

ADMISSIONS INFORMATION

ADMISSIONS POLICY

Houma Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs and activities generally afforded to or made available to its students. Houma Christian School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic and other school-administered programs. Houma Christian School is a part of the ministry of Living Word Church, a non-denominational Christian Church dedicated to the propagation of the gospel of Jesus Christ.

Houma Christian School will consider as prospective students all applicants for admissions to the school who are deemed academically and morally acceptable. Each prospective high school student may be interviewed in an attempt to learn objectives and attitudes and to determine if these objectives and attitudes correspond with that of the school's. Standard rules of conduct in and out of school will be required of each student admitted to Houma Christian School.

These rules are as follows:

1. To refrain from swearing, indecent language, smoking, drinking alcoholic beverages, the abuse of drugs, gambling, and involvement in rock music.
2. To maintain Christian standards in courtesy, kindness, morality, and honesty.

Admissions testing information will be based on recognized instruments which are generally accepted as giving valid predictive information about the applicant's capability. Records from schools of previous attendance will be secured.

To gain admittance to Houma Christian School's kindergarten program a student must attain the age of five years old on or before October 1st of the year he is to enter kindergarten; likewise, for first grade a student must attain the age of six years old on or before October 1st of the year he is to enter first grade.

Inasmuch as students develop at widely varying rates and times, the school accepts the obligation to work with a child and his family to determine the proper placement of the child within the academic and social framework of the school. Acceptance by the parents of the school's evaluation of the proper placement for the child is a requirement for admissions.

Admissions decisions for elementary and high school students opening are made by the administration of the school and are final. **All first year students are taken on a probationary basis.** It is God's plan for us here at Houma Christian to train future leaders for His Kingdom's purposes. Should their first year prove unprofitable in God's plan, they will be asked not to return the following year.

PHILOSOPHY

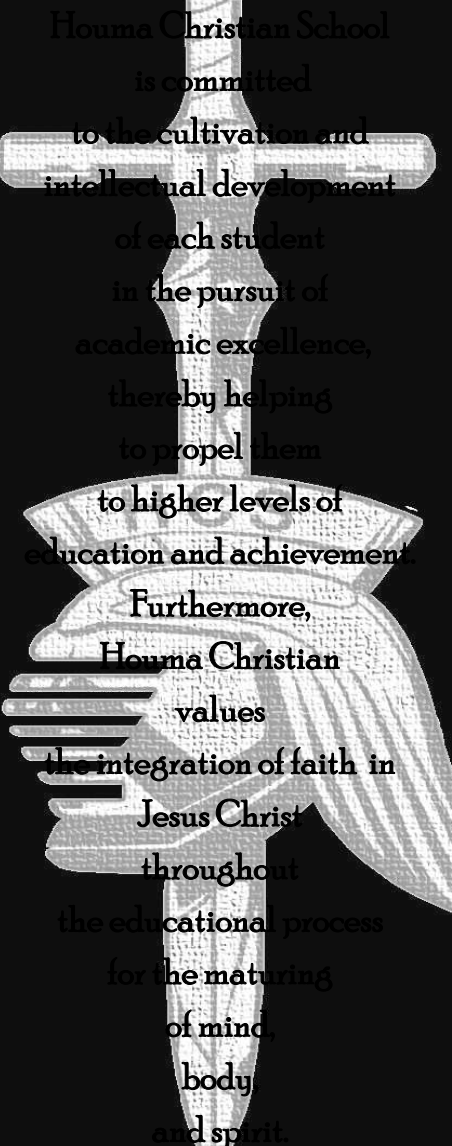
Houma Christian School has been established to provide academically excellent Christian education under girded by a faith in God and in the Bible. Our curriculum and its related activities are planned to meet the needs of students desiring a quality education in a Christian environment.

A quality education is achieved based on traditional, fundamental discipline with emphasis placed on sound habits, skills, and attitudes. The whole child must be considered by providing guidance in learning to respect and relate to others, in learning to accept responsibility, in learning to establish sound moral and spiritual values, and in learning to use individual talents and abilities to the glory of God.

A Christian environment can be obtained by comprehensive spiritual training which will provide for the developing of full Christian personalities on the premises given by God in the Scriptures; teaching of all courses of study in a Christian atmosphere; giving a reason for being, based upon a Christian view of God and the world; establishing absolute values based on Scriptural principles; and preparing Christian young people for effective service to God and to the community. Houma Christian School is staffed with an alert, well-trained Christian faculty which takes pleasure in teaching, displaying genuine interest in the students, and working in harmony with each other. Students are provided an avenue of participation collectively under the leadership of a student council and individually through freedom to offer suggestions for the improvement of any program. The administration works creatively and professionally with both groups, recognizing that each member of the faculty is a part of the professional team, and that students are most directly involved in their own development, and that all prosper most effectively in a harmonious relationship in which all share responsibility for the successful culmination of the school's program.

We dedicate ourselves to sponsor the fullest possible development of each student committed to our care by striving to provide opportunities whereby the student can develop his individual potential. We aspire to help each student establish a personal relationship with Jesus Christ, cultivate a loyalty to democratic principles, and to develop a well-integrated personality that is spiritually alert, morally sound, and emotionally and intellectually mature.

MISSIONS STATEMENT



Houma Christian School
is committed
to the cultivation and
intellectual development
of each student
in the pursuit of
academic excellence,
thereby helping
to propel them
to higher levels of
education and achievement.
Furthermore,
Houma Christian
values
the integration of faith in
Jesus Christ
throughout
the educational process
for the maturing
of mind,
body,
and spirit.

ADMISSIONS PROCEDURES

- Fill out the application and return it to the office with the following:
 - Copy of Birth Certificate
 - Copy of Social Security Card
 - Copy of Immunization Record
 - \$20.00 Application Fee
(Non-refundable)
 - Reports on any special testing
 - Copy of past achievement testing
 - Copy of most recent report card
- If applying for first through twelfth grades, submit recommendation forms to applicant's teacher and principal. These forms should be mailed directly to the office by the reference.
- A date will be arranged for testing for Kindergarten and First Grades.
- As necessary an interview will be arranged with the administrator.
- The decisions will be made on the applicant and the parents will be notified as soon as possible. A contract will be issued to indicate the amount and method of tuition payment.

A registration fee will be required upon enrollment. **(REGISTRATION FEES ARE NON-REFUNDABLE)**

TUITION AND REGISTRATION FEES FOR 2012-2013

REGISTRATION FEES: (NON-REFUNDABLE)

New enrollment	\$350.00
Re-enrollment	\$325.00

TUITION:

K4 - 7th	1st Child	\$3020.00
	2nd Child	\$2970.00
	3rd Child	\$2920.00
	4th Child	\$2870.00
8th-12th	1st Child	\$3405.00
	2nd Child	\$3355.00
	3rd Child	\$3305.00
	4th Child	\$3255.00

PAYMENT OPTIONS:

**FACTS Enrollment Fee \$20 (one or two payments)*

One payment in full through FACTS - due August 5th or 20th.

Two payments through FACTS - first due on August 5th or 20th and second due January 5th or 20th.

**FACTS Enrollment Fee \$46 (ten or twelve payments)*

Ten payments through FACTS - beginning on August 5th or 20th and ending on May 5th or 20th.

Twelve payments through FACTS - beginning on June 5th or 20th and ending on May 5th or 20th.

Payment method will be Automatic Bank Payment (ACH) from a checking or savings, or credit card (with a convenience fee).

FACTS returned payment fee is \$30.00. HCS late payment fee is \$20.00. Students whose FACTS account is 30 days past due will not be admitted to class.

HOUMA CHRISTIAN SCHOOL
109 VALHI BOULEVARD
HOUMA, LOUISIANA 70360

HOUMA CHRISTIAN SCHOOL



WARRIORS

**109 VALHI BLVD.
HOUMA, LA 70360
TELEPHONE:(985)851-7423
FAX:(985)872-4958
EMAIL: HCS@TRIPARISH.NET
HOUMACHRISTIANSCHOOL.COM**



HOUMA CHRISTIAN SCHOOL

109 VALHI BOULEVARD

HOUMA, LOUISIANA 70360-6280

(985) 851-7423 Fax (985) 872-4958

houmachristianschool.com

January 2012

Dear Parents,

Thank you for your interest in Houma Christian School. It is a pleasure to offer you any information possible to aid you in making a very important decision about your child's future. Hopefully after reading the enclosed information you will be able to understand our school's philosophy, curriculum, vision, and facilities.

Houma Christian School was established in 1985 and the 2012-2013 school year will mark our 28th year of operation. Instruction covers K-4 through 12th grades in a traditional classroom setting. The staff is made up of well educated, caring individuals who have a call on their lives by God for the classroom. The curriculum is Christ centered and is published by various publishers such as ABeka and Bob Jones University Press. We are very pleased with the results in our school concerning the positive attitudes and academic achievement of our students, and we invite you to visit our school by making an appointment with the school office.

Enclosed you will find an Information Brochure, an Application for enrollment, and Teacher & Principal Recommendation Forms (1st - 12th only, please read the instructions at the top of the Recommendation Forms).

********* Parents of K-4 applicants please return the completed application, a copy of the child's birth certificate, a copy of the Social Security Card, a copy of an updated immunization record, and a \$20.00 application fee. Applications will be accepted until the class is filled. K-4 students will be accepted on a first come basis upon returning a completed application and paid registration.

********* Parents of K and 1st grade applicants please return the completed application, a copy of the child's birth certificate, a copy of the Social Security Card, a copy of an updated immunization record, and a \$20.00 application fee, by February 1, 2012. No application will be processed, and no student will be tested without the necessary fees and documents. Testing for Kindergarten and 1st graders will be February 2nd or 3rd. You will be notified as to the date and time of your child's testing. If you are unable to have your child here on this testing date please contact the school office at 851-7423.

********* Parents of 2nd - 12th grade applicants please return the completed application, a copy of the child's birth certificate, a copy of the Social Security Card, a copy of an updated immunization record, a \$20.00 application fee, the most current achievement testing and a copy of the most recent report card. These must be returned as soon as possible or no later than, February 6, 2012. No application will be processed without the necessary fees and documents. Students applying for 2nd - 12th grades will not be tested unless we think it is necessary. Achievement scores, report cards, and recommendations forms will be used in placing these students.

Sincerely,
HCS Administration



HOUMA CHRISTIAN SCHOOL
109 VALHI BOULEVARD
HOUMA, LOUISIANA 70360-6280
(985) 851-7423 Fax (985) 872-4958
houmachristianschool.com

March 2012

Dear Parents,

Thank you for your interest in Houma Christian School. It is a pleasure to offer you any information possible to aid you in making a very important decision about your child's future. Hopefully after reading the enclosed information you will be able to understand our school's philosophy, curriculum, vision, and facilities.

Houma Christian School was established in 1985 and the 2012-2013 school year will mark our 28th year of operation. Instruction covers K-4 through 12th grades in a traditional classroom setting. The staff is made up of well educated, caring individuals who have a call on their lives by God for the classroom. The curriculum is Christ centered and is published by various publishers such as ABeka and Bob Jones University Press. We are very pleased with the results in our school concerning the positive attitudes and academic achievement of our students, and we invite you to visit our school by making an appointment with the school office.

Enclosed you will find an Information Brochure, an Application for enrollment, and Teacher & Principal Recommendation Forms (1st - 12th only, please read the instructions at the top of the Recommendation Forms). Please return the completed application, a copy of the child's birth certificate, a copy of the social security card, a \$20.00 application fee, past achievement testing and a copy of the most recent report card. No application will be processed without the necessary fees and documents. After returning the required documents your child will be considered for any openings. If you do not have a copy of the most current achievement testing your child may be required to test for the grade they are entering.

Sincerely,
HCS Administration



HOUMA CHRISTIAN SCHOOL

109 Valhi Boulevard
Houma, Louisiana 70360-6280

Approval Status:

___ Yes ___ No ___ Committee

___ Parent Contacted

Notes: _____

Administrative Office: (985) 851-7423

Fax: (985) 872-4958

houmachristianschool.com

APPLICATION FOR ADMISSION

☐ New application ☐ Renewal application ☐ Previous enrollment

Grade Applying For: _____

What School Session Applying For? _____

Current Grade Completed: _____

Date of Application: _____

Office Use Only

1. ___ Completed Application
2. ___ Birth Certificate
3. ___ Social Security Card
4. ___ Immunization Record
5. ___ Current Report Card
6. ___ Standardized Test Scores
7. ___ Student Health Record
8. ___ Student Enrollment Form
9. ___ Record Request Form
10. ___ Principal Recommendation
11. ___ Teacher Recommendation
12. ___ Application Fee _____
13. ___ Registration Fee _____
14. ___ Parental Agreement
15. ___ Payment Option Agreement
16. ___ Student ID# _____

STUDENT INFORMATION: (PLEASE PRINT)

Student's Legal Name _____ Parish: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Mailing Address: _____ City: _____ State: _____ Zip: _____

Home Phone : (____) _____ Father's Wk #: _____ Mother's Wk #: _____

Father's Cell #: _____ Mother's Cell #: _____

Male ___ Female ___ Student S.S. #: _____ DOB: _____ Race: _____

School last attended: _____

PARENT/GUARDIAN INFORMATION:

Father's Name: _____ Mother's Name: _____

Marital Status of Parent(s)/Guardian(s): Married ___ Separated ___ Divorced ___ Widowed ___ Single ___

Child resides with: ☐ Mother/Father ☐ Mother Only ☐ Father Only Step Mother's Name _____

(Check one) ☐ Father/Step Mother ☐ Mother/Step Father ☐ Guardian Step Father's Name _____

(Guardian with legal custody) Guardian's Name: _____

Person/Persons responsible for Registration and Tuition:

Name	Address	Relationship	% to be paid
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Name	Address	Relationship	% to be paid
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All student files and addresses will be listed only under the custodial parent's or guardian's name.

STUDENT TESTIMONY (If more space is needed, use an extra sheet of paper and attach to application.)

(Grades 4-12)

Have you (student) accepted Jesus Christ as your personal Lord and Savior? Yes___ No___ Year_____

What is your personal relationship to God? How does one become a Christian? _____

What church do you attend? _____

What is your involvement? _____

STUDENT QUESTIONNAIRE (Grades 4-12)

State in your own words why you want to attend Houma Christian School. _____

What are your favorite subjects? _____

What are you least favorite subjects? _____

What are some of your interests, extracurricular activities, hobbies, sports: _____

What are some of the goals that you have for your life?_____

Have you used drugs, alcohol, or tobacco within the last 6 months? Yes ___ No ___

If yes, please explain _____

Student's Signature_____ Date _____

PARENT TESTIMONY

Yes__ No__ Is the father of the child a Christian?

Yes__ No__ Is the mother of the child a Christian?

Yes__ No__ Is the guardian of the child a Christian?

What church does your family attend? _____ Pastor's Name: _____

In your opinion, how does one become a Christian, and what is involved in living the Christian life?
(Use an extra sheet of paper, if necessary, and attach it to the application.)

PARENT QUESTIONNAIRE

Yes__ No__ Has student failed any grade(s)? If yes what grade(s)? _____

Yes__ No__ Has child ever been expelled, dismissed, suspended, or refused admission to another school?

(If yes, explain.) _____

Yes__ No__ Has child ever had disciplinary problems?

(If yes explain.) _____

Yes__ No__ Has child ever been in trouble with the law, arrested, etc.?

(If yes, explain.) _____

Yes__ No__ Has child ever received testing or services for a learning disability?

(If yes, explain.) _____

What is the reason for selecting this school for your child (ren)? _____

We were recommended to the school by:

Person _____ Other _____

Other Children in the family

Name: _____

Grade: _____ School: _____

Name: _____

Grade: _____ School: _____

Name: _____

Grade: _____ School: _____

Parent's Signatures

Mother's Signature

Mother's Social Security Number

Father's Signature

Father's Social Security Number

Sole Guardian's Signature

Guardian's Social Security Number

STEPS TO ADMISSIONS

For Students Entering Pre K through First Grade

1. Read carefully through this material.
2. If you desire, call the office and make an appointment for a campus tour.
3. Fill out the application and return to the office with the following: (No application will be processed without the following documents.)
 - A. Copy of Birth Certificate
 - B. Copy of Social Security Card
 - C. Copy of the Immunization Record
 - D. \$20.00 Application Fee
4. A date will be arranged for testing K and 1st.
5. Following the testing, a decision will be made on the applicant and the parents will be notified as soon as possible. If necessary an interview will be arranged with the administrator. A contract will be filled out to indicate the method and amount of payments. A registration fee (non-refundable) and a signed Parental Agreement will be required upon enrollment.

For Students Entering Second through Twelfth Grades

1. Read carefully through this material.
2. If you desire, call the office and make an appointment for a campus tour.
3. Fill out the application and return it to the office with the following: (No application will be processed without the following documents.)
 - A. Copy of Birth Certificate
 - B. Copy of Social Security Card
 - C. Copy of the Immunization Record
 - D. \$20.00 Application Fee
 - E. If your child has had previous special testing for reading or learning difficulties, please include a copy of the report(s).
 - F. Copy of past achievement testing
 - G. Copy of most recent report card
4. Submit recommendation forms to applicant's teacher and principal. Please provide the applicant's school with a stamped envelope in which the school will mail the forms directly to our office.
5. As necessary an interview will be arranged with the administrator.
6. The decision will be made on the applicant and the parents will be notified as soon as possible. A contract will be issued to indicate the amount and method of tuition payment. A registration fee (non-refundable) and a signed Parental Agreement will be required upon enrollment.

Requirements of Parents

1. Houma Christian School expects both parents to be practicing Christians. If only one parent is a Christian, the following is required:
 - A. The unsaved parent cannot be hostile to the gospel. God has created the child so that the parent is the primary influence in shaping his outlook and personality. This influence must be pro-Christian. If it is anti-Christian, most of the influence of the Christian school will be counteracted by the home and a partnership with the school cannot result.
 - B. The non-Christian parent must be in agreement with the enrollment of the children and must sign all necessary forms.
 - C. The family should attend church regularly.
 - D. Family Bible reading and prayer should be part of the normal home routine.
 - E. The primary motive for enrollment must be for spiritual training.
2. The family will agree to work in a partnership with the school and back the school fully in the training of the child.
3. Tuition payments will be made on a regular basis. Students whose tuition payment is 30 days late will not be admitted to class.
4. In the event there is insufficient room for your child this year you will be required to fill out another application for the following years. However, you will not be required to pay another application fee.

Requirements of the Students

1. The student must be able to do the required academic work.
 2. The student's present attitude and behavior must fit into the Houma Christian School student body.
 3. The student's life-style must be compatible to the Houma Christian School student body.
 4. Older students who do not want to come should not be enrolled at Houma Christian School.
 5. The student will agree to study and comply with all the policies of the Student Handbook of Houma Christian School.
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NEW APPLICATIONS

NO APPLICATIONS WILL BE PROCESSED WITHOUT THE FOLLOWING:

1. **ALL INFORMATION MUST BE COMPLETED ON THE APPLICATION AND THE APPLICATION MUST BE SIGNED.**
2. **A COPY OF THE BIRTH CERTIFICATE**
3. **A COPY OF THE SOCIAL SECURITY CARD**
4. **A COPY OF AN UPDATED IMMUNIZATION RECORD
(ALL P-K, KINDERGARTEN, AND SIXTH GRADE STUDENTS MUST BE UP TO DATE BY THE FIRST DAY OF SCHOOL. PLEASE SEE THE ENCLOSED IMMUNIZATION SCHEDULE.)**
5. **A COPY OF PAST ACHIEVEMENT TESTING (IOWA, SAT, LEAP, ETC.)**
6. **A COPY OF MOST RECENT REPORT CARD**
7. **\$20.00 APPLICATION FEE**
8. **PRINCIPAL AND TEACHER RECOMMENDATION FORMS MUST BE SENT TO THE MOST RECENT SCHOOL. THESE FORMS MUST BE MAILED TO HCS BY THE SCHOOL. PLEASE FOLLOW THE DIRECTIONS ON THE TOP OF THESE FORMS.**

NUMBERS 5, 6, & 8 DO NOT APPLY TO K - 4 AND KINDERGARTEN APPLICANTS

ADMISSIONS CALENDAR

January	3	New Student Applications Available in school office or online. P-K students will be accepted on a first come basis upon returning a completed application and paid registration.
February	1	Kindergarten and 1 st Grade Enrollment Forms and Application Fees Due
February	2 & 3	Kindergarten and 1 st Grade Testing (We will notify you of date and time) Students applying for 2 nd - 12 grades will not be tested. Achievement scores, report cards, and recommendation forms will be used in placing 2 nd - 12 th grade students.
February	6	2 nd - 12 th grade Enrollment Forms and Application Fees Due
February	8	Re-enrollment Forms and Fees Due
February	17	Letters (acceptance or non-acceptance) will be mailed for Kindergarten & 1st (Everyone receives a letter)
February	17	Letters (acceptance or non-acceptance) will be mailed for 2 nd - 12 th Grades (Everyone receives a letter)

CONFIDENTIAL TEACHER RECOMMENDATION FORM

Houma Christian School
Admissions Office
109 Valhi Boulevard
Houma, LA 70360
(985) 851-7423

Instructions to parents: Please complete item (1) below, give the form to your son's/daughter's teacher at his/her current school. (Please choose a Math, Science, History, or English teacher if your student is applying for grades 6-12.) Ask the teacher to complete and send the form to Houma Christian School Admissions Office.

Please include a self - addressed, stamped envelope with these forms.

1. Name of Applicant _____ Applying Grade _____

My son/daughter is applying for admission to Houma Christian School. I would appreciate your completing this form and returning it directly to the Administrator at Houma Christian School. I hereby authorize the release of my child's records and evaluative data to Houma Christian School.

Date ____ / ____ / ____ Signature of Parent or Guardian _____

2. Name of Teacher _____ Name of School _____

Subject area or grade taught _____ Signature of Teacher _____

In what capacity and for how long have you known the applicant? _____

Your candid estimate of the applicant will be of invaluable assistance to the Admissions Committee, and your comments will be held in strict confidence. Please indicate your ratings by number in the right-hand columns. Use a question mark where you have insufficient evidence.

RATING	5	4	3	2	1	#
ACADEMIC ABILITY	Exceptional	Above average	Average	Lower marginal ability	Poor academic risk	
INITIATIVE DRIVE	Outstanding resourceful	Well above the average	Generally strong enough	Occasionally weak or lacking	Very weak	
LEADERSHIP & RESPONSIBILITY	Outstanding contributes to top positions	Commendable top or next to top positions	Capable minor position good	No sign of leadership or involvement	Record of irresponsibility	
INTEREST IN NON-ACADEMIC ACTIVITIES	Outstanding	Commendable top or next to top activities	Active	Minor participation	No participation	
PARENTAL SUPPORT	Exceptional	Quite good	Average	Sometimes unsupportive	Often unsupportive critical of school	
PEER RELATIONSHIPS	Highly respected well liked	Respected liked	Accepted but not sought out	Some difficulty in cultivating	Unskilled in interpersonal relationships	
PERSONAL QUALITIES	Superior personal qualities	Great strengths in personal qualities	Strengths outweigh weaknesses	Somewhat immature for age	Very immature for age	
EMOTIONAL STABILITY	Extremely well balanced	Well balanced	Usually no problems	Some problems	Many problems	
SUMMARY AS A STUDENT	Outstanding	Above Average	Average	Below Average	Poor	
SUMMARY AS A PERSON	Outstanding	Above Average	Average	Below Average	Poor	

PRINCIPAL RECOMMENDATION FORM

Houma Christian School
Admissions Office
109 Valhi Boulevard
Houma, LA 70360
(985) 851-7423

Instructions to parents: Please complete item (1) below, give this form to the Principal or other authorized officer to your child's current school and ask that it be completed and returned to the Houma Christian School Admissions Office. **Please include a self - addressed, stamped envelope with these forms.**

1. Name of Applicant _____ Applying to Grade _____

My son/daughter is applying for admission to Houma Christian School. I would appreciate your completing this form and returning it directly to the Administrator at Houma Christian School. I hereby authorize the release of my child's records and evaluative data to Houma Christian School.

Date ____ / ____ / ____ Signature of Parent or Guardian _____

2. Name of School _____ Name of Principal _____

Phone number (____) _____ Length of time acquainted with student _____

Do you section students according to ability? _____ If so, in what subject(s) is the candidate in the most advanced section(s)? _____

Does the candidate have any significant limitations (physical, social, emotional)? _____

Is the candidate's record with you a true index of ability, or have outside circumstances interfered with academic achievement? (For example: illness, excessive involvement in extracurricular activities, difficult home situation, etc.) If not a true index, please explain. _____

This student has been sent to my office for disciplinary problems: ☐ often ☐ seldom ☐ never

This student has been suspended _____ times.

Has the student been expelled and therefore not eligible to return next year? ☐ yes ☐ no

Please indicate your rating by numbers in the right-hand column. Use a question mark where you have insufficient evidence.

Rating	5	4	3	2	1	#
INTEGRITY	Exceptionally upright	Noticeably upright	Upright no cause to question	Weak or questionable	Record of dishonesty	
CONDUCT	Outstanding in every respect	Generally excellent	Good or acceptable	Marginal	Poor or reprehensible	
LEADERSHIP & RESPONSIBILITY	Outstanding, contributes to top positions	Commendable, top or next to top positions	Capable, minor positions	No signs of leadership or involvement	Record of irresponsibility	
INTEREST IN NON-ACADEMIC ACTIVITIES	Outstanding	Commendable, top or next to top activities	Active	Minor participation	No participation	
RESPECT FOR AUTHORITY	Works very well with those in authority	Works well with those in authority	Mild resistance to authority	Periodic rebelliousness to authority	Rebellious to authority	
PARENTAL SUPPORT	Exceptional	Quite good	Average	Sometimes unsupportive	Often unsupportive critical of school	
SUMMARY	Outstanding	Excellent	Good	Fair	Poor	

Outstanding talents/accomplishments or reservations not covered by the above categories.
