



# HCCA PARENT-STUDENT HANDBOOK




**HEART CRY**  
CHRISTIAN ACADEMY  
TIME + TRUTH = TRANSFORMATION

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Queen Creek, AZ 85144 

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# HEART CRY CHRISTIAN ACADEMY

## ***WELCOME!***

### **ABOUT HCCA**

We are very grateful to the Lord Jesus Christ for His provision of this Christian school in Queen Creek. We are thankful that He has led you to choose Heart Cry Christian Academy as your school!

God has enabled HCCA to assist parents in leading their children to Jesus Christ and to build them up to serve Him according to the gifts and abilities He has given them.

This handbook is designed for both students and parents in the hope that it will provide basic information on the policies and procedures of the school. It is intended to be a readable guide containing important information concerning doctrine as well as school policies and procedures. You can access this and other information from the school's website at [www.heartcrychristianacademy.com](http://www.heartcrychristianacademy.com).

Please read this handbook carefully and keep it handy for future reference. Revisions of this handbook will be made in the future. Thank you again for choosing HCCA. May God bless you as we partner with you in educating your children in the nurture and admonition of the Lord!

### ***Our Mission***

To equip children with knowledge, wisdom, and Biblical principles.

### ***Our Vision***

To be a Christian school that challenges youth to aspire toward lives of character, service, and influence. We desire to expand our campus to ensure the future of HCCA in this community. Our hope is to continue to grow and provide an excellent academic and extracurricular environment for our students.

### ***Our History***

HCCA was established in 2022 as a Christian School committed to providing an exceptional, Christ-centered education for our students.

### ***Our Purpose***

God has given the primary responsibility for teaching and training of young people to parents. The rationale for the existence of HCCA is to assist parents as an extension of the Christian home, in providing an education that is thoroughly and distinctively Christ-based. It is our goal through teaching and training to prepare young people to function as individuals who can reason and relate all issues of life to the doctrinal foundation of the Christian worldview.

### ***Spiritual***

- Teach GOD IS TRUTH.
- Teach that God reveals Himself to man through the BIBLE.
- Present Jesus Christ as Lord and Savior whom every student has the opportunity to personally receive.
- Present the Holy Spirit as the Revealer and TEACHER OF TRUTH.
- Encourage students to develop a heart attitude for daily fellowship and communion with GOD.
- Encourage each individual to know and obey God's will that the peace of God might rule in his or her heart.
- Encourage each individual to live a life consistent with and worthy of the gospel of the LORD JESUS CHRIST!
- Teach students how to identify and deal with temptation and sin.
- Encourage each individual student to develop self-discipline and personal responsibility based on respect for and submission to God and those whom God has placed in authority over him/her.

## **Academic**

- Develop the individual's potential academic abilities by promoting high academic standards within the curriculum.
- Teach and encourage students to develop good personal study habits.
- Instill in each student a desire to learn, teaching each student to reason logically, think critically, and study independently using Biblical criteria for evaluation.
- Develop an appreciation for the fine arts by teaching that fine arts can strengthen the inner man, reveals the individual's inner God-given talents, and encourages personal expression.
- Encourage students to pursue areas of personal interest and develop their God-given abilities.
- Promote responsible citizenship through Biblical concepts.
- Teach a God-centered view of history, government, science, and other sociological studies related to current events of God's plan for man and the world.

## **Physical**

- Teach that bodily discipline in pursuit of Godliness is profitable by promoting habits that contribute to good health and the wise use of the body as the temple of God.
- Teach good sportsmanship and teamwork by applying Christian principles of self-control and Christ-like character while participating in physical recreation.
- Teach that God has given us all things and requires us to be faithful stewards of all we own or use.
- Teach Biblical perspectives toward marriage and the family.
- Teach each student that his or her conscience is a gift from God and needs to be respected, guarded, and developed according to Biblical principles.
- Teach that each individual is personally responsible and accountable for his or her thoughts, words, emotions, and actions and to teach the consequences suffered when we violate the principles of God's word.
- Teach the student to practice Christian principles in each area of responsibility in which God has placed him or her.

We intend that each student, with the help of the Lord, at every stage of his or her development will be loved with Christ's love at HCCA.

## **DOCTRINAL ISSUES**

### **Statement of Faith**

1. We believe that the whole Bible is the inspired and infallible Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe that there is only one God, eternally existent in three persons: Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the virgin birth of Jesus Christ (Isaiah 7:14, Matthew 1:23, Luke 1:35) and that He is the Son of God. (John 10:33) We believe in His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death through His shed blood (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4), and His ascension to the right hand of the Father. (Mark 16:19)
4. We believe in the Biblical account of creation and that the Scriptures clearly and distinctly teach that the creation of man lies in the immediate and formative acts of God. (Genesis 1:1, Colossians 1:16, Isaiah 42:5, Revelation 4:11)
5. We believe that man is a sinful being in need of redemption. (Romans 3:23, John 3:16-19, John 5:24, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5)
6. We believe that all, who by faith in Jesus Christ, are justified through His shed blood, are saved by grace, and are recipients of eternal life. (Ephesians 2:8)
7. We believe that all Christians have the indwelling of the Holy Spirit, which enables them to live a godly life. (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:20, 5:18)
8. We believe in divine healing of the mortal body. (Matthew 4:24, 9:35, Psalm 103:3)
9. We believe that God's plan for marriage is one man and one woman. (Genesis 2:24)
10. We believe that Jesus Christ will return: (Acts 1:11, Revelation 19:11)
  - to rapture all believers.
  - to the earth to set up His Kingdom.

## ***Policy on Denominational Differences***

Heart Cry Christian Academy is an affiliate of Heart Cry Church which is a Baptist church. This school believes all genuine Christians are one in Christ. It is the desire to remain united in the salvation and love of Christ. Nonetheless, the school is aware that believers have denominational preferences. Since it is our desire to maintain this position and to do so in all fairness, it is necessary to inform all parents and staff that those families falling outside of the Statement of Faith will be warmly received; however, we will not be altering our teachings to accommodate differences in denominational beliefs.

## ***Pledges / School Constitution / Prayer***

We begin each day with pledges to the flag of the United States, the Christian flag, and the Bible, our School Constitution, and prayer.

### ***Pledges***

“I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.”

“I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands. One Savior, crucified, risen, and coming again with life and liberty to all who believe.”

“I pledge allegiance to the Bible, God’s Holy Word. I will make it a lamp unto my feet and a light unto my path and I will hide its words in my heart that I might not sin against God.”

### ***School Constitution***

1. We will love the Lord with all our heart, soul, mind, and strength.
2. We will read and memorize Scripture together.
3. We will pray together every day.
4. We will speak words of high honor over each other every day.
5. We will offer grace for mistakes and avoid repeating the same mistake over and over again.
6. We will work hard, give generously, save wisely, and spend sensibly.
7. We will love, support, and serve our school, church, and community.
8. We will laugh together every day.
9. We will take 100% responsibility for our emotions, words, and actions.
10. We will live in the moment, not on technology.

### ***Prayer***

Prayer is a vital ingredient in our program of Christian training. Students are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day: before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known to God and are given opportunities to pray and share their needs with others.

### ***Chapel / Bible Class***

Each week HCCA devotes time for chapel for our elementary students. Secondary students will participate in small groups with a monthly chapel. Chapel is a time of singing, worship, and a short devotional or message. HCCA’s goal is to properly lift up the name of Jesus and point students toward Him. Parents are welcome to attend and participate in any and all chapel services.

### ***Organization and School Governance***

The Board of Directors comprises 4-7 members and elders from the church and meets monthly. Items that need to be addressed or added to the agenda may be done so by contacting the Principal, School Administrator, or Board President. All requests must be submitted in writing at least 7 days prior to the meeting.

## ADMISSIONS

HCCA recognizes the teaching of spiritual truth requires much reinforcement from the home and church. Therefore, the following requirements for all student admissions are necessary unless otherwise approved by the board:

- According to HCCA's philosophy of education and the academic desires to enroll students who will exhibit the Biblical values of showing care and concern for others in our school community as well as demonstrate enthusiasm for the learning process.
- Each student enrolling should have at least one parent or legal guardian express a personal, saving faith and relationship with Jesus Christ, or affirm our Statement of Faith.
- The parents have read the purpose, philosophy, Statement of Faith, and standards of HCCA and will support the same.
- Pupils admitted from other schools to HCCA must have a good conduct record and have put forth acceptable effort academically.
- New families and students will be asked to provide past testing scores and transcripts. If needed, testing in reading and math will be required.

### ***Statement of Non-Discrimination***

Heart Cry Christian Academy admits students of any race, color, national, and ethnic 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, or ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, athletics, and other school-administered programs.

We do, however, reserve the right to deny admission to any individual who cannot benefit from enrollment based on past academic achievement, disqualifying learning difference or physical limitations, or whose personal or family lifestyle is not in harmony with the Statement of Faith of Heart Cry Christian Academy.

### ***Admissions Process***

Our Admissions Team follows a 4-step application process:

#### **1. Schedule a Tour**

If you have not already done so, please consider making an appointment to come and visit our school. Click [here](#) to schedule a tour or call our Admissions Office at 480-646-8517.

#### **2. Create an Online Application**

To begin the Online Application process, [Create an Account](#). Then log in to your account and [Create a New Student Application](#) for your child. You will then have the flexibility to log in and out of your account and access your open application.

- Parents must agree with our Statements of Mission and Faith in addition to the Student Handbook
- Submit the \$22 non-refundable Application Fee
- Upload and submit the following documents, if applicable:
  - Most recent report card
  - IEP / 504 / MET
  - Standardized Test Scores

#### **3. Interview**

Once the completed application packet is submitted, an interview will be scheduled between the parents and administration, and a student academic assessment may be given. The interview process is an excellent opportunity to get to know you and your student/s and for you to learn more about our school.

#### **4. Admission Decision**

After the interview, each family will receive an official email communicating the admission decision for your student. Upon acceptance, families will be directed to our online enrollment process to complete enrollment for the upcoming school year. The \$110 Enrollment Fee is due at submission.

## ***Re-enrollment for Returning Students***

Priority registration will be given to current students of HCCA and Heart Cry Preschool families. Parents who intend to enroll their child at HCCA for the following year may hold their students' place by submitting their re-registration and application fee on a first-come basis beginning in January. Families who do not complete re-enrollment by the deadline given will be withdrawn for the following school year and will need to apply as a new student for the following school year. Additional fees may be incurred. Places cannot be reserved if there is any outstanding debt from the previous year.

## ***Tuition and Fees***

Tuition payments are critical to our school. Tuition is our financial lifeline. Support from our community and donors are also essential to meet the school's needs. HCCA's primary fiscal needs are related to payroll, payroll taxes, curriculum, materials, and maintenance of the facility. We prioritize our finances in this order.

HCCA offers families the ability to set up and pay their tuition online, via FACTS, in-person at the school office, or through ClassWallet's Vendor pay. Families will be able to pay their tuition in one of three ways:

1. *Monthly Payments (Available only if using STO scholarships or direct pay)*
  - Over a period of 10 months; beginning July 15<sup>th</sup> and ending April 15<sup>th</sup>
2. *Quarterly Payments (ClassWallet Vendor Pay families must use this plan)*
  - Tuition is due by the 15<sup>th</sup> of July, October, January, and April
3. *Pay in Full (Available only if using direct pay)*
  - A 5% discount is given if tuition is paid in full by July 15<sup>th</sup>

Tuition, discounts, and payment options will be determined annually by the Board and published separately, including on the school's website.

## ***Delinquent Accounts***

We have established the following delinquent account process for two primary reasons:

1. To help parents keep up regular payments and prevent occurrence of an insurmountable past due balance.
2. To enable HCCA to meet its financial obligations in a responsible fashion.

Please make regular payments a priority:

- Accounts 10 days past due are considered delinquent and will receive an email from the school or its 3<sup>rd</sup> party tuition management company, FACTS.
- A late charge of \$25 will be assessed on accounts that are 30 days past due.
- If an account is 60 days past due, the student may be suspended from school and all student records will be held until the bill is paid.
- Families who are more than 90 days past due are subject to withdrawal from school.
- Students may not register for the next school year if there are any past due amounts until the account is paid in full.

## ***Fundraising***

HCCA encourages fundraising to help meet the general budget needs. Throughout the year we will host fundraisers and new ideas are always welcomed. To keep tuition rates down and affordable, HCCA has a goal to raise funds through donations and fundraising. We encourage each family to support and participate in fundraising. This alone is how we can keep tuition costs down, continue to grow, and provide the best possible education for all students at HCCA. Thus, we rely on each family to participate in and support HCCA fundraising events.

HCCA is a Non-Profit 501(c)3 organization and encourages additional donations from families, friends, churches, and other organizations.

## PARENT / FAMILY INVOLVEMENT

The success of HCCA is directly related to the involvement of its parents. The Board, administration, and staff are highly committed to their ministry to each child and expect that parents likewise will make a commitment to that ministry. Once children are enrolled, parents are encouraged to make a genuine commitment to the work of Godly parenting. With the support of parents through words, actions, prayer, and attendance at school functions, pursuit of financial obligations to the school, and by adhering to the following expectations, we will all be successful in the raising of Godly children. Thereby, we ask each family to commit to the following:

- Regular attendance of weekly church services as a family. It is important for the Word of God to be confirmed daily in the lives of our children.
- Become familiar with the pledge, school's constitution, uphold the school's policies, and adhere to the handbook, Mission, Vision, and Statement of Faith.
- Commit to frequent parent/teacher communication.
- Meeting financial obligations to the school and helping with fundraisers when you are able.
- Volunteer as time allows, become involved, and seek out ways to assist the school. The front office can share ways that anyone can help through volunteer work.

## ATTENDANCE

School attendance is required by HCCA. Students are expected to be present and punctual each school day. A record of attendance for each student will be included on the student's report card.

It is the responsibility of the student to complete all assignments during any time that may be missed. Due dates will be established by the teacher and approved by the Principal.

Planned absences should be pre-arranged with the teacher for assignments to be given and completed by the student. Extensive absences require a lot of planning on the teacher's part and may not allow for all make-up work to be given prior to the absence. Any missing assignments will be given upon students' return. Parent partnership for assignments and absences is a key part of our educational philosophy. It is expected that parents will serve the role of educator or teacher during the planned absence.

If a student is absent for any reason, the school office must be notified by phone between 8:15 and 8:45am. Due to safety concerns, the school enforces this provision to the fullest extent possible, including calling parents at home to verify the child's absence.

Excessive absences cause learning gaps. In the event a student is absent from a class for more than seven days during a term, the student's parents will meet with the teacher to determine whether the student will receive a letter grade or an (I) Incomplete. The teacher and parents will work together to determine if there is a grade replacement program implemented or if the grades will stand as given.

The following absences will be considered excused: illness (after 3 days of illness a doctor's note will be required), involvement in an accident, bereavement, funeral in the immediate family, medical appointments, and participation in school approved programs outside the school. Any pre-arranged, extended absences must be approved by the teacher for make-up assignments to be made available. All other absences are unexcused.

**Due to our 144 day school year, students may be required to come in early or stay after school in order to catch up on missed work after an absence.**

**HCCA follows the State of Arizona truancy laws:**

- Arizona state law requires that all students be in attendance at least 90% of the school year in order to receive credit for the year
- With our school year being 144 days, 10% of our school year means that students cannot miss more than 14 days.
- Missing more than 10% of the school year places your child at risk of losing credit and being retained in their current grade.

## ***Tardiness***

Students who consistently arrive at school on time are establishing a responsible pattern for life. While we understand that occasional situations arise that cause delays, students are fulfilling their end of a contract with the school by adhering to the school's schedule. We appreciate your help in scheduling appointments after school hours, whenever possible. A student is declared tardy when arriving after the starting time of the school day. A student who is tardy or dismisses early, resulting in a loss of 3.5 or more hours of academic time, will be considered absent for the day. Consequences of repeated tardiness will be determined by the Principal.

## ***Leaving Early***

Parents who wish to remove their child during the school day are required to report to the office and sign the student out. Parents are asked to inform the front office of their intent prior to removing the child from the campus. In the event that a parent needs to designate another person to pick up a child during or after school, a written note or telephone call to the front office verifying the change is required.

## ***Closed Campus Policy***

HCCA is responsible for maintaining the safety and well-being of its students from the time they arrive until they leave for home. Therefore, all students are required to remain on campus during school hours, including lunch. Should students need to leave during the school day, a written note from the parents must be submitted to the office prior to their departure.

## ***School Hours***

School hours are 8:00am – 3:30pm Monday - Thursday. Students should not be dropped off before 7:30am. Parents are expected to pick up their child/children no later than 3:45 p.m.

All students in Grades K-9 must be under supervision and will be required to be in After School Care after 3:45pm unless participating in a supervised, extra-curricular activity. HCCA understands that the pick-up line takes time, so children remaining after the pick-up line is complete will be sent to the HCCA After School Program and charges will apply.

## **HCCA AFTER SCHOOL CARE**

### ***Schedule***

HCCA's After School Care (ASC) will begin on the first day of school. On early dismissal days, extended hours will be available. ASC hours will be Monday - Thursday: 3:30 - 5:30pm. ASC will not be provided on school holidays or breaks. To register, please contact the school's front office at 480-646-8517.

### ***Activities***

Your child/children will enjoy a variety of activities including:

- A healthy snack (Please list any food allergies alongside your child's information)
- Supervised indoor and outdoor play
- Organized group games and activities
- Structured reading time

### ***Drop-in Services***

Students are welcome to "drop in" to the HCCA After School Care on occasions when parents find it necessary to use the service for emergencies, running late, special plans, etc. Please call the office and let us know. The drop-in rate is \$15.00 per day.

### ***Fees***

- Weekly Rate: \$60.00 per week (Monday - Thursday)
- Daily Rate: \$15.00 per day
- Multi-Child Discount: 25% off the weekly rate for each child registered after the first (oldest) child. Does not apply to daily or drop-in services
- Late Pick-Up Fee: HCCA offers a 5-minute grace period - students remaining after 5:35 p.m. will be charged a fee rate of \$2.00 per minute until pick-up

## ***Payment Policies***

After School Care services will be invoiced weekly and payment is due upon receipt. If a family falls more than two weeks behind in their payments, services will be suspended until payment is made.

## **STUDENT CODE OF CONDUCT**

As Christians, we are to honor God and His creation. People are created in the image of God; therefore, part of honoring Him entails respect for their property. Since discipline is a part of the Christian life, the goal is to lead students from merely having outward constraints to having inward control through the filling of the Holy Spirit as evidenced by the fruit of the Spirit. (Galatians 5:22-23)

HCCA is committed to providing a safe, nurturing learning environment for all its students. This includes an atmosphere conducive to studies and free from disruptions as well as making school a place where students feel loved and accepted. HCCA strives to train students in Christlikeness by encouraging them to consider each other precious and to esteem others above themselves. (Philippians 2:3-5; John 13: 34-35; Proverbs 22:6)

### ***Principles of Discipline***

**HCCA has adopted the following principles for the discipline of its students:**

- Discipline is defined as the training process to help young people mature into Godly Christians. It is not just a punishment system. Discipline involves teaching, nurturing, counseling, training, planning, praying, introspection and family commitment, all of which are as important if not more important than any punishment. (Proverbs 22:6; Hebrews 12:5-11)
- Respect and love are taught throughout scripture as being required by God, both to Himself, to those men and women in authority, and to those around us. (Mark 12: 30-31)
- Decency and order are clearly commanded as a priority in the Christian's life. (1 Corinthians 14:40)
- Obedience and submission to God and those in authority should be a given assumption in any system used by Christians. (Hebrews 13:17)
- Proper motives, not just proper actions, are crucial in the scriptural priority system. (James 4:1-3)
- Hearsay, rumors, or unsubstantiated reports are not a scriptural basis as the sole rationale of any discipline. Teacher observation (or student confession) is the best basis for discipline. (Deuteronomy 19:15)
- Due to our natural inclination to sin, we don't automatically love, respect, and honor each other. Therefore, discipline is administered in the context of scripture with repentance, forgiveness, and restoration as our three-fold goal. We must remember that God wants immediate and complete obedience without challenging, complaining, or questioning. (Philippians 2: 14-16; 2 Corinthians 7:9-11)

### ***Rules for Student Conduct***

It is impossible to make rules to govern every type of infraction. Good behavior must come from the heart in love and obedience to Jesus Christ; it should not be mere conformity to man-made regulations. Nevertheless, the following behaviors are expected to be observed by students:

- Students will demonstrate respect for teachers and all school staff at ALL times. (i.e. being punctual, coming to class prepared, using courteous and polite manners, etc.)
- Improper (coarse, vulgar, abusive, swearing) language will not be tolerated.
- Students will be considerate of each other in attitudes, words, and actions.
- Total abstinence and absence (use and possession) from alcohol, non-prescribed drugs, or tobacco shall be expected of all students at all times. Violation of this standard is cause for suspension or expulsion.
- Students who in any way deface and damage school buildings, furnishings, vehicles, property, and equipment will be liable for damages to the extent of replacement and/or repair costs.
- Students will follow classroom, playground, vehicle, and building procedures and rules.
- Students will practice truthfulness and honesty in word and life.
- Students will practice Biblical love, respect, decency, and order regarding themselves and others.

**Please see Electronic Devices policy on page 18 for further guidelines.**

## **Minor Offenses**

Appropriate staff members will be responsible for the administration of consequences for minor offenses. The following violations are typical of minor offenses:

- Actions that violate classroom, vehicle, and playground rules.
- Minor disturbances that prevent classroom order and instruction, including excessive or unexcused tardies.
- Disrespectful actions or attitudes toward other students.
- Willful disregard for the safety of others, such as, shooting rubber bands, running in crowded areas, or pushing and shoving while standing in line, etc.

## **Consequences for Minor Offenses**

Minor offenses will result in but are not limited to one or more of the following consequences:

- **1<sup>st</sup> Offense:** Loss of free time or privileges.
- **2<sup>nd</sup> Offense:** Removal from the classroom.
- **3<sup>rd</sup> Offense:** A note sent home or a call home by staff. A note may be sent home with the student to be signed by a parent and returned the following day.
- **4<sup>th</sup> Offense:** Loss of special events participation. Student will not participate in field trips, parties, etc.
- **5<sup>th</sup> Offense:** Teacher and/or Administrator conference. Student will confer with a teacher and/or Administrator.
- **6<sup>th</sup> Offense:** Additional work: student will complete additional assignments during free time, before or after school.
- **7<sup>th</sup> Offense:** Cleaning of school bathrooms, vacuuming, and/or whatever activities needing done that are assigned by the teacher or Principal.

## **Serious Offenses**

The Principal will be responsible for the administration of consequences for serious offenses. The Administrator may vary the consequences to suit each student's individual needs. Regardless of the consequence imposed, the Administrator will notify parents of the incident and if appropriate, the student will apologize to the teacher, individual, or class and ask to be readmitted to the class. Serious offenses include but are not limited to the following:

- Actions and attitudes that demonstrate disrespect for authority - this includes verbal or nonverbal communication indicating rejection of an adult's communication or direction.
- Rebellious or mocking which remains unchanged after much staff effort, including but not limited to: blatant or repeated lack of respect for authority, passive rebellion, continual negative attitude, behavior, or influence that prevents classroom instruction.
- Cheating or plagiarism which will not be tolerated.
- Unacceptable/inappropriate verbal and nonverbal language: profanity, vulgar language, gossip, filthy words, unkind words which proceed from an unclean heart and grieve the Holy Spirit of God. Foul, abusive, or inappropriate language is barred from use at all times. Students are to use wholesome language that is encouraging, uplifting, and edifying. (Ephesians 4:29, 5:4)
- Inappropriate displays of affection. In respecting each other and God's guidelines for relationships, displays of affection between members of the opposite sex in public are not appropriate at school. This applies to all school functions on school property. Participation in immoral sexual behavior is strictly prohibited.
- Willful disregard for property (i.e. damaging chairs, desks, equipment, vehicles, clothing, building, lockers, etc.).
- Actions or use of objects that endanger or threaten the safety of others: A student shall not possess, handle, or transmit objects or unsafe prank items that may reasonably be considered dangerous or could be used as a weapon (i.e. sling shots, matches, knives, razor blades, firearms, or explosives such as smoke bombs or firecrackers).
- Possession of drugs, alcohol, tobacco, or inappropriate literature is strictly prohibited.

## ***Consequences for Serious Offenses***

Depending upon the severity of the offense, violations of a serious nature will result in but are not limited to one or more of the following consequences:

- **1<sup>st</sup> Offense:** Confiscation of inappropriate or unlawful items. Objects will be secured by teacher or Principal/Administrator and may not be returned.
- **2<sup>nd</sup> Offense:** Teacher and/or Principal/Administrator conference. Student will confer with the teacher and/or Principal/Administrator.
- **3<sup>rd</sup> Offense:** Parent – Principal/Administrator conference. Principal/Administrator and parents will convene to discuss incident and consequences and a behavioral contract will be put in place indicating the next offense will result in an in-school suspension
- **4<sup>th</sup> Offense:** In-school suspension. A student on in-school suspension reports to the Principal/Administrator's office each day of the suspension immediately upon arrival on school property where he or she is isolated for the entire day, including lunch. The student is excluded from participating in any extracurricular activities or functions during the suspension time, including practices.
- **5<sup>th</sup> Offense:** Out-of-school suspension. Student may be suspended from school. They are prohibited from coming on school property at any time during the suspension. A student who is suspended will be excluded from all extracurricular activities, including practices. A parent- Principal/Administrator conference will be necessary for the student to return to school. Specific changes in the student's attitude and actions will be required prior to re-admission. Any schoolwork assignments missed during either in or out-of-school suspension is treated as an unexcused absence and is to be made up at the discretion of the individual teacher involved.
- **6<sup>th</sup> Offense:** Recommendation for expulsion. Expulsion is the exclusion of a student from school for an indefinite period of time. Severe and or unrepentant behavior and attitude problems, including while on a probationary period, may warrant expulsion. A student may be expelled from school only by the School Board if the offense warrants such action. Due to the severity of the situation, the Principal/Administrator has the right to suspend a student until the Board can convene. If a student is expelled, the parents are obligated to pay the current quarter's tuition and fees.

Since Christianity is a lifestyle, Biblical standards of behavior are expected of students at school and away from school. All students are expected to always show appropriate respect and cooperation toward faculty, substitute teachers, and staff members. It is understood that teachers may address misconduct in and around school buildings, vehicles, and school sponsored events on and off campus.

The classroom teacher has the primary responsibility and authority for discipline and may use such measures as may be necessary to maintain control in the above areas. Teachers are expected to make every effort to take care of discipline issues themselves without referral to the office. However, if problems occur repeatedly or if any single incident of a more serious nature occurs, students may be referred to the office. If necessary, physical force to restrain a student may be used to prevent harm or injury to any school personnel, other students, and the student himself and to prevent vandalism or destruction of school property.

## ***Public Displays of Affection (PDA) Policy***

At Heart Cry Christian Academy, we strive to maintain a Christ-centered, respectful, and distraction-free learning environment. In keeping with this standard, public displays of affection (PDA) are not permitted during the school day on campus, from the time students arrive until dismissal.

Examples of PDA include, but are not limited to:

- Hand holding
- Hugging of an intimate nature
- Kissing
- Sitting closely in a manner that suggests romantic affection

While we recognize that some students may be in relationships, we ask that all students honor the school environment by keeping interactions appropriate and respectful.

Failure to follow this policy may result in a verbal reminder, a parent communication, and/or further disciplinary action if needed.

## PROCESS FOR CONFLICT RESOLUTION

There are times when conflict arises among the body of believers. As people reconciled to God by the death and resurrection of Jesus Christ, we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. (Luke 6:27-36; Galatians 5:19- 26; Matthew 5:9) HCCA believes that conflict provides opportunities to glorify God, serve other people, and grow in Christ. (1 Corinthians 10:31-11:1; Romans 8:28-29; James 1:2-4)

In response to God's love and in reliance on His grace, HCCA has established the following policy for the school family to follow when conflict arises. Based on Matthew 18, the goal of this process is to resolve conflict, restore fellowship, exhibit love, and demonstrate a proper response to authority. The main principle of this process is that God is sovereign, all authority is from God, and we are all under His authority. Biblical Steps to Conflict Resolution (The Peacemaker's Pledge)

- **Glorify God**

Instead of focusing on your own desires or dwelling on what others may do, seek to please and honor God by: depending upon His wisdom, power, and love; faithfully obeying His commands; and seeking to maintain a loving, merciful, and forgiving attitude.

- **Get the Log Out of Your Own Eye**

Instead of attacking others or dwelling on their wrongs, take responsibility for your own contribution to conflicts: confess sin, ask God to help you change any attitudes and habits that lead to conflict, and seek to repair any harm you have caused.

- **Go and Show Your Brother His Fault**

Instead of pretending that conflict doesn't exist or talking about others behind their backs, choose to overlook minor offenses, or talk directly and graciously with those whose offenses seem too serious to overlook. When conflict with another Christian cannot be resolved in private, ask others in the body of Christ to help settle the matter in a Biblical manner.

- **Go and Be Reconciled**

Instead of accepting premature compromise or allowing relationships to wither, actively pursue genuine peace and reconciliation, forgiving others as God for Christ's sake has forgiven us, and seek just and mutually beneficial solutions to your differences.

Reprinted or adapted from *The Peacemaker: A Biblical Guide to Resolving Personal Conflict*, Ken Sande (Baker Books, 2nd ed. 1997). Peacemaker® Ministries ([www.HisPeace.org](http://www.HisPeace.org)).

### ***Proper Channels for Resolving Conflict***

1. The Board strongly believes that conflicts should be resolved at the lowest possible level within the school structure. Anyone with a specific problem or complaint should first contact the person who is the cause of the concern or complaint in an attempt to identify, clarify, and resolve the differences giving rise to conflict.
2. Complaints that remain unresolved may be moved through the chain of authority by contacting the Principal and then the Board by contacting the School Board President. The Board will hear appeals only if the complaint has been moved through the chain of authority.
3. At its discretion, the Board may act upon the recommendation of the Principal or may hold hearings regarding the matter. The Board will hear appeals only if the complaint has been moved through the chain of authority. Complaints taken to the Board must be placed on the agenda by contacting the Principal and/or the Board President in written form at least seven (7) days prior to the meeting.

## ***Appeals Process***

If any student, group of students, or parents shall feel aggrieved on account of any policy of the HCCA School Board or actions of its agents or employees, said students or parents shall be entitled to use the following method of obtaining redress:

- The parents' or student's appeal must be done according to the Process for Conflict Resolution.
- The students or parents or their agents shall file a written request with the Administrator of HCCA setting forth in detail the action or policy which is the basis of the grievance. The Administrator may initiate a hearing or discussion on the basis of this written request.
- If the grievance is not settled after being filed with the administration, the aggrieved party or parties may at any time subsequent to fourteen (14) days after filing with the administration, file a written notice or copy of said grievance with the Board of Directors requesting that the Board review the same. The Board of Directors or a committee appointed by it shall determine within seven (7) days whether a formal hearing shall be held.
- While the Board is reviewing any grievance, the policy or action being appealed shall be enforced, unless it is modified by order of the Board.

## **SCHOOL WIDE RULES**

The grounds, buildings, property, equipment, and vehicles belonging to HCCA are gifts from the Lord to equip us to do His work. Therefore, each student is to take personal responsibility for their care and maintenance. In practical terms, this means taking the initiative to maintain cleanliness, pick up trash and dispose of it properly, use all equipment for its intended purpose only, and treat books, desks, and other school assigned items with extra care and respect. The following rules are established to help students learn to be good stewards of all the Lord has blessed HCCA with:

- Hallways: No running, pushing, loud talking, or disruptive behavior.
- Restrooms: May be used with permission from teacher during school hours, loitering during class time is not permitted. Loud voices are not to be used in the restroom. Water and paper are to be used for their intended use only.
- Playground: Students must wait for a teacher to excuse them to the outside. Students are not permitted to throw objects (rocks, sticks, etc.) while on the playground. Students may not leave the playground without permission. Pushing, talking, or aggressive play fighting is not permitted. Students may not jump or throw objects from playground equipment.
- Transportation vehicle rules: students are to obey the driver, always demonstrating courtesy and respect. Students are to be properly seated and buckled at all times. Students are to be quiet and self-controlled at all times. Nothing is to go outside of the window.

## ***Formal Address***

It is important that students develop and maintain an attitude of respect for each other and adults. All students shall address a teacher or adult with the titles of "Pastor" "Miss" "Mrs." "Mr." "Ms." or "Coach." When uncertain of a title, "ma'am" or "sir" will suffice. This standard is applicable at all times.

## **BULLYING POLICY**

The State of Arizona has defined bullying to mean any harassment, intimidation, hazing, threatening, insulting, or demeaning gesture or physical contact, including intentional written, verbal, or electronic communication or threat directed against a student. This is persistent, severe, or repeated when it:

- Causes a student physical harm, damages a student's property, or places a student in reasonable fear of harm to the student or the student's property.
- Creates a hostile environment by interfering with or denying a student's access to an educational opportunity or benefit.
- Substantially and materially disrupts the orderly operation of a school.

The term includes retaliation against a victim or witness who reports information about an act of bullying and includes acts of hazing associated with athletics or school-sponsored organizations or groups.

As a Christian school with the goal of servanthood and Christ-likeness as our foundation for growth and development, HCCA will not tolerate any form of bullying and if it is determined by the Principal that bullying behavior as defined above is occurring, the perpetrator of the bullying will be punished with one week suspension and the School Board will consider expulsion based on the merits of the case.

## ACADEMIC POLICY

HCCA is committed to providing its students with a high-quality, well-rounded education from a Christ centered perspective. While HCCA's grades K-4 do not have regular homework assignments. Beginning in grade 5, HCCA will introduce homework to our students with the intent to prepare our students for junior high, senior high, and college. Homework is a valuable aid in helping students make the most of their school learning experience and should consider homework an integral part of the educational program.

### **Grade Reports**

HCCA issues report cards at the end of each quarter. Grading scales used to report achievement on report cards and mid-term reports for 1<sup>st</sup>- 6<sup>th</sup> are as follows:

PERCENTAGE	LETTER GRADE
90-100	A
80-89	B
70-79	C
60-69	D
<60	F

### **Honor Roll & Awards**

- **Principal's List** (3<sup>rd</sup> - 6<sup>th</sup> grade): Students earning placement on the Principal's List must maintain a GPA of 4.0 and will be recognized at the end of the semester.
- **Honor Roll** (3<sup>rd</sup> - 6<sup>th</sup> grade): Students earning placement on the Honor Roll must maintain a GPA of 3.5-3.9 at the end of the semester.
  - \* **Please note: Students with modified grades are not eligible for Principal's List or Honor Roll.**
- **Perfect Attendance Award:** This award is presented quarterly and annually to any student who has not missed any school days during that quarter and the full school year.
- **Christian Character Award:** This award is determined by each classroom teacher on a monthly basis and will be recognized at the monthly awards ceremony.
- **Perseverance "Star" Student Award:** This award is designed to recognize a student who has overcome or shown great progress in areas of difficulty and will be recognized at the end of the year.

### **Parent-Teacher Conferences**

Parent-teacher conferences are scheduled once a year at the beginning of the second quarter in October. Conferences serve as an opportunity to discuss students' educational, emotional, and spiritual growth. In grades K-6, information concerning conference times is disseminated in September. Parents are encouraged to call or e-mail at any time they believe a conference is necessary with any or all their child/children's teachers.

### **45-Day Screening**

All new students will be screened in the areas of communication, academic skills, and social skills within 45 days of their enrollment. Any concerns identified by this screening will be followed up with the parent by the teacher and/or Principal. The school reserves the right to determine whether or not HCCA is a suitable learning environment for their child/children.

## ***Promotion and Retention***

Grade promotions and retentions are based on an average of a student's academic, physical, social, spiritual, and emotional growth, as well as attendance. In cases of retention, parents will be involved directly in the decision to retain from the first consideration. Unless retention was proposed during the school year, parents can safely assume that their child will be promoted to the next grade.

Retention is taken seriously and is recommended infrequently. The following guidelines have been established to aid decisions regarding retention of students:

- Retention should occur as early in the child's school career as possible.
- Retention may be considered for older students when students are failing in any core subject areas.
- If deficiencies can be corrected through summer education, the student may be permitted to advance to the next grade in the fall.

## ***Withdrawal***

Parents need to contact the School Administrator if they choose to withdraw their child from the school for any reason. Students who withdraw from school before the end of the semester might not receive credit for that term. If a student is withdrawn after halfway through the quarter, payment will be required for the full quarter. If the student departs before the halfway point, the tuition will be prorated and, in all cases, the \$100 withdrawal fee will be applied.

## ***Athletic Eligibility***

A student-athlete must meet both academic and behavioral standards in order to participate in athletics.

- **Academic Eligibility:** Students must maintain at least a "C" or higher in every subject/class. Grades will be checked weekly during the student's sport season. If a student fails to meet the academic standard, they will become ineligible and may not participate in any games until all grades meet the eligibility requirement.
- **Behavioral Eligibility:** Students are also expected to demonstrate respectful, responsible, and Christ-like behavior both in and out of the classroom. Serious or repeated behavioral issues, including disciplinary referrals or detentions, may result in suspension from practices and games at the discretion of administration and coaching staff.

## ***Academic Honesty***

Students are expected to demonstrate honesty and integrity while in attendance at Heart Cry Christian Academy. Each student is expected to do his or her own work. This includes test taking, homework, class assignments, and the original creation of essays, compositions, papers, and scientific or background research. All work submitted by students should be a true reflection of their effort and ability. (Read the full policy [here](#))

- The underlying assumption in all schoolwork is each student does his or her own work.
- The teacher is not required to remind students of the expectations outlined in the "Academic Honesty Policy." It is assumed students are aware of the policy every time a test, project, or assignment is given.
- If teachers choose, they may give permission for students to work together, but this is the only exception.

## **COMPUTER / NETWORK POLICY**

There are pros and cons to the use of any technology; computers and the use of the internet are no exception. HCCA considers technology to have legitimate educational value and has committed to using computers in grades 5-9 to improve the quality of its educational program. While it is impossible for the school to eliminate all potential to access controversial material, we are committed to maintaining Biblical standards of morality and as such take every reasonable precaution to mitigate threats found in the use of this resource.

Students are expected to use the school's computer technology in a manner consistent with its educational objectives and are prohibited from inappropriately using computers and or the network and internet. A student shall not use the school's computers, network, or internet to:

- Purchase or sell goods, advertise or solicit sales and services, or conduct business.
- Transmit or receive information containing obscene, violent, abusive, inappropriate, or threatening language, bullying and/or images; including music, videos, games, or other content deemed educationally inappropriate.
- Plagiarize, share, transfer, or alter content, materials, property, or passwords of others.
- Compromise the integrity of or alter any computer security features or access privileges by hacking, logging on as another identity, or exploiting security problems and/or demonstrating them to others.
- Access chat rooms, messages, and/or e-mail without teacher permission.

The following rules shall be in effect for all students using any computer on school premises at all times:

- No overriding or disabling firewalls, filters, or other security features
- No hacking
- No vandalism
- No theft or sharing of passwords
- No accessing inappropriate information, graphics, music, or games
- No spreading viruses
- No illegal activity
- No using school resources for personal or financial gain
- No using the network for political purposes
- No storing of non-academic data on the server
- No copying of copyrighted material
- No playing video or arcade games at any time

Students who violate the school's computer use policy may be denied access to the school's computer system and are subject to additional disciplinary measures as described in the school's Student Conduct/Discipline Policy, which may include suspension or expulsion depending upon the severity of the infraction. Students may not bring food or beverages near computers. Students who willfully damage hardware or software face disciplinary consequences and will be required to pay for replacement of damaged items, including technical service time required to make repairs. Those students may also lose privileges of using school computers. Due to the ever-changing nature of technology, the administration reserves the right to modify these rules on an as-needed basis.

## **STUDENT DRESS CODE**

In attire and appearance, we desire to comply with the following scriptural principles:

- To dress modestly (I Timothy 2:9a)
- To strive for internal rather than external beauty (I Peter 3:3-4)

### ***General Uniform Information***

Parents are expected to partner with us in their support of the school faculty and staff as we enforce the school uniform policy. Students at Heart Cry Christian Academy are expected to be neatly and modestly dressed and well-groomed to attend class each day. HCCA has a uniform policy in grades K-9 for student clothing and student appearance. This policy applies during any school day from the time of arrival on campus until dismissal. There will sometimes be special dress considerations made for certain field trips or spirit days. These considerations will be communicated in advance.

## **Vendors**

### **Sixth Man Promotions**

<https://heartcrychristianacademy.itemorder.com/shop/home/>

Contact: [jaimie@sixthmanpromotions.com](mailto:jaimie@sixthmanpromotions.com)

949-510-4948

### **Lands' End**

<https://www.landsend.com/>

School Tab

Find Your School

School Number 900197252

### **Personalized Presents**

Uniform Embroidery Services

1336 W. Dexter Way

San Tan Valley, AZ 85143

480-365-9923 - Cori

## **Shirts**

- HCCA logo'd polo shirts with collar and buttons in the approved HCCA colors of white, navy, light blue, or red are to be worn daily.
- Plain long sleeve shirts (white, navy, gray, or black) may be worn under HCCA uniform shirts.
- Free Dress Shirt Policy - Students should not wear any clothing that displays messages inconsistent with the Christian lifestyle. No spaghetti strap shirts.

## **P.E. Shirt Options**

Students may wear either an HCCA uniform polo shirt OR an approved HCCA spirit wear t-shirt.

## **Bottoms**

While student bottoms are left up to the parents, here are some general expectations for daily dress at HCCA:

- Students may wear shorts and pants in any approved solid color (no plaid).
- Approved **solid colors** are black, navy, khaki, grey, blue, and denim.
- Girls may wear logo'd jumpers, dresses, or skirts that are navy, red, or khaki. Jumpers must have a solid white, red, navy, or powder blue polo or solid long sleeve shirt underneath.
- All bottoms must be hemmed and in good repair. No holes, rips, frayed hems, or tears in pants, jeans, shorts, skirts, or dresses.
- Low rise, sagging pants and cut-offs are not permitted.
- Skirts, dresses, and shorts shall be no higher than 2 inches above the top of the knee cap.
- No sweats, yoga pants, pajamas, or athletic shorts.
- **Students in 3<sup>rd</sup> - 9<sup>th</sup> grade may not wear** jeggings, leggings, tights, stretchy pants, etc. unless they are worn as undergarments for skirts/dresses.

## **Footwear**

- Tennis shoes/sneakers/athletic shoes that lace up and tie, close with Velcro, or have fitted elastic laces are recommended.
- Athletic shoes are to be worn during P.E.
- Noise-making, wheeled, wedge or "high-heel" style sneakers are not permitted.
- Shoes should be practical for the day's activities. For student safety, flip flops, slippers, bare feet, and any other footwear styles that are inappropriate for active movement are prohibited.

## **Outerwear**

- Sweaters or jackets worn in the classroom must be solid navy, red, light blue, or white and **must have the Heart Cry Christian Academy logo**.
- Parents may have their child's name embroidered onto the outerwear with the student's first name and last initial on the side opposite of the embroidered logo.
- Heavier non-logo'd jackets may be worn outside on cold days.

## **Hair**

- Hair must be a natural color. Extreme or distracting styles and excessive hair accessories are not allowed.
- Hair is not to cover a student's eyes. Boys' hair must be above the collar. Boys may not wear ponytails, pigtails, or man buns.
- Hair should not be shaved in distracting cuts or patterns.

## **Hygiene and Personal Grooming**

Students are expected to maintain good personal hygiene as part of their overall appearance. Clothing should be clean, well-kept, and free of excessive wrinkles, stains, or odors. Students should arrive at school with clean bodies, brushed teeth, and well-groomed hair. Strong body odor or lack of cleanliness may result in a private conversation with school staff and a call home, as cleanliness is essential to maintaining a healthy and respectful learning environment.

## **Other Uniform Policies for Both Girls and Boys**

- All clothes must be free of questionable language and phrases, and include no derogatory statements about people groups.
- No tattoos of any kind are permitted (including temporary tattoos).
- Only girls may wear earrings, and they must be small in nature as to not interfere with play and P.E. Students may not wear any pierced body ornaments, other than those normally worn by women in their ears. Students may not wear distracting jewelry at school or school functions.
- Only girls may wear fingernail polish.
- Clothing that is excessively tight, short, see-through, or revealing (showing undergarments, midriff, or cleavage) is prohibited.

Note: Any controversy or confusion about what is appropriate will be decided at the discretion of the Principal.

## **Dress Code Enforcement**

Students who knowingly or repeatedly violate the dress code shall be disciplined and parents will be contacted. The student dress code shall be in effect at all times and at all events or activities in which students are in attendance. Teachers have the authority to establish additional guidelines for the attire of their students based on the needs of the classroom and student safety. Activity sponsors may impose additional requirements for students participating in school activities and adherence to these guidelines is necessary for participation in the activity or sport. The Principal has the final authority to evaluate styles in clothing and grooming to determine their appropriateness for school functions. The Principal may waive dress requirements for educational activities, extenuating circumstances, and special school functions or occasions when appropriate.

- First Offense: The student will be notified of the infraction.
- Second Offense: The student and parents will be notified of the infraction.
- Third Offense: Parents will be notified and asked to bring approved clothing or take the student home to change.

Students who continue to break the school's dress code may lead to a suspension. The Principal reserves the right to make the determination on whether a student has violated the school's dress code in the event of a "judgment call."

## **SCHOOL PROCEDURES**

### ***School hours***

School is in session daily Monday through Thursday except for scheduled holidays, breaks, and conferences. School begins **promptly** at 8:00am and ends at 3:30pm. For our students' safety, the doors will be locked during classroom hours. Please knock on the door if needed.

### ***Arrival and Dismissal***

Parents are responsible for the daily transportation of their children to and from school. There is no adult supervision in the morning prior to the arrival time, therefore, parents are requested to not drop off their children before 7:30am.

Parents should make every effort to pick up their children by their dismissal time. After School Care is offered Monday - Thursday 3:30 - 5:30pm.

Parents must notify the office whenever a student will ride home with someone other than his/her parents.

### ***Drop-Off and Pick-up Policies***

In an effort to ensure the safety and security of all students and staff, it is preferred that all students are dropped off and picked up using our driveline. Attendants are available to open doors and help students in and out of cars to ensure a safe and quick transfer. Should the need arise for you to walk in to drop-off your child, we ask that you do so in the lobby and not go beyond the double glass doors. If students need help carrying extra items into school, parents may drop these items off at the front desk and office staff will ensure they get delivered to the correct classroom. If walking in to pick-up, please use the north side door of the lobby.

### ***Field Trips***

Periodically classes take field trips to interesting and educational places. Field trips are positive experiences that are encouraged by the school. Teachers arrange field trips and send information home notifying parents of field trips in advance. A permission form signed by a parent or legal guardian is required before a student may leave school grounds and teachers may possibly have a single form covering several trips. Siblings, regardless of age, are not allowed to accompany chaperones on field trips.

### ***Lunch***

HCCA is a peanut-free school, however, other nuts (i.e. almond butter, sunflower butter, etc.) are allowed. Common courtesy dictates that students use proper dining manners during lunch (leave other's food alone, no throwing of food, bag popping, burping, etc.). Students are also expected to talk softly and stay in their seats while eating and to clean up all messes and properly dispose of trash. Plates and silverware are not provided so please bring your own flatware and silverware for lunch.

Hot lunch, through MyHotLunchBox, will be offered to families on Tuesdays and Thursdays. It is the parents' responsibility to set up an account and order their child's lunch in a timely manner.

Due to limited lunchtime resources, we do not have the ability to warm up students' lunches. Please keep this in mind when packing your child's lunch.

### ***Gum, Candy, and Drinks***

Gum, candy, and drinks (with the exception of water \*) are not permitted on campus unless otherwise stated by a teacher.

\*Juice and milk are permitted during lunch.

### ***Recess***

Recess is a scheduled part of the regular elementary school day. Recess provides students with the time to expend energy, stretch, activate their bodies, and develop social skills. All students should be adequately dressed for Arizona weather. Students will either go outside for recess if the weather permits or utilize the indoor play structure. Adverse weather conditions are monitored closely by teachers. If conditions worsen during a recess period, the teachers will bring the children inside.

## ***Visitors***

Parents, family, friends, and prospective students are welcome to visit students and/or observe classes. All visitors are required to report to the school office and sign in upon entering the premises. Unscheduled visitors will not be permitted to access classrooms without an appointment or to see students without a parent's permission. In the case of divorced or separated parents, the school cannot grant a non-custodial parent (must be on file) the right to see his/her child without a court order.

## ***Telephone Use***

Students may use school phones in case of emergency only or with a teacher's permission when deemed necessary. Arrangements for after-school activities or personal business should be made at home, not by the use of the school phones.

## ***Electronic Devices***

Cell phones, smart watches, and personal tablets are NOT authorized for use in school by students and shall be kept in backpacks. If a cell phone or smart watch rings during class or is found outside of a student's backpack, the consequences for violating this policy are outlined below.

To support this policy, it is requested that parents not call or text student's cell phones during the school day, but instead call the front office. Violations of the policy by use or having a phone on their person will be enforced as follows:

- First offense: Verbal warning and directed to return phone to backpack/cubby.
- Second offense: Phone will be held in the office until the end of the school day.
- Third offense: Phone will be held in the office until parents retrieve it.
- Fourth offense: The student will not be allowed to have a cell phone in the school.

**HCCA is a cell phone-free campus during school hours. Students may not use cell phones on campus. The school is not responsible for any issues, conflicts, or negative behavior stemming from cell phone use outside of school hours. Any off-campus matters brought to our attention will be referred directly to the parents or guardians of the students involved.**

## ***Birthday Party Invitations***

Birthday party invitations may only be passed out at school *if* either all students in the class or all students of the same gender are invited to the party. Distribution of birthday invitations are not the teacher's responsibility; however, your child may get permission from the teacher provided they follow the guideline of who is invited. If birthday invitations are distributed outside of school to select students, please be considerate of other students' feelings if carpooling to the party from school.

## ***Lost & Found***

The school cannot overemphasize the importance of students assuming personal responsibility for the safekeeping of their personal articles and those assigned to them by the school. Students are responsible for their personal possessions and are encouraged to label items of value with their first and last names. Articles thought to be lost or stolen should be reported to a teacher immediately. Should an article be found, it will be taken to the office. Unclaimed articles will be disposed of or given to a worthy cause throughout the year.

## **EMERGENCY, HEALTH & SAFETY PROCEDURES**

### ***Fire and Disaster Drills***

The school will conduct fire and emergency lockdown drills monthly using procedures approved by the Board and local fire authorities. A fire alarm consisting of a loud, intermittent buzzer is sounded for the purpose of a fire during either a drill or an actual emergency. At that time, students are to evacuate the building as rapidly as possible in an orderly manner as directed by their classroom teacher. Fire exit routes are posted in each classroom. Should the need to evacuate the grounds become necessary, teachers will lead their classes to the parking lot in front of the school.

## ***Emergency School Closures***

Your child's classroom teacher will contact each family via text, and we will also send out a parent alert, via FACTS.

## ***Student Illness***

Parents are requested to inform the school office when their child is sick and not able to attend school. Children who become ill at school will be evaluated by the teacher/office and a call will be made to the parents. Children with a temperature greater than 99.8 and/or not feeling well will be sent home and should remain home until they are fever-free for 24 hours, without receiving Tylenol/Ibuprofen. Any questions regarding student illness may be directed to the office.

Students with physical impediments and/or illness preventing them from participating in P.E and/or recess may be excused with a parent's note although extended times may require a doctor's signature.

## ***Injury***

Parents of students who are injured will be contacted immediately. If emergency medical treatment is necessary, 9-1-1 will precede all other telephone calls. In such cases the school will call medical and emergency personnel and follow their instructions. The school will then notify parents. If a parent cannot be contacted immediately, the school will make efforts to find out which physician is to be secured or where the child should be taken. This information must be on file in the office for each student in the event that parents cannot be reached. A representative of the school faculty or staff will stay with the child until parents can assume responsibility.

## ***Medication***

Medication is defined as all drugs, whether prescription or over the counter. In such cases, parents must notify the classroom teacher and register the medication with the school office by completing a Notification of Medication Use form. This form authorizes school office personnel to assist with the administration of medicine to the student during the school day. These forms will be kept on file in the office and new forms must be submitted each year.

All medications must be brought to the school in their original containers in only the quantity necessary for the day's doses and given to the office staff immediately upon arrival at school for storage. Students are requested to not carry or store medication, with the exception of children with asthma who may carry and self-administer asthma medication while in school or at a school-sponsored activity. Asthma inhalers must also be registered at the school office.

School personnel will not directly administer medication except for life-threatening conditions such as allergic reactions to bee stings or other pre-existing conditions requiring school personnel to administer medication. No student may at any time give medications to another student. Strong disciplinary action may result if this occurs.

## **STUDENT RECORDS**

HCCA maintains records on each student to facilitate the instruction, guidance and educational progress of its students. These records contain information about the student and his/her education, which may include but is not limited to the following types of data: identification data, attendance data, record of achievement, family background, aptitude tests, honors and activities, discipline data, objective counselor or teacher ratings, observations, and external agency reports. The records of each student are located in web-secured files in the school's office and remain confidential in accordance with the Family Educational Rights and Privacy Act (FERPA).

Family Educational Rights and Privacy Act (FERPA) The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and eligible students (age 18 or older) certain rights with respect to a student's educational records. FERPA gives the parent, guardian, or eligible student the right to:

- Inspect and copy the student's education record within a reasonable time of the day the school receives a request for access. Students less than eighteen (18) years of age have the right to inspect and copy their permanent record.
- Request an amendment of the student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
- Permit disclosure of personally identifiable information contained in the student's education record, except to the extent that FERPA or state law authorizes disclosure without consent.
- Copy any school student record proposed to be destroyed or deleted.
- Prohibit the release of directory information concerning the parent's/guardian's child.
- File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

### ***Address Changes***

It is important that the school office maintain up-to-date address and telephone records for each student in case of illness, emergency, or accident. Parents are requested to contact the school office immediately should a change in address, telephone number, etc. occur during the year.

### ***Transfer of Records***

Student records cannot be transferred to another school unless a Transfer of Records Request form has been properly submitted by a parent or legal guardian to the school office. All tuition accounts must be paid in full before records can be mailed to the receiving school.

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# HCCA SECONDARY SCHOOL

## COURSE OVERVIEW

### **ENGLISH: 4 credits**

English electives cannot replace a core English course.

### **MATHEMATICS: 4 credits**

Transcripts, placement tests, and teacher recommendations will be used to place students at appropriate levels. Algebra 1, Algebra 2, and Geometry are required for all students, as well as one additional math course beyond the Algebra 2 level.

### **SCIENCE: 3 credits**

Two of these must be Biology and Chemistry.

### **SOCIAL STUDIES: 3 credits**

World History/Geography, US History, and Economics/American Government.

### **ELECTIVES: 4 credits**

Electives are courses students choose in addition to required core classes.

### **FOREIGN LANGUAGES: 2 credits**

2 credits of the same language is required.

### **FINE ARTS or CTE (Career and Technical Education): 1 credit**

There are two ways to meet this requirement:

1. Students may enroll in one year (2 semesters) of HCCA fine arts class, for which 1 credit is given.  
- or -
2. Student's participation in an outside music, drama, art, or CTE class \* for a minimum of 100 hours of logged participation is required for all in an outside, pre-approved organization.

### **BIBLE: 2 credit (.5 credit per class)**

One half credit of Bible is required for each year of attendance at HCCA. Students attending all four years must complete Old Testament Survey, New Testament Survey, Bible Doctrines, and Ethics.

### **PHYSICAL EDUCATION: 1 credit**

There are two ways to meet this requirement:

1. Students may enroll in one year (2 semesters) of HCCA PE, for which .5 credits is given + 30 hrs of outside participation in a pre-approved physical activity. \*logging for the additional hrs is required for all outside activities.  
- or -
2. Student's participation in a HCCA sports team for two seasons or outside athletic organization (pending Administration approval) \*logging for a minimum of 100 hours of participation is required for all outside organizations.

**All logged hours must be completed and turned into administration by the 15<sup>th</sup> of May to receive credit.**

Total Credits Required for Graduating Seniors Students attending HCCA all four years must have 24 credits to graduate, except with Administrative approval. At no time can a student earn an HCCA diploma with less than 22 credits.

## GRADING SYSTEM

HCCA's high school curriculum is designed for college-prep requirements and academic rigor.

Grades are calibrated to reflect skill, achievement, and effort relative to competitive standards and distinguish peer accomplishment.

Grades must be given with academic integrity according to published criteria approved by the Administration. Grade point values and the percentages used to determine each grade are listed below.

All grades are calculated as cumulative semester grades with Quarter Grade Reports serving as a progress report only.

Grades are calculated using the FACTS system, based on the categories and requirements in the teacher's syllabus. All AP and Honors courses are based on a 5 grade point average. Final exams (or similar final assessments, performances, etc.) will be counted as a separate category for 20% of the semester grade. The high school grading scale is listed below and applies to all classes except Dual enrollment classes that are required to follow a University's grading scale. If a student's final semester grade is within 0.5% of a grade cutoff, that grade will be rounded up to the next higher grade (i.e. 79.5% is rounded to a 'B-') and recorded on the semester report card/transcript.

PERCENTAGE	LETTER GRADE	GPA
90-100	A	4.0
80-89	B	3.0
70-79	C	2.0
60-69	D	1.0
<60	F	0

### ***Principal's List:***

4.0 GPA in a semester

### ***Honor Roll:***

3.7 GPA in a semester

***\* Please note: Students with modified grades are not eligible for Principal's List or Honor Roll.***

### ***Valedictorian and Salutarian:***

The determination of valedictorian and salutarian for a graduating class is determined based on the following criteria:

- Only students who have completed all 8 semesters at HCCA will be considered for valedictorian and salutarian.
- Only courses completed while enrolled at HCCA are used to determine the valedictorian and salutarian.
- Based on students' overall weighted GPA upon the completion of the second semester for seniors, a list of 10-15 finalists will be generated (generally GPA over 4.0).
- The finalists will then be ranked based on a weighted grade point average calculated using grades earned in the following non-elective graduation requirement classes:
  - Bible (2 credits)
  - English (4 credits)
  - Mathematics (4 or more credits)
  - Science (3 or more credits)
  - Social Studies (3 credits)
  - Foreign Language (2 or more credits)
- The student with the highest GPA based on calculation described above (rounded to the nearest thousandth using standard rounding rules) will be designated as the valedictorian and salutarian for the student with the next highest GPA. In the event of a tie for either of the honors, more than one student will be identified for that designation.
- The Valedictorian and Salutarian will be honored at Baccalaureate with a Medallion to wear at graduation and during the graduation ceremony.

### **SENIOR SPRING FINAL EXAMS EXEMPTION POLICY**

Seniors may be exempt from taking their Spring Semester exams if the following standards are met:

1. An "A" in the class according to the teachers grading policy (does not include rounding or dropped grades even if the teacher's final grades may do so).
2. Less than 6 unexcused tardies for all classes for Quarter 4.
3. Less than 5 unexcused absences and/or 10 excused and unexcused absences total for Semester 2 (students with major illnesses may be exempt from this requirement based on admin approval). College visits, if approved according to the requirements, do not count toward the 10 absences.
4. If a student has had an exceptional amount (15+) of absences due to illness or medical issues, college visits, athletics they will be required to take their finals in order to demonstrate mastery of the content despite the absences.
5. If the senior is enrolled in a dual enrollment course, dual enrolled through the college/university, and the final exam is mandated by the college/university, then the student cannot be exempted from the final exam.

## ACADEMIC POLICY

### ***Homework Policy***

Homework is a valuable aid in helping student make the most of their school experience. HCCA defines homework as an independent activity to be accomplished outside of the school day without teacher assistance to reinforce concepts learned in class. Effective use of homework require cooperation between the student, parents, teachers, and Administration.

On average, high school students can expect 20 minutes of homework per day for each of their core subjects (Math, English, History, Science) with additional homework in Bible and Foreign Language as needed.

In Junior High and High School, Fridays are considered self-instruction days in which students can expect to have an average of 30 minutes of homework in each of their core classes with occasional Bible and/or Foreign Language coursework.

For pre-arranged absences such as athletics, trips, medical/dental appointments, etc., **it is the student's responsibility to obtain all assignments prior to the absence, and all work must be turned in by the normal assignment day unless otherwise indicated by the instructor.** When a student does not attend class due to an excused absence, he/she has one day to make up the missed work for each day absent, but final due dates must be determined with the teacher. Unfinished class work or work missed due to absences, although accomplished outside of the school day, is not included in the school's definition of homework.

There will be no assignments to be completed during Fall, Thanksgiving, Christmas, Spring, and Easter break. Online courses through a university or outside provider are the exception.

### ***FACTS (Grade Access)***

HCCA provides parents and students with the ability to electronically monitor students' grades, coursework and progress. **Through the HCCA Parent Portal and FACTS, parents and students can check grades from home (see missing work) and send messages directly to their instructors.**

### ***Failed Course Policy***

If a student receives an "F" grade in a semester course required for graduation, the course must be retaken through an accredited institution either during the summer or online outside of school hours, unless special arrangements are approved by School Administration. The course taken elsewhere is noted on the transcript, and the original "F" is replaced by the repeated course grade in the GPA but is still noted on the transcript. Failed courses must be taken care of in summer school or online before fall enrollment will be approved. Students receiving more than one failing grade for the year will not be allowed to re-enroll to continue enrollment the following semester. All decisions are up to the discretion of the administration.

### ***Advanced Courses and Prerequisite Policy***

If a student is in an advanced course (honors or dual enrollment) and receives lower than a "C" at semester, they will not be allowed to continue in the advanced course but will instead be moved to regular or on-level courses, if available. In addition to advanced coursework, if a student receives a "D" in one or both semesters for any course that is a prerequisite for the next year's course, they will need to meet with the counselor to determine if advancement is possible or if they will need to retake the course over the summer or the next school year.

## **Academic Probation**

HCCA is committed to supporting student success and fostering a learning environment where all students can thrive. This Academic Probation Policy is designed to identify students who are experiencing academic difficulties, provide them with necessary support and resources, and help them improve their academic standing.

- Criteria for academic probation
  - A student may be placed on academic probation if their academic performance falls below the school's established benchmarks, which may include one or more of the following:
    - Grade Point Average (GPA): An unweighted GPA below a specified threshold, typically a 2.0 on a 4.0 scale.
    - Failing Grades: Receiving one or more failing grades (e.g., F) or an excessive number of low grades (e.g., two or more Ds) in a grading period.
    - Lack of Effort or Progress: Demonstrating a lack of desire to learn, little effort, or consistently plummeting grades, regardless of the GPA, according to teacher or administrator assessment.
    - Other Concerns: Any other significant academic concerns identified by the administration or faculty.
- Notification and communication
  - Parents/Guardians will be notified by email when their child is placed on Academic Probation.
  - The notice will specify the reasons for probation and the conditions for returning to good academic standing.
- Conditions and consequences of academic probation
  - While on Academic Probation, students may experience some or all of the following:
    - Restricted Participation: Students may be prohibited or limited in their participation in extracurricular activities such as athletics or drama, with the possibility of petitioning for special permission in certain cases.
    - Required Academic Support: Students may be required to obtain outside tutoring assistance. (The cost is the responsibility of the parent.)
    - Course Retake Requirement: Students may be required to retake a course which they have failed, outside of school, through an accredited institution. (The cost is the responsibility of the parent.)
    - Loss of Privileges: Certain privileges, such as senior privileges, may be temporarily withheld.
    - Regular Monitoring: Teachers will closely monitor the student's progress and provide regular updates.
    - Potential Loss of Scholarship Assistance: Scholarship eligibility may be affected, at the school's discretion.
    - Risk of Dismissal: Failure to meet the terms of academic probation and demonstrate consistent improvement may lead to suspension or, ultimately, dismissal from the school.
- Returning to good academic standing
  - To be removed from Academic Probation, students generally need to demonstrate sustained academic improvement by achieving the following:
    - Minimum GPA: Achieving and maintaining the required minimum GPA (e.g., 2.0).
    - Satisfactory Grades: Eliminating failing grades and minimizing low grades (e.g., no more than one D).
- Reinstatement or further action
  - The student's academic standing will be reviewed regularly. If the student demonstrates satisfactory progress, they will be removed from Academic Probation and return to good academic standing. If progress is insufficient, the school may extend the probationary period, place the student on academic suspension, or initiate dismissal procedures.

## ***Academic Integrity***

All assigned work (in-class assignments, quizzes, tests, homework, papers, projects, etc.) must represent the student's own independent effort unless specific permission has been given by the teacher for students to work together or to utilize outside sources on a particular assignment.

Cheating, plagiarism, or any other type of academic misconduct that enables a student to receive a grade or score that was not or would not have been earned legitimately will receive consequences. Plagiarism is defined as the failure to identify any part of an assignment that uses words or material of other people or sources without giving credit to the proper source, including artificial intelligence (AI), either intentionally or by failure to provide proper citation. Plagiarism is expressly forbidden at HCCA and will result in disciplinary action.

In light of the growing impact of artificial intelligence (AI) on educational practices and elsewhere, students must understand and adhere to ethical guidelines when engaging with AI technology. When using AI tools or incorporating AI-generated content, students are expected to clearly acknowledge the involvement of AI, maintain ownership of their work, and appropriately attribute any AI-generated contributions. Use of AI without proper attribution or using AI to generate work and then paraphrasing in an effort to disguise the AI-generated work as one's own fits the definition of plagiarism and represents a failure to show academic integrity. Moreover, students must exercise critical thinking skills to assess the validity and reliability of AI-generated information, always cross-referencing it with credible sources. By embracing AI responsibly and with academic integrity, we empower our students to become ethical users of emerging technologies and ethical contributors to the global knowledge community.

To assist both teachers and students in ensuring the highest level of integrity in student work, HCCA uses an AI detector. HCCA requires students to submit an electronic copy of their work to this website that will screen the work for any possible plagiarism or copying of another person's work. Students are first taught how to use the detector to check their own work for possible plagiarism issues prior to submitting final drafts. In this way, students will have the opportunity to know how the integrity of their work will be measured and have a chance to revise accordingly before submitting their final drafts.

Students are expected to respect the integrity of school networks by honoring privileges, and abstaining from the unauthorized review, duplication, dissemination, removal, damage, or alteration of files, passwords, computer systems, or programs.

Students may not use each other's accounts, Accessing another person's account will be considered either theft or cheating, depending on how access of the academic materials was obtained.

Students are expected to abide by copyright laws and properly cite the intellectual property created by others.

## ***Academic Dishonesty***

Any time a student is caught cheating or copying another student's work, whether it be homework or an exam, the student will be sent to the principal's office and their parents will be notified. AI may not be used to produce written work. If so, the following consequences will apply:

- **1<sup>st</sup> Offense:** Student will be sent to administration. Parents will be called and a behavior plan created. Students will receive a zero on the assignment/assessment.
- **2<sup>nd</sup> Offense:** In-school suspension and student will receive a zero on the assignment/assessment (parents will be notified).
- **3<sup>rd</sup> Offense:** Out of school suspension and a failing grade will be assigned for the course (parents will be called to come pick up their student).
- **4<sup>th</sup> Offense:** Long-term suspension from all classes for the balance of the current term and/or expulsion and/or removal from HCCA.

## **STUDENT CODE OF CONDUCT**

### ***Minor Offenses***

Minor offenses are those actions, attitudes, or behaviors that interfere with the learning process whether it takes away from class time or disrupts the flow of the day.

- Questioning or challenging decisions made by the teacher and administrators
- Grumbling and complaining about assignment, homework, tests, or directions
- Tardiness and/or not being prepared for class
- Calling out without permission
- Not making up assignments
- Eating and drinking (with the exception of water) in class
- Chewing gum
- Horseplay, running, yelling, and/or wrestling in the school building
- Bouncing and throwing balls inside the school building
- Getting up without permission unless otherwise instructed
- Doodling on assignments or while the teacher is instructing
- Not handling school material with care (i.e. textbooks, lab equipment, etc.)
- Hitting the door thresholds, writing on desktops, and/or slamming doors
- Wearing non-approved HCCA uniform (see Dress Code Enforcement in handbook)
- Messaging other students or sharing documents on the computer
- Computer use without permission
- Cell phone use or seen outside of the backpack (see Electronic Device Enforcement in handbook)

### ***Consequences for Minor Offenses***

- **1<sup>st</sup> Offense:** Verbal reminder (if computer related, students will also lose computer privileges for one week and any papers must be handwritten and research done at home)
  - **2<sup>nd</sup> Offense:** Lunch detention or extra homework assignment (if computer related, students will also lose computer privileges for two weeks and any papers must be handwritten and research done at home)
  - **3<sup>rd</sup> Offense:** A phone call home by teacher explaining the situation + lunch detention (if computer related, students will also lose computer privileges for the remainder of the quarter and any papers must be handwritten and research done at home)
  - **4<sup>th</sup> Offense:** Student will be sent to administration. Parents will be called and a behavior contract will be created indicating the next offense will be an in-school suspension
  - **5<sup>th</sup> Offense:** In-school suspension (parents will be notified)
  - **6<sup>th</sup> Offense:** Out of school suspension (parents will be called to come pick up their student)
  - **7<sup>th</sup> Offense:** Possible expulsion
-

### ***Serious Offenses:***

Serious offenses are those actions, attitudes, or behaviors that interfere with the learning process or create a hostile or rebellious environment and are considered actions which are dishonoring to God.

- Speaking disrespectfully to an HCCA or HCC staff member
- Refusing to obey or intentionally ignoring a directive given by an HCCA or HCC staff member
- Mocking other students
- Intentionally physically harming another student
- Threatening another student (this can be physical or emotional (i.e. “No one will talk to you if you ever tell what happened.”))
- Use of foul or inappropriate language
- Actions or objects that endanger or threaten the safety of others (**this offense may result in immediate suspension or expulsion depending on the severity**)
- Willful disregard for property (i.e. damaging chairs, desks, computers, equipment, vehicles, clothing, hanging on and breaking bathroom stalls, stuffing toilet with toilet paper, etc.)
- Hacking or accessing inappropriate sites (i.e. pornography)
- Inappropriate displays of affection
- Possession of drugs, alcohol, tobacco, or inappropriate literature is strictly prohibited

### ***Consequences for Serious Offenses:***

- **1<sup>st</sup> Offense:** Student will be brought to administration. Parents will be notified of the serious offense, and any future incidents of this nature will result in an in person meeting and a behavioral contract (if computer related, students will also lose computer privileges for the remainder of the quarter and any papers must be handwritten and research done at home)
- **2<sup>nd</sup> Offense:** An in-person meeting will be conducted with the student and parent, and a behavioral contract will be put in place indicating the next offense will result in an in-school suspension
- **3<sup>rd</sup> Offense:** In-school suspension will be instituted (parents will be notified)
- **4<sup>th</sup> Offense:** Out of school suspension (parents will be called to come pick up their student)
- **5<sup>th</sup> Offense:** Possible expulsion

## **CONFIDENTIALITY STATEMENT**

There may be a need for a student to receive counseling for academic, behavioral, and/or personal reasons. To further this ministry, parents and students need to understand the following information on both ethical and legal grounds.

Conversations in counseling sessions are considered confidential. However, the following are events that may necessitate a report to the appropriate authorities without prior notification to the parent:

### ***Legal***

- Physical or sexual abuse
- Serious evidence of suicidal tendencies
- Serious evidence of the possibility of harm to others
- Instances of pregnancy (Parents of students who are under the age of 18 must be notified)

### ***School Policy***

- Any school rule or state/federal laws which have been broken may be reported to the administration, parents, and/or the police department