



**HENDERSONVILLE
CHRISTIAN ACADEMY**

Upper School Handbook

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MISSION AND PURPOSE

Our goal is to assist the home and church in teaching students the Word of God and the skills and knowledge necessary to live a productive Christian life.

OUR PHILOSOPHY

We believe a proper education begins with a clear understanding of the Bible. A Christian education is not complete unless it is brought about by the combined efforts of the home, church, and school.

Hendersonville Christian Academy was established to support the efforts of parents and their church. We strive to provide a quality academic program which is taught in light of God's Word. A controlled classroom setting is achieved by teaching students they are responsible for their own actions and requiring they act in a self-disciplined manner.

STATEMENT OF FAITH

We believe the Bible, both the Old and New Testaments, was given by inspiration of God, and is inerrant and our only rule in matters of faith and practice. We believe in divine creation; that man was created by the direct act of God and in His image. We believe Adam and Eve, in yielding to the temptation of Satan, became fallen creatures. We believe all men are born in sin and are in need of redemption. We believe in the incarnation, the Virgin Birth, and the Deity of our Lord and Savior, Jesus Christ. We believe in His vicarious and substitutionary atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tomb, His ascension to Heaven, and that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of the New Birth, and this New Birth is through regeneration by the Holy Spirit. We believe salvation is by grace, through faith in the atoning blood of our Lord and Savior, Jesus Christ.

HANDBOOK PURPOSE

The policies we have established are the result of much thought and experience. It is important that our school parents understand these and help us make sure they are followed. We believe each rule we have is pleasing to the Lord and important to the development and safety of our children. Course selection is an important process. Class decisions made for high school often affect a person's future as an adult. This publication is designed to assist students and parents as these important choices are made. Certainly a volume this small cannot answer all the questions you may have. If you have further questions, please feel free to contact us.

ACCREDITATION

Hendersonville Christian Academy is accredited by SACS (Southern Association of Colleges and Schools), TACS (Tennessee Association of Christian Schools) and is approved by the State of Tennessee Department of Education.

NONDISCRIMINATORY POLICY

HCA does not discriminate on the basis of race, color, or national origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic administered programs.

ADMISSIONS

Hendersonville Christian Academy admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. Prior academic or behavioral problems at another school may prevent enrollment at HCA.

Enrollment Steps

1. Review all printed material for the current school year.
2. Meet with administration and tour the facilities.
3. Submit an enrollment form and complete a shadow visit.
4. At this point references will be checked by the administration in regard to academic standing and Christian character.
5. Upon acceptance, complete registration form and pay the registration fee.

ATTENDANCE

Regular attendance is essential for your child to receive a quality education. More than eleven (11) days absent in one semester will result in the student not receiving credit for the semester. When a student does not receive credit, he must take the course again. There are two types of absences – Excused and Unexcused. Both types of absences count toward the total of eleven absences allowed in one semester.

Excused Absences

The following situations are excused absences as long as proper notification is received:

1. Illness of the student - note or email required*
2. Death in the family - note or email required*
3. Serious illness in the immediate family - note or email required*
4. Necessary out-of-town trips - Planned Absence Form required†

*When absent, a signed note from a parent must be submitted to the attendance office within two days of return. A parent may send an e-mail to attendance@hcacrusaders.com in place of a note.

†A Planned Absence Form must be completed and filed in the

attendance office one day before leaving. The student will be charged with an unexcused absence if the upper school office does not receive an acceptable note or e-mail.

Students may receive full credit for work missed during an excused absence as long as the work is completed on time. The student will have the number of days absent to make up any missed work. For example, if a student is absent two days he has two days to make up his work. Work submitted late will only receive partial credit.

If a student begins to feel ill at school, his or her temperature will be taken. The student's parents will be contacted to pick up the student if the student has a temperature above normal or is vomiting. Classes missed will be excused.

Unexcused Absences

If a student is absent for any reason other than the four listed above, the absence will be unexcused. An absence is also unexcused if proper notification is not timely received with a note, email, or Planned Absence Form as explained above.

Students must make up all work missed during an unexcused absence, however, full credit will not be received. The highest score a student can earn due to an unexcused absence is sixty-nine (69) out of one hundred points on daily grades. Unexcused absences create a significant negative impact on a student's grade overall.

Students may not leave campus during the school day without permission from parents and school administration. All students must be signed out in the main school office after obtaining parent and administrative permission. If a student leaves campus without proper permission the time missed is unexcused and it will be handled as a major discipline offence.

TARDINESS

One of the character traits we desire to teach our students is promptness. Students should arrive to every class on time with books and materials in hand. A student is late for class if he or she is not in the classroom with all needed materials when the bell rings or at the assigned starting time of the class.

Each student will be excused for being late two times per nine-week grading period for each class. Each time the student is late beyond these excused times, the tardy will be unexcused regardless of the reason. One demerit is given each time a student is late three times in a quarter after the two excused tardies have been used.

A.M. ARRIVAL OF STUDENTS

Students must be unloaded on the north side of the building. Doors 6, 7, and 8 are the only doors of entry for upper school students. Students should be dropped off after 8:10 a.m. After 8:10 they may go to the restroom, their classroom, or the office. They must be in the classroom by 8:20, or they will be counted tardy. Students are to remain on campus unless picked up by an approved driver.

GRADUATION REQUIREMENTS

A diploma will be awarded to students who (1) earn 26 units of credit, (2) take the ACT at least one time in the junior year and at least one time in the senior year, (3) have satisfactory records of attendance and conduct.

Diplomas are awarded in a graduation ceremony. A student will not be allowed to participate in the ceremony if the student has compromised the testimony of the school in the opinion of the administration even though all academic criteria had been completed. This includes but is not limited to actions or behavior a student may exhibit on a class trip or in general preparation for the close of the school year.

Minimum Credits for Graduation

Bible: 4 Credits

Math: 4 Credits – Including Algebra I, Algebra II, Geometry and a fourth higher level math course

Science: 3 Credits – Including Physical or Earth Science, Biology, Chemistry or Anatomy & Physiology

English: 4 Credits

Social Studies: 3 Credits

Physical Education and Wellness: 1.5 Credits

Personal Finance: .5 Credits

Foreign Language: 2 Credits

Speech: .5 Credits

Electives: 3 Credits – Math, Science, History, English, Computer Technology, Visual Arts, Performing Arts, Advanced PE

GRADE POINT AVERAGE

GPA is based upon all the credited courses a student is taking, accumulating each semester in the 9th-12th grades.

| <u>One credit classes</u> | <u>Grade Scale</u> |
|---------------------------|--------------------|
| 93-100 A | A= 4 points |
| 85-92 B | B= 3 points |
| 75-84 C | C= 2 points |
| 70-74 D | D= 1 point |
| 69 or below F | F= 0 points |

GPA is then figured on the total points for each class divided by the number of credits the student has taken over the course of their high school career.

EXPLANATION OF COURSE CREDIT

1. Earned credit is based on a semester-to-semester basis. Credit is given after completion of a semester.
2. Failed courses must be made up or a substitute credit must be earned. Courses taken at other institutions for summer school credit must be approved by HCA administration.
3. Bible credit must be earned every semester a student is enrolled in high school at HCA.

4. Requirements for class designation is the following:
 - Sophomore – 6 units of credit, one of which must be English
 - Junior – 12 units of credit
 - Senior – 18 units of credit

HOMEWORK

Homework is an important part of education. Incomplete homework will result in a 0 and may be made up for a maximum credit of a 69 during a time window set by the teacher. Make sure homework is done neatly and according to the teacher's instructions. If an assignment is missed due to absence, it is the student's responsibility to get the assignment and make up the work within the required time for full credit.

HONOR STUDENTS

Report cards are issued every nine weeks. At this time we recognize those students who have excelled academically. Students who receive all A's on their report cards are placed on the Principal's List. Students with all A's or B's are placed on the Honor Roll. These students receive a reward in chapel and are publicly recognized.

A valedictorian will be honored every year at commencement. The Valedictorian will have the highest cumulative grade point average and numeric average for seven semesters through the first semester of the senior year.

A salutatorian will be honored each year if the two highest GPA's are 3.5 or higher. The salutatorian will have the second highest cumulative grade point average and numeric average for seven semesters through the first semester of the senior year.

Hendersonville Christian Academy is a member of the Tennessee Association of Christian Schools Honor Society. Members of the Honor Society are selected on the basis of spiritual qualities, character, leadership, scholarship, and service. Students in grades 9-12 who maintain at

least a 3.4 grade point average in core academic subjects (and no grade lower than a C in any subject) will be nominated for membership. New students will be eligible for nomination to the honor society after the completion of one semester at HCA. Once nominated to the Honor Society, a committee of administrators and teachers will determine whether or not a student will gain entrance into the Honor Society. Each semester members of the honor society will be evaluated by the high school faculty and administration to determine acceptance into the society the following semester. Students who are dismissed from the honor society for any reason by the faculty and administration may be reinstated after one full semester if the administration is in approval of the reinstatement.

DUAL ENROLLMENT COURSES

Students who take dual enrollment courses must meet qualifications at HCA and for the college administering dual credit. Dual enrollment may take place on campus, off campus, or online. Students are required to pay additional fees for college credit.

DROP/ADD COURSES

Students may opt to drop or add a course from their course load at the beginning of a semester. Students may fill out a drop/add slip no later than five class periods of instruction. The slips will be reviewed by the administration to accommodate the student's schedule. Drop/add requests are subject to administrative approval. Underclassmen must have a seven course load each semester. Seniors must take at least six courses each semester unless granted special permission by the administration.

GRADUATION FEE

A \$150 graduation fee is charged for record keeping, college transcript requests, senior cap and gowns, diplomas, senior portrait, and graduation invitations.

RELEASE OF STUDENT RECORDS

Student records will be released in accordance with all state and federal laws. Records may not be released if there is an outstanding balance on a student's account. Records, including quarterly grade reports, will not be released to non-custodial parents without the consent of all custodial parents or guardians.

SENIOR PRIVILEGES

Seniors who have fulfilled their credit requirements and are on course for graduating on time will be allowed to leave campus when their classes are not in progress. Seniors may also leave campus for lunch with permission from their parents; seniors who choose to stay on campus during lunch must be in the cafeteria. Seniors must sign in and out at the Upper School Office. Senior privilege is immediately lost upon receiving 15 or more demerits. Senior privileges may be taken away by the administration for disciplinary or academic reasons. Seniors may also lose senior privileges for abusing school policies and procedures. Seniors that lose privileges will need to report to an area designated by administration.

TEXTBOOK USE

1. All textbooks are the property of the school. Rental of these books is included in the curriculum fee. If a textbook is damaged or lost, the replacement cost will be charged to the student's account.
2. Students are required to keep some textbooks covered. If a student's book is not covered, he may receive a demerit or be required to pay a damage fee.
3. Workbooks will become the property of the student at the end of the school year. If a workbook is damaged or lost during the school year, the replacement cost will be charged to the student's account.

STUDENT DRIVERS

Vehicles driven by students must be parked in the south lot in the spaces closest to New

Shackle Island Road. Students may not go to their car during school hours without permission from high school administration. Students may not loiter in the parking lot after school. All vehicles should be removed by 3:45 p.m. unless the student is participating in an extra-curricular activity.

Students may not ride to and from school with another student without permission from both sets of parents and notification of the arrangement to the school office.

Vehicles driven by students and parked in the school lot may not have objectionable bumper stickers or other signs on them. This includes the promotion of questionable radio stations.

Vehicles are subject to search by the administration at any time while on school campus without additional notification to the student or parent. Careless driving in the parking lot will result in revoking parking privileges and may be reported to law enforcement.

WORK POLICY

Students are not allowed to miss classes in order to go to work. Students and parents must realize that all required school events take priority over work. It is the responsibility of students to notify employers of required school events.

HANDS-OFF POLICY

Hendersonville Christian Academy adheres to a hands-off policy. Any public display of affection or aggression is not appropriate at school and will be considered a disciplinary infraction. The hands-off policy also includes horseplay between students, which many times lead to physical or verbal altercations.

CELL PHONES/ DEVICES

Any device brought to school by a student is subject to a reasonable search if suspicion arises that the device contains evidence of a violation of school policy or of a legal infraction. Students are prohibited from using cell phones or other electronic devices

during the school day. The device must be in the off mode and may not be visible. More specifically, cell phones and electronic devices are not to be used during the hours of 7:00 and 3:30. The principal or headmaster may authorize the use of personal cell phones in the event of an emergency or serious situation. Confiscated phones or devices may be picked up ONLY by a parent or guardian at the end of the school day in the Upper School Office. In addition to receiving a demerit for every offense and requiring the parent to pick up the phone, the following “hold” policy will be observed:

- First offense – held until end of day
- Second offense – held for 24 hour
- Third offense – held for 48 hours
- Subsequent offenses – additional disciplinary measures

APPEARANCE AND UNIFORM CODE

Students must wear a uniform each day. Students not in uniform without administrative approval may be sent home to change into uniform. There are several options in our uniform program. Please consult the Parker Uniform brochure or website for specific options. Clothing not part of the uniform program may not be worn. On non-chapel days, students may wear HCA outerwear in addition to the Parker uniform.

All students must arrive to school in uniform and leave the same way. Exceptions to this rule include arriving or leaving in a PE uniform if PE is the first or last class of the day or preparing for an extra-curricular activity to be held immediately after school.

There are special dress and appearance requirements for certain events throughout the year such as award dinners, competitions, dress down days, etc. These requirements are announced several weeks in advance.

Athletic teams have the opportunity to wear team apparel on game days. HCA travel suits with HCA team t-shirts may be worn. Team captains are responsible for

communicating to players what shirt will be worn. Failure in unity will result in suspension of this privilege. Football players may wear jerseys. Every other part of the Parker Uniform/dress code must stay the same. Athletes should follow dress code for footwear.

Girls

On chapel day girls must wear the uniform listed as “required” in the Parker Uniform brochure. Slacks are not permitted on chapel day. Parker Uniform skirts must not be higher than two inches from the bend of the back of the knee.

Girls may wear a moderate amount of make-up. Jewelry should not be excessive or distracting. Girls may wear pierced earrings but other visible pierced jewelry is not allowed. Tattoos, whether permanent or temporary, are not permitted.

Only feminine hairstyles are permitted for girls. If hair dyes are used, the color must be a natural hair color.

Girls may wear casual or dress shoes. Tennis shoes are allowed on non-chapel days. Girls may not wear boots, flip flops, or beach type shoes to class. Visible socks should be of a solid color that is represented in the school uniform.

Shorts worn for an activity must have a 9” inseam. Shorts worn for athletic events may be the same length or longer than the uniform shorts for the respective sport.

Boys

On chapel day boys must wear the uniform listed as “required” in the Parker Uniform brochure. This includes a tie which must be worn until lunch. Chapel shirts must be tucked in and a belt worn. Polo uniform shirts do not need to be tucked, but if the student tucks in his shirt a belt must be worn.

Boys may wear casual shoes, dress shoes, or tennis shoes. Tennis shoes are not allowed on chapel day for class.

Visible socks should be of a solid color that is represented in the school uniform.

Pierced jewelry is not allowed at school or school events. Necklaces may not be worn outside of shirts. Tattoos, whether permanent or temporary, are not permitted.

Boys' hair should not have a messy appearance. If hair dyes are used, the color must be a natural hair color. Extreme styles are not permitted. Boys must be clean-shaven. Facial hair is not permitted for students. Short haircuts are required for some school activities such as TACS Fine Arts Competition.

SYSTEM OF DISCIPLINE

A positive and constructive relationship between the school, student, and parents is necessary to the accomplishment of the school's Christian and educational mission. The school reserves the right to expel a student if the school reasonably concludes that this relationship has been broken by the action of the student or the parents.

When a student's behavior is not satisfactory, the school will employ the appropriate means for correction. The following illustrate steps that may be used to achieve the proper behavior and attitude of a student.

- Verbal warning given to the student regarding improper actions
- Communication with the parents in person, by phone, or via email
- Demerits given by the teacher or an administrator
- Wednesday detention
- Conference with the parent
- Suspension
- Expulsion

DISCIPLINE COMMITTEE

A discipline committee comprised of three or more administrators and faculty will meet for major offences and some minor offences to decide the consequences for a student. Consequences prescribed by the discipline

committee will range from a warning, demerits, detention, suspension or expulsion. The decision of the discipline committee is final. Parents are notified of a discipline committee meeting in advance; however, parents do not attend discipline committee meetings. Decisions made by the discipline committee are communicated directly to parents.

DEMERIT SYSTEM

Demerits received are recorded in RenWeb. The following steps are taken when a student accumulates the number of demerits indicated. Demerits accumulate until the end of a semester.

5 demerits - Wednesday after school detention served for 1 hour.

10 demerits - Wednesday after school detention served for 2 hours.

15 demerits - Wednesday after school detention served for 2 hours. Discipline Committee Meeting

20 demerits - 1 day out of school suspension; Students will receive a maximum grade of 69% for daily and quiz grades made up as a result of suspension.

25 demerits - 3 days out of school suspension; Students will receive a maximum grade of 69% for daily and quiz grades made up as a result of suspension

30 demerits - Student will be expelled from school. An expelled student may not apply for readmission to HCA for one full school semester. At that time an individual assessment will be made to determine readmission.

WEDNESDAY DETENTIONS

Detentions are served on designated Wednesdays beginning at 3:30 PM. Students serving detentions are fined \$10 for every hour spent in detention. Tardiness to detention will result in additional time in detention at the student's expense. Detentions are not intended to be convenient. Students who fail to attend their assigned detention will have their original

detention time and fee doubled. Exceptions will be considered by the administration if the parent makes request at least one day before the assigned detention.

MINOR OFFENCES

Faculty and administration use appropriate measures to correct minor offences. Most often a verbal reprimand or issuing a demerit concludes minor discipline incidents.

- Disrupting class by talking, writing or passing notes, throwing objects indoors, playing with irrelevant objects, chewing gum, eating, etc.
- Visible cell phone or other device at school without administrative permission
- Tardy to class, being unprepared for class, doing homework due for another class, etc.
- Horse playing, excessive noise, disorderly conduct, etc.
- Littering, damaging property, etc.
- Violating dress and appearance code
- Unwelcome teasing, practical jokes, etc.
- Opening a locked exterior door for someone who is not currently enrolled at HCA

MAJOR OFFENCES

Major offences are addressed by a discipline committee (outlined above). The administration first gathers facts associated with a discipline incident to determine if the situation is a major offence. Once this determination is made parents are contacted and a discipline committee meeting is scheduled.

- Bullying, harassing, mistreating others, fighting, etc.
- Cheating
- Disrespect or insolence to faculty, staff, coaches, etc.

- Using or the personal involvement in the use of alcohol, non-medicinal drugs, tobacco, etc.
- Displaying an attitude of opposition to the basic principles and purposes of the school or an attitude that restricts the spiritual and academic atmosphere of the school
- Quitting an organized group such as a team, honor society, yearbook, fine arts, or other organization
- Intimate or sexual contact or behavior, pornography, inappropriate language, etc.
- Possessing a weapon on campus such as knives, guns, pocketknives, sharp objects, or any other form of weaponry. Any weapon brought to school will be confiscated by the school administration. Weapon violations will be submitted to the discipline committee for appropriate action which may include notifying law enforcement for further investigation.
- Using foul, slang, or abusive language, using the Lord's name in vain, suggestive humor, etc.
- Skipping class
- Leaving campus without permission from parents and school administration
- Inappropriate involvement on social media, internet sites, etc.
- Missing a required school event

CHEATING

If a teacher suspects a student of cheating to earn a grade, the teacher will consider an alternative assessment or assignment. If a teacher has proof of cheating, the student will be turned over to the administration for disciplinary action.

PARENT/TEACHER MEETINGS

1. Dates for the Parent/Teacher Meetings are listed in the school calendar.
2. A representative from each family should be present at every meeting.
3. If a program will be presented during the meeting in which students are required to participate, students should be present.

CONTACTING YOUR CHILD'S TEACHER

All of our teachers are willing to talk with you about your child's progress. In order for your correspondence to be most productive, we have established the following procedures for contacting your child's teacher:

1. If a phone conversation is necessary, call the school office and leave a message with the secretary. The teacher will return your call as soon as possible. You may call teachers at home if they have distributed their number to the class.
2. If a conference is necessary, contact the teacher by phone or e-mail. Please do not disturb classes to talk with a teacher. Either the parent or the teacher may request the presence of an administrator in such conferences.
3. Do not discuss problems your child may be having in front of other students or adults. Conversations of this type should be conducted in private. Refrain from discussing school problems at church or social activities.

DATING

Students must have the mutual consent of both sets of parents in order to attend a school function as a date. It is the responsibility of the parents to notify the administration of specific concerns regarding dating relationships. If school personnel become aware of a dating situation that is contrary to the parents' wishes, the parents will be notified.

LOCKER USE

Upper school students are assigned a locker at the beginning of the semester. The student is responsible for keeping the locker clean and locked. Tape and stickers may not be used on or in lockers. Magnets may be used to hold pictures and other items. No writing is allowed in or on the locker. Lockers are subject to search at any time by school administration with no advance notice.

FIELD TRIPS

Field trips are an important part of our curriculum. They have been carefully planned to enhance the learning in the classroom. All students are required to attend scheduled field trips. Permission slips and money for the field trips must be turned in before the field trip.

VISITORS' POLICY

Any person visiting Hendersonville Christian Academy must report to the school office and obtain visitor ID. The person must have a legitimate and well-defined reason for the visit.

WITHDRAWALS

1. Withdrawals must be conducted through the school office. Those withdrawing will be charged tuition until the office is notified by the parent or guardian that the student is withdrawing.
2. If a student is withdrawn any time during a month, no refund of any part of the monthly payment will be made.
3. All books must be turned in at the time of withdrawal. A parent will be charged for any books which are not turned in at that time.
4. Report cards and/or student records cannot be released until all accounts are paid in full.

FINANCIAL INFORMATION

The school's operating expenses are funded through tuition and gifts. Tuition is used primarily to pay the teachers and cover regular operating costs. Support projects are used occasionally for special projects or school groups.

DONATIONS AND CONTRIBUTIONS

Hendersonville Christian Academy is a 501c (3) non-profit organization. Donations or contributions are tax deductible. Those who donate material or contribute funds should handle it through the administration for receipt of tax-deductible status.

LUNCH PROGRAM

The school offers a complete hot lunch program. Menus are distributed each month. Students can put money into their lunch accounts online through RenWeb or in the main school office. Students will order lunch in homeroom each morning. A wide selection of snacks and drinks are also available for each student from the vending machines in the cafeteria lobby.

COMMUNICABLE DISEASES

Hendersonville Christian Academy desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable diseases" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons. A teacher or administrative official who reasonably suspects that a student or employee has a communicable disease shall immediately notify the school administrator.

The reportable diseases include the following:

| | |
|--------------|-----------------------|
| AIDS | Anthrax |
| Botulism | Cancroids |
| Diphtheria | Encephalitis |
| Gonorrhea | Hepatitis |
| HIV | Legionnaire's Disease |
| Malaria | Measles |
| Meningitis | Mumps |
| Rubella | Salmonellas |
| Smallpox | Syphilis |
| Tetanus | Toxoplasmosis |
| Trichinosis | Tuberculosis |
| Tularemia | Typhoid Fever |
| Typhus | Vibro Cholera |
| Yellow Fever | |

Any student or employee with a communicable disease will be temporarily excluded from school while ill and during recognized periods of communicability.

HEALTH AND ACCIDENT INSURANCE

Hendersonville Christian Academy is not financially liable for accidents that may occur at the school. Parents must provide insurance for their children.

ASBESTOS MANAGEMENT PLAN

All of our school buildings have been inspected for asbestos in accordance with the Asbestos Hazard Emergency Response Act (AHERA) regulations. Our management plan is available in the office for your review. Areas in our school with asbestos containing material are in good repair and are inspected twice each year. The current one-year reinspection report and the three-year report are available as a part of the management plan.