



HOUSE OF THE LORD  
CHRISTIAN ACADEMY

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# Handbook

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2011 - 2012

*House of the Lord Christian Academy*

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A Ministry  
Of  
**HOUSE OF THE LORD, INC.**

## TABLE OF CONTENTS

<u>T I T L E</u>	<u>P A G E</u>
Introduction	2
About House of the Lord	3,4
Basic Standards of Conduct & Appearance	5,6
Admission Procedure	7
Tuition and Curriculum Fees	8
Staff, Parent Involvement	8
Key Factors Provided, Attendance	9,10
Homework, Progress Reports, Discipline & (insert)	10,11
Curriculum	12
HLCA Graduation Requirements	12, 13
Accreditation	13
High School Jobs, Cooperative Instruction, Extra Curricular	14
HLCA Athletic Eligibility Policy	14, 15
Motivational Programs	15
Miscellaneous	16

## INTRODUCTION

It is our desire to serve parents by offering a Christian School Ministry with a safe and loving environment; a school in which children can be nurtured and trained up in the admonition of the Lord. With God's precepts at the heart of the curriculum, we believe that our students are educated with a better perspective of knowledge than a curriculum without this central philosophy can provide.

House of the Lord Christian Academy is a ministry of House of the Lord Church. Founded in 1980 as a ministry to educate the children of member families of the church, HLCA has always opened its doors to those of the community who desire this type of ministry. The Scriptures, in Proverbs 22:6 and Deuteronomy 6:1-7, speak plainly of a parent's responsibility towards the spiritual training of their children. For thirty years we have been providing a school ministry that not only prepares the students academically for the challenges of life but also one that teaches knowledge from a Christian foundation of truth. We are here to assist the parents in fulfilling their responsibilities toward education and spiritual training. Our philosophy has always been to come along side of the parents while recognizing that the primary responsibility for education rests with the parents. It is not the purpose of our school ministry to reform the character of children. It is our purpose to provide an environment where the character of Christian children from Christian homes can be preserved and promoted.

Our staff loves and serves Jesus and desires the best for each child. It is our hope that parents will be well pleased with what their children gain from their experience here at HLCA.

- This Christian ministry does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, scholarship programs, and athletic, or other school-administered programs.

## ABOUT HOUSE OF THE LORD

House of the Lord belongs to a large network of churches called Ministers Fellowship International. House of the Lord is a non-denominational full gospel church.

### **Doctrinal Attitude:**

#### **In essential beliefs — we have unity.**

Eph.4:4-6 There is one body and one Spirit — just as you were called to one hope when you were called — one Lord, one faith, one baptism; one God and Father of all, who is over all and through all and in all.

#### **In non-essential beliefs — we have liberty.**

Rom.14:1,4,12,22 Accept him whose faith is weak, without passing judgment on disputable matters. Who are you to judge someone else's servant? To his own master he stands or falls. And he will stand, for the Lord is able to make him stand. So then, each of us will give an account of himself to God. So whatever you believe about these things keep between yourself and God. Blessed is the man who does not condemn himself by what he approves.

#### **In all our beliefs — we have love.**

1Cor.13:2 If I have the gift of prophecy and can fathom all mysteries and all knowledge, and if I have a faith that can move mountains, but have not love, I am nothing.

### **Doctrinal Statement**

1. We believe in the plenary-verbal inspiration of the accepted canon of the Scriptures as originally given (2 Timothy 3:16, 1 Corinthians 2:13).
2. We believe in the Eternal Godhead who has revealed Himself as ONE God existing in THREE persons: Father, Son and Holy Spirit; distinguishable but indivisible (Matthew 28:19; 2 Corinthians 13-14).
3. We believe in the creation, test and fall of man as recorded in Genesis; his total spiritual depravity and inability to attain to divine righteousness (Romans 5:12,18).
4. We believe in the Lord Jesus Christ, the Savior of men, conceived of the Holy Spirit, born of the Virgin Mary, very God and very man (Luke 1:26-35; John 1:18; Isaiah 7:14; 9:16).

## MISCELLANEOUS

**MINISTRY PROPERTY:** All students are expected to respect the school and church property. Defaced, marked or broken property will be repaired or replaced at the offender's expense.

**TRANSPORTATION:** Student transportation is the responsibility of the parents. Car pools are encouraged for transportation to and from school. Students serving detentions will require special arrangements. Parents will alternate transportation duty for away games and field trips. Students will need to reimburse drivers for gas on long trips.

Only mature students who are properly licensed and insured are permitted to drive to school. Any driving violation on church property will result in the revocation of on-campus driving privileges.

**TELEPHONE USE:** Students Cell Phones must be turned off in the building. They will not be allowed between the hours of 8:00 am and 3:00pm by decision of the School Board. **Students needing to use a phone may use the student phone in the school office between classes and at lunch with permission of the school secretary.** Parents wishing to contact a student need to call the school office and the message will be relayed. Students violating this policy will have their phone confiscated for the day. A second violation shows willful disregard of the rules and will be dealt with as a serious matter.

Teachers will use cell phones in regards to school matters, emergency contact, or a matter of convenience for the school secretary. Personal use is to be during personal break.

Ipods, Walkmans, Gameboys, and like electronics are not allowed during the hours of 8:00 am and 3:00 pm. Violations will be dealt with in the same manner as cell phones.

not bring up the grade by the following Monday grade check they are on suspension for that week, no practice-no play. They remain on suspension until a satisfactory Monday grade check. A student that is placed on probation remains on probation for the entire season.

Athletes may be placed on Athletic Behavioral Probation at any time when the athlete's behavior is inconsistent with the acceptable conduct described in the Code of Conduct (see HLCA Sports Handbook).

Students must also demonstrate acceptability in all areas of their lives. Christian character, attitudes and actions must be displayed in each athlete's daily life as well as at games. Any action which would bring discredit to the team will render that student ineligible to participate.

Students must be faithful to attend regular practices as required. Unexcused absences may render a student ineligible to participate in that particular activity.

Athletic letters or pins may be earned in High School and will be awarded in accordance with the established policy.

### MOTIVATIONAL PROGRAMS

ANNUAL AWARDS CEREMONY: Annual trophies, certificates and awards will be awarded to students who qualify. Some of the awards are:

1. Perfect Attendance for Year (Certificate)
2. All Scripture Memorization for Year (Certificate)
3. **Honors** 3.0-3.59, **High Honor** 3.6-3.99, **Highest Honor** 4.0
4. Most Inspirational
5. High GPA
6. Principal's Award Elementary and Secondary

MISSION TRIPS: Our 11<sup>th</sup> and 12<sup>th</sup> grade High School students have taken a trip every other year through our Intercultural Studies Class to a third world country since 1999. These trips are educational, with an emphasis on missions.

5. We believe Christ died for our sins, was buried and rose again the third day, and personally appeared to His disciples (1 Corinthians 15:1-4; Romans 4:25).
6. We believe in the bodily ascension of Jesus to heaven, His exaltation and personal, literal and bodily coming again the second time for the Church (John 4:2-3; 1 Thessalonians 4:13-18).
7. We believe in the salvation of sinners by grace, through repentance and faith in the perfect and sufficient work of the cross of Calvary by which we obtain remission of sins (Ephesians 2:8-9; Hebrews 9:12; Romans 5:11).
8. We believe in the necessity of water baptism by immersion in the name of the Eternal Godhead in order to fulfill the command of Christ (Matthew 28:19; Acts 2:34-36; 19:1-6).
9. We believe in the baptism of the Holy Spirit as an experience subsequent to salvation, with the Scriptural evidence; namely, speaking in other tongues as the Spirit gives utterance (Acts 2:1-4; 8:14-17; 10:44-46; Galatians 3:14-15).
10. We believe in the operation of the gifts of the Spirit as enumerated in 1 Corinthians 12-14, as manifested in the Early Church.
11. We believe in the Spirit-filled life, a life of separation from the world and perfecting of holiness in the fear of God as an expression of Christian faith (Ephesians 5:18; 2 Corinthians 6:14; 7:1).
12. We believe in the healing of the body by Divine Power, or Divine healing in its varied aspects as practiced in the Early Church (Acts 4:30; Romans 8:11; 1 Corinthians 12:9; James 5:14).
13. We believe in the Table of the Lord, commonly called Communion or the Lord's Supper, for believers (1 Corinthians 11:28-32).
14. We believe in eternal life for believers (John 5:24; 3:16) and eternal punishment for unbelievers (Mark 9:43-58; 2 Thessalonians 1:9; Revelation 20:10-15).
15. We believe in the reality and personality of Satan and eternal judgment of Satan and his angels (Matthew 25:41; Revelation 20:10-15).

## **BASIC STANDARDS OF CONDUCT AND APPEARANCE**

Conduct and appearance will be distinctly Christian. This requires a high level of commitment by all involved: staff, parents and students. One of the main reasons parents enroll their children in a Christian school is to have some degree of control of the peer group their children are exposed to during their formative years. By having a basic standard of conduct and appearance, all families know what they can expect from others, and what others are expecting of them. Out of love and consideration for one another, we ask both parents and students who do not honestly hold to these basic standards not to select our school.

1. Attitudes - We desire for our children to grow in having the mind of Christ as represented by attitudes of humility, enthusiasm, cooperation, and respect.

2. Character - We desire for our children to pursue and grow in genuine holiness. Our children will not be involved in, nor will they speak favorably or casually regarding any of the following: cheating, smoking, gambling, drinking alcoholic beverages, using illicit drugs, listening to or viewing unwholesome or worldly entertainment. As parents, we recognize that today's entertainment has a strong influence on our children, and we agree to carefully screen what we allow our children to see and hear.

3. Boy-Girl Relationships - We desire for our children to grow up with deep convictions regarding the sanctity and responsibility of marriage; to understand that God himself has provided for life-long companionship between one man and one woman only through the protective covenant of marriage; and to develop godly habit patterns for relating as brothers and sisters in the Lord outside of the marriage covenant. To provide an environment where these convictions can grow, we ask that parents teach their children to wait until after High School to pursue relationships with the opposite sex beyond that of friendship.

4. Speech - We desire for our children to grow up understanding just how important our words are to Christ. Our children will not lie, swear (including euphemisms), use unseemly or crude speech, gossip, or tear down others with their words.

achievement testing, our students' average scores are consistently far above the national norms.

## **HIGH SCHOOL JOBS**

In most cases, it is not recommended that students hold regular jobs during the school year. School work must take priority over the student's job and the job must not interfere with school performance or jeopardize the student's projected graduation date. High School students may not be excused from school to work but may work at the end of their school day.

## **COOPERATIVE INSTRUCTION**

High School students may earn credit for instruction outside of House of the Lord Christian Academy in certain subjects not offered by our school. Any such cooperative instruction must have the prior approval of our school principal. For example, students may receive grades and credit for approved outside instruction in Applied Music. Actual hours of instruction will determine how much credit may be earned. A detailed record of attendance including dates and times must be kept by the student or instructor and submitted for credit. During the last week of each quarter this record is to be signed by the course instructor along with an assessment of the student's performance during the time period.

## **EXTRA CURRICULAR ELIGIBILITY & PRIVILEGES**

House of the Lord Christian Academy is a member of the Mountain Christian League and participates in Girls Varsity Volleyball and Boys Varsity Soccer in the Fall, and Boys and Girls Varsity Basketball in the Winter. We also participate in a local Boys and Girls Junior High Basketball program in the early Spring. JV sports depend on interest.

## **HLCA ATHLETIC ELIGIBILITY POLICY:**

To participate in the HLCA athletic program a student must have GPA of 2.0 or above, and cannot have a failing grade ('F'-less than 60%) in any subject. Qualifying grades for eligibility are determined from the previous quarter for the current sport season. (Exception: If a student's grades from the fourth quarter of the last academic year disqualifies him/her for the fall sport the student may start on probation.)

If a student starts the season and his/her GPA drops below 2.0 or they receive an 'F' (below 60%) on Monday grade check, they are put on probation, but may practice and play that week. If they do

Speech	1
Health	1
Electives (includes 8 required Bible credits)	17
TOTAL	46

HLCA credit requirements for graduation exceed Idaho state requirements.

**ELIGIBILITY FOR VALEDICTORIAN/SALUTATORIAN:**

Student must attend HLCA their juniors and senior year to qualify.

We offer several high level college prep courses such as: Pre-Calc, Chemistry, Anatomy, and Physiology

Eighth level core curriculum may earn High School credit during the 9th year if the student's performance level is below chronological level.

**ACCREDITATION**

We are not accredited and we are not planning at this time to seek accreditation. Our teachers are highly qualified and have been selected because of their Christian character, life style, and ability. Certification is not a requirement of our staff. It is always our goal to attain academic excellence and to comply with all State and local requirements that would achieve that end.

The State of Idaho does not require private schools to be accredited, but public high schools are not obligated to accept high school credit from unaccredited high schools. This may cause problems for our students who transfer to a public high school. Currently, we have not had a problem. Our diplomas have been accepted all over the country by State and Private Colleges. Students planning to enroll directly in a four-year State college may be required to submit special forms. College admission has never been denied to any of our graduates because we lack accreditation.

College and university registrars evaluate applicants by their college entrance exams, standardized test scores, and the individual's academic record. On annual standardized

5. Appearance - We desire for our children to understand how God feels about modesty, how it relates to their attitude toward Him, toward one another, and toward their future spouse. To achieve an environment of modesty and proper appearance, HLCA provides Dress Requirements to which students adhere. Our goal is to provide an environment with:

A consistent level of modesty.

Relationships which tend to be based more upon the inward person instead of the outward person.

A higher level of performance and esprit de corps, which are influenced by how we dress. Clothing must be clean, in good repair, and be replaced as required by wear-and-tear or outgrowth. It must have the right fit.

Dress Requirements are in force during any school related activities, and before and after school if anywhere on the school premises, except when approved for special occasions by the principal.

**DAILY WEAR:** No low slung jeans, shorts, and the like. Jeans, etc. should ride on the hips. Shorts are to be minimum of finger tip length to bottom of shorts. T-shirts with offensive slogans are unacceptable, as are tank tops or muscle shirts or jerseys of any sort. Sleeveless shirts (must come to the edge of the shoulder and /or have straps 2” wide), neckline no lower than 3 fingers from the collarbone, and armholes of modest cut. **Dresses, skirts & slits on either one are to be of modest length and no more than five inches from the floor to the bottom of the hemline when the girl is kneeling on the floor. Leggings will be considered as tights or nylons. See-through, low cut shirts, blouses, and bare midriiffs are unacceptable.** Hats or any head coverings are not to be worn inside the building at any time without special permission. No jeans with holes. No writing on back end of pants. No pajama pants.

**ACCESSORIES:** Any jewelry or apparel that portrays a negative or offensive message is unacceptable.

**HAIR:** Whether boy or girl, style and cut should be such as to not interfere with the educational process. If the student’s hairstyle is an obvious reflection of rebellion, the student will be required to cut it or change the style.

This dress code is a guideline. Final determination of will always rest with the Principal or their representative.

**PIERCINGS:** Facial piercing are allowed but must be adorned with small studs only. Tongue piercings are unacceptable.

## ADMISSIONS PROCEDURE

Relationship, involvement and commitment are key ingredients in any successful school - ingredients which require conscious decision and time. We recommend therefore, that new families take time to get to know us and how our school operates before deciding to enroll their children. Please plan a time to bring your child(ren) in while school is in session, if possible, to look around and ask questions. Applicants for enrollment from outside our church will be screened by interview and by recommendation of their Pastor. New students are typically enrolled only at the beginning of a new semester.

Steps toward Enrollment:

1. Parents contact the school office and indicate their interest in the school. You will receive a copy of the School Handbook, other informative materials, and a questionnaire. We ask that you take these home and carefully read the Handbook so you are fully aware of the environment we are trying to provide, and the fact that if you choose to enroll your children here you are agreeing to hold the same standards.

2. If, after reviewing the Handbook, you decide to apply for enrollment, fill out and return the enrollment form and schedule an appointment with the school Principal.

3. Both parents (or just you if a single-parent home) and children need to attend the interview. If there is an opening, the school Principal will review your enrollment form and give approval. Once accepted, you will be given the required forms for enrollment. Fill out the required forms and return them to the school Principal. If there are no openings, your name will be placed on a waiting list for consideration for future openings. New students must provide immunization records as required by Idaho law.

We do not have appropriate staff in place to administer student medications. Nor do we have adequate staffing to provide excessive individual attention and the extra instruction needed for students with special learning needs.

House of the Lord Christian Academy does not discriminate on the basis of race, color, national or ethnic origin.

## CURRICULUM & CLASSES

Our core curriculum for PK through 6 is A Beka and Bob Jones. These are Biblically-based curriculum, which we have found to be ideal for the younger grades in the small Christian school setting. Our Spelling curriculum is ACSI which we have found to be excellent in its presentation. Other curriculum, such as PACE, may be used to bring a student to an acceptable performance level.

New students are diagnostically tested to identify any gaps in their learning, and curriculum is prescribed according to their actual level of performance. The scope and sequence of our curriculum moves with continuous progress from the first skill to be mastered on through the next skill in sequence.

We have found that for the Junior High and High School grades, traditional lecture classes are important in developing the listening and note-taking skills needed for college. For most of these classes we use A Beka and Bob Jones curriculum.

Computer stations with high-speed Internet research capabilities are available.

## HLCA GRADUATION REQUIREMENTS

House of the Lord Christian Academy requires a minimum of 46 semester credits to graduate in accordance with Idaho State Graduation Requirements. A prescribed course of study will be determined through a conference among the principal, parents and student. Transfer students must successfully complete at least one semester in this school before receiving a diploma from House of the Lord Christian Academy.

A minimum of 6 semesters of high school will be required for graduation. Any exception to this must be approved by the school principal.

<u>SUBJECTS</u>	<u>REQUIRED UNITS</u>
English	8
Math (1 logic math)	6
Science (incl. Lab)	6
Social Studies (must incl. ,2 U.S.Hist, 2 Am.Gov., 1 Econ.)	5
Humanities (includes intercultural studies/Foreign Language)	2

## **DISCIPLINE**

All discipline is designed to restore a child to right behavior and to preserve the environment we endeavor to provide for our children. Actions requiring discipline may result in a yellow/red Card (Junior High & Senior High) or a disciplinary letter, and are referred to the home for further attention. A detention letter is issued by the Principal for Elementary offenses and states infraction, assigned disciplinary action, and consequences for repeated behavior.

Discipline is primarily the responsibility of the parents. Parents of Secondary students are informed by the issuing of a Yellow/Red Card, which is sent home with the student. A severe infraction may result in immediate suspension from school until repentance is evidenced. Examples which might result in disciplinary action could include infractions of the Standards of Conduct found on pages 5-6.

When discipline is required at school it will usually be handled as follows:

1. Verbal - At the first offense the student is usually spoken to and given opportunity to correct the problem.
2. Yellow/Red Card - If the student does not correct the problem, a Yellow/Red Card is issued and an essay will be assigned (at least 400 words in length).
3. Conference With Principal - If a character or attitude problem has been addressed with the student and significant change is not forthcoming, a conference may be held between the school principal, the student, and parents. Such a conference may result in temporary suspension.
4. Removal - This is a rare and serious occasion, and only occurs if the student refuses to repent of the wrong action, or that the wrong action would result in harm to the character or well being of the other students and violate the student enrollment contract of a High School student.

SEE DISCIPLINARY INSERT

## **TUITION AND CURRICULUM POLICIES**

Tuition is billed on a monthly basis, with the school financial year beginning August 1 and ending July 31. Families are billed on a 10 month or 12 month basis through the FACTS Tuition Management Service.

Families with students in grades PK thru 12 pay a non-refundable Registration Fee of \$125 per student at the time of acceptance. A Building Fee of \$100 per family is also due at this time.

An Annual Registration Fee is due each Spring to hold positions for returning students in the Fall. Regular Registration begins at the end of April. Any open positions after returning registration will be filled with new families from the waiting list.

Curriculum expenses are included in tuition costs. However, any extra special curriculum will be billed at cost.

Tuition is paid either monthly by FACTS, by semester by FACTS, or once yearly. A form of exception may be submitted to the school board for their review and approval if other financial arrangements are needed.

Your bill is due and payable by the 5<sup>th</sup> or 20<sup>th</sup> of the month as FACTS withdraws it.

Accounts are past due if payment is not received by the 5<sup>th</sup> or 20<sup>th</sup> of the month and will be charged a late fee by FACTS. HLCA will charge any bank fees plus original amount for returned checks.

## **STAFF**

All our staff are dedicated Christians. Our classroom teachers are trained, experienced, and highly qualified individuals, although not all are State Certified teachers. Our teachers regularly attend Educators Conventions, seminars, and other training opportunities.

## **PARENT INVOLVEMENT**

Parent awareness and involvement in their children's education is a key to their success. Parent participation in the educational process enables them to know the classroom procedure and how

their child is performing in that environment, and thus to better assist them there. It enables parents to know the peer group and how their child relates in that context, and thus influence those relationships.

There is no babysitting service provided by the school. If a monitor needs to miss their assigned day, they are responsible to give notification in enough time to be able to secure a substitute.

Parents are required to contribute a minimum of 3 hours of school service for each family at the beginning of the school year to put the building in order. Parents will be scheduled a record of involvement that will be maintained.

Our annual **Raising the House Luncheon** is our largest and most important general school fundraiser. Every family is expected to participate in providing services or items, in planning, publicity, set-up, or organization. The 'Raising the House' team supports the school year round. If you are interested in getting involved, contact the Principal.

### **KEY FACTORS PROVIDED BY HLCA**

1. Parents can be directly involved in the instruction and training of their children in the educational setting. (Deuteronomy 6:4-7; Ephesians 6:4)
2. Curriculum and philosophy are Bible-based, Biblically consistent, and godly. (Isaiah 54:13, Colossians 2:6-8, James 4:4)
3. The peer group is godly, and problems can be dealt with and solved Biblically. (I Corinthians 5:11, Galatians 6:1)
4. Staff, parents and other workers are all godly and have the same basic values and commitments. (Psalm 1:1)
5. Community is involved collectively. (Philippians 2:4)
6. Excellence and character, environment and academics are our overall commitment. (Colossians 3:17)

### **ATTENDANCE**

Students are expected to be on time and present at school every scheduled day of operation. The regular school day begins at 8:00am, with staff arriving at 7:30 for staff meeting and prayer. School is out at 3:00, with student pick up needed by 3:30. Kindergarten and Preschool dismiss at 11:30. Absences are only expected for the following reasons:

1. Sickness or emergencies.

2. Medical appointments when it is absolutely impossible to schedule them during non-school hours.

Other absences are sometimes permissible but will only be excused when the parent has conferenced in advance with the school principal regarding the need for the absence. All absences should be excused in writing by the parent of the student. Parents should only consider taking their child on a family trip during regularly scheduled school days if the child completed the work required to that point, and has obtained the work required to be on status for the time absent.

### **HOMEWORK**

In grades 1 through 6, students are taught goal setting and work responsibility. When they do not meet their work goals during any given day, they are expected to complete their work at home in the evening.

Goal sheets are issued on Mondays giving students a preview of the week ahead. Goal sheets for grades 1-3 also have daily behavior scores. Goal sheets are sent home Thursdays so unfinished and assigned homework can be done over the weekend. Grades 4-6 are given a look-ahead sheet informing parents of upcoming test and project deadlines.

Students can anticipate about 15 minutes of homework per class in Junior High, and 20 minutes for High School classes.

### **PROGRESS REPORTS**

Progress will be reviewed with parents at 1<sup>st</sup> Quarter Parent Conferences. Parents may contact the school at any time to set up a conference with your student's teachers or teacher. The school secretary will facilitate the scheduling of these conferences. Mid-term grades are also sent out to parents.

Our school uses an interactive website, [www.hlcasechool.com](http://www.hlcasechool.com). Most of our school communications are by e-mail, phone, or a communication envelope which is sent home each Wednesday.