

Heartwood Christian Academy

2019-2020 Co-op Registration Packet



Includes

- Registration Guidelines for CO-OP CLASSES with HCA Registration Form and Co-op T-Shirt Order
- Student Information Form
- Statement Of Faith (Core Values of Heartwood Christian Academy)
- Activity Permission Form & Consent for Treatment of Minor Dependents
- Allergy Information Forms, *if applicable*
- Electronic Devices, Computer, & Internet Acceptable Use Policy Website & Publication Permission Form
- Parent/Guardian Signature Page Regarding Electronic Devices, Computer, Internet, Website & Publication Permission
- Student Signature Page Regarding the Electronic Devices, Computer, Internet at Heartwood Christian Academy

These items are required for the best interest and safety of all who are involved in the Heartwood Christian Academy Co-op activities.

HEARTWOOD CHRISTIAN ACADEMY

Registration Guidelines for CO-OP CLASSES

Classes are held at Oak Park Church 3321 Sollie Road, Mobile, AL 36695 (251)285-2936

- **Family and Teacher Partnership:** Our co-op program is a partnership between the home teacher and the co-op teacher: Usually following the co-op classroom teaching, additional reinforcement will be needed throughout the week. Parents/guardians, along with the teacher, determine the appropriate class for the student.
- **HCA Co-op Student Registration* Fee:** This is one-time per year, regardless of the number of classes. *Please see details below. * fee increases after 7/17/19*
- **Class Tuition:** Determined by the class teacher
- **Class Size Minimum / Maximum:** Determined by the class teacher
- **Class Schedule:** **Orientation is August 20, 2019** with an abbreviated schedule to greet-n-meet the individual teachers. Class expectations and requirements will be presented at this time.
- **Homework:** In most classes, there is required homework each week.
- **High School Credit:** Determined by the class teacher
- **Campus Clothing:** Heartwood T-shirt (\$12.00) and other appropriate classroom clothing. The T-shirt is *required* for class attendance and Heartwood events and activities. These t-shirts are available through the school office:

2019-2020 Heartwood Christian Academy Co-op HCA Registration Form and Co-op T-Shirt Order

HCA enrolled families	\$15 registration* per 1 st and 2 nd students <i>* fee increases after 7/17/19</i>	\$10 registration* 3 rd student <i>* fee increases after 7/17/19</i>	\$12 per T-shirt must be worn to class	Please contact HCA for additional student discounts (251)285-2936.
Non-HCA enrolled families	\$30 registration* per 1 st and 2 nd students <i>* fee increases after 7/17/19</i>	\$10 registration* 3 rd student <i>* fee increases after 7/17/19</i>	\$12 per T-shirt must be worn to class	

Please note: CLASS TUITION is payable to the individual teacher. Heartwood T-SHIRT is available through the school office. **HCA T-Shirt (\$12.00 per shirt) : YS YM YL or AS AM AL AXL (additional fee)**

STUDENT: _____ Age _____ Grade: _____

STUDENT: _____ Age _____ Grade: _____

STUDENT: _____ Age _____ Grade: _____

ADULT Contact Name : _____ **Contact # :** _____

Contact email: _____

For Reference: Home School Covering: _____

Contact Name : _____ Contact # _____

Mail to: **Heartwood Christian Academy Co-op Program**
3321 Sollie Road
Mobile, AL 36695

HCA enrolled _____ non-HCA enrolled _____ T-shirt \$ _____ **TOTAL:** _____

Received: Check # _____ Cash _____ Other _____ **Amount Paid:** _____

**2019-2020 Heartwood Christian Academy Co-op
Student Information Form**

for Office Reference

Student's Name:			
Date of Birth:	Age:	Grade Level	(___ - ___ school year)
School Covering:	Contact:	Phone:	
Family Reference:			Phone:
<i>This is someone that you give the teacher permission to contact as a character reference.</i>			
Home Address:			
City:	State:	Zip:	
Parent/Guardian (specify) Names:			
Best contact #:	E-mail:		
Emergency Contact:	Phone:		
List any allergies, medical limitations, or other concerns: <i>(Use ALLERGY FORM, if applicable.)</i>			
Signature of Parent/Guardian _____		Date _____	
Classes			
Fees are payable to the individual teacher. <i>See teacher or description of classes for class fees.</i>			



HEARTWOOD CHRISTIAN ACADEMY

A Homeschool Ministry of Oak Park Church

251 285-2936 • 3321 Sollie Road • Mobile • Alabama • 36695

STATEMENT OF FAITH

Core Values of Heartwood Christian Academy

Please read and check your agreement of each statement of faith principle.

We believe:

- 1. ... the Holy Bible is the inspired Word of God and our standard for faith and practice.
II Tim 3: 16-17; II Peter 1:20-21
- 2. ... the Bible is the key to true education and provides foundational principles for all true knowledge. Heartwood Christian Academy's purpose is that our students "may be encouraged in heart and united in love, so that they may have the full riches of complete understanding, in order that they may know the mystery of God, namely Christ, in whom are hidden all the treasures of wisdom and knowledge."
Col.2:2-3
- 3. ... in the one triune God revealed in the Bible: God, the Father; God, the Son, Jesus Christ; and God, the Holy Spirit. Gen. 1:1; Matt 28:19; Luke 1:30-33, John 17:5; Col 1:15-23, Phil 2:5-11
- 4. ... man's salvation is through renouncing self-determination, taking responsibility for his disobedience, turning from his sin, seeking forgiveness from God, and receiving Jesus as Savior and Lord.
Acts 2:38; Rom. 10:9-10; Eph. 2:8-9
- 5. ... in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. John 15:26; Acts 2:38-39
- 6. ...the very nature and purpose of God is revealed in Jesus who came and established the Church as His Body. I Co. 12:22-27; Eph. 1:22, 23; 2:19-22; Col. 1:18, 24
- 7. ...Jesus Christ will return to earth in a visible way. His purpose will be to manifest His government over all things both in heaven and in earth. I Cor. 15:1-58; I Thess. 4:15-18
- 8. ...in a final judgment at the end of the age. The righteous and the wicked shall stand before Him and be judged. Matt 25:31-46; II Thess. 1:8, 9

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I acknowledge that I have read the Heartwood "Statement of Faith" and support these basic principles.

Signature _____

Date _____

Signature _____

Date _____

Heartwood Christian Academy
ACTIVITY PERMISSION FORM
CONSENT FOR TREATMENT OF MINOR DEPENDENTS

Consent for medical treatment forms must be completed in full and on file in the school office.

Family Name: _____ **Date:** _____

My student(s) has (have) permission to attend Heartwood Christian Academy (HCA) sponsored activities.

In the blocks below, please indicate each student's medical situation.

Student(s):	Requires regular medication	Medical restriction of activity	Unusual physical condition/health problem	Reaction to bee stings/insect bites?	Allergies <i>Please list separately.</i>

EMERGENCY CONTACT OTHER THAN PARENT OR GUARDIAN

NAME: _____ Best Phone #: _____
Relationship: _____

NAME: _____ Best Phone #: _____
Relationship: _____

Preferred Doctor Name: _____	Phone: _____
Hospital of Choice: _____	Insurance Company: _____
Policy Number: _____	

- I understand that reasonable precautions will be taken to ensure each student's safety during school-related activities.
- I agree not to hold HCA or its staff members responsible for injuries incurred during the course of travel to and from the activity or while at the activity.
- I understand that reasonable efforts will be made to contact parents/guardian in the event of an emergency. However, I authorize Heartwood Christian Academy (HCA) to seek medical treatment deemed necessary by HCA administration if I cannot be reached.

INSURANCE: Each family is responsible for primary coverage. Heartwood Christian Academy carries secondary (or excess) medical and hospitalization insurance coverage on each student.

I agree to apply first for benefits from the personal hospitalization and medical coverage available to my family, if any, before applying for benefits that may be available from Heartwood Christian Academy's medical and hospitalization coverage. These secondary benefits are subject to the exclusion, limitation and provisions in the Heartwood Christian Academy student policy.

Parent/Guardian Signature: _____ Best contact #: _____

Printed Name: _____ Date: _____

HEARTWOOD CHRISTIAN ACADEMY

FOOD ALLERGY ASSESSMENT FORM

Please complete all applicable information.

Student: _____ M/F: _____ DOB: _____ Date: _____

Parent/Guardian: _____ Best contact # _____ Other: _____

Do you think your child's food allergy may be life-threatening? No ___ Yes ___

Did your student's health care provider tell you the food allergy may be life-threatening? No ___ Yes ___

HISTORY AND CURRENT STATUS

Check the foods that have caused an allergic reaction:

- | | | |
|---|---|---|
| <input type="checkbox"/> Peanuts | <input type="checkbox"/> Peanut (or nut) butter | <input type="checkbox"/> Peanut (or nut) oils |
| <input type="checkbox"/> Fish/shellfish | <input type="checkbox"/> Soy products | <input type="checkbox"/> Tree nuts (walnuts, almonds, pecans, etc.) |
| <input type="checkbox"/> Eggs | <input type="checkbox"/> Milk | |

Please list any others: _____

How many times has your student had a reaction? _____ Last reaction? _____

Explain: _____

TRIGGERS AND SYMPTOMS

What can cause the reaction to the problem food(s)? *Check all that apply.*

- Eating foods
 - Touching foods
 - Smelling foods
 - Other, please explain _____
- What are the signs and symptoms of your student's allergic reaction? *Be specific; include things the student might say*

How quickly do the signs and symptoms appear after exposure to the food(s)? Seconds ___ Minutes ___ Hours ___

TREATMENT

Does your student understand how to avoid foods that cause allergic reactions? Yes ___ No ___

What treatment or medication has your health care provider recommended for use in an allergic reaction?

Have you used the treatment? No ___ Yes ___ Does your student know how to use the treatment/medication? No ___ Yes ___

Please describe any side effects or problems your student had in using the suggested treatment or medication.

If medication is to be used at school, is the form "**AUTHORIZATION FOR ADMINISTRATION OF MEDICATION**" on file at Heartwood Christian Academy? Yes ___ No ___

If medication is needed at school, have you brought the medication or treatment supplies to school? Yes ___ No ___
I need to get the medication/treatment and bring it to Heartwood.

Parent/Guardian Signature: _____ **Date:** _____

AUTHORIZATION FOR ADMINISTRATION OF MEDICATION, if applicable.

Student Name: _____ **DOB:** _____ **Age:** _____

There exists a valid health reason which may make administration of the medication during school hours.

Name of Medication _____ Dosage _____

Method of Administration _____ Time(s) to Be Taken _____

Diagnosis or reason for medication: _____

Specify the minimum length of time between doses: _____

Please initial:

_____ I request and authorize the above-named student to be administered the above identified medication in accordance with the instructions indicated above from (date) _____ to (date) _____ (not to exceed current school year).

_____ This student has been instructed and has demonstrated the ability to properly manage self-administration of medication.

_____ I request and authorize this student to self-administer their medication under the supervision of the school administration. Yes ____ No ____

_____ I understand that, in a case of emergency, the prescribed medications may be administered by *non-licensed Heartwood Administration*.

_____ Medication information may be shared with school staff working with my child and 911 staff, if they are called.

Possible medication side effects:

Emergency procedure in case of serious side effects of the listed medication _____

All medication supplied must be brought to school in its original container with instructions by the prescribing licensed health professional.

Parent/Guardian Signature: _____ Date of Signature: _____

Printed Signature _____

Best contact #'s: _____ (cell) _____ (work) _____ (other)

SEIZURE and/or LIFE-THREATENING ALLERGY CARE, if applicable

NAME:	DOB:	Age
Severe ALLERGY to:	Other Allergies:	
Asthma? Yes (high risk for severe reaction) _____ No _____	Seizures? Please clarify seizure type and symptoms.	
Please list the specific symptoms the student has experienced in the past:	Routine medications (at home/school):	Date of last reaction:
Location(s) of EpiPen®/Rescue/Quick Acting Medications is/are stored: Backpack _____ On Person _____ Other _____		

SEIZURE and/or ALLERGY SYMPTOMS

If you suspect a severe allergic reaction, immediately ADMINISTER Epinephrine and call 911.

- MOUTH Itching, tingling, or swelling of the lips, tongue, or mouth
- SKIN Hives, itchy rash, and/or swelling about the face or extremities
- THROAT Sense of tightness in the throat, hoarseness, and hacking cough
- GUT Nausea, stomachache/abdominal cramps, vomiting, and/or diarrhea
- LUNG Shortness of breath, repetitive coughing, and/or wheezing
- HEART "Thready" pulse, "passing out," fainting, blueness, pale
- GENERAL Panic, sudden fatigue, chills, fear of impending doom
- OTHER Some students may experience symptoms other than those listed above

MEDICATION ORDERS

EpiPen® (0.3) EpiPen Jr.® (0.15) Inhaler	Side Effects:	
Repeat dose of EpiPen®: Yes _____ No _____	If YES, when	
Antihistamine: _____cc/mg	Give: _____ Teaspoons _____ Tablets by mouth	Side Effects:
Is it medically necessary for this student to carry an EpiPen® during school hours? Yes _____ No _____		
<input type="checkbox"/> Student may self-administer EpiPen®. Yes _____ No _____ <input type="checkbox"/> Student has demonstrated use to Licensed Health Care Provider (LHCP). Yes _____ No _____		

ACTION PLAN

FOR SEIZURES: Please give detailed protocol for Heartwood to follow.

CALL PARENTS AND GIVE MEDICATION AS ORDERED ABOVE.

NOTE TIME _____ AM/PM (EpiPen®/adrenaline given) NOTE TIME _____ AM/PM (Antihistamine given)

CALL 911. 911 must be called *WHENEVER EpiPen® is administered.*

- DO NOT HESITATE to administer EpiPen® and to call 911, even if the parents cannot be reached.
- Advise 911 student is having a severe allergic reaction and EpiPen® is being administered.
- An adult trained in CPR is to stay with student, monitor and begin CPR if necessary.
- Student should remain with an adult trained in CPR at the location where symptoms began until EMS arrives.

Parent/Guardian Signature: _____	Date of Signature: _____
Best contact #'s: _____ (cell) _____ (work)	



ELECTRONIC DEVICES, COMPUTER, & INTERNET ACCEPTABLE USE POLICY

Please keep this section for future reference.

With the educational opportunity of electronic devices, computer, and the internet usage comes responsibility. Part of our responsibility in preparing students for the future is to teach them to use wisely these tools.

It is important that you and your student read and discuss the following contract regarding the use of the computer and Internet in our classrooms. It is imperative that procedures for online access are followed. Inappropriate use will result in the loss of on-line and basic computer privileges. We encourage you to discuss with your student that there is unacceptable and controversial material on the internet that could be accessed despite our precautions. Express your family's values to help guide your student's activities while he or she is using internet sources.

SUMMARY OF ELECTRONIC DEVICES, COMPUTER, AND INTERNET USAGE

It is a privilege - not a right - of electronic devices, computer, and internet usage at Heartwood Christian Academy. A signed parent/guardian and student contract must be on file for the student to have computer and internet access.

TECHNOLOGY USE POLICY- The following guidelines define acceptable usage by the administration, teachers, and students at Heartwood.

- All members of Heartwood Christian Academy and the HCA Co-op who use the school resources must act responsibly. The school reserves the right to restrict or deny access to its technological resources to those users who do not comply with its policies. Violators of these policies may also be subject to appropriate disciplinary penalties.
- Heartwood reserves the right to hold any user accountable for any content on any personal computer regardless of whether the content originated on or off campus.
- Inappropriate access, modification, or use of another student's account or work constitutes a serious breach of school policy.
- While every effort will be made to provide reliable service, Heartwood will not be held responsible for delays, loss of data, or service interruptions. All users are responsible for their own files.
- Parents should note that diligent users might discover controversial or inappropriate materials. The school will take reasonable measures to prohibit access to inappropriate materials, but the school cannot totally restrict access to these materials and will not be held responsible if a user acquires them.
- Students using a personal data plan on an internet-capable device will be held responsible, while on campus, for any inappropriate activity.

CELL PHONES - Students may have their phones on their person during the school day. However, cell phones should not be used for communication during a class period. When entering a classroom setting, all students should place the device in the area designated by the classroom teacher. In the event of a violation, the following actions will be taken:

- First Offense - Phone will be confiscated and taken up by the classroom teacher. Student may pick up the confiscated phone at the end of the class period.
- Additional Offenses – Phone will be confiscated and taken to the Administration. Parent / guardian will be contacted. Student may pick up confiscated phone following the contact verification.

ELECTRONIC DEVICES / HEADPHONES /OTHER - Any electronic device used for inappropriate entertainment is not permitted on campus. The use of headphones during co-op should be limited to academic learning and/or to the designated student areas.

RECORDING CLASSES, CONVERSATIONS, AND ASSESSMENTS

- Students may not use recording devices, including but not limited to computers, cell phones or wearable technology to record classes, conversations, and assessments without the express consent of the teacher and all participants in the case of conversations.
- Under no circumstance shall a student have an electronic device in their possession during an evaluation unless explicitly approved prior to the assessment.

UNACCEPTABLE USES

- Academic Usage
 - a. To copy another's assignments and submit them as one's own, to allow another to access your account to copy assignments.
 - b. To use any electronic device including, but not limited to, cell phones and wearable technology to copy materials used as an assessment tool.
 - c. To copy and distribute commercial software in violation of copyright law.
 - d. To use or distribute copyrighted materials in reports without permission (plagiarism).

- Internet
 - a. To physically or electronically damage, modify or remove hardware, software, or data.
 - b. To create and place any viruses on the school computer or internet.
 - c. To use for financial gain, for commercial activity, or for any illegal activity.
 - d. To incur on-line charges, to set up fraudulent accounts, to make fraudulent on-line purchases.
 - e. To order services or merchandise from other agencies that have internet access.

Heartwood Christian Academy shall not be held responsible for any transactions or be liable for any cost or damages arising out of the actions of students or merchants.

- Personal communication / Speech
 - a. To alter or forward without the author's prior consent.
 - b. To publicize – without permission - your, or someone else's, home address, phone number, or other personal information.
 - c. To send any anonymous messages of any kind.
 - d. To send and /or receive inflammatory messages.
 - e. To possess, distribute or transmit inappropriate materials.
 - f. To use profanity or obscenity.
 - g. To access a file that contains pornography, inflammatory material, inappropriate material, or any material not specifically related to the instructional lesson, objective, or assignment.

- Security
 - a. To access programs or data without authorization, circumventing or attempting to circumvent login procedures or security,
 - b. To access another user's account or reading another's e-mail.

Please see the signature page to sign and return to the Heartwood school office.

HEARTWOOD CHRISTIAN ACADEMY: SIGNATURE PAGE

ELECTRONIC DEVICES, COMPUTER, & INTERNET ACCEPTABLE USE POLICY

WEBSITE & PUBLICATION PERMISSION FORM

- Heartwood Christian Academy's publications, public and private websites are updated periodically with new pictures and other schooling information.
- No pictures will be identified with names, with exception of the yearbook.
- No personal information will be placed on the internet.

Heartwood Christian Academy has my permission to use my student's photo on the school's publications, private and public websites.

Parent's Signature _____ Date _____

PARENTAL / GUARDIAN CONTRACT REGARDING ELECTRONIC DEVICES, COMPUTER, AND INTERNET USAGE AT HEARTWOOD CHRISTIAN ACADEMY

As the parent or guardian of this student, I have read the terms and conditions for electronic, computer, and internet access privileges:

1. I understand this access is for educational purposes and that Heartwood Christian Academy has taken available precautions in forewarning and educating all interested parties of the controversial material that is accessible on the internet.
2. I also recognize that it is impossible for the school and its employees to restrict access to all controversial materials.
3. I will not hold Heartwood Christian Academy or its employees responsible for materials acquired by my student(s) on the network in violation of the **ELECTRONIC DEVICES, COMPUTER, & INTERNET ACCEPTABLE USE POLICY WEBSITE & PUBLICATION** Policy.
4. Furthermore, I accept full responsibility for supervision if, and when, my student's use of the internet is not in a classroom setting.

I give my permission to Heartwood Christian Academy to issue internet and computer access privileges to my student(s).

Parent's Signature _____ Date _____

STUDENT CONTRACT REGARDING THE USE OF ELECTRONIC, COMPUTER, AND THE INTERNET USAGE AT HEARTWOOD CHRISTIAN ACADEMY

1. I agree to abide by all rules that are listed in the **Heartwood Christian Academy Electronic, Computer, and Internet Acceptable Use Policy**.
2. I realize that the primary purpose of the internet connection/access is educational.
3. I realize that the use of the computer and internet is a privilege, not a right.
4. I accept that inappropriate behavior may lead to penalties, including revoking internet access and basic computer use.
5. I agree not to download any shareware, freeware, files, apps, programs, or any of the sort from the internet without permission from the instructor or administration.

Student's Signature _____ Date _____

Student's Signature _____ Date _____

Student's Signature _____ Date _____

ALL USERS SHOULD BE AWARE THAT THE INAPPROPRIATE USE OF INTERNET INFORMATION RESOURCES CAN BE A VIOLATION OF LOCAL, STATE, AND FEDERAL LAWS.