



3507 Trimmier Road Ste. B | Killeen, TX. 76542 | 254-213-0415 |  
www.hillcountryartsacademyeducation.com

# Parent Student Handbook

## I. Welcome Message

Welcome to **Hill Country Arts Academy**! We are thrilled to have you and your child join our community. Our mission is to provide a nurturing and stimulating environment where every student can thrive academically, socially, and emotionally.

## II. About the School

**Hill Country Arts Academy** is a school dedicated to excellence in education. Our curriculum is designed to inspire curiosity, critical thinking, and creativity in our students. We prioritize individualized learning experiences to meet the unique needs of each child.

## III. Contact Information

### Hill Country Arts Academy

- Address: **3507 Trimmier Road Suite B**
- Phone Number: **254-213-0415**
- Email: **hillcountryartsacademy@outlook.com**
- Website: **hillcountryartsacademyeducation.com**

## IV. School Policies

### A. Attendance

1. Regular attendance is essential for academic success and is a priority. Consistent attendance ensures that students have the opportunity to fully engage in classroom learning and benefit from the educational experience.
2. Parents are required to notify the school of any absences or tardiness by contacting the main office or sending a written note to the student's teacher. This helps us maintain accurate attendance records and ensures the safety of all students.
3. Excessive absences, whether excused or unexcused, can significantly impact a student's academic progress. In cases of prolonged absence due to illness or other circumstances, parents are encouraged to communicate with the school to discuss options for academic support and accommodations.

## **B. Discipline**

1. At **Hill Country Arts Academy**, we are committed to maintaining a positive and respectful learning environment where all students feel safe, valued, and supported. Our discipline policy is designed to promote responsible behavior, self-discipline, and mutual respect among students and staff.
2. Students are expected to adhere to the school's code of conduct, which outlines expected behaviors and consequences for violations. This includes respectful interactions with peers and adults, following school rules and procedures, and taking responsibility for one's actions.

---

# **Student Discipline Rules**

---

## **1. Introduction**

These rules are guidelines and regulations established by educational institutions to manage student behavior and ensure a safe, respectful, and productive learning environment. The rules outline acceptable and unacceptable behaviors, consequences for infractions, and procedures for handling disciplinary issues.

---

## **2. General Conduct**

### **2.1 Respect for Others**

Students are expected to treat all members of the school community with respect.

- No bullying, harassment, or discrimination.
- Be polite in all communications and interactions.
- Respect the personal space and property of others.

### **2.2 Attendance and Punctuality**

Consistent attendance is crucial for academic success.

- Attend all classes regularly and on time.
- Report absences to the school administration promptly.
- Provide legitimate documentation for excusable absences.

### **2.3 Dress Code**

Students should dress in a manner that is conducive to a learning environment.

- Follow the school's specific dress code policy.
  - Avoid wearing clothing with offensive language or imagery.
  - Wear appropriate footwear at all times.
- 

## **3. Classroom Conduct**

### **3.1 Participation and Engagement**

Active participation is encouraged to enhance the learning experience.

- Be attentive and actively participate in class activities.
- Complete assignments and projects on time.
- Raise your hand to speak or ask questions during class.

### **3.2 Use of Technology**

Technology should be used responsibly and for educational purposes.

- Use school-provided devices according to school policies.
  - Avoid using mobile phones during class unless permitted by the teacher.
  - Do not engage in cyberbullying or inappropriate online behavior.
- 

## **4. Extracurricular Activities**

### **4.1 Participation**

Involvement in extracurricular activities is encouraged as part of a well-rounded education.

- Follow the rules and guidelines of each specific activity.
- Maintain academic eligibility to participate.
- Respect the time and efforts of coaches, advisors, and teammates.

## **4.2 Conduct**

Conduct yourself respectfully during all extracurricular activities.

- Exhibit sportsmanship and fair play.
  - Represent the school positively in all external events.
  - Avoid behaviors that reflect poorly on the school.
- 

# **5. Consequences for Infractions**

## **5.1 Minor Infractions**

These are less severe infractions that may result in minor consequences.

- Verbal warnings
- Detentions
- Additional assignments or community service

## **5.2 Major Infractions**

More severe infractions may result in more significant disciplinary actions.

- Suspensions (in-school or out-of-school)
  - Parental meetings and involvement
  - Expulsion in extreme cases
- 

# **6. Procedures for Handling Disciplinary Issues**

## **6.1 Reporting Procedures**

Clear procedures are in place for reporting disciplinary issues.

- Teachers and staff should document any incidents thoroughly.
- Students can report issues through designated channels without fear of retaliation
- Anonymous reporting options may be available for sensitive matters.

## **6.2 Investigation Procedures**

Each reported incident will undergo a fair investigation process.

- Interviews with involved parties

- Review of any available evidence (e.g., video footage, written statements)
- Consultation with appropriate school officials or counselors

### **6.3 Appeals Process**

Students and parents have the right to appeal disciplinary decisions.

- Submit a written appeal to the school administration.
  - An impartial panel will review the case.
  - A final decision will be communicated promptly.
- 

## **7. Conclusion**

These Student Discipline Rules are essential for maintaining a positive and productive educational environment. By adhering to these guidelines, students contribute to a respectful and focused learning atmosphere that benefits everyone in the school community. All members of the school must understand and follow these rules to ensure that disciplinary matters are handled fairly and consistently. Open communication and a commitment to upholding these standards will help foster an environment where students can thrive academically and personally.

---

## **C. Dress Code**

1. The dress code reflects our commitment to creating a professional and respectful learning environment conducive to academic success. Students are expected to dress modestly and appropriately, demonstrating respect for themselves and others.
2. Students are expected to adhere to the dress code during school hours, as well as during school-sponsored events and activities. Parents are encouraged to review the dress code policy with their child to ensure compliance and avoid any potential disciplinary consequences.

Dress Code
<ol style="list-style-type: none"><li>1. No bare feet, appropriate footwear is required.</li><li>2. No see-through clothing or bare midriff.</li><li>3. No shorts and skirts more than 3" above the knee.</li><li>4. No alcohol, drug advertisements, or profanities.</li><li>5. No hats, caps, or stocking caps worn inside the building.</li><li>6. No clothing that shows disrespect for the American Flag.</li><li>7. No tank tops with less than 3" shoulders or large arm holes.</li><li>8. No gang-related attire.</li><li>9. No Inappropriately ripped or torn clothing.</li><li>10. Pants and shorts must be worn at the waist (no sagging).</li></ol>

## V. Academic Information

### A. Curriculum

1. Our curriculum is carefully crafted to meet the needs of diverse learners while aligning with state standards. It encompasses a wide range of subjects including Mathematics, Language Arts, Science, Social Studies, Arts, and Physical Education.
2. We believe in providing a holistic education that not only focuses on academic achievement but also fosters the development of essential life skills such as critical thinking, problem-solving, and effective communication.
3. Our curriculum is continuously reviewed and updated to reflect the latest educational research and best practices. We strive to create engaging and relevant learning experiences that inspire curiosity and creativity in our students.

## **B. Grading**

1. Grades are a reflection of students' mastery of course content and skills. Assessments may include quizzes, tests, projects, presentations, and class participation.
2. We believe in providing constructive feedback to students to help them understand their strengths and areas for improvement. Parents are encouraged to review their child's grades regularly through our online grading portal.

## **C. Homework**

1. Homework assignments serve as valuable extensions of classroom learning, allowing students to practice and reinforce concepts independently. They also help develop responsibility, time management, and self-discipline.
2. At **Hill Country Arts Academy**, we believe in the importance of balance. While homework is assigned to support learning, we also recognize the importance of downtime and family time. Therefore, we strive to assign meaningful homework that respects students' time and well-being.
3. Should students encounter difficulties with homework assignments, they are encouraged to seek help from teachers during designated office hours or through online platforms.

# **VI. Health and Safety**

## **A. Health Services**

1. Parents are required to provide up-to-date medical information, including immunization records and emergency contact information, to ensure the safety of their child while at school.

## **B. Emergency Procedures**

1. The school prioritizes the safety of our students and staff through comprehensive emergency preparedness measures. Regular drills, including fire drills, lockdown drills, and severe weather drills, are conducted to ensure everyone is familiar with emergency procedures.
2. In the event of an emergency, parents will be notified promptly through our emergency communication system. It is important to keep your contact information up to date to receive timely notifications.
3. We work closely with local law enforcement, fire departments, and emergency services to develop and implement effective emergency response plans tailored to the specific needs of our school community.

## **VII. Parent Involvement**

### **A. Volunteering**

1. Parent involvement is a cornerstone of our community, and volunteering provides valuable opportunities for parents to actively engage in their child's education. Whether it's assisting in the classroom, chaperoning field trips, or organizing school events, there are numerous ways for parents to contribute their time and talents.
2. Volunteering not only benefits the school but also strengthens the bond between home and school, fostering a sense of community and belonging. We welcome parents of all backgrounds and skill sets to get involved and make a positive impact on the educational experience of all students.

## **VIII. Conclusion**

Thank you for entrusting your child's education to **Hill Country Arts Academy**. We look forward to a successful and rewarding partnership.