



7200 Emerson Road, Brooksville, Florida 34601
P. 352-796-0616 || F. 352-799-3400 || www.hernandochristian.org

Hernando Christian Academy



**Admission
Application**

Middle/High School International Student

Hernando Christian Academy

Dear Prospective HCA Family,

Thank you for taking this first step in choosing Hernando Christian Academy as your comprehensive educational partner in your child's education!

The scriptures state, "Train-up a child in the way he should go, and when he is old he will not turn from it (Proverbs 22:6 NIV)." By choosing HCA, you are choosing us to partner with you in this responsibility.

We receive this as a tremendous honor and a high duty.

Therefore, each step of the admission process is to ensure a good fit between your family and the school. Our desire is to partner with parents whose children are most likely to grow and flourish in our rigorous Christ-centered academic program that seeks to prepare a student for college and life.

Please, should you have any questions at any point in the admissions process, do not hesitate to contact our school registrar.

Again, thank you for taking this first step to HCA admission, and may our Lord richly bless you in this decision and throughout the process!

By His Amazing Grace,

Ken Alvarez
Superintendent

Hernando Christian Academy

Application Process

We appreciate your interest in applying to Hernando Christian Academy (HCA). This packet contains documents needed for every grade level. Please complete those that apply to your child(ren). If at any time during the application process you have questions, please contact our admissions office for assistance.

Your child's application is complete when the following has been turned in, all materials must be translated into English:

- | | |
|--|--|
| <input type="checkbox"/> Completed Student Application | <input type="checkbox"/> Previous Two Years' Report Cards |
| <input type="checkbox"/> Application Fee (\$ 75) – Non-refundable | <input type="checkbox"/> Math Teacher Reference Form |
| <input type="checkbox"/> English Teacher Reference Form | <input type="checkbox"/> In-house standardized test results |
| <input type="checkbox"/> Student Questionnaire | <input type="checkbox"/> Standardized Test Results (SAT, FCAT, etc.) |
| <input type="checkbox"/> Individual Education Plan (if applicable) | <input type="checkbox"/> Immunization Records |
| <input type="checkbox"/> Birth Certificate | <input type="checkbox"/> Statement of Faith – signed |
| <input type="checkbox"/> Family Covenant – signed | <input type="checkbox"/> Passport-sized photograph |
| <input type="checkbox"/> Passport I.D. page | |

The Registrar must receive these completed forms before we can continue the enrollment process. Please double check for signatures where applicable.

Admissions: After completion of all of the above documents and conference, we will notify you by email or by phone as to your child's enrollment status. If your child meets the admission requirements, but there are no spaces currently available in the class, you will be given an opportunity to keep your application active on a waiting list.

Student Conference: After we receive the applicable items above and you arrive in the United States, the superintendent's office will contact you to schedule a time to meet with the superintendent. At the conference, the superintendent will discuss the partnership between the school and the student for their success 'intellectually, physically, spiritually and socially' (Luke 2:52). The superintendent will briefly explain the purpose of Christian education; provide an overview of HCA's program, and give you to time to ask whatever question you may have concerning the school and how you will fit into HCA's program.

Hernando Christian Academy

Enrollment Process

After admission to HCA, there are several other steps that must be complete prior to your child(ren) attending school. If at any time during the enrollment process you have questions, please contact our registrar for assistance.

Additional Forms – once admitted you are required to fill out the following for our records. These forms relate to billing, school participation and safety. We cannot allow your student to attend class without this vital information. We will provide these forms upon admission.

Required:

- _____ Parent – School Cooperation Agreement
- _____ Emergency Contacts & Parent Releases Form
- _____ Billing Agreement with EFT form
- _____ Emergency Medical Form (1 for each child)
- _____ Tuition payment

Optional:

- _____ Special Needs Form
- _____ Legal/Custodial Documents

Once both processes are complete, your child is now enrolled and may attend classes at the appropriate and agreed upon time!

Application for Admission

Application Date _____ Application for Admission to Grade _____ Academic Year _____

Applicant Name _____ Preferred First Name _____

Date of Birth ____/____/____ Gender _____ Country of Birth _____

Country of Citizenship _____ Native Language _____

Languages with basic proficiency _____

English proficiency _____

Permanent Foreign Address _____

_____ Country _____

Home Phone _____ Fax Number _____

Home E-Mail Address _____

If you have a U.S. driver's license: State Issued _____ Driver's License Number _____

If you have a U.S. Social Security Number, list number here: _____

Name of Host Family _____ Phone _____

Host Family Address _____

Father/Guardian

Name _____

Relationship to Child _____

Address _____

City _____ Zip _____

Home Telephone _____

Cellular Phone _____

Occupation _____

Employer Telephone _____

Employer _____

Mother/Guardian

Name _____

Relationship to Child _____

Address _____

City _____ Zip _____

Home Telephone _____

Cellular Phone _____

Occupation _____

Employer Telephone _____

Employer _____

VISA INFORMATION

Do you presently have a United States Visa? yes no If yes, what type? _____

Are you a transfer student currently in the United States with an I-20? yes no

Are you a United States permanent resident? yes no

Are you a United States citizen? yes no

STATEMENT OF FINANCIAL ELIGIBILITY

Fill out this section only if you are requesting a SEVIS form I-20. All students requesting an I-20 must demonstrate evidence of financial support for their stay in the U.S.

Financial declaration: Approximate cost- \$75 Application Fee, Tuition (Middle School Grades 6th-8th \$6181.03; High School Grades 9th-12th \$7008.12), Books \$300-\$400 depending on courses taken. Room and board are not included nor the responsibility of the school. Proof of host family providing room and board (with guardian over 21 years of age) must be submitted prior to start date.

If a student commits a status violation, it is the families' responsibility for any and all costs including cost of student returning to their home country. Potential status violations include: absent from country for five months, drop below full course load, death, expulsion, failure to re-enroll, or has poor school attendance (absent over 18 days per school year). If a student has committed a status violation, their F-1 status with SEVIS will be terminated and the student must immediately leave the United States.

Name and address of person or organization responsible for the payment of your expenses:

Name _____

Address _____

Country _____ Home Phone _____ Fax Number _____

Home E-Mail Address _____

Attach Passport Size Student Photo Here

Hernando Christian Academy

EDUCATIONAL / BACKGROUND INFORMATION

Applicant's Current School _____

School Address _____

Telephone _____ Private _____ Public _____ Years Attended _____

Has your child ever repeated a grade? _____ if so, state grade and date: _____

Has your child ever been suspended, expelled or asked to withdraw from school? _____

If yes, please give name of the school and details: _____

Has your child, to your knowledge, been involved with alcohol, drugs, tobacco products, or sexual immorality? _____

If yes, please be prepared to discuss this during your admittance conference.

Is your child eligible to re-enter his/her present school? _____yes _____no

Why have you selected Hernando Christian Academy for your child's education? _____

Has this child ever been evaluated for academic, behavior, emotional or attention difficulties by a school official, psychologist, physician, or any other professional? _____

If yes, please attach a copy of the evaluation report and/or diagnostic results to this application.

Does your child take any prescription medication daily? If yes, please describe: _____

English Proficiency: _____

Family Covenant

(Keep this for your records.)

According to the Bible, parents are responsible for the training of their children (Deuteronomy 6:1-7; Proverbs 22:6; Ephesians 6:1-4). Hernando Christian Academy serves as partners with parents in providing an excellent education consistent with biblical truth. Harmony between home and school provides the best environment for godly training to take place. In keeping with our mission, building leaders with Christian character, we seek to model and nurture development of the following essential character traits in the lives of our students.

INTEGRITY: Maintaining a lifestyle that is above reproach. A Christian should be honest, moral and trustworthy in all dealings (Titus 1:8; Job 27:5; Proverbs 11:3; 20:11; I Kings 9:4; Psalm 15).

RESPECT: An attitude that highly esteems those in properly placed authority. God has placed parents, teachers, employers, governmental authority and church leaders in our lives. God gave us a biblical command to honor them for our own good (Romans 13:1-7; Hebrews 13:7; I Peter 2:13-21; I Thessalonians 5:12-13).

OBEDIENCE: The outworking of the attitude of respect. We are to obey God and all those He has placed over us in our lives. When we obey, we show our love and respect for God and the authorities He has ordained. Our lives then will be long and fruitful as He has promised (John 14:21; Ephesians 6:1-4; Romans 13:1-7; Proverbs 6:23).

SELF-DISCIPLINE: The ability to control one's thoughts and actions. The goal is to have a life under control; self disciplined by the Spirit of God (Galatians 5:22-26; Job 5:17; Proverbs 16:32; 25:28; I Timothy 4:7,8).

GODLY LIVING: A morally pure lifestyle that exhibits the fruit of the Spirit and flees from the acts of our sinful nature. Our standards are found in God's Word and our desire must be one with God and His holiness (Galatians 5:16-26; II Timothy 2:22; I Peter 1:13-16; 2:9-10; I Corinthians 6:12-20; Proverbs 23:29-35; Philippians 4:8; Romans 8:6-8).

WISDOM: Understanding what is true from God's perspective, and doing what is right. Wisdom comes from God and our respect for Him. It is developed in our lives by our proper response to correction. If we do not respond to correction with a teachable spirit, the Bible calls us fools and unable to attain wisdom (Proverbs 1:7, 20-23; Proverbs 2:1-22; Proverbs 4:7).

RESPONSIBILITY: Being dependable and accountable in all relationships and tasks. We are accountable to each other to love, encourage, confront, comfort and forgive. Furthermore, initiative, intellectual integrity and excellence should be the marks of all tasks we attempt (I Corinthians 13; Matthew 18:15-17; Galatians 6:1-5; Ephesians 5:29-32; Ecclesiastes 9:10).

THANKFULNESS: Developing an attitude of gratefulness. We are to be thankful for everything God brings into our lives. Knowing that God's dealings in our lives are intended for our "good" will help create an attitude of gratefulness for the things others do for us (Philippians 4:6,7; I Thessalonians 5:18; Colossians 2:7; Ephesians 5:20).

SERVICE: A spirit of humility in focusing on the needs of others. Christ is our example in living a life that is not self-centered but rather seeking ways to serve not rule (Ephesians 5:21; Philippians 2:3-11; James 4:6,10).

Technology Usage Policy

(Read and retain this page)

This policy is designed to help safeguard Hernando Christian Academy technology users when they access the Internet or use the computer related facilities. This document will serve to inform school staff, school faculty, students, parents, and guardians about the proper-and improper-use of the school's computer network and the Internet on school premises.

HCA has very high standards and has successfully implemented Internet filtering software. Although HCA does its utmost to maintain the network and Internet access, it does not guarantee that it will function at all times. Furthermore, HCA does not take responsibility for the accuracy or content of sources found while accessing the Internet. Even with the use of high level security standards, true privacy is limited and the effectiveness of the Internet filter can not be guaranteed. HCA carefully monitors Internet access and frequently reviews this policy's effectiveness.

Purpose of Technology Usage at HCA:

All Technology, including access to the Internet, exists strictly for school-related educational purposes. Technology is to be used as a supplemental teaching and learning tool. Faculty and Staff will use the technology to more effectively accomplish their educational roles, to further develop their professional skills, to supplement their classroom lessons and presentations, and to research various school based topics. Students will use the technology to supplement curriculum based knowledge, to research various school based topics, and to develop technology based skills that are deemed essential to the pursuit of higher learning.

Technology and Internet usage at HCA is a privilege, not a right. Any person that engages in behavior that is deemed inappropriate by this policy or HCA administration is subject to strict consequences.

Network Etiquette:

- All users will make every effort to maintain the privacy of their password.
- Users will not share usernames or passwords.
- Users will log on using only their appropriate username unless directed otherwise.
- Users must log off the computer terminal when leaving the work area.
- All software is licensed to HCA and may not be copied or illegally supplemented.
- Any attempt to circumvent, nullify, or modify established security parameter is strictly prohibited.

Faculty and Staff:

- Classroom computers must be left in a logged off state when you leave the room.
- Students may only use classroom computers if they are logged in as themselves and the teacher is present.
- If you believe your password has been compromised please notify the Systems Administrator (S.A.).
- It is your responsibility to shutdown and turn off all hardware assigned to you.
 - The removing or installing of additional software is prohibited.
- The use of the printer is for school related projects only. (Use the copy machines if you require several copies)
- Using network or Internet resources in a fashion that goes against HCA professional, moral or ethical standards is prohibited.

Students:

- No food or drinks are allowed at computer work stations.
- Students must have a faculty or staff member present at all times when using the computer.
 - Installation or removal of any software, whether malicious or otherwise, is prohibited.
- Unless specifically instructed otherwise, the playing of non-educational games is strictly prohibited.
- Students may not modify in any way the computer software settings.
- Students may not vandalize hardware, change cords, change settings, swap out equipment, or in anyway modify the hardware configuration.
- Students may not use their network directories to store non-educational materials.
- Students must stay in the application that they have been instructed to use. The use of any other software not specifically allowed by a teacher is prohibited.

Improper Internet Usage:

- The use of Email by students is strictly prohibited unless it is specifically allowed for Internet based classes.
- Chat rooms and Instant Messaging Programs are strictly prohibited.
- All internet based Games are prohibited.
- Any viewing of content that is deemed malicious, inappropriate, immoral, harassing, offensive, or non-educational related is prohibited.
- The Internet may not be used to purchase or sell items (EBay, merchants, etc...), initiate stock trades, stream media of any kind, download pictures or music, or participate in simulated or credit based gambling.
- The use of the Internet to commit plagiarism, steal software, infringe on copyright, or to obtain illegal materials is strictly prohibited and will be dealt with accordingly.

For The Parent:

We are in support of the educational philosophy, objectives, Student Handbook, standards of conduct and the principles of this covenant. We will cooperate with the administration and teachers in a spirit of partnership in the training of our child(ren).

If at any time during the training of our child(ren), we can no longer work together in a spirit of unity, and all reasonable avenues of communication are exhausted, we will withdraw our child(ren) from Hernando Christian Academy.

I have read and understand the HCA Technology Usage Policy. If you have any questions or concerns, please contact Matt Carrao, Systems Administrator for Hernando Christian Academy.

We understand that willful disobedience by our child(ren) to these principles and guidelines may result in dismissal from Hernando Christian Academy.

We certify under penalty of perjury that all information provided in this application was completed before I signed this form and is true and correct. We certify that our child is seeking to enter or remain in the United States temporarily, and solely for the purpose of pursuing a full course of study at Hernando Christian Academy. I also authorize Hernando Christian Academy to release any information from my child's records which is needed by the INS pursuant to 8 CFR 214.3(g) to determine my nonimmigrant status.

Father's Signature (or Legal Guardian)

Date

Mother's Signature (or Legal Guardian)

Date

For the Student:

I desire to attend Hernando Christian Academy or am willing to be under the authority of my parents in submitting and deferring to their wishes concerning enrollment at Hernando Christian Academy.

I understand that Christian teachers are in partnership with my parents and host family. I will strive to obey them also as they seek to train me according to God's Word.

I will seek to live a godly life in and out of school in order that Jesus Christ will be glorified. (Col 3:23)

I understand that willful disobedience of these principles and the guidelines of the Student Handbook may result in my dismissal from Hernando Christian Academy.

I have read and understand the HCA Technology Usage Policy. If you have any questions or concerns, please contact Matt Carrao, Systems Administrator for Hernando Christian Academy.

Student's Signature

Date

Student's Signature

Date

For The School:

The faculty and staff of Hernando Christian Academy pledge by God's grace to uphold the principles of this covenant and guidelines as we together train your children.

Eternal Values:

Our focus should be upward. The key is to live each day with the realization that only what is done for eternity counts (James 4:14; Matthew 6:33; Matthew 6:19-21).

Statement of Faith

Hernando Christian Academy

Hernando Christian Academy is a non-denominational school. As such, HCA is very diverse in its student body and faculty as it relates to particular doctrinal positions that vary from denomination to denomination. Doctrines not specifically addressed by the following statement of faith constitute beliefs that we feel are best left up to the home and the local church the student chooses to attend.

We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:15; II Peter 1:21)

We believe there is only one God, eternally existent in three persons – Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19)

We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14; Luke 1:35), His sinless life (Hebrews 4:15; 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7), His resurrection (I Corinthians 15:4; John 11:25), His ascension to the right hand of the Father (Mark 16:19), His personal return in power and glory (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 through faith alone we are saved. (John 3:16-19; 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. (I Corinthians 12:12-13; Galatians 3:26-28)

We believe in the present ministry of the Holy Spirit whose indwelling enables the Christian to live a Godly life.

Church Membership: Yes No Attendance: Weekly Frequent Infrequent

Name of Church _____ Denomination _____

Address _____ Minister's Name _____

Telephone _____

Student Questionnaire

Student's Name: _____ Grade Entering: _____

1. Why would you like to attend Hernando Christian Academy? _____

2. Which academic subjects are of greatest interest to you and why? _____

3. Which academic subjects are of least interest to you and why? _____

4. Describe any creative activities (musical, artistic, literary, and dramatic) in which you are involved. _____

5. Describe any athletic activities in which you are involved. _____

6. Describe any church activities in which you are involved. _____

7. Describe any jobs in which you are involved either in or outside of the family. _____

8. What are the names of your favorite music groups? _____

9. What are the most important things in life to you? _____

English Teacher Recommendation Form

Hernando Christian Academy

WAIVER: By signing below, I agree to waive my right of access to any information provided to Hernando Christian Academy by the teacher/administrator who completes this form: Therefore, I give permission to release the information below.

Parent's Signature

Date

Student's Name: _____

Current Grade: _____

DEAR ENGLISH TEACHER:

Please complete this form as thoroughly as possible. The applicant's file will not be complete without the return of this form. We appreciate your time and comments.

How long have you known the student? _____

What is your teaching relationship to the student? _____

Based on your personal experience and knowledge of this student, what is your assessment of his/her strengths and inclinations? Please circle the appropriate response below and comment on any number marked lower than 2:

| | Below Average | Average | Above Average | Outstanding | |
|------------------------|------------------|---------|------------------|-------------|-------|
| Academic Potential | 1 | 2 | 3 | 4 | _____ |
| Academic Achievement | 1 | 2 | 3 | 4 | _____ |
| Initiative/Motivation | 1 | 2 | 3 | 4 | _____ |
| Self-discipline | 1 | 2 | 3 | 4 | _____ |
| Leadership Potential | 1 | 2 | 3 | 4 | _____ |
| Personal Integrity | 1 | 2 | 3 | 4 | _____ |
| Conduct and Discipline | 1 | 2 | 3 | 4 | _____ |
| Respect for Adults | 1 | 2 | 3 | 4 | _____ |
| Concern for Others | 1 | 2 | 3 | 4 | _____ |
| Dependability | 1 | 2 | 3 | 4 | _____ |
| Overall Recommendation | 1 | 2 | 3 | 4 | _____ |

Does this student consistently perform at or above grade level in reading comprehension? Yes No

If no, please explain: _____

Does this student consistently perform at or above grade level in his/her writing? Yes No

If no, please explain: _____

Is this recommendation consistent with his/her report card? Yes No

Please describe this student's strengths and inclinations, including any unique challenges in meeting the needs of this student.

School Name _____ School Phone _____

School Address/City/State/Zip _____

Teacher's Name _____ Dates the child attended this school _____

This information may or may not be discussed with parents.

Teacher's Signature

Phone

Date

Call 352-796-0616 with questions. Thank you for your time. Please mail or fax (352-799-3400) this completed form to: Hernando Christian Academy, 7200 Emerson Road, Brooksville, Florida 34601, Attention: Registrar

Math Teacher Recommendation Form

Hernando Christian Academy

WAIVER: By signing below, I agree to waive my right of access to any information provided to Hernando Christian Academy by the teacher/administrator who completes this form: Therefore, I give permission to release the information below.

Parent's Signature

Date

Student's Name: _____

Current Grade: _____

DEAR MATH TEACHER:

Please complete this form as thoroughly as possible. The applicant's file will not be complete without the return of this form. We appreciate your time and comments.

How long have you known the student? _____

What is your teaching relationship to the student? _____

Based on your personal experience and knowledge of this student, what is your assessment of his/her strengths and inclinations? Please circle the appropriate response below and comment on any number marked lower than 2:

| | Below Average | Average | Above Average | Outstanding | |
|------------------------|---------------|---------|---------------|-------------|-------|
| Academic Potential | 1 | 2 | 3 | 4 | _____ |
| Academic Achievement | 1 | 2 | 3 | 4 | _____ |
| Initiative/Motivation | 1 | 2 | 3 | 4 | _____ |
| Self-discipline | 1 | 2 | 3 | 4 | _____ |
| Leadership Potential | 1 | 2 | 3 | 4 | _____ |
| Personal Integrity | 1 | 2 | 3 | 4 | _____ |
| Conduct and Discipline | 1 | 2 | 3 | 4 | _____ |
| Respect for Adults | 1 | 2 | 3 | 4 | _____ |
| Concern for Others | 1 | 2 | 3 | 4 | _____ |
| Dependability | 1 | 2 | 3 | 4 | _____ |
| Overall Recommendation | 1 | 2 | 3 | 4 | _____ |

Has student mastered grade level math skills/concepts necessary for success at the next level? Yes No

If no, please explain: _____

Is this recommendation consistent with his/her report card? Yes No

Please describe this student's strengths and inclinations, including any unique challenges in meeting the needs of this student.

School Name _____ School Phone _____

School Address/City/State/Zip _____

Teacher's Name _____ Dates the child attended this school _____

This information may or may not be discussed with parents.

Teacher's Signature

Phone

Date

Call 352-796-0616 with questions. Thank you for your time. **Please mail or fax (352-799-3400) this completed form to: Hernando Christian Academy, 7200 Emerson Road, Brooksville, Florida 34601, Attention: Registrar**