaining an academically sound, safe, and effective environment for learning, HC is also sensitive to the well-being of each child and family.
6. The ongoing success and welfare of the entire school must, in the final analysis, take precedence when decisions are made regarding a student's admission or continuance at Houston Christian High School. Therefore, HC reserves the right to rescind any student enrollment contract, when in the opinion of the school, a student, parent or guardian fails to demonstrate support for school policies and/or meet established academic or disciplinary guidelines.

The Student Management Plan addresses two major concerns of student life:

1. Expectations for academic performance in the Student Code of Academic Standards and adherence to the HC Honor Pledge;
2. Behavioral expectations and standards for student behavior as articulated in the Student Code of Conduct

Neither this Student Management Plan nor the HC Student and Parent Handbook is intended to be or can be all-inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to discipline for additional conduct that it determines is not consistent with the mission of the School, and to declare rules and regulations in all matters of student management not otherwise specified.

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Biblical Guidelines for Student Management

Respect Authority - Romans 13:1-4: “Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror for those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God’s servant to do you good.”

Be an Example - 1 Timothy 4:12: “Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.”

Seek Excellence - Philippians 4:13: “I can do everything through Christ who gives me strength.”

Be Honest - 2 Corinthians 8:21: “Providing for honest things not only in the sight of the Lord, but also in the sight of man.”

Be Truthful - Ephesians 4:25: “Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.”

Practice Clean Speech - Ephesians 4:32: “Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.”

Reflect Jesus - Philippians 4:8: “Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

STUDENT CODE OF CONDUCT

HC values and upholds the principle of respect for authority (Romans 13:1-4) and expects students and their families to subscribe to the same principle. As individuals associated with a school that professes and lives its Christian beliefs, we must do our best to have our actions and lifestyle choices reflect those beliefs. Therefore, HC expects its students to conduct themselves in all aspects of their lives with dignity and respect worthy of Christ, and in line with the school’s behavioral expectations, both on and off campus, at school-sponsored and non school-sponsored events. HC reserves the right to discipline students who have violated the behavioral expectations set forth in the HC Honor Pledge and/or the Student Code of Conduct, regardless of time or location.

Campus Discipline

Campus discipline is the responsibility of the Dean of Students and the Principal. Duties shall include, but not be limited to, the authority to:

1. Assess and implement the Student Code of Conduct and Student Code of Academic Standards in accordance with the particulars of the Student Management Plan.
2. Place a student on Disciplinary or Academic Probation.
3. Remove a student to a temporary on-campus educational setting for a period not to exceed five consecutive days.

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4. Remove a student from campus for emergency reasons.
5. Suspend a student off-campus for no more than three consecutive school days, unless drugs or alcohol are involved.
6. File charges with law enforcement agencies should a student's infraction constitute a violation of the law.
7. Decline to extend an invitation to enroll for the succeeding semester with approval of the Disciplinary Review Committee and Head of School.
8. Recommend to the Head of School and Student Life Committee of the Board that a student be expelled from Houston Christian High School for any of the reasons specifically enumerated as expellable offenses in the Student Code of Conduct, or for similar conduct at the Head of School's discretion.

Parent Expectations

HC believes that the best student outcomes occur when parents are actively engaged in the student's HC educational experience. Therefore, HC asks parents to:

- Actively support the HC Philosophy and Mission Statement.
- Encourage strong attendance habits of their student.
- Encourage students to develop proper study habits at home.
- Support the school's dress code by encouraging the student to dress accordingly.
- Monitor student's performance and recognize success.
- Bring to the attention of school personnel any learning problem or condition that impact the student's education.
- Participate in any meeting requested by teachers or school counselors.
- Follow the prescribed "chain of command" – teacher, Principal, Head of School – in pursuing academic issues or seeking resolution of academic disputes.
- Support the school in its efforts to administer the Student Management Plan without interference.
- Review all school-generated emails to stay abreast of information pertaining to your student.
- Keep the school up to date on home, work, and emergency telephone numbers.
- Regularly attend such activities as parent/student orientation, open house, and parent education nights.
- Pay all tuition and fees in a timely manner.
- Share time and talents by participating in the many HC volunteer opportunities.

HC Honor Pledge and Violations of Academic Integrity

"On my honor, I have not given or received any unauthorized aid on this work."

All student work, including homework, papers, quizzes and exams, is governed and guided by the HC Honor Pledge. Students are required to write and sign the above Honor Pledge on all exams and papers.

Examples of academic integrity violations include, but are not limited to:

- Copying homework
- Sharing one's own work
- Submitting another's work as one's own
- Unauthorized use of online test banks
- Cheating such as looking on someone else's paper during a test or quiz
- Plagiarism, intentional or unintentional, as defined by the MLA Handbook. Students should consult with their teacher if unsure about MLA criteria.
- Forgery

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- The unauthorized use of online resources without proper citation

Academic integrity violations are cumulative and include all years a student attends HC.

Conduct Expectations and Violations

Alcohol, Drug and Tobacco Use

Houston Christian seeks to provide a drug free educational environment. While HC is not staffed to provide drug or alcohol rehabilitation or to partner with outside organizations that manage recovery from substance abuse, we know it is important for students to seek information or assistance with drug and/or alcohol related issues. They are encouraged to visit with the counselors or spiritual leaders for guidance and support.

The possession, use, sale, purchase or transfer of alcohol, controlled substances or dangerous drugs as defined by state and federal law, any inhalable, volatile chemical substance, illegal drugs or drug paraphernalia, vapes, tobacco or nicotine products on campus or during a school-related trip or activity is not allowed. Students may not use or be under the influence of non-prescribed drugs or alcohol on or off campus or during a school related trip or activity.

The following items are prohibited:

- Alcohol or any alcoholic beverage.
- Any tobacco product, including vaping products such as the Juul and other products that contain nicotine.
- Any controlled substance or dangerous drug as defined by state and federal law, without regard to amount, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate, and includes any unauthorized prescription medication.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any other intoxicant, mood-changing, mind-altering, or behavior-altering drugs.
- Any and all drug paraphernalia. Violation will result in stringent disciplinary response, and law enforcement agencies may be notified by HC officials.

All disciplinary responses to drug and/or alcohol use will include a meeting with parents/guardian and a counselor to determine a course of action. Minimal disciplinary consequences are as follows:

On-Campus or school functions off-campus (i.e. sporting events, dances, etc.)

Alcohol:	1st Offense - Automatic 4 day suspension, Disciplinary Probation initiated
	2nd Offense - Automatic 4 day suspension, recommended expulsion
Drugs:	1st Offense - Automatic 5 day suspension, recommended expulsion

Off-Campus non-school function

Alcohol:	1st Offense - Automatic 2 day suspension, Disciplinary Probation initiated
	2nd Offense - Automatic 4 day suspension, recommended expulsion
Drugs:	1st Offense - Automatic 4 day suspension, recommended expulsion (See Expulsion under Student Code of Conduct in this handbook)

All drug/alcohol offenses are cumulative and span all years a student attends HC.

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The behavior of HC students is, at all times, a direct reflection upon HC. With reasonable suspicion that a student has violated the HC policy regarding drugs or alcohol, HC will require a drug and/or alcohol test from the student, and parents will be notified. Refusing consent for the required testing will subject the student to disciplinary action under the presumption that the suspected behavior occurred.

Tardies and Truancy

Students are expected to be in their seats ready to work when the school day or block begins. Excessive tardies or absenteeism will not be tolerated. If a student is expected in class but is somewhere else on campus, such as the student center or gym, that student will be considered truant from school.

Disruptive/Disrespectful Conduct

- HC students are expected to conduct themselves with dignity and respect for themselves and others on campus, in and out of the classroom. Conduct that disrupts class or school assembly, or that violates the rights of other students or employees at school or school-related activities, is prohibited.
- Items that detract from the spiritual and academic mission of HC or have the potential for significant disruption or distraction are forbidden at school or any school-sponsored activity. Campus administration reserves the right to determine which items are considered disruptive.
- HC students are expected to comply with the rules set forth by each teacher in the classroom.
- HC students are expected to show respect in all situations, including standing for the Pledge of Allegiance and the National Anthem. Students who refuse to show respect in this manner may be subject to disciplinary action.
- Throwing or projecting objects that may cause bodily injury, property damage, or disruption is prohibited.
- Physical altercations or assaults are strictly prohibited. Disagreements should be resolved amicably and with dignity and respect.

Dress and Grooming

HC students are expected to be in appropriate uniform and properly groomed during the academic day. Students not in the appropriate HC uniform are subject to disciplinary action. Details regarding appropriate school uniform can be found under the Uniform Dress Code section.

Parking and Automobile Violations/Passenger Misconduct

Parking on the HC campus is a privilege. Abuse of any of these guidelines and regulations will result in revocation of that privilege. The following HC regulations apply:

- Students must complete the online Vehicle Registration form in order to obtain a parking permit.
- Upon arrival to the HC campus, all students must park and immediately leave their cars, without lingering in the parking lot.
- Students may not go to their cars during the course of the school day without administrative permission.
- Students are expected to drive responsibly and adhere to all traffic laws while on campus.
- Buses and pedestrians always have the right of way.
- Students are only permitted to park in authorized parking spaces.
- No smoking, vaping or any form of tobacco use will be tolerated in or out of a vehicle on campus.
- Drivers may not allow anyone to sit on or hold onto their vehicle while it is in motion or allow anyone to be in the back of their pickup truck while it is moving.

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- Students should be mindful that their car is always subject to being searched while on the HC campus.

Digital Conduct

Students who use social networking sites must do so responsibly, bearing in mind that online information is public, not private, and that the rights and feelings of others must be respected at all times. Therefore, gossip, insults, negative comments, and demeaning or derogatory pictures of others, especially those in the HC community, are prohibited. Other guidelines include:

- Exercise care with privacy settings and profile content and pictures.
- Refrain from listing complete birthdays, home addresses, or phone numbers.
- Keep posts consistent with the mission of the school and protect the reputation of the school
- Refrain from asking faculty to be friends on any social networking site.

Poor behavior on social networking sites may result in disciplinary action. Student cell phones or other electronic devices may be taken and inspected at any time, without warning, by any member of the faculty or administration given suspicion that there is content that would violate the HC Student Code of Conduct or puts the student at risk. The Principal and/or Dean of Students have the right to have the student unlock any cell phone and device content in such situations. Content revealed during this process may cause the student to incur disciplinary action up to and including dismissal or non-renewal for future academic years at the sole discretion of the school.

Online Learning Management Systems and COPPA Information

We are committed to high quality teaching and learning. We realize that part of 21st century learning is adapting to the changing methods of communication and providing rich and varied contents and experiences for our students. The importance of teachers and students engaging, collaborating, learning, and sharing in digital environments is a part of 21st century learning and provides students the opportunity to develop as literate and technologically competent individuals. Educational standards are now requiring the use of online education tools and our School uses several computer software applications and web-based/cloud-based education technology services operated not by the School, but by third parties. These applications include, but may not be limited to, Google Drive, Discovery Education, Schoology, Explain Everything, See Saw, Scratch, MineCraft, Kodable, Zoom, Canvas, Code Monkey, and other similar educational programs. A complete list of the programs with the privacy policy for each can be found on our School website.

In order for our students to use these programs and services, certain personal identifying information—generally the student’s name and school email address—must be provided to the website operator. Please note that any personal information provided by the School is for educational purposes only and is used by the School solely to communicate with the service provider. Students will receive a school email address to participate in certain of these computer software applications and web-based/cloud-based services. Under federal law entitled the Children’s Online Privacy Protection Act (COPPA), certain website providers must provide parental notification and obtain parental consent before collecting personal information from children under the age of 13. For more information on COPPA, please visit <https://www.ftc.gov/tips-advice/businesscenter/guidance/complying-coppa-frequently-asked-questions>.

COPPA permits schools such as ours to consent to the collection of personal information on behalf of its students, thereby eliminating the need for individual parental consent to be given directly to the website operator. Your signature on this Handbook will reflect and constitute your consent for our School to provide

personally identifying information for your child consisting of first name, last name, an email address, username, and school-related information, such as school name, class, and teacher name. Your signature will also reflect and constitute your consent for your child to participate in video conferencing, podcasts, and live chats, which means that their voice will be heard and their image displayed to others and both may be recorded. If you do not want your student to participate in these programs, please notify the Assistant Principal/Dean of Students.

Harassment

HC prohibits all harassment of any student or school employee based on a person's race, sex, religion, national origin, age, disability, or sexual orientation. All harassment is prohibited. Students who feel they have been subjected to or who observe conduct of a harassing nature are encouraged to promptly report the matter to the Counselor, Dean of Students, Principal or the Head of School. All complaints will be promptly investigated. Every effort will be made to protect the privacy of parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student's parent or guardian and appropriate government officials as circumstances warrant. It is against school policy to retaliate against any person who has filed a complaint concerning harassment or has testified, assisted or participated in any matter or investigation.

Sexual Harassment

Sexual harassment means sexual advances, requests for sexual favors, and any other verbal, written, visual, or physical conduct of a sexual nature. Unwelcome sexual behavior of this type can include a wide range of conduct. Among the types of behavior which would violate this policy are:

- Unwanted sexual advances or propositions.
- Visual conduct such as leering or making sexual gestures, displaying pornography, sexually suggestive objects or pictures, cartoons or posters.
- Verbal or written conduct such as making or using derogatory comments, epithets, slurs, and jokes.
- Verbal or written abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, sexual or obscene letters, notes, or invitations.
- Physical conduct such as touching, assaulting, impeding, or blocking movements.

Hazing/Bullying, Abusive Language

The School is dedicated to fostering an environment that promotes kindness, acceptance, and embraces differences among individuals. Therefore, the School will not tolerate any type of harassment or bullying by a student, employee, or any third party (including vendors, contractors, donors, volunteers, parents, and visitors). Students should be aware that their off campus behavior is also covered under this policy, regardless of when and where the conduct occurred or who was affected by the student's inappropriate behavior. Harassment is broadly defined to include unreasonable conduct or behavior that is personally offensive or threatening, impairs morale, or interferes with the educational environment of students and includes, but is not limited to, slurs, jokes, comments, teasing, and other offensive conduct relating to race, religion, color, sex, gender identity, sexual orientation, national origin, citizenship, or disability. Harassment also includes sexual harassment.

Examples of sexual harassment include, but are not limited to:

- Demanding sexual favors.
- Requests for pictures of a sexual nature
- Taking, sending, or posting images of a sexual nature without consent
- Spreading lies or information about another individual's sexual activity

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- Coercing sexual activity by threat of punishment or offer of reward
- Obscene or sexually suggestive graffiti
- Displaying or sending pornographic pictures or objects
- Offensive touching, pinching, grabbing, kissing or hugging
- Restraining someone's movement in a sexual way
- Sexual or lewd jokes, remarks, leering, whistling, brushing against the body, or other suggestive or insulting gestures or comments about another's body
- Intimidating or suggestive remarks about an individual's sexual orientation, whether actual or implied

Examples of other forms of harassment based on race, religion, color, national origin, citizenship, or disability include, but are not limited to:

- Offensive, intimidating, or inappropriate comments, postings, or conduct relating to race, ethnicity, or color (using racial slurs, racial or ethnic jokes, comments, name calling based on race or ethnicity, etc.)
- Offensive, intimidating, or inappropriate comments, postings, or conduct teasing or joking about another person's disability, failure to speak English clearly, religious background, clothing, or beliefs, or similar behaviors.

Bullying includes a variety of behaviors, but all involve a person or group trying to take advantage of the power they have to hurt or reject someone else. These behaviors can be carried out, physically (hitting, kicking, pushing), verbally (calling names, taunting, teasing, threatening, ridiculing, spreading rumors, etc.), electronically, sometimes called "cyber-bullying" (posting defamatory remarks or photos, sending threatening emails, creating fake profiles, taking over an account and posting as someone else), or through relational aggression (harming or threatening to harm relationships or acceptance, friendship, or group inclusion) or emotional aggression (teasing, threatening, intimidating others).

Bullying or harassment can occur through any type of communications method, including face-to-face communications, phone, text, email, postings on social media (Facebook, Instagram, Snapchat GroupMe, etc.), camera phones, or other forms of technology. The communications can be direct or indirect, such as through friends or others. Any type of offensive conduct, whether on or off campus, on a school bus, or at a school-related event, can create an uncomfortable School environment.

It is the responsibility of all members of the community to ensure that their words, actions, and interactions with others always reflect the intent to promote respect and trust. Attempts to justify behavior as a "prank" or "joke" do not change its harassing or bullying nature if the object of the joke or prank is not a willing participant. Whatever the basis for the harassment or bullying, it is prohibited.

All concerns relating to harassment or bullying should be reported immediately to the Dean of Students. We also expect that anyone, whether student, faculty, staff or family member who witnesses, or has knowledge of an incident of bullying or harassment, will report the incident to the appropriate individual identified above.

When the School administration becomes aware of harassment or bullying, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from school for serious violations, even in the case of a single expression, act, or gesture. Conduct need not meet the legal definition of harassment or bullying to violate the School's expectations for appropriate behavior and be actionable. No adverse action will be taken against any person who makes a good faith report of harassment or bullying. Retaliation in any form against anyone for making a complaint under this policy or for participating in an investigation is strictly prohibited. Any retaliation should also be reported pursuant to this

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policy and is itself a cause for disciplinary action.

Hazing

Although we encourage students to participate in School-related athletics, clubs, associations, organizations and other groups, the School prohibits all forms of hazing. Hazing refers to any activity expected of a student to join or to continue membership or participation in any group where the activity produces or could be expected to produce mental, emotional or physical discomfort, humiliation, embarrassment, harassment, or ridicule to the student, regardless of the student's willingness to participate. Hazing activities include, but are not limited to, acts of personal servitude (i.e., forced labor or service), sleep deprivation, restrictions on personal hygiene, yelling, swearing, insulting or demeaning verbal abuse, being forced to wear embarrassing or humiliating attire, consumption of vile or other non-food substances, consumption of alcohol, smearing of skin with vile substances, brandings, writing or marking on one's skin or clothes, physical beatings, paddling or other physical abuse, performing sexual simulation or sexual acts, stunts or dares that could result in physical injury or harm to a person's mental, emotional or social well-being, any act in violation of the law or School policy, and any other activity that could fall within the definition of hazing. If you think a particular activity could possibly be hazing, then it probably is. If you are not sure, then you need to contact the Assistant Principal/Dean of Students and ask.

A student violates this policy whenever he or she engages, assists, or attempts to engage or assist in the planning or committing of any hazing activity, whether on or off School property. Each student is also responsible for immediately reporting any hazing activity or plans for any hazing activity to the Dean of Students. The failure to make such a report is also a violation of this policy.

When the School administration becomes aware of any actual or planned hazing activity, the situation will be promptly investigated. Any student found to have violated this policy will be subject to disciplinary action, including dismissal from the School for serious violations. No adverse action will be taken against any person who makes a good faith report of hazing activity.

Public Displays of Affection

Students are expected to use discretion and refrain from any displays of public affection on campus or at HC off-campus events. Faculty and staff are at liberty to intervene when witnessing inappropriate public displays of affection and report as necessary to campus administration.

Destruction/Misuse of Property

Students are prohibited from vandalizing or otherwise damaging any property belonging to or used by HC. This prohibition extends to any private property on the premises of HC. Parents of students found guilty of such damage or destruction are liable in accordance with state law and will be responsible for full reimbursement for any damage restoration. Law enforcement agents may be notified at the discretion of HC officials and students may be subject to criminal penalties in addition to disciplinary action.

Weapons

Firearms, guns, explosives, knives and other weapons are prohibited on campus, including in all buildings and on driveways, streets, sidewalks or walkways, parking lots, parking garages, or other parking areas. Guns are also prohibited from being in locked vehicles or trunks while parked or driving on campus. Employees, students, parents and visitors shall not interfere with normal activities, occupancy, or use of any building or portion of the campus by exhibiting, using, or threatening to exhibit or use a firearm, gun, explosive, knife or other

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weapon. Campus security officers may be allowed to be armed on campus. Students are also prohibited from bringing to school or a school-related activity any other weapons such as razors, metallic knuckles, martial arts paraphernalia, chains, or any other object used in a way that threatens to inflict bodily injury.

Threats

The School takes all threats seriously, even when students make comments in jest, on the Internet, by text, or away from School toward or about another student, employee, or the School. Students are prohibited from bringing any type of weapon to School or School-sponsored events, including knives, guns (all types), fireworks, etc. This prohibition includes, without limitation, pocket knives (even those that are part of a key chain), firecrackers, matches, lighters, smoke bombs, stink bombs, or any type of explosive device. Any such item may be confiscated and, if appropriate, turned over to law enforcement. Any pictorial depictions of weapons, or verbal or written comments that the administration determines in its discretion appear to be threatening in nature, or any behavior that is threatening, will result in disciplinary consequences.

All members of our community are required to immediately report any comment, posting, text, or other form of communication or information that they receive or learn about that reflects that someone has made a threat toward or about another student, an employee or the School. If there is any communication or behavior that concerns you, report it to the Dean of Students or to any administrator.

Threats of violence or acts of violence by a student, employee, parent or other individual may be reported to law enforcement and any other authorities the School deems appropriate. The School will cooperate with investigations by authorities, and the School may also conduct its own investigation. With respect to such threats or acts by students, the School may report such threats or acts of violence to future schools, camps, athletic programs, and other organizations in which the student participates. The student's transcript or report card may also note the threat or act. In determining whether to report such threats or acts of violence, the School may consider, among other factors, the gravity and nature of the threat or act of violence, the disciplinary history of the individual, academic or work performance, behavioral history, social profile, other information available to the school (i.e. access to weapons, mental health information, family situation, etc.), and/or the outcome of any investigations.

On and Off Campus Behaviors

The School does not seek to unnecessarily involve itself in a student's off-campus behavior. However, the School reserves the right to take action with respect to off-campus behavior when it deems necessary, including, without limitation, when that off-campus behavior impacts the student's ability to continue at School, impacts other students' or employees' ability to be comfortable at School, compromises the welfare of other students, or damages the reputation of the School.

The policies and standards apply at all times a student is enrolled in the School, including when a student is on campus or in the immediate vicinity of campus; any time a student is participating in or attending a School-sponsored event on or off campus; any time a student is officially representing the School; any time a student is traveling on behalf of the School; and in the evenings, on weekends, and during school breaks, including summer break.

Theft

Taking another's property, whether by force, deceit, or stealth, is never acceptable at HC. When appropriate, law enforcement officials will be called.

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Extortion/Organized Gambling

Obtaining money or other object of value from an unwilling person, or compelling another to act against his or her conscience or his or her own best interest through the use of coercion, blackmail, or force, is prohibited. Gambling or wagering of any form is not permitted at HC nor is the possession of paraphernalia normally associated with gambling.

Arson

Setting any kind of fire on the premises of HC or the false sounding of a fire alarm are considered serious offenses and may violate the law. Law enforcement authorities may be called at the discretion of HC officials.

DISCIPLINARY RESPONSES

The following disciplinary options, as defined, constitute an array of responses available to teachers and administrators at HC. It is obvious that nearly all these responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. It should also be obvious that certain Code of Conduct violations, including but not limited to tardies, truancies, and academic integrity violations, carry inevitable academic consequences as well as the disciplinary consequences imposed by HC personnel. The school reserves the right to use the appropriate level of discipline based on its assessment of the misconduct at issue.

Levels of Disciplinary Response

1. Reprimand
2. Student/Dean Conference
3. Detention
4. Saturday Detention
5. Teacher/Parent or Principal/Dean/Parent Conference
6. In-School Reflection
7. Off-Campus Suspension
8. Disciplinary Watch
9. Disciplinary Probation
10. Expulsion/Dismissal

Other Potential Actions

1. Removal from Class
2. Interrogations and Searches by School Officials
3. Counseling
4. Police Investigations
5. Legal Proceedings
6. Arrested Students
7. Physical Restraint

Reporting Misconduct

Within community life, stakeholders may encounter behavior that is inconsistent with the Code of Conduct for members of the HC community. Students and parents should report violations of the HC code of conduct to the Principal, as close to the time of incident as possible with appropriate details to follow up on by the

administration. In addition, community members may report safety concerns via a digital form found on myHC under Resources. The information on this digital form will also go directly to the Principal. All reports will be reviewed and evaluated. In some cases, the evidence or situation may not result in school action due to insufficient evidence or other factors as determined appropriate by the school. These reports will not be discussed with the reporting party to maintain the confidentiality of all parties involved directly in the investigation.

Self-Reporting

A student who self-reports a conduct infraction to either the campus chaplains, campus counselors, or campus administration for the purpose of seeking help may receive mitigated disciplinary consequences at the discretion of the campus discipline officer, so long as the disclosure occurs prior to the school's knowledge of the problem and the student agrees to comply with the recommendations regarding testing and/or treatment. However, the student will be subject to the same rules as any other student and will be subject to disciplinary action for any future violations of school rules.

Reprimand

Many infractions of an unintentional or immature nature or even volitional infractions of a minor nature, can be and should be handled by gentle reprimand. Only when such infractions become repetitive or defiant should they be handled in more aggressive ways.

Student-Dean Conference

Students may be referred to the Dean of Student's office directly for especially serious offenses or when teacher-directed disciplinary responses prove inadequate to handle the discipline problems of a student. The Dean of Students, in turn, has an array of measures at his or her disposal, ranging from conferencing to the imposition of specific consequences as outlined in the Student Code of Conduct. Frequently, though not in every case, the Dean of Students may choose to involve the student's parent in the conference.

Detention

To deal with student disregard for established school policies and regulations, or when the management system does not appear to be correcting the problem, further options are open to the administration to address a pattern of disregard for regulations. Detentions will be used to address student misconduct in areas such as, but not limited to:

- attitude in class - disrespectful or disobedient
- cell phone use during class
- disrupting class - excessive talking, etc.
- dress code violations
- chewing gum, eating candy, food or drink not authorized
- lack of class materials or failure to complete class work
- laptop violations
- sleeping
- tardies and unexcused absences

Detentions earned will be processed each semester in the following manner:

- 1st – 4th Detention: 1 hour Detention Hall as assigned (Detention Hall is not a study hall, students will have assigned work.)

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5th Detention: Saturday Detention (will consist of duties as assigned)

All detentions are cleared at the end of each semester; however, the Saturday Detention record is cumulative throughout the school year.

Failure to serve a scheduled detention will result in the following disciplinary measures:

- 1st time: Additional detention given
- 2nd time: 1 day of ISR (In-School Reflection) and parent conference
- 3rd time: 1 day OCS (Off-Campus Suspension) and parent conference, Disciplinary Probation invoked
- 4th time: 2 day minimum OCS, parent conference, student to be reviewed by the Disciplinary Review Committee

Saturday Detention

Students may be assigned to a four-hour (8:00 AM to 12:00 PM) session of Saturday Detention.

1. Saturday Detention may be re-scheduled once upon receipt of a written request by the parent.
2. Failure to attend will result in loss of eligibility for exam exemptions, Disciplinary Probation for the remainder of the school year with re-enrollment held until June 1 and re-enrollment possibly denied at that time, and the student will be scheduled for the next available Saturday Detention.
3. A second Saturday Detention may result in the student being placed on Disciplinary Probation.

Upon assignment of the student to a third Saturday Detention within the school year:

1. The student will be suspended for 2 days.
2. Re-entry to school will require a parent conference with the administration.
3. Disciplinary Probation will be invoked and possible non-renewal of the enrollment contract.

Teacher/Parent or Principal/Dean/Parent Conference

A conference may be requested by the school or by the parent and is again a reflection of the premise of home and school cooperation on which the educational program of HC is built. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem so that the kinds of discipline processes which follow may not be required.

In-School Reflection

This may be assigned only by the Dean of Students or Principal. The student must report to a designated, supervised area and will remain in this area, apart from regular classes and activities, for no less than one or no more than five consecutive school days. The parent will be notified by the Dean of Students as to the following provisions:

1. Placement in In-School Reflection makes a student ineligible for semester exam exemptions.
2. Students will not be permitted to participate in any school activity/contest on the days of Reflection.
3. The Dean of Students will assign extra work appropriate to the offense.

Off-Campus Suspension

This may be assigned only by the Dean of Students, Principal or the Head of School and the following specific provisions shall apply:

1. The parents will be notified to take the student home the day of the occurrence or give permission for the

student to leave campus.

2. If the parents cannot be notified immediately, the student will be kept in a designated area until the close of the school day.
3. The suspended student must meet with school administration after the suspension period.
4. During Off-Campus Suspension daily work is treated the same as an unexcused absence. Major assessments due on the days of suspension should be turned in electronically or other arrangements made with the teacher to avoid a late work penalty. In-class assessments (tests/quizzes) must be completed immediately upon return to campus outside of class time.
5. The suspended student must also complete a 3-page, single-spaced, typed essay as directed by the Dean of Students. This essay is due to the Dean immediately (before first block) upon returning to school after the days of suspension. Failure to turn in the completed essay will result in zero credit on daily work, quizzes and tests.
6. Suspension may initiate Disciplinary Probation or Disciplinary Watch.
7. Students receiving Off-Campus Suspension will not be permitted to participate in any school activity/contest on the days of suspension and will lose eligibility for spring exemptions.

Disciplinary Watch

As a precursor to Disciplinary Probation, a student may be placed on Disciplinary Watch. This will serve as a warning to the student and parent/guardian that, if current behavior does not improve immediately, Disciplinary Probation will be invoked, which may lead to immediate dismissal or non-renewal of their enrollment contract. During this period (to be determined by the Dean of Students) parents, teachers, and coaches will communicate regarding the student's behavior.

Additionally, if within the course of the school year, there is a concern that the student or parent is not consistently evidencing and demonstrating adherence and support of the HC Student Profile outlined in this handbook, HC will request a meeting with both parent and student to discuss concerns and assess the gravity of a student's digression and behavior as observed by teachers, peers, personal behavior, and comments. The results of the HC Student Profile Rubric will be the basis of discussion, assessment, and disciplinary action.

Disciplinary Probation

1. If a student is placed on Disciplinary Probation, the Dean of Students will notify the parents/guardians. Students placed on Disciplinary Probation are in imminent danger of losing the right to remain at HC.
2. Students on Disciplinary Probation will forfeit any class office or official position held in any school-related organization for a specified period of time as deemed appropriate by campus administration.
3. The student may be deemed ineligible to receive any school honors/awards during the probationary period as determined by the campus administration.
4. Withdrawal from co-curricular activities beyond the days of suspension will be determined by campus administration and/or the Disciplinary Review Committee. These restrictions may include traveling with the team/organization to any contests, programs, practices or sitting on the sidelines during the probationary period.
5. If a student is placed on Disciplinary Probation in the spring semester, the student will lose final exam exemption eligibility for the spring semester.
6. Students placed on Disciplinary Probation may be required to attend counseling sessions at the expense of the family, either with a private counselor or with designated personnel, during the probationary period.
7. Students placed on Disciplinary Probation may not be allowed on any school trips during a specified

period of time determined by the Dean of Students.

The Disciplinary Probation period shall begin the day the inappropriate behavior is acted upon by the Dean of Students. The probationary status of a student will be reviewed at the end of the probationary period. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If behavior/conduct has not improved, campus administration will determine additional measures to correct behavior and/or whether or not the student will continue to attend HC.

Further disciplinary actions placing a student on probation for the second time during the current school year may eliminate an offer of re-enrollment for the next school year and/or continued enrollment during the current school year.

Expulsion or Dismissal

If extensive documented attempts to correct a student's misbehavior have failed, if the misbehavior persists, or if the offense is so serious as to warrant HC's most drastic sanction, then the Principal may recommend to the Head of School that a student be expelled. The Head of School has the ultimate authority with respect to expulsions or dismissals. Any student expelled or dismissed from HC will not be allowed on campus or to attend any school functions.

Removal from Class

Immediate removal from the classroom for the duration of the class period is a response available to HC teachers to discourage improper classroom behavior. In unusual situations, the Dean of Students may choose to extend the removal to no more than five consecutive days or he or she may choose to permanently remove the student from the course if there is a consistent pattern of disruption and disrespect shown in the classroom.

Permanent removal would result in loss of credit for that course. To meet graduation requirements, the student must re-take the course at HC (if time permits) or in summer school. For any removal exceeding one day, HC shall make available to the student a supervised opportunity to remain current on assignments from that classroom. This will be considered an unexcused absence. For re-entry into class, a parent must meet with the Dean of Students or Principal.

Interrogations and Searches by School Officials

HC officials may, in their sole discretion, search lockers, vehicles parked on campus, and a student's property including bags and electronic devices.

HC reserves the right to conduct random periodic drug searches of the campus, classrooms, vehicles, lockers and personal items, including bags and electronic devices by appropriate means. Failure to cooperate in responding to questions or an investigation will result in discipline, up to and including dismissal.

Reporting of Infractions to Colleges/Universities and Schools

Students and parents are responsible for understanding the obligation to report and update information in a student's college application pursuant to the college's or university's reporting guidelines. Many colleges and universities require that students advise whether they have been subjected to discipline (probation, suspension, or expulsion) or have been arrested or convicted. Many colleges and universities also require that a student or school immediately report the following incidents which may have occurred after application and/or

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acceptance: (1) disciplinary matters for which a consequence has been given; (2) arrests, convictions, or other legal changes; and (3) circumstances under which a student was withdrawn from School to avoid the possibility of a disciplinary infraction. The student and/or parent are responsible for complying with the college/university requirements and must also provide the School with a copy of the letter or other information disclosed. It is important for the student and parent to realize that the School and/or the student's college counselor will also inform the college or university of such an incident.

Counseling

Counseling is recognition by the teacher, Counselor, or other HC staff member that the conduct the student is exhibiting may be as much a symptom as it is a problem. The purpose of counseling is to identify and address causes, not just address symptoms.

Police Investigations

HC will cooperate with police in investigations involving members of the HC community. This includes making students or employees available for questioning upon request. The school will make a reasonable effort to inform the student's parent when police questioning is necessary.

Legal Proceedings

In the event a student offense involves a violation of the law, HC officials will not only institute an appropriate disciplinary response within the context of this Student Code of Conduct, but will, at their discretion, refer the offense to law enforcement officials as well. The school will attempt to make known to the student's parents any decision to refer a matter to civil authorities.

Arrested Students

If an HC student, while at school, is subject to arrest or apprehension by a law enforcement officer, the Dean of Students shall first request to see the summons or warrant before delivering the student into the officer's custody. The Dean of Students shall notify the Principal and Head of School immediately and make reasonable and immediate efforts to contact the student's parent.

Physical Restraint

Any HC employee may, within the scope of the employee's duties, use and apply physical restraint to a student that the employee reasonably believes is necessary in order to:

1. Protect the student from injury to him or herself.
2. Protect another person, including the person applying physical restraint, from physical injury.
3. Obtain possession of a weapon or other dangerous item.
4. Protect property from serious damage.
5. Remove a student from a specific location who refuses a reasonable command from a school employee, including from a classroom or other school property, in order to restore order or to impose disciplinary measures.
6. Control and subdue an irrational student.

TECHNOLOGY GENERAL INFORMATION

Responsible Use of Technology

Students will be held accountable to all HC standards of conduct and its core values when using school hardware, networks, laptops, and software. HC's standards shall apply to the printing or distribution of electronic files, images and videos on social networking, in email or other forms of electronic communication. Standards apply at any time the student uses his or her HC laptop, on any HC network or HC equipment, and whether or not the student is representing HC on or off campus. The Dean of Students and/or the Disciplinary Review Committee will hear any cases that involve violation of these principles.

Laptop Maintenance and Support

Nature of Our Services

The Technology Department provides routine preventative service, network security, application upgrades, and technical (helpdesk) support to students. Additionally, in the case of accidental damage not covered by other plans, repair services may be provided, depending on the nature and extent of damage. (Such repair services are deemed supplemental to all damages covered under the student's AppleCare® Protection Plan.)

Fees

For each instance requiring a cost for parts or labor to re-image, repair or replace a laptop or any of its components, fees will be assessed according to the amount of the repair invoice from Apple, as included in the Laptop Services Agreement.

Loaner Equipment

Pursuant to the Student and Parent Handbook, HC will loan laptop devices to students when their laptops are out of service under repair or when their laptops are lost or stolen. Equipment may be loaned for up to 60 days, or longer if the student's AppleCare+™ for Mac agreement requires longer repair time. Extensions of time may also be granted by the Director of Technology on a case by case basis. Students are responsible for the care of the loaner laptop while in their possession. Parents will be notified when a loaner is given to the student. If the loaner laptop is returned damaged, there will be a \$500 fee charged to the parent's account. If the student fails to return the loaner within 60 days and fails to obtain permission to extend the loaner period, a \$500 fee will be charged to the parent's account. If the student fails to return the loaner within 60 days and fails to obtain permission to extend the loan period, the \$500 deposit will be forfeited and parents will be required to pay a fine of \$50 per day, up to a maximum of \$1,000, until the loaner is returned. Parents will be notified before this action takes place.

Exclusions

HC is not responsible for the cost of repairs or replacement of a laptop device except in rare extenuating circumstances. Please refer to the Laptop Services Agreement for specifics. The Technology Department will have a copy of the Laptop Services Agreement. You will be required to pay for repair or replacement if damages are not covered by an AppleCare® Protection Plan.

FINANCIAL INFORMATION

Once the Enrollment Contract is signed, the school considers the parent/guardian morally and legally bound to

fulfill it. PLEASE READ THE CONTRACT CAREFULLY.

Houston Christian High School does not discriminate on the basis of race, gender, or ethnic background in the administration of its educational or admission policies, financial aid, athletic, or other school-administered programs.

Delinquent Account Policy

Students may not attend classes in a new semester unless tuition accounts are current. The school specifically reserves the right to hold transcripts, report cards, to prohibit students from taking final exams and restrict participation in commencement until all payments for tuition and fees are considered current. If a student withdraws for any reason or is expelled from school for any reason, all tuition and fees become due immediately. Unless all tuition and fees are current, no transcripts, report cards or school records will be released. If any accounts for tuition and fees are delinquent for 30 days or more, the school reserves the right to exclude the student from school attendance and/or dismiss the student from school until the accounts become current, unless prior arrangements have been accepted in writing by the Business Office. Access to grades may also be limited due to delinquent accounts. Dismissal for failure to pay tuition does not relieve the parent/guardian of their obligation to pay monies due.

Any student whose tuition or fees for the current school year are delinquent may not participate in any co-curricular or extracurricular activity that involves any cost or expense other than those activities or trips normally included in tuition or fees unless the student earns or pays the entire cost of the activity through a school-sponsored fundraiser. In other words, a student whose tuition account is delinquent may not travel with the choir, band, drill team or any other group where a parent must pay all or a portion of the cost to participate.

Any student whose tuition or fees for the current school year are delinquent will be declared ineligible to participate in any athletic or extracurricular activity. During the period of ineligibility, a student may attend practices or rehearsals with parent permission, but may not dress out for a game or performance and will sit the bench until they regain eligibility.

If the school owes a reimbursement to a parent with a delinquent account, those monies will be applied to the student's account until it becomes current.

Indexed Tuition Policy

HC believes economic diversity enriches the educational opportunity for all families and participation of a wide range of families is critical to the health of the school. Because the school is determined to make an HC education accessible to families from a wide range of economic backgrounds, the school charges a range of tuitions called Indexed Tuition instead of the less transparent but more traditional financial aid model.

To be eligible for Indexed Tuition, the family must submit a separate application and provide required evidence of income and resources, including tax returns. All aspects of the process and documentation are highly confidential viewed only by the Business Office and any administrator who participates on the Indexed Tuition Committee. Decisions regarding the family's contribution toward the cost of an HC education is individually customized or "indexed" on the basis of the financial resources including income from all sources, assets, resources, and family size as well as family expenses.

The indexed tuition model does not include the cost of lunches, uniforms, textbooks, meals and costumes

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related to sports and fine arts activities, nor the additional tuition associated with HC's unique programs for Distinguished Scholars and College Readiness. Furthermore, new students are expected to incur a one-time cost of approximately \$3,000 to secure the technology/devices necessary for HC's program. The primary responsibility for financing education rests with the parents/guardians. Accordingly, in calculating a family's ability to contribute to their child's cost of education, the School will consider all household and family income and will impute a reasonable amount of income for a non-working parent or spouse.

Every family is expected to contribute to the cost of an HC education, thereby supporting the community to the extent they are able. It is important to note, however, that all families, including those that pay the maximum tuition, pay well below the actual cost of an HC education. Many of our costs, including the design and construction of our state-of-the-art facilities, are supported by philanthropic contributions. In addition, HC generates income through grants, fundraising, and investments.

Families must reapply for Indexed Tuition each year and the Indexed Tuition can move up or down in line with a family's economic profile. For full consideration, applications should be completed by mid-February each year.

In administering the Indexed Tuition program, all policies and procedures are established and monitored by the Indexed Tuition Committee and the Finance Committee of the Board of Trustees. HC continues to adhere to the NAIS Principles of Good Practice for Financial Administration as well as the ISAS Standards for Tuition and Financial Aid. Although the School will attempt to meet demonstrated need, the availability of Indexed Tuition rates at any given level are limited consistent with the overall goals and financial resources of the School.

Purchasing Policy

In no case is a student, parent, teacher, or staff member authorized to order supplies, sign agreements for trips, reserve meals at restaurants, or encumber the school for any expense without a purchase order signed in advance by the appropriate department head and the Director of Business Affairs. Verbal approval is not adequate. Any obligations incurred in violation of the above policy may become the personal responsibility of the person originating the expense.

Collections

In no case shall a parent or student request or solicit funds from another parent or student except when such request has been approved by the Business Office and/or Development Office. All student charges, whether for sports activities, meals, clubs, travel, exam fees, books, supplies, or any other reason shall be invoiced by the Business Office to the parents' accounts.

DEVELOPMENT

Development Policy

To advance Houston Christian High School's goal to provide its students with the best resources, HC relies on financial support from its trustees, families, alumni, alumni parents, and the community. Types of support include volunteerism, monetary donations and in-kind donations. Fundraising is coordinated by the Development Office in order to effectively represent HC and serve its constituencies.

Fundraising

Fundraising is critical to the financial foundation of the school. In all cases, participation by all members of the

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Houston Christian High School community is encouraged by the giving of their time, talent and treasures.

Annual fundraising through the Mustang Fund, Golf Tournament, Gala and Auction, provides unrestricted funds and directly supports enhancements for curriculum, classroom materials, technology and student activities. Donations are tax-deductible.

Fundraising Projects

In no case is a student, parent, teacher, or staff member authorized to implement a fund raising project on behalf of any person, group, club, the school, or third party non-profit organization without prior approval from the Development Office.

Mustang Promise

Houston Christian High School is committed to providing Indexed Tuition for eligible families. Tax-deductible gifts to support Indexed Tuition are disbursed from the Mustang Promise Fund by the Business Office. Donations designated to specific individuals are not tax-deductible.

Donor-Restricted Gifts, Capital and Endowment Campaigns

Donor-restricted gifts for specific projects or activities are accepted with approval from HC administration. Major fund raising campaigns for buildings, capital improvements and endowments are undertaken periodically.

Events

The Development Office coordinates special events such as Grandparents' Day, Homecoming reception and Veterans Day to foster community and friendships.

Other Types of Support

"Service" is defined as events or sales that provide a service to our community. While a small profit may be realized from this event or function, the intent is to provide a service rather than raise funds. Examples are concession sales, apparel sales, game programs, tailgating events, and snack sales to students.

"Off-Campus Fundraiser" is an event that is solely designed to raise funds outside of our HC constituencies. These do not solicit HC families, Board members, faculty or staff. Examples are car washes, concerts, and sports camps.

No door-to-door sales solicitations by HC students are allowed.

Marketing/Public Relations/Media Relations

Management of marketing, public, and media relations is a function of the staff at Houston Christian High School. Any opportunities to put the Houston Christian High School name before the public, whether at a public gathering, through television, radio, in print, or on the web should be discussed with and approved by the Director of Communications and Marketing. All school-related contacts or press releases to the media must be coordinated by the Communications and Marketing staff to ensure a systematic approach to public relations and marketing.

The HC Directory, in either its printed or online form, may not be used to solicit any members of the HC community.

ACKNOWLEDGEMENT AND RECEIPT OF STUDENT HANDBOOK

The registration of a student is considered an acceptance, on his/her part and on the part of his/her parents or guardians, of all rules and regulations of our School, including the judgment of School authorities on academic and disciplinary sanctions, suspension, or expulsion of a student.

The rules and regulations contained in this Handbook are not meant to be all comprehensive. Rather, they presuppose the good will and judgment of a student in all circumstances in which he/she may find himself/herself.

Parents/guardians are asked to familiarize themselves and to ensure that their child understands all of the information contained in this Student/Parent Handbook. All Parents/guardians must sign the form below.

We have read and understood all statements and provisions set forth in the Student/Parent Handbook.

_____	_____	_____
Student	Age	Date

_____	_____	_____
Parent or Guardian	Relationship	Date

_____	_____	_____
Parent or Guardian	Relationship	Date