



# HCCA

## Student/Parent Handbook 2024-2025



**Harrisonville Classical Christian Academy**

504 W. Wall Street, Harrisonville, MO 64701 \* 816.865.6970 \* [www.HarrisonvilleCCA.com](http://www.HarrisonvilleCCA.com)

# Table of Contents

Administration.....	4
Contact Information.....	4
Colors and Mascot.....	4
Mission Statement.....	4
Administrative Prerogative .....	4
Accreditation.....	5
Vision and Philosophy.....	5
Statement of Faith.....	5
History.....	6
Accident Insurance.....	6
Admission Policy.....	6
Attendance/Tardiness/Absences/Make-Up Work.....	7
Attendance/Tardy Time Schedule/Early Pickup.....	8
Birthday Parties.....	9
Bullying and Harassment Policy and Major School Violations .....	9
Cell Phone Use.....	10
Change of Address, Phone or Email.....	10
Character Building & Discipline Policy .....	11
Child Abuse or Neglect Reporting Policy .....	11
Communicable Diseases.....	12
Computer and Technology Use Policy .....	13
Conduct Expectation.....	13
Curriculum.....	14
Drop Off/Dismissal of Students.....	15
Enrollment.....	17
Emergency, Safety and Security Procedures.....	17
Family Educational Rights and Privacy.....	18
Field Trip Policy .....	19
Financial Info/Tuition.....	20
Fundraising .....	21
Grading .....	22
Homework.....	22
Hours of Operation .....	22
Inclement Weather.....	22
Non-Discrimination Statement.....	22
Parent Teacher Conferences.....	23

<b>Parent Participation and Communication.....</b>	<b>23</b>
<b>Philanthropy and Gift Support.....</b>	<b>23</b>
<b>Playground .....</b>	<b>23</b>
<b>Promotion Policies.....</b>	<b>23</b>
<b>Report Cards .....</b>	<b>24</b>
<b>Reporting Concerns .....</b>	<b>24</b>
<b>Registration and Tuition .....</b>	<b>25</b>
<b>Sick/Student Injury, Medication Policy.....</b>	<b>26</b>
<b>Snacks and Lunch .....</b>	<b>27</b>
<b>Social Media .....</b>	<b>27</b>
<b>Student Records.....</b>	<b>28</b>
<b>Trips and Planned Discretionary Secondary Absences .....</b>	<b>28</b>
<b>Uniforms.....</b>	<b>29</b>
<b>Volunteers.....</b>	<b>34</b>
<b>Withdrawals.....</b>	<b>34</b>

## Administration

Michelle Sloan      Head of School

[Michelle.Sloan@HarrisonvilleCCA.com](mailto:Michelle.Sloan@HarrisonvilleCCA.com)

### Board Members:

Michelle Sloan	President
Russell Coleman	Vice-President
Stacey Hopson	Secretary
Tracy Sloan	Treasurer

## Contact Information

Harrisonville Classical Christian Academy  
% First Baptist Church  
504 W. Wall, Harrisonville, MO 64701  
Phone (816) 865.6970

**School Color and Mascot Colors:** Red and Light Blue

**Mascot:** Warriors

**School Motto:** Fidei Defensor (Defender of the Faith)

**School Verse:** Romans 12:2 "And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good and acceptable and perfect will of God."

**Mission Statement** To develop children to be knowledgeable, understanding and wise as they seek to serve God through their leadership, service and character. To lead classically trained learners into a lifelong journey in Christ, serving God as leaders and servants in their communities, proclaiming the Good News.

## Administrative Prerogative

The intent of this handbook is to outline policies and guidelines that apply to students and parents. Parents, students, teachers, and administration must work together for the student to reach their fullest potential. These are the conditions of agreement between the Parent/Guardian and the school written for the purpose of clarifying policies of the school and the responsibilities of both the Parent/Guardian and the school. The signature of both parties in the appropriate spaces at the end of this book indicate that the following conditions involved in the education of your child are understood and agreed upon between the school and Parent/Guardian of the child. Administration reserves the right to exercise its administrative prerogative in responding to any situation. These responses may include, but are not limited to, parent conferences, suspension and/or expulsion, and required counseling. Administration reserves the right to make adjustments to these policies at any time in order to improve the quality of HCCA's programs.

**Accreditation** Harrisonville Classical Christian Academy is a member school of the Association of Classical Christian Schools (ACCS) and the Classical Latin School Association.

## **Vision and Philosophy**

Harrisonville Classical Christian Academy is an independent, nondenominational Christian School with a Classical Christian Education philosophy. HCCA offers a rigorous Classical Christian curriculum while partnering with parents to educate students in a historic biblical worldview. Aspiring to be a premier Classical Christian liberal arts academy. Students at HCCA are asked to think on that which is true, lovely, pure and honorable. We recognize that we are a collaborative help to parents who have a God given right and responsibility for raising and training their children. HCCA strives to be an extension of the home, “training up a child in the nurture and admonition of the Lord.”

## **Statement of Faith**

Principles, We believe.....

- The Bible is the only inerrant, inspired and authoritative Word of God. (II Tim. 3:16; II Peter 1:21)
- There is only one sovereign God, eternally existent in three persons: God the Father, God the Son and God the Holy Spirit. (Gen. 1:1; John 10:30)
- In the deity of the Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His atoning death through the shedding of His blood, His bodily resurrection, His ascension to the right hand of the Father, and His personal 2nd coming. (Isaiah 7:14; Matt. 1:23)
- Jesus Christ is fully human and fully God. (Romans 1:3; John 19:30)
- In the Biblical account of creation and that man was created in God's image and for His glory. (Genesis 1:27) Believing that God created our genders as male and female and that God's intention for marriage is also between a man and a woman.
- That salvation is of the lost and sinful man, by grace through faith alone, that this belief affects a person's eternity. Faith without works is dead. (Eph. 2:8-9; Romans 10:9-10).

- The Holy Spirit indwells the Christian at the time of regeneration enabling them to live a godly life. (Ephesians 4:30, 5:18; I Cor. 3:16)
- We believe the biblical accounts to be true and accurate. (John 1:1)
- We believe in the spiritual unity of believers in our Lord Jesus Christ. We believe that all disciples are called to attend, worship and serve Him in a local congregation or fellowship that is part of His body, the Church. (Romans 8:9; I Corinthians 12:12, 13; Galatians 3:26, 28).
- That the ultimate responsibility for the education of children belongs to their parents. (Ephesians 6:4)

## **History**

Harrisonville Classical Christian Academy is a new school that was formed in 2020 after a group of parents and educators came together with a desire to form a new private, independent Christian school in Harrisonville with a Classical philosophy. The school started in the fall of 2020 with 21 students, 3 teachers and 4 board members. In 2021-2022 the school began their preschool program. The school had 44 students, 5 teachers, 1 administrator and 4 board members. In 2022-2023 the school had 56 students, Preschool-7th grade, 1 administrator and 4 board members.

## **Accident Insurance**

Each child in our school is covered by our Excess Coverage Insurance; this does not replace primary insurance. If a student is injured, a claim should be made with the parents insurance first, then with the school.

## **Admission Policy**

HCCA considers all applicants for admission based upon their academic program needs and admits students accordingly based on availability. We have year round registration and place students based on their age as of August 1 of each calendar year. The Admissions process begins with submission of the completed application packet. Administration will evaluate the completed application, academic history and supporting documentation. Students entering Kindergarten-7th grade may be asked to participate in a one-on-one, teacher-student evaluation and a more formal, age appropriate, admissions test. Testing, interview dates, and/or conferences will be scheduled once the completed application and all supporting materials are

received and reviewed by the Administration. HCCA reserves the right to refuse admission to or dismiss any student at any time for any reason it deems appropriate.

### **Attendance/Tardiness/Absences/Make-Up Work**

The HCCA school day begins at 8:45AM and ends at 3PM. Prek and Jr.K hours are 8:45a.m.-11:45a.m. Students may be dropped off between 8:30-8:40a.m. Students must be in their seats by 8:45 or they are tardy. Doors will be locked until 8:30a.m. Before care is available from 8:00a.m-8:30a.m. Cost is \$0.12 per minute or \$5 per day per family. No after care is available. Doors are opened from 8:30a.m.-8:42 a.m. for arrival. Any student not in their seat by 8:45a.m. is considered tardy and the parent needs to bring their child to the side door and call the school to be allowed in. Please do not try to enter through the regular doors or ring the church door bell. The school does not hear the doorbell. Parents must sign in their students. Students who are tardy will be escorted to class. If something is forgotten, a parent needs to drop something off or something needs to be taken care of such as late arrival or early dismissal of a student, it is required that the parent calls the school line to speak to the Head of School.

It is important that all students have regular attendance and avoid excessive absences and/or tardiness. Excessive absences or tardiness (15 or more per school year for full time students) could affect promotion. Coronavirus absences will be an exception to this rule. Please note that three (3) unexcused tardies will equal one (1) absence. After the 3rd tardy parents will receive notice. Any student with **an unexcused tardy** (no note or call from the parent) that is 25 minutes past the start of the school day, 9:10am, will receive one (1) absence. Tardies go back to "0" at the beginning of each new quarter. Students needing to leave early in the day must come to school with a note or a call from the parent to the Head of School must be made by 8:30a.m.

Excused absences will be allowed for the following:

- Illness or injury (a doctor's note will need to be sent in for any consecutive absences exceeding 3 days) ***Please notify the school by 9am if your child is sick.***
- Death in immediate family
- Medical or dental appointment **(these should be made after school hours or on Monday whenever possible)**
- Court or administrative proceedings
- Religious Observances
- Pre-approved trips (letter must be submitted in writing to the Head of School/5 days prior). Not all trips will be approved.

It is the responsibility of the parent to arrange make-up work with the teacher the morning of illness via email or text. She will then gather the work and books and leave in the HCCA mailbox that is outside the west door by 3:30p.m. *It is the responsibility of the parent to pick up the missed work and ensure that the student gets it done.* Parents are also responsible for all books, any books lost or not returned will have to be ordered at the parent's expense. We work at a fast pace in school so every day missed is hard for the teacher to catch the student up. If

they return to school with assigned work unfinished it will be made up during breaks and recess time. Every day that work is late will lose 10 points off of the assignment for everyday late. If a parent knows their child will be absent ahead of time, the parent should request in writing asking for classwork that will be missed during their absence. **The request should be made within 48 hours but no later than 24 hours prior to the absence for a short absence and 2 weeks notice given for anything that will be longer than a school week (see p. 29).** Any child absent for an excused absence will be given at least one day per day missed, plus one additional day, to turn in make-up work. Students leaving early in the day are not excused and could be counted as a partial absence. ***Please do your best to schedule appointments on Mondays (Dentist, Doctors, Hair, etc).*** In order for students to participate in evening activities they must be present during the school day.

### **Schedule for Early/Late Arrivals**

Arrive up until 10:00 a.m.	Tardy
Arrive at or after 10:00 a.m.	Half day Absence
Leave at or before 10:00 a.m.	All day Absence
Leave at or before 1:30 p.m.	Half day Absence
Leave after 1:30 p.m.	Full day Attendance

**We believe that attendance and being on time to school is part of helping them learn a strong work ethic.** Parents are encouraged to avoid taking extended time or vacations from school during the school year because it could be detrimental to the child's educational progress.

### **Early Pick Up Policy**

HCCA understands that the rare occasion will arise where a student needs to leave school early. On these occasions the parent must send in a note, email, or call the HCCA phone line at 816.865.6970 by 8:30a.m., making the school aware that the student needs to leave early.

Students who are dismissed early are responsible for making up missed work as homework which must be returned the next morning. Any early pickup will be dismissed through the Head of School to minimize classroom disruptions. ***Since our doors are locked at all times, if a student forgets an item and the parent needs to bring it back to school the parent must wait at the side door and call the school line for assistance. Parents are asked to leave items in the HCCA Mailbox provided. Parents are not to buzz in through the door and bother the FBC staff.***



## **Birthday Treats and Parties**

HCCA will allow a treat that has been store bought along with party themed plates to be brought in to celebrate a student's birthday as long as arrangements have been made with the teacher at least 24 hours in advance. **No cakes or cookie cakes will be allowed as we do not have a kitchen or knives for serving.** We ask that birthday party invitations be mailed from home and not delivered at school unless every child in the class is invited.

## **Bullying and Harassment Policy and Major School Violations**

The following constitute major violations that will result in disciplinary action as determined by the Administration. This list is representative and should not be construed as a complete list.

- Violence or threats of violence against a student or school employee, whether actual or implied.
- Violence or threats of violence against school property, whether actual or implied.
- Threats of Violence: The disciplinary consequences for a student whose verbal or written comments, including email and/or other social media messages, that threaten serious bodily harm to another student or member of the faculty or staff or destruction of property, may include, but not be limited to:
  - o Immediate suspension from the school.
- Treatment or consultation by a psychologist or psychiatrist at the parents' expense and/or by the school counselor, both of whom may be asked to submit a written evaluation.
- If it is determined that the child was serious about the threat and has the capacity to carry it out, the child may be expelled from the school. If it is determined that the child did not seriously intend to do harm to others, the child may be allowed to return to the school, at the discretion of the Head of School.
- If allowed to return to school, the child may be placed on probation with an indication that, should a similar threat occur, the child will be expelled from school.
- The school may submit an informational report to the police.
- Vandalism: Misuse/abuse of school property, including graffiti, carving breakage, etc. Students will be charged for the removal, repair or replacement of damaged school property.
- Psychological/sexual/physical/verbal harassment or intimidation.

## **Bullying and/or Harassment:**

The school is committed to promoting a safe, healthy, caring, and respectful learning environment for all of its students. As such, bullying is strictly prohibited and will not be tolerated. Therefore, this policy prohibits any unwelcome verbal or written conduct or gestures directed at a student by another student that has the effect of:

- physically, emotionally or mentally harming a student;
- damaging, extorting or taking a student's personal property;

- placing a student in a reasonable fear of emotional or mental harm;
- placing a student in reasonable fear of damage to or loss of personal property;  
or
- creating an intimidating or hostile environment that substantially interferes with a student's educational opportunities of the mission of the school.

Bullying may involve but is not limited to: teasing, name-calling, slurs, rumors, jokes, false accusations, intimidation, stalking, innuendos, demeaning comments, pranks, social isolation, gestures, cyber-bullying or other verbal or written conduct.

Cyber-bullying includes the following misuses of digital technology: teasing, intimidation, or making false accusations about another student by way of any technological tool, such as sending or posting inappropriate email messages, instant messages, text messages, digital images or website postings (including blogs and social network sites). This definition includes students who either directly engage in an act of bullying or who, by their behavior, support another student's act of bullying. This policy prohibits bullying that occurs either on school premises before, during or after school hours, any school related activity, and school function. Each parent and student has a duty to report any bullying to the school immediately. If a student experiences (or a parent witnesses or learns of) any incident of bullying, the incident must be promptly reported to the Head of school. Any student found to have violated this policy may be subject to appropriate disciplinary action which may include: temporary removal from the classroom, loss of privileges, detention, counseling, parent conference, suspension, expulsion, and/or notification to appropriate authorities. The disciplinary action may be unique to the individual incident and may vary in method and severity based on the Head of Schools discretion. False reports or accusations of bullying also constitute a violation of this policy and may subject the offending party to appropriate disciplinary action. Bullying or threatening of a Teacher or Administrator by parents will also not be tolerated and can result in your student being removed from school or not accepted for enrollment in the future.

## Cell Phone Use

Students are permitted to bring cell phones to school. **However, they must be turned off during all school hours and put away in their backpacks or lockers.** Cell phone use during school hours will result in the removal of the phone and a parent will need to retrieve the cell phone from the office at the end of the school day. Please do not try to call your student during the day because their cell phone will be off until 3:00p.m.

## Change of Address, Phone or Email

In order to maintain accurate communication between home and school, it is vitally important that parents notify HCCA immediately of any changes in address, phone, custody, email address, etc.

## Character Building & Discipline Policy

HCCA encourages positive behavior in class, at school, and with classmates. We believe that the home is the first institution God established and it is there that the child first learns set patterns of behavior. In the home the child learns a value system of right and wrong. When a child is taught proper discipline and respect in the early years at home, he/she is then ready to be educated and to develop the skills necessary to face life successfully. Academically, discipline is important and necessary when operating a classroom so that students receive the maximum impact from the teacher. The school has an obligation to provide an environment and a curriculum conducive to effective learning. Also, as a Christian school, it is our responsibility to build Christian character and virtuous living in our students. Without discipline, HCCA would not be the type of school that students would want to attend, nor would a parent want their students to attend. The purpose of our discipline program is to create an atmosphere where students can learn and feel safe; explore the concepts of Biblical obedience, respect for authority and responsibility, and honesty. (Romans 13). We are instructed in God's Word, The Holy Bible, that we show love by administering correct discipline (Proverbs 13:24). We discipline in order to help students learn to choose desirable behaviors instead of unacceptable ones. When students make wrong choices we seek to help redirect, guide, heal, and restore. We are engaged in the spiritual growth and character development of our students, how they behave, both on and off campus, is important to HCCA. A Christian has only one standard for living, The Holy Bible. Those standards apply on or off campus. The Bible declares that while God does forgive, there are consequences to sin, and He disciplines us because He loves us (Heb. 12: 5-11, Pr. 3:11-12, Phil. 1:27). The staff does not use corporal punishment. ***Parents are contacted when unacceptable behavior warrants.*** In some cases the parent may be asked to participate in a parent/teacher/Head of School conference to develop a plan of action, and/or take the child home for the day. We differentiate between forgiveness (both God's and others) and consequences. We believe it is important that students learn that their choices do bring consequences. Consequences can or may include loss of privileges as well as expulsion from school. While not used often, expulsion is a necessary choice when dealing with infractions of a more serious nature (Pr. 23:13-14). We believe in setting high standards for our students and in some cases the protection of our school community requires the expulsion of a student. The HCCA Administration reserves the right of dismissing any child if after entering into a plan of action he/she seems unable to cooperate in the classroom routines.

## Child Abuse or Neglect Reporting Policy

Missouri law requires that all school employees including but not limited to teachers, and administrators are mandated to report any reasonable suspicion of child abuse to Department of Children & Family's Central Abuse Hotline immediately. Failure to report Child abuse may lead to the school employee to be charged with a 3rd degree felony. HCCA teachers are required to report any knowledge, reasonable suspicion to the Head of School, and/or Board Member. In order to comply with the appropriate law which makes it mandatory to report child abuse and/or neglect, any teacher or other school employee who knows, or has reasonable cause to suspect, that a child has been

subjected to abuse or neglect, shall immediately report such knowledge or suspicion to the Head of School, and/or Board Member so that they are fully informed and are responsible for what happens at the school. If it is deemed necessary, the discussion will be followed up by the Head of School and the teacher contacting the Department of Children and Family.

Child Custody Families who are in legal dispute over child custody or who are divorced are required to submit to the HCCA office a copy of any legal documents which detail custody agreements. Both parents are responsible for all financial obligations to HCCA unless otherwise stated in court documents. These documents will be placed in the student's personal file and specifications from those documents will be followed.

### **Communicable Diseases**

HCCA desires to maintain a healthy school environment by instituting controls designed to prevent the spread of major communicable diseases.

The term "communicable disease" means an illness that arises as a result of a specific infectious agent, which may be transmitted either directly or indirectly by a susceptible host, infected person or animal to other persons. We depend on the parents' assessment of their child's health before sending him/her to school. Germs are spread quickly in school environments. Parents are requested to contact the school if their child acquires a contagious condition so we can notify staff and other families who are directly affected. **Parents are asked to keep their child home if there has been a fever, vomiting or diarrhea within 24 hours (this is a very contagious time for these conditions). The child must be free of symptoms for 24 hours without any fever reducing medication or tylenol.** A teacher or Administration that reasonably suspects that a student or employee has a major communicable disease shall immediately notify the Head of School. Any student with a communicable disease for which immunization is required by law or is available, shall be temporarily excluded from school while ill and during recognized periods of communicability. Students with a communicable disease for which immunization is not available shall be excluded from school and all school related activities while ill. If the nature of the disease and circumstances warrant, HCCA may require an independent physician's examination of the student to verify the diagnosis of communicable disease. HCCA reserves the right to request to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school. HCCA reserves the right to request a letter from the physician after an illness before the student can return to school. Including lice or anything that could affect other children and their families.

## Computer and Technology Use Policy

HCCA does not offer computers or other types of technology at this time. The only exception is if a teacher allows a student to use her computer as a resource for enriching curriculum and learning objectives. Computers will be used only for legitimate assignments or activities as prescribed by administrators, faculty, or staff.

Students may not:

- Use computers without permission
- visit social network sites
- View inappropriate sites or sites not given permission by the teacher to view

If a student can not adhere to these rules it could result in loss of computer privileges, failure in the appropriate class, or possible suspension or expulsion from school. Faculty members have the right to interrupt computer usage at any time. Administration has the right to interrupt and take appropriate action regarding inappropriate computer use on campus.

## Conduct Expectation

Each student is expected to demonstrate respect, self-control, and to learn the importance of personal responsibility throughout his/her years at HCCA. Each student will be held accountable both in and out of school, but not limited to, the expectations listed below:

- \* We seek to honor the Lord Jesus Christ in all we learn, say and do.
- \* We display a respectful attitude toward God, His Word, the Bible, and any spiritual-related activities.
- \* We show respect and seek to maintain a positive relationship with all adults within the school community. We do not argue or negotiate.
- \* We obey to the best of our ability the rules and procedures of the school.
- \* We tell the truth and we do not steal.
- \* We demonstrate self-control in our behavior and maintain a cooperative attitude, honoring and encouraging others.
- \* We do not spread rumors, gossip or talk down about another student, teacher or staff member.
- \* We work to achieve our optimal effort concerning the preparation of any assigned class work, projects, or tests.
- \* We treat our peers in a caring, kind manner with dignity and respect.
- \* We keep hands and feet to ourselves and do not cause physical injury to another.
- \* We do not make excuses for our wrong actions but admit them.
- \* We are responsible concerning our own supplies and are careful with school-owned property.
- \* We demonstrate proper manners and show courtesy at all times.
- \* We encourage our peers and do not point out short-comings, but only build others up.

These expectations are not intended to be all-inclusive. Enrollment at HCCA constitutes a social contract to uphold and comply with the expectations of the school at all times. A student whose behavior is considered to be injurious to the life of the school *may be dismissed at any time*. For behavior that violates school rules and/or reflects in any

negative way on the school, the school reserves the right to discipline and hold accountable any **student or parent**. After verification of any infractions the student should expect to be disciplined according to the standards and rules of the school. Parents agree to be supportive of the teacher and the Head of the School and will not talk negatively to others but follow the principle of Matthew 18 which states that you will go to that person to speak directly to them.

## **PreGrammar and Grammar School Curriculum**

### **Preschool through Sixth Grade (Broad Facts)**

HCCA uses the Christian publishing company Memoria Press. This curriculum's educational philosophy can be best described as classical Christian education. Classical Christian education is the cultivation of wisdom and virtue through meditation on the Good, the True, and the Beautiful. This is accomplished in two ways: first, through training in the liberal arts; and secondly, through a familiarity with the great books and the great thinkers of the Western tradition.

The Pre-grammar stage is our Preschool through Kindergarten class which is designed for those who are three-five years of age, Jr.K is for those the year before they go to Kindergarten. All students must be completely potty trained (no pull-ups allowed). Through age appropriate integrated activities students study phonics, language arts, math and science all through the lens of the Bible. We also believe that play is an important aspect of social development. Children learn virtuously about what is good, beautiful, pure and lovely. At this age children learn through fun activities. Each aspect of the day is designed to teach the first steps in the essential skills of literacy and numeracy, skills they will use the rest of their lives. Jr. Kindergarten students learn phonograms (the letter and letter-combination sounds), literature, writing and arithmetic skills. Art teaches spatial awareness and improves fine motor skills. Music opens them to the joy of musical expression. Outside, they improve their balance and hand-eye coordination through fun games. Kindergarteners will do all of these things and more as they focus on phonics and reading. They will be reading in their Kindergarten year.

In the grammar stage of learning, (1st-6th grades) the focus is on breaking new concepts down to the required fundamental skills or facts and mastering them through memorizing jingles, chants and songs. Instruction focuses on scripture memorization, grammar, phonics and spelling rules, math facts, early Latin Vocabulary, pivotal historical dates and handwriting skills. Young children enjoy learning through singing, chanting and repetitions. The skills learned, facts memorized and information retained

throughout the grammar stage of learning is foundational to the logic and rhetoric stages.

### **Language Arts**

- Phonics and Spelling
- Grammar
- Writing
- Penmanship
- Cursive
- Latin: Songs, prayers and grammar rules
- Classic Books and Read Alouds
- Poetry

### **Math and Science**

- Math: Rod and Staff
- Science: Nature, Journaling, Animal Studies, Seasons, Astronomy, Insects, Birds and Elemental Science.

### **Humanities**

- Literature: Classics such as Beatrix Potter, Black Beauty, Peter Pan, Little House Series, Charlotte's Web, Heidi, Lassie and Greek Myths.
- Christian Studies: The Story Bible, Famous Men of Rome, Famous Men of the Middle Ages and Greek Mythology.
- History: Stories of Great Americans, States and Capitals, Geography and the US.

### **Drop Off and Dismissal of Students**

In the mornings parents ***may not drop off their students until 8:30a.m.*** The front doors will be locked and there will not be anyone outside on duty. ***Drop off is between 8:30-8:42 a.m.*** Parents should head north on Butler Street down towards the basketball court and come back up towards the building through the east end of the FBC parking lot. The first car should wait at the top of the lot with other cars lining up behind. Once a teacher is outside she will flag 2-3 cars at a time to pull up next to the maroon awning. Students will get out of the car on the building side to remain safe on the street. The teacher will then take their temperature and if they do not have a fever or COVID symptoms they may enter the school building. Please see the COVID protocol and sign the waiver. Preschool parents may walk their child into the entry hallway.

At the end of the day HCCA wants to ensure that no child is allowed to leave the care of our school in the custody of a person who is in a physical condition which may prevent him/her assuring the child's welfare. HCCA will only release students to authorized parents or approved authorized representatives stated by the parents. All authorized representatives must have an HCCA car tag to pick up a child. If they don't the parent

may call or email the Head of School with the appropriate information if the person picking up is not on the emergency contact list. If they are on the contact list they may present a photo ID. HCCA will not permit parents or authorized representatives who are in an impaired condition to pick up children from school. We will expect, therefore, our staff to be alert to the possibility of parental/authorized representative's impairment, and if there is suspicion of such impairment the staff member will call a second staff member and administration to corroborate. If all involved staff members agree that the parent/authorized representative's faculties appear to be impaired, the school will not permit transportation by the impaired person. HCCA will attempt to contact another person on the Authorized Child Pick-up List to come and pick up the child. In the event that we are unable to reach any other authorized person, the Harrisonville Police Department will be contacted to assist HCCA in determining an appropriate course of action to be taken. If the situation continues to occur, at the Head of School's discretion the student's participation in the program may be terminated.

Children are to be picked up at 11:45a.m. for PreK through Kindergarten and 3:00p.m. for Full Day Kindergarten-7th graders. Children are to be picked up no later than 12:00p.m./3:10p.m. in the car pick up line. ***Please wait in your car and your child will be sent down the sidewalk to you or you may park and walk to the entry doors. Parents or persons picking up must have the correct car tag in their window to pick up students.*** Parents picking up children after 12:00/3:10 p.m. will be required to pay an over-time charge of **\$3.00 per minute**. This is strictly enforced. Continued violation of this agreement could lead to expulsion from school. Parents need to immediately notify HCCA in the event of late pick-up. If HCCA is not notified within 15 minutes after the child's scheduled pick up time, HCCA will begin attempting to contact parents/emergency contacts. HCCA will make extensive efforts to reach an authorized person to pick up the child until 12:30/3:30pm at which time the proper authorities will be notified for assistance.

Parents are asked not to park in the lanes designated as "Fire Lanes". If you need to meet with a teacher or speak to the Head of School we ask that you call and make an appointment.

No overnight parking is permitted. The safety and security of all our students and staff is our main priority. We have procedures for visitors (once visitors are allowed) as they come to our campus and plans in place for emergencies (fires, evacuations, lockdowns). The school will conduct frequent fire drills.

Our school has established a notification system to parents via text through the Remind App in case of such emergencies. Please ensure that we always have your most current information. Please download the Remind App.



## **Enrollment/Emergency Form**

As part of registration, an Application for Enrollment for new students or a Family Re-enrollment Contract for returning students will be filled out concerning the family's statement of support, emergency and contact information and each HCCA student's personal information including medical history. This form will be kept in duplicate files: the original will be kept in the school office; a copy will be kept in the classroom teacher's file. This form will accompany the teacher on field trips and events. Parents must have a copy of immunizations or religious waiver and birth certificate on file.

## **Emergency Procedures**

### **Lockdown**

- A "lock down" is implemented when there is a crisis/danger on the school campus that warrants staff and students to lock all doors and wait quietly in their classrooms until the danger is removed.
- If there is a crisis/danger which warrants a lock-down, (for example, an intruder enters the building) staff will be made aware. All doors will be locked preventing any visitor from entering the classrooms.
- The lockdown will remain in effect for as long as it takes law enforcement to bring the situation under control. If the crisis/danger warrants an evacuation after the lock-down ceases, procedures for evacuation will take effect immediately. If there is no need for an evacuation and the crisis is over, school will resume as normal and parents will receive a letter or email from the Head of School notifying them of the lock down that took place that day.
- Lockdown drills will be performed multiple times throughout the year.

### **Tornado**

- In the event of a tornado, students will head to the downstairs or basement for protection.

### **Evacuation:**

An "evacuation" takes place when staff and students leave the school campus to go to an off-site safe location to avoid the impact of a crisis/danger that is present on the campus.

- In case of a fire, students will be evacuated from the building to meet at a predetermined safe place.
- In the event of an evacuation, the school will notify all parents by the Remind App of the evacuation. The text will give parents specific directions as to where, when and how to pick up their child from the evacuation off-site location. For example, the parent may be asked to refrain from coming to or calling the school, and go instead to the off-site evacuation location.

- The parent and/or anyone designated by the parent to pick up the child will need to provide proof of identification, and also be listed on the registration form in order for the student to be released. Parents must be patient and remain calm during this time. Your child and our staff's safety is our main priority. Please pray for God's continued protection of the HCCA students, parents, faculty, staff and campus.

### **Family Educational Rights and Privacy**

The Family Educational Rights and Privacy Act (FERPA) (20 U.S.C. § 1232g; 34 CFR Part 99) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education. FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies. Parents or eligible students have the right to request that a school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing. After the hearing, if the school still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information. Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards, and dates of attendance. However, schools must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights under FERPA. The actual means of notification (special letter, inclusion in a PTO bulletin, student handbook, or newspaper article) is left to the discretion of each school.

### **Field Trip Policy**

HCCA, will offer several educational and fun field trips throughout the school year. Permission is given upon enrollment for field trips but parents will be given the information on each trip ahead of time. Field trips are considered educational learning off site for the day. If your child chooses not to attend a field trip they will be counted absent for the day. Every effort will be made to assure both the suitability of any trip away from school and the reasonableness of any cost involved in the trip. Before a student can go on a field trip, a signed permission slip from the parent must be on file. ***Verbal permission is not accepted.*** Remember, field trip money is non-refundable. If privately-owned vehicles are to be used for transporting students, parents of the students are to be notified and the owner of the vehicle as well as the parents must acknowledge in writing that they have received notice that the school's liability insurance does not cover the use of the private vehicles to transport students for school activities. Parents who transport students for school-sponsored activities or field trips certify that his/her vehicle is covered by insurance as required by Missouri state law and must fill out a Driver's Form. HCCA follows and strictly enforces the Missouri Child Car Seat Laws that states it is the responsibility of the supervising adult to ensure that **any child under 8 years old is seated in a federally approved child car seat. *No child under 8 years old will be allowed to ride in a vehicle without the appropriate child car seat.*** Parents/guardians are allowed to go with a child on a field trip. On some field trips, only a certain number of parents will be allowed to go as volunteers or chaperones. Field trips are a privilege and students/parents are expected to follow all HCCA's rules and behavior expectations when they are on our campus or out on a field trip. Any student/parent who cannot abide by HCCA's conduct/expectations will not be permitted to participate and/or may be left at HCCA on the next scheduled field trip to do class assignments. Students are expected to be in uniform dress code unless special permission is given by the administration and teacher. *HCCA Administration reserves the right to call a parent to pick up a student directly from a field trip location.*

***Siblings of students are not permitted to attend any school sponsored field trips. Parents who attend are considered chaperones and are required to assist the teacher with the responsibility of students while away from campus.***

## **Financial Information**

HCCA is an independent institution with an annual budget dependent upon the tuition and fundraising efforts of the students and gifts of friends for operational expenses.

### **Registration Fees**

Registration fees are paid at the time of enrollment.

\$140.00 per student if paid on or before May

18th; \$190.00 per student if paid after May 18th

Registration fees are not refundable.

Registration fees are designed to reserve a place for the student in his/her class. Books or other curriculum materials may not be exchanged for non-refunded registration fees.

### **Book Fees**

Book fees are determined annually and are due by May 19th.

### **Payment Plan for Tuition**

The total HCCA tuition may be paid in one lump sum before school starts, paid semi-annually or divided into ten (10) equal payments. Payments begin in August and continue through May for 2023-2024 and are due the 10th of each month via our TUIO program unless other arrangements are made. Utilizing the payment plan is a privilege. If this privilege is abused or misused, it may be revoked for the following year. **Cash is not accepted as payment for tuition, you must send in a cashier's check or money order. Please visit our website for updated tuition and fees.**

## Fundraising

All fundraising activities for HCCA are to be approved by the Head of School. No fundraising projects should be undertaken without prior approval by the Head of School.

One parent is asked to attend our largest annual fundraiser on May 6th. Students are required to attend and participate. Fundraising is vital to our school and we ask each family to participate. Fundraising helps us keep our costs low and often helps us pay for things that otherwise we would have to pass the cost onto parents. If you choose to not participate in a fundraiser you may opt out by paying \$500 at the beginning of the year.

## Grading

HCCA uses the following grading scale for its elementary students. The scale is as follows:

K/1st grades use the following E,S,N,U Scale for grades. K does not receive grades in the first Quarter. While the standard scale is for 2nd-7th grade classes and the E,S,N,U are for skill sets and/or Conduct and Work Habits. Students will not be promoted if they fail three (3) or more of the following subjects: Grammar, Math, Reading, Science, Social Studies, and Christian Studies.

E=Excellent (90-100%)

S=Satisfactory (80-89%)

N=Needs Improvement (70-79%)

U=Unsatisfactory (0-69%)

Grades 2-7th uses the Standard Grading Scale for subjects and the ESNU scale for attributes and specials.

A+=98-100	A=94-97	A-= 90-93
B+=87-89	B=83-86	B-=80-82
C+=77-79	C=73-76	C-=70-72
D+=67-69	D= 63-66	D-=60-62
F=59 and below		

Honor Roll: The Warrior Honor Roll is kept for students in grades 2nd-7th grades. In order to qualify for the Warrior honor roll, a student must receive all "A's" and "E's" for the quarter in Core Subjects (not including Conduct, Work Habits or Specials). In order

to qualify for the Standard Honor Roll a student must receive nothing lower than “B’s” and “S’s” for the quarter in Core Subjects (not including Conduct, Work Habits or Specials).

Report cards will be held each quarter until tuition is paid up to date.

Final report cards and records will be held until tuition and Volunteer hours are paid or fulfilled.

## **Homework**

We believe that homework is vital to the student’s academic development. It stimulates independence and self-direction. It reinforces school learning through practice and provides opportunities to spend extra time on worthwhile activities or projects.

Homework acquaints parents with what the child is learning and affords them an opportunity to help their child. Homework assignments must be completed and handed in on the day designated by the teacher. Parents should check to see that all homework is completed and all books returned to the classroom. Often the effectiveness of class work is impaired by forgotten books. Homework guidelines are provided by the teacher in the first week of school. Assignments turned in late will receive a 10% penalty for each day it is not turned in. **Monday is a parent monitored homework day!**

## **Hours of Operation**

HCCA’s Preschool day is 8:45-11:45a.m, Tuesday -Friday. The Grammar school day is Tuesday-Friday, 8:45a.m.-3p.m. We currently do not offer any before or after care. Our calendar usually adopts the Harrisonville Public School Systems Major Holidays: Thanksgiving and Christmas.

## **Inclement Weather**

HCCA will usually follow the Harrisonville Public School System’s inclement weather safety procedures. However, since we don’t rely on buses that may not always be the case. Please make sure you check your Remind App, FB page or our private Facebook page for parents. HCCA usually uses channels 41 and 9 for tv updates.

## **Non-Discrimination Statement**

HCCA does not discriminate on the basis of race, color, nationality or ethnic origin in administration of its educational policies, admission policies, or any other school-administered programs.

## Parent Conferences

Mandatory Conferences are held in the Fall for Parents of the Grammar School. It is requested that both parents be present if possible. It is required that at least one parent attend. In the Spring, conferences may be requested by either parents or teachers. All conferences are scheduled through the teacher or administration.

## Parent Participation and Communication

Parents are encouraged to attend Meet the Teacher Day with their child prior to the first day of school. ***One Parent is required to come to Parent Info Night.*** Newsletters will be sent home weekly to keep parents up to date on what is going on in the classroom. Homework folders should be checked nightly. Parents wishing to confer with a teacher or administration should do so by appointment. Parents may receive flyers, announcements, call outs, emails, and periodical mail-outs from the HCCA office, to better keep you informed of programs, events, and happenings in and around our campus. All personal information submitted by you to HCCA will be used for conducting HCCA business only. We do not share this information with outside parties. In light of the recent nationwide events our school has heightened its safety and security procedures. We value the safety of our children and staff and therefore, have implemented a crisis response plan that includes the notification of parents via text in case of an emergency through our Remind App. Please ensure that we always have your most current information.

## Philanthropy and Gift Support

Gifts are crucial to the future of HCCA. Tuition supports the budgeted yearly needs of educational programming. However, the philanthropy of friends, grandparents and parents provides for the growth, expansion, and school improvements. Please direct all questions regarding your support to our Head of School.

**Playground Safety** is one of the greatest concerns on the playground. Students are permitted to play in designated areas. No roughhousing or contact sports are permitted. Good sportsmanship is the key to a healthy playground. Students are not permitted on the playground without adult supervision. Children may stay inside if temperatures drop below 32 degrees.

## Promotion Policies

A student will be promoted to the next grade level upon satisfactory completion of grade level expectations and standards as well as fulfilling the attendance requirements.

If a student does not meet the academic expectations of three core subjects, the student may be asked to repeat the grade upon the teacher's recommendation and administrative approval.

## **Report Cards**

Report cards will be sent home four times during the school year. Parents are urged to study the student's report card with care and upon review. When questions arise, please arrange to speak with the teacher.

## **Reporting Concerns**

During the course of the year, occasional misunderstandings or problems may arise between a teacher and student, a teacher and a parent, or a parent and the school. The school's policy for dealing with these situations is mentioned below. This is consistent with the teachings found in Matthew 18.

*"If your brother sins against you go and show him his fault, just between the two of you. If he listens to you, you have won your brother over. But if he will not listen, take one or two others along, so that every matter may be established by the testimony of two or three witnesses. If he refuses to listen even to the church, treat him as you would a pagan or a tax collector. I tell you the truth, whatever you bind on earth will be bound in heaven, and whatever you loose on earth will be loosed in heaven. Again, I tell you that if two of you on earth agree about anything you ask for, it will be done for you by my Father in heaven. For where two or three come together in my name, there I am with them."* Matthew 18:15-20.

All questions, problems, or complaints should first be brought directly to the teacher prior to involving other individuals. If the situation cannot be corrected through this level of direct contact with the teacher, it should then be brought to the Head of School. The teacher will be included in this meeting. If the problem is still not resolved after obtaining the Head of School's involvement, it should then be presented to the school's board. Please note that the Head of School and/or teacher will be included in this meeting. All reasonable efforts are made to resolve concerns and conflicts at the initial level of intervention, and again at each subsequent level of intervention. It is the desire of HCCA to address concerns and resolve disputes in a manner that is consistent with teachings in the Bible, which serves as our final authority.

Parents agree to follow these steps and further agree to make every effort to reach a mutually beneficial resolution to all problems and disagreements within the school community. Please avoid at all times any actions that might otherwise injure the reputation of the school, the families of other students, school personnel or the church.



Examples of these actions include but are not limited to gossiping, rumor mongering, and the spreading of hearsay reports.

Confidentiality is strictly upheld by the Administration and these matters will not be discussed with persons who are not directly involved in the situation. **As a courtesy, please refrain from using email to address serious concerns and instead schedule a time to meet with the appropriate personnel.**

## Registration and Tuition

HCCA registration fees are due when completed registration paperwork is returned. Book and enrollment fees are due by May 20th. If a student is registered after July 1st, all fees must be paid at time of registration and are subject to paying a higher fee. Tuition is an annual tuition that can be broken into 10 equal monthly payments, semi annually or all upfront. Tuition payments made in a monthly format are due on the 10th day of each month. After 5 working days, the student's account is considered in arrears and a \$25 late fee will be assessed. Students who have past due accounts will not be accepted into the classroom until their past due balance has been made current. Any days missed will be considered unexcused absences. Tuition credits will not be given to parents for any days missed due to vacations, planned/unplanned absences, natural disasters, etc. In the event of a temporary school closing due to a natural disaster or other event outside of HCCA's control, tuition paid during the school closing will not be reimbursed or prorated. If the school closing becomes excessive in the opinion of HCCA administration, a determination will be made at that time if and how to give tuition credit to each account that is current. If a parent chooses to pay for the school year in full they will receive a \$100 discount as long as the payment is made by the first day of school.

For any student who has begun attending class then withdraws, tuition will be charged through the end of the month. (i.e. If a student withdraws on December 10th, tuition will be charged through December 31st). ***It is requested that parents give a 30 day notice***, but Parents must notify the office at least 24 hours before withdrawal is to occur and sign the appropriate paperwork. ***School forms/records will not be forwarded to another school until all financial obligations have been satisfied and an exit interview survey is filled out. In the event that tuition has been prepaid for the entire school year, tuition will be charged through the end of the semester.*** Tuition can be paid in the school office with check or cash or ACH withdrawal. Return checks will be charged a \$25.00 fee plus a 10% late fee. Accounts that have more than 2 returned checks will be required to make future payments with money order, cashier's check, or cash.

All Immunization and Physical Examination records should be submitted with registration paperwork and be kept current. All students are placed at the beginning of each school year in an age appropriate classroom. Assessment may be required if the child is a new student in the Grammar School. Then the child could be on a 30-60 day probationary period. If after that time it looks like the student or family are not a good fit then the student may be dismissed.

### **Sick/Student Injury, Medication Policy**

Students who have shown any signs of illness within the previous 24 hour period will not be accepted into class. This includes fever of 99.9 and above, acute cold, heavy nasal discharge, eye discharge, constant cough, unexplained cough, vomiting or diarrhea. If your child is sent home sick during the course of the day with any of the above mentioned symptoms, then the student may not return to school until they are symptom free and fever free without the aid of fever reducing medication for a period of no less than 24 hours.

Teachers will not administer medications to any child. If a child needs medication given during the day they must come with the prescription bottle and instructions for the Head of School. No medication may be sent to school in lunch boxes, backpacks, etc. In all emergencies, HCCA has permission to take such reasonable measures as are necessary for the welfare and safety of the child. Even with the greatest precautions and the closest supervision, accidents can and do happen at school. Parents need to be aware of this and be prepared for possible medical expenses that may arise should their child be injured at school. HCCA will maintain a First Aid Kit accessible to provide immediate first aid to the injured and assess the seriousness of the injury.

Upon pick up, parents are notified of a non-emergency injury and an accident report is sent home. At times accidents may require a call for an ambulance to transport a student to the hospital. If a student requires traveling by ambulance a school representative will accompany, when possible, and wait for the parent's arrival. The ambulance will be at the parent's expense. Every effort will be made to contact parents/guardians before professional medical attention is obtained. In all emergencies, HCCA has permission to take such reasonable measures as are necessary for the welfare and safety of the child.

## Snacks and Lunch

Elementary school parents should provide a healthy snack and lunch for their child daily. Lunch must be brought in a lunchbox. **No soda or koolaid** or any glass containers should be sent in the lunchbox. Mix in's are fine as long as they are clear or light colors (no reds, blues or purples). We do have some microwaves available but when at all possible please warm at home and send in a thermos. Our lunch time is limited so every child can not bring things to warm up everyday. Please keep your child's warm up to 2 minutes or less if it is needed. Nutritious foods contained in their lunchbox must be eaten before treats. **Please provide paperware and plasticware for food in boxes, we have a few for occasional times when it is forgotten.** We do not have a kitchen accessible. **No gum** in school unless it is a special occasion in class. ***Snacks are provided for the Preschool children during their session, donations are accepted. Water bottles are required for each child.***

## Social Media

HCCA realizes that part of 21st century learning is adapting to the changing methods of communication. The importance of teachers, students and parents engaging, collaborating, learning, and sharing in these digital environments is a part of 21st century learning. As such, educational standards are now requiring the use of online educational tools to demonstrate proficiency. To address related issues, HCCA has developed guidelines to provide direction for students and the school community when participating in online social media activities. Social Media refers to the use of web-based and mobile technologies that enable all HCCA internal and external stakeholders to connect, collaborate, and form virtual communities via the computer and/or Internet. For some, social media is used mainly for social purposes, but for others, these sites and technologies are used as tools to teach and to connect with the community. The First Amendment, in general, protects the rights of individuals to participate in social media. However, the laws and courts have ruled that schools can discipline students and staff if their speech, including online postings off campus, materially and substantially disrupts school operations, reasonably likely causes a material and substantial disruption of the school, constitutes a violation of certain relevant federal or state laws or school policies. Since social media reaches audiences far beyond the community and can leave lasting impressions, students must use social sites responsibly and be accountable for their actions. Students should consider not posting or linking anything to social networking sites that they would not want peers, teachers, college admissions officers, or future employers to access. Students should be sure to utilize privacy settings to control access, never share personal information with parties unknown on unsecure sites and be protective of site passwords. Misrepresentation of someone else's identity must also be avoided. Students should

remember to be respectful to others. When responding to someone during a disagreement, be sure that criticism is constructive and not hurtful. Beware of profane, obscene, or threatening language. If the use or posting to a social media site creates a substantial and material disruption on a school campus, regardless of time or location while posting to a social media site, students will be subject to disciplinary action at the Head of School's discretion.

## **Student Records**

The school maintains a complete record, including a cumulative academic record, for each student. All materials in these files are treated as strictly confidential and are available only according to the following policy: No report cards or student records will be released to parents or to another school if the family is delinquent in tuition payments or has a debt of any kind with the school. Parents or legal guardians have the right to inspect and review official records, files, and data directly relating to their children. Parental requests to inspect and review the official record relating to a child shall be made in writing to the Administration. Such requests will be honored at the school's convenience. All records will be reviewed or inspected in the presence of the Head of School so that proper explanation may be given. Parents shall have an opportunity for a hearing with the Head of School and Board to discuss the content of their student's school records. This is to ensure that the records are accurate and are not otherwise in violation of the privacy or other rights of the student, and to provide an opportunity for the correction or deletion of any such inaccurate or misleading information.

## **Trips and Planned Discretionary Absences**

HCCA encourages parents and families to plan trips around the HCCA holiday schedule in order to minimize class time being missed, as it is hard to recreate the teaching experience. That being said, HCCA understands that there are rare occasions where trips/absences need to occur while school is in session. **Advanced notice is required in order to best accommodate work that is assigned during this absence, a written request must be submitted 2 weeks ahead of time to the Head of School.** Students are to request assignments from the teachers before leaving. If a major project or paper is due, the teacher may require the assignment be turned in prior to said trip. All daily assignments or homework are turned in the day the student returns. Students will receive a zero on the assignments not given to the teacher. Students are given one day per day, plus one additional day of absence to make up missed tests. Students will receive a zero on tests not made up within the time limit. When the student returns to

school, the student will keep up with current classwork while completing the make-up work.

## Uniform Policy

Our dress code is a uniform code policy that is important to the overall sense of unity in our Christian School environment. We believe that this uniform code enhances the learning atmosphere, creates school family unity, adds to a sense of pride and reduces the negative competition among students as well as reduces the amount of policing our staff has to do. We are able to focus on the heart of the child, virtuous and modest living while setting a standard that might be different from the worldly culture around.

Students in the Grammar School are expected to wear their uniform in a manner that portrays a positive, modest self image of neatness, cleanliness in accordance with our beliefs that God has made students male and female therefore they must dress according to their biological gender which we believe is in the image of God. ***The 3 year old class is NOT expected to wear uniforms, but are expected to dress modestly. Jr. Kindergarten students do not have to wear uniforms until the 2nd semester of school to begin the transition.***

Grammar Students are expected to be in the full appropriate uniform throughout the school day whether on campus, on field trips or other school events unless otherwise specified.

**Uniforms may be purchased from Land's End or Target.** Anything purchased with a logo must come from Land's End. Our school receives a percentage of the sales when families order from Land's End. If purchasing from Land's End please use the code given so that our school receives these benefits and so that you may also buy logo'd items if you would like.

## Student Dress and Appearance (Uniforms for Grades K-8th)

Romans 12:1-2 *"I beseech you therefore, brethren, by the mercies of God, that you present your bodies a living sacrifice, holy, acceptable to God, which is your reasonable service. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what is that good, and acceptable and perfect will of God."* I Corinthians 6:19-20 *"Or do you not know that your body is the temple of the Holy Spirit who is in you, whom you have from God, and you are not your own? For you were bought at a price; therefore glorify God in your body and in your spirit, which are God's"*

***Students attending HCCA in grades K-8th are required to wear uniforms so that all students regardless of their parents'/guardians' economic level are equal in social appearance. Parents are responsible for ensuring that the proper uniforms are acquired and worn to school and school events. Jr. K will begin wearing uniforms in the 2nd semester.***

## **Student's Uniform Dress**

### **Pants:**

Girls and Boys may wear solid color (Khaki tan/beige or Navy) long pants, plain or pleated front chino, active chino, stain resistant, cotton/poly blend, straight leg or boot cut. ***(No skinny jeans, sweat pants, warmup pants, knit styles, jeggings, joggers, pencil leg, low rise, leggings, tights, spandex material, pajama pants, painter/cargo pants, denim etc.)*** All pants should be worn at the waist, free of rips, tears, holes and frays. (A small manufacturer's label on the back is acceptable).

### **Shorts/Capris:**

Girls and Boys may wear solid color chino or active chino style shorts (Khaki tan/beige or Navy). All shorts should be below the fingertips, worn at the waist, free of rips, tears, holes and frays. Girls may wear capri pants in Khaki tan/beige or Navy.

### **Skirts/Skorts/Jumpers:**

Skirts/Skorts/Jumpers (girl's only) must be khaki tan/beige or navy in color, and be pleated or plain. Shorts must be worn under Skirts/Jumpers. ***Plaid skirt/skort/jumper, may only be purchased through Lands' End.*** Any leggings or shorts worn under school uniforms must be solid in color and either be red, white, light blue, or navy.

Skirts/Skorts/Jumpers must fit properly (not too tight or loose), be free of rips, frays, holes, be worn at the waist, and must not be more than 3 inches above the knee from the middle of the knee up. Any slits in skirts may not exceed 2 inches. Skorts and skirts may be purchased at Target or Lands' End.

Target Shopping: Jumpers must be the "Cat & Jack uniform woven jumper," "French Toast bow belt jumper" (beige or navy), or "French Toast Uniform Pleated." All jumpers must be worn with a white peter pan style shirt or short sleeve blouse in white or light

blue. The only plaid accepted is from Lands' End. Dresses must be “uniform performance” or “Cat & Jack short sleeved pleated uniform tennis dress” in light blue or red.

### **Shirts:**

Shirts must be solid polo style in red, white, or **light** blue in color (no manufacturer's/emblem or logo unless purchased from Lands' End). They can be performance mesh, interlocking, pique, active, moisture wicking, stain resistant, and can be short sleeve or long sleeve. ***Shirts must be loose fitting and tucked in at all times for grades 2nd - 7th.***

All students in 2nd grade and above should have their shirts tucked in while at school. 1st grade students will be required to have their shirts tucked in after Christmas break each year. **Students may wear a solid red/white/navy HCCA logo'd or plain sweater, vest, or fleece while in class. An approved shirt or polo shirt must be worn under sweaters, vests or fleece.**

Jackets or coats ***may not*** be worn in the classroom or lunchroom, while at school. They may be worn to school and while on the playground. Logo'd sweatshirts/hoodies that are approved may be worn on dress down day in class. **\*Again, Students must wear a uniform polo shirt (or HCCA t-shirt on Dress Down days) underneath any HCCA sweatshirt, HCCA hoodie or sweater while at school. The only hoodies acceptable at school will be HCCA logo'd hoodies.\***

Girls' shirts should be loose-fitting, extend out to the shoulder joint, and must fully cover the back, midriff, and all undergarments. Girls should have their shirt tucked in or no skin showing at the waistline (via a tucked in cami).

Boys' shirts must be loose fitting and remain tucked in at all times.

Long shirts that are white/light blue/red may be worn under polo shirts when it is cold. **Long shirts must be plain with no wording or writings on the sleeves and no emblems on the chest.**

### **Dress Down Day:**

Fridays will be deemed as a dress down day which may consist of nice jeans (no holes, rips or tears) and approved school logo'd t-shirts, hoodies and sweatshirts purchased from either Lands' End or sold through school. No jean shorts, or leggings may be worn. However, uniform code may still be worn or uniform bottoms (such as shorts,

skorts, etc) may be worn with spirit wear on Fridays. Mesh gym shorts with the school logo purchased from Lands' End may be worn on dress down days only.

### **Spirit wear:**

Spirit wear is that which has the school logo printed on it and approved from our Lands' End page or are pre-approved school t-shirts purchased/given through school such as Walkathon shirts (with school graphics/logo or mascot that have been approved by the administration). Uniform code may be worn on the bottoms as well as nice jeans (loose fitting, no holes, rips or tears). No jean shorts, sweats, leggings or other pants outside of long jeans on dress down day.

### **Shoes and Socks:**

Socks should be solid colors (red, white, navy or black). Girls may wear tights, knee socks or socks over the ankle (red, white, black or navy) under dresses and skirts. No show socks may be worn. Dress shoes, casual shoes, tennis shoes and dress style sandals may be worn in school. Shoes must be solid in color: red, navy, brown, black or white. No light up shoes, heelys or crocs will be allowed.

### **Hair:**

Girls' hair should be clean, neat, and appropriate in color. **No makeup, lipstick, eye shadow, mascara, eyeliner, or foundation is permitted.** At the most two small earrings per ear positioned in the lower lobe are allowed. No other body piercing or body art (including temporary tattoos) are allowed. Nails may not be excessively long. Headbands should coordinate with the school uniform; no bandanas or visible athletic or other logos. These regulations apply while at school and on HCCA sponsored events and field trips.

Boys' hair should be clean, neat, and appropriate in color. **It should be kept cut above the collar, ears and eyebrows.** No makeup, no earrings or other body piercing or body art (including temporary tattoos) are allowed. **No man buns or tying up the hair for boys.** The regulations apply while at school and on HCCA sponsored events and field trips.

Hats or head coverings should not be worn in the building. These regulations apply while at school and on HCCA sponsored events and field trips (unless Admin approved).

The way one dresses can have a significant effect upon the attitude of the student and the atmosphere of the classroom. Students wearing clothing or accessories that are deemed inappropriate or distracting to the learning environment will be asked to



change. *The administrator reserves the right to make all final decisions on acceptable attire and personal appearance.* Parents are responsible for ensuring that their child's dress and appearance are appropriate for school and school events.

The HCCA Student Dress and Appearance Code is based on the following four principles: 1) Honoring God, 2) Modesty, 3) Limiting Distractions, and 4) School Unity. Though uniforms make us LOOK the same, they do not MAKE us the same. Underneath our identical covers we have different hearts, different minds, different temperaments, and that is what makes us all different.

Psalm 139:14, "I will praise You, for I am Fearfully and wonderfully made; Marvelous are Your works, and that my soul knows very well."

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## **Volunteers**

All volunteers for school events on campus must check in. All volunteers who work directly with children must submit to Level I background screening. Individuals must be under direct and constant supervision by a staff member or teacher. Parents who have children in Grammar School are required to volunteer 20 hours per year for one child and 40 hours per year for 2 or more children. This helps our school keep the cost of tuition low and it helps to encourage parents to take pride in their child's school. If a parent can't volunteer or they choose not to throughout the year they **can pay \$500** to be absolved from this requirement. Volunteer hours can be logged by going to the school website and selecting Parent Volunteers under the more tab.

## **Withdrawal**

Parents/guardians of students who are withdrawing from HCCA are required to complete and sign the proper withdrawal forms of the school given by the school administration. These forms must be signed and all financial obligations for the academic year must be met in order for student records to be released to the parent or new school. Please refer to the tuition portion of the handbook for further information.