

Hill Country Arts Academy

OF CENTRAL TEXAS

PARENT STUDENT HANDBOOK

2025-2026
ACADEMIC YEAR

IGNITE
IMAGINATION



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DEVELOPING OUR DESIRED SCHOOL CULTURE

Hill Country Arts Academy's Code of Conduct ensures all students' right to an education in a safe, civil, and caring environment. We aim to create a desired school culture that:

- **Empowers Students with Leadership Skills:** Students gain valuable leadership skills.
- **Foundation of Shared Values:** Built upon shared values, focusing on improving student learning outcomes through arts, academics, and leadership development.
- **Character Development:** Promotes character development to enable students to make meaningful contributions to the community.
- **Community Involvement:** Involves families and the community in creating safe and effective learning environments.
- **Behavior Support:** Addresses the needs of students with behavior challenges.
- **Alternatives to Suspension and Expulsion:** Provides alternatives to suspension and expulsion.

By fostering these principles, we aim to cultivate a nurturing and inclusive environment where every student can thrive and reach their full potential.

OUR SCHOOL CULTURE & LEADERSHIP MODEL

Hill Country Arts Academy (HCAA) has adopted a transformational model that empowers students with the skills they need to thrive in the 21st century. Keeping in mind our desired school culture, we affirm that our culture and leadership model:

- **Harness Unique Strengths:** Begins with the premise that every child possesses unique strengths and can be a leader, encouraging staff to value and develop the whole child.
- **Seamless Integration:** Incorporates leadership development into existing school programs, curricula, and traditions in a seamless way. This foundational operating system enhances relationships, transforms culture, and motivates both staff members and students.
- **Broad Impact:** Affects all stakeholders, starting with the school staff, extending to students, and involving their families to successfully create positive change.

As students engage in our school community, we strive to maximize student learning and ensure that behavioral issues do not hinder our goal of fostering our desired school culture.



CAPS EXPECTATIONS

At Hill Country Arts Academy (HCAA), we strive to create an environment where every individual can thrive and contribute positively. Our core values—Contribute Positively, Act Safely and Responsibly, Perform Honorably, and Show Respect—guide our actions and interactions within our community.

- **Contribute Positively:** We enrich our surroundings through our actions and words, ensuring we leave things better than we found them.
- **Act Safely and Responsibly:** We take accountability for everything we say and do, prioritizing safety and responsibility.
- **Perform Honorably:** We always put forth our best effort in all endeavors.
- **Show Respect:** We treat others as we want to be treated, fostering a culture of mutual respect.

By embodying these principles, we aim to build a supportive, inclusive, and respectful community that nurtures the growth and development of all its members.

POSITIVE SCHOOL CULTURE

Positive School Culture refers to an educational environment where mutual respect, collaboration, and a sense of community are emphasized among all staff and students. This culture aims to create a supportive atmosphere that maximizes learning and minimizes problem behavior, ensuring that everyone feels valued and respected.

The Practice of Positive School Culture involves several key components:

- **Mutual Respect:** Encouraging respectful interactions between students, teachers, and staff, fostering a sense of belonging and community.
- **Supportive Environment:** Creating a safe and nurturing atmosphere where teaching and learning can thrive without disruptions.
- **Character Development:** Promoting values such as empathy, integrity, and responsibility, helping students make meaningful contributions to their community.
- **Behavioral Support:** Addressing and supporting students with behavioral concerns through positive reinforcement and appropriate interventions.
- **Engagement of Families and Community:** Involving families and the community in school activities and decision-making processes to create a holistic and inclusive learning environment.
- **Alternatives to Discipline:** Providing constructive alternatives to suspension and expulsion, focusing on restorative practices and conflict resolution.

By practicing these principles, schools can build a positive culture that enhances academic success, emotional well-being, and overall school satisfaction for both students and staff. It's about creating an environment where everyone feels safe, respected, and empowered to succeed.

CODE OF ENCOURAGEMENT

- **C** – Contribute Positively: Enrich the environment with your actions and words, leaving things better than you found them.
- **A** – Act Safely and Responsibly: Be accountable for all you say and do.
- **P** – Perform Honorably: Always put forth your best effort.
- **S** – Show Respect: Treat others as you want to be treated.

BEHAVIOR EXPECTATIONS

Be Safe:

- Stay in your designated area
- Stay seated in your assigned seat
- Keep it clean
- Resolve conflicts peacefully
- Ask for help if you are not safe
- Report – do not tell

Be Respectful:

- Obey school rules
- Wait your turn
- Applaud appropriately
- Use an indoor voice
- Follow directions
- Use kind words
- Consider the feelings of others

Be Responsible:

- Use time wisely
- Be prepared to learn
- Report problems
- Use electronic devices before and after school
- Respect for exhibits
- Ask before borrowing
- Take care of property

WHEN STUDENTS DON'T SHINE

Students are expected to always follow staff expectations while at school. Corrective actions will be applied at the classroom level when possible. Parents may be called to aid with behavior if needed.

In addition to school rules, each teacher will have their own rules and reward systems. Students are expected to follow these rules and respect the rights of all other students and staff members. However, if a student chooses to break a rule, there will be consequences for their misbehavior. In general, offenses that lead to Office Intervention usually include multiple warnings, redirections, time-outs, loss of privileges, and multiple parental contacts.

Consequences may include:

- Verbal warning
- Classroom time-out
- Loss of privileges
- Parent contact
- Team time-out
- Office intervention
- Assigned to time-out
- Assigned to ALC (Alternative Learning Center)
- Removal from class
- Special parental involvement needed
- Behavioral management plan
- Parent, teacher, administrator meeting
- Assignment to an alternate group
- Lunch detention
- Removal from school

CODE OF CONDUCT

Category 1 Offense

Behavior Expectations	Examples	Infractions
Be Safe	Stay in designated areas. Stay seated in assigned seat. Keep it clean.	Out of Bounds
Be Respectful	Obey school rules. Wait your turn. Applaud appropriately. Use an indoor voice. Follow directions.	Disobedience. Disruptive Behavior. Inappropriate Communication.
Be Responsible	Use time wisely. Be prepared – ready to learn. Report problems. Use electronic devices before and after school	Cheating – Academic Dishonesty Gambling Fraud/False Identification Electronic Communication Devices

Sample Corrective Strategies:

- Re-teach behavioral expectations
- Create a behavior contract
- Provide a reflective activity
- Office referral
- Detention, during which the student completes work
- In-school suspension
- Restorative practices
- Community service task
- Loss of privilege
- Phone call home



Category 2 Offense

Behavior Expectations	Examples	Infractions
Be Safe	Resolve conflicts peacefully Share the space	Fighting Violent Disorderly Gang Activity Present/Leaving without authorization
Be Respectful	Use kind words Consider the feelings of others	Profanity or Obscenity Sexual Misconduct Bullying/ Harassment/ Intimidation Depictions of Prohibited Conduct
Be Responsible	Respect for exhibits Ask before Borrowing Take care of property	Stealing / Possession of Stolen Property Damaging / Destruction of Property Fireworks Counterfeit Currency

Sample Corrective Strategies:

Automatic referral for all Category 2 Offenses.

Steps that will be taken:

1. Administrators make phone calls to parents or guardians.
2. Strategy worksheet completed with the administrator.
3. Consequence given, which may include:
 - Detention (DT)
 - Work Detail
 - Referral to counselor
 - All Category One Corrective Actions
 - Suspension depending on severity and frequency of offense

Chronic or aggressive offenses will result in removal from the program. Legal charges will be filed if the law is broken.

Category 3 Offense

Behavior Expectations	Examples	Infractions
Be Safe	Ask for help if you are not safe. Report, don't tell.	Firearms Alcohol & Drugs (Illegal and OTC) Physical Assault Dangerous Weapons Sexual Assault Starting a Fire Serious Bodily Injury Firearm Look-alikes Tobacco / Smoking
Be Respectful	Use kind words. Consider the feelings of others.	Extortion Hazing Stealing by Force or Threat
Be Responsible	Respect Exhibits. Ask before borrowing. Take care of property.	Sexting Breaking and Entering False Fire Alarm or Bomb Reports / Tampering with Fire Alarm System

Sample Corrective Strategies:

Automatic referral for all Category 3 Offenses.

Steps that will be taken:

1. Administrators make phone calls to parents or guardians.
2. Strategy worksheet completed with the administrator.
3. Consequence given.

Legal charges will be filed if the law is broken.

Possession of a firearm requires expulsion.



SCHOOL-WIDE POLICIES AND PROCEDURES

HELPFUL HINTS FOR PARENTS

Listed below are ideas that foster a positive home-school relationship. These “helpful hints” will enable your child to have a smooth transition from home to school.

Parents, it is important to:

- Meet your child’s teacher and exchange information throughout the year
- Attend group meetings for parents; plan individual visits and volunteer your service
- Read and promptly answer notes, forms, and other communications from the school
- Report to the school office upon entering the building
- Motivate your child by supporting class learning activities
- Arrange for prompt arrival and departure
- Help your child set up good attendance, attitudes, and habits
- Notify the school when your child is absent and report any contagious diseases (students can only be absent for approved reasons)
- Practice good health and safety habits at home
- Engage in conversations
- Listen attentively to each other
- Participate in family discussions and activities
- Read or tell stories

Parents can prepare children for the school day when they:

- Provide clothes that are proper for the weather, comfortable, and labeled with the child’s name
- Ensure adequate rest is provided
- Explain safety rules
- Encourage independence and praise accomplishments
- Ensure prompt arrival at school

BUILDING HOURS

The building is open for students 30 minutes before school starts and until 30 minutes after school ends. Students in grades 3–12 arriving before the start of their school day must stay in a designated area until the bell rings.

All students who are not part of a rehearsal, performance, or other sponsored activity must clear the building within 15 minutes of school dismissal. Students are not allowed to wait on school grounds for an evening activity unless supervised by a faculty member. Parents must arrange to pick up their children from school and return them at the proper time for performances.

Students are required to be enrolled in the before or after school program to remain in the building beyond designated hours. If any students are found on the premises outside of these times, they will be placed in the afterschool program, and their account will incur a charge for that day.

THE HCAA CODE OF CONDUCT STAYS IN EFFECT 24/7.

Students must be picked up promptly after rehearsals, crew calls, practicums, sports activities, and all other after-school activities. Arrangements for pick-up should be made prior to the student arriving at school in the morning.

HCAA ATTENDANCE PROCEDURE

When a student is absent, a parent/guardian must call the school before 9:00 a.m. to report the student's absence or complete the online absence form for present-day absences only. If a parent/guardian did not call previously, the student will need to provide a note with the following information:

- Name of student
- Date the note is written.
- Date(s) the student was absent.
- The specific reason for the absence
- Parent/Guardian's signature
- Phone number where the parent/guardian can be reached.



Procedure:

1. The reason for the absence will be recorded.
2. If the student's absence is excused, it is the student's and/or parent/guardian's responsibility to obtain missed assignments.
3. If the student is ill for an extended time (more than 5 days), the student or parent/guardian should call before returning to school for make-up assignments. Please allow 48 hours (2 days) for preparation of assignments. Note that specific, direct instruction, and group activities will not be repeated.
4. A reported illness or a reported doctor/dentist appointment will be excused; however, it will count towards chronic absenteeism unless a medical note is provided.
5. All other handwritten notes for illness, doctor, dentist, etc... will be considered unexcused notices.

If a student misses more than 10% of their classes in each quarter (approximately 1 day out of 10), the teacher may deny attendance at any events outside their regular scheduled classes.

A student must be present for at least half of the school day to take part in any extracurricular activity (e.g., school performance, prom, school sporting activity, etc.).

TRUANCY REPORTING POLICY

When a student is absent from school with or without a legitimate excuse for thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, the school shall notify the child's parent or guardian of the child's absences in writing. This includes hours of late arrival to school and early dismissal. The school will notify the parents within 7 days of the triggering absence for the following stages:

- **Absent 30 or more consecutive hours without a legitimate excuse.**
- **Absent 42 or more hours in one month without a legitimate excuse.**
- **Absent 72 or more hours in one year without a legitimate excuse.**

Skiping Class

If a student is found to be skipping class, the teacher will contact the parent and issue a consequence. Consequences can range from lunch detention and after-school detention to a referral to an administrator. Chronic skipping will be referred to the administration for additional consequences.



Tardy to Class (5 Minutes After Bell)

Students should be on campus **no later than 7:50**. Instruction starts promptly at 8:00. Students who are tardy to class will be marked as unexcused unless they present a legitimate note to the classroom teacher. Teachers will determine proper consequences for students who are repeatedly tardy. Consequences can range from lunch detention and after-school detention to assignment to an administrator.

Tardy to School

Students who are tardy to school must report to the front desk to sign in and receive a tardy pass. Students with a legitimate reason (i.e., doctor/dentist appointment, illness) and those who present a note from the doctor/dentist office or a parent will be marked as tardy excused. All others will be marked as tardy unexcused. Oversleeping, family illness without an official note from a doctor, missing the bus, or traffic are considered unexcused tardies.

TARDY TO SCHOOL CONSEQUENCES

Grades 7–12:

- Beginning with the 3rd unexcused tardy to school in one week, students will be assigned a Friday After School Detention.
- Students will receive a detention slip during the school day to serve the following Friday.
- Parents will be notified by email of the Friday After School Detention.
- Students will have 2 additional opportunities to serve the original Friday detention.
- If students fail to attend the assigned consequence, they will be assigned to the Alternative Learning Center (ALC) for 1 full day the following week.

Grades K–6:

- Beginning with the 3rd unexcused tardy to school in one week, a conference will be scheduled to discuss attendance barriers for the following week.
- Parents will be notified via email of the student attendance conference.

EARLY DISMISSAL

Students at any grade level can be dismissed early if a parent comes in and signs them out. Parents must present an ID card. On rare occasions, dismissal may be delayed due to school-related emergencies or in cases where a student is in a performance.

Guidelines:

- High school students are not allowed to sign out elementary students.
- A parent must come in to sign out students in grades K–8.
- Parents of students in grades 9–12 are allowed to call the office to release a student to drive themselves home or ride the bus home.
- Early dismissals are unexcused unless medical documentation is provided.
- Students will not be released to minors.

DISCIPLINE POLICY

It is important to remember that the school’s rules apply to going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by HCAA but that is connected to activities or incidents that have occurred on property owned or controlled by HCAA.

HCAA is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm, and consistent for all students. Discipline is tracked on a quarterly cycle, with incidents reset back to zero each quarter.

Types of Discipline:

Informal Discipline	Formal Discipline
<ul style="list-style-type: none">• Time-Out• Detention (Lunch or After School)• Alternative Learning Center (ALC)	<ul style="list-style-type: none">• Emergency removal• Suspension for up to 10 school days• Expulsion

BULLYING – HARASSMENT – INTIMIDATION – SEXTING

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings, or any form of communication to intimidate, harass, bully, or threaten harm to another person based on race, gender, religious beliefs, nationality, disability, or sexual orientation. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

Bullying, harassment, intimidation, or sexting means any repeated written, verbal, graphic, or physical act that a student or group of students exhibit toward another student or students, including a dating relationship, or toward school personnel; and the behavior both:

- a. Causes mental or physical harm to the other students/school personnel, including placing an individual in reasonable fear of physical harm and/or damage to personal property.
- b. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for other students/school personnel.

The principal, upon finding a student has committed, attempted to commit, aided or abetted the commission of, conspired to commit, or participated in any manner in the commission of any of the above Category 3 offenses, will submit a recommendation for placement in the alternative learning center. Offenses can lead to suspension or expulsion depending on the recurrence and severity of the offense. The principal will immediately notify police when a criminal offense in this category is committed.

FIGHTING POLICY

Purpose: To maintain a safe and respectful learning environment, HCAA has established a clear policy regarding fighting. This policy outlines the different levels of fighting and the consequences for each level.

Level 1: Minor Altercations

Definition

- Minor physical contact or verbal altercations that do not result in injury or significant disruption.
- Examples: Pushing, shoving, or verbal threats.

Consequences

- **First Offense:** Verbal warning and mediation session with a counselor.
- **Second Offense:** Parent/guardian notification and detention.
- **Third Offense:** In-school suspension and behavior improvement plan.

Level 2: Moderate Altercations

Definition

- Physical altercations that result in minor injuries or significant disruption.
- Examples: Hitting, kicking, or repeated verbal threats.

Consequences

- **First Offense:** Parent/guardian notification and in-school suspension.
- **Second Offense:** Out-of-school suspension for up to three days and mandatory counseling sessions.
- **Third Offense:** Out-of-school suspension for up to five days and a meeting with parents/guardians to discuss further actions.

Level 3: Severe Altercations

Definition

- Physical altercations that result in serious injuries or major disruption.
- Examples: Fighting with intent to cause harm, use of weapons, or causing significant injury.

Consequences

- **First Offense:** Immediate out-of-school suspension for up to five days, mandatory counseling, and a meeting with parents/guardians.
- **Second Offense:** Out-of-school suspension for up to ten days, referral to law enforcement if applicable, and a behavior contract.
- **Third Offense:** Long-term suspension or expulsion, referral to law enforcement if applicable, and a review by the school board.

Additional Information:

- **Mediation and Counseling:** Students involved in any level of fighting may be required to participate in mediation and counseling sessions to address underlying issues and prevent future incidents.
- **Behavior Improvement Plan:** Students with repeated offenses will be placed on a behavior improvement plan, which includes regular check-ins with a counselor or administrator.
- **Parental Involvement:** Parents/guardians will be notified of all incidents of fighting and may be required to attend meetings to discuss their child's behavior and consequences.
- **Zero Tolerance for Weapons:** Any use of weapons in a fight will result in immediate suspension and referral to law enforcement.

DELIBERATE DESTRUCTION OF PROPERTY POLICY

Purpose: To maintain a safe and respectful learning environment, HCAA has established a clear policy regarding the deliberate destruction of property. This policy outlines the expectations for student behavior, the consequences for violations, and the procedures for restitution.

Level 1: Minor Incidents

Definition

- Deliberate destruction of property refers to any intentional act that damages or destroys school property or the property of others. This includes, but is not limited to, vandalism, graffiti, breaking or damaging equipment, and defacing school facilities.

Expectations

- Students are expected to respect school property and the property of others.
- Students should report any damage or destruction of property to a teacher or administrator immediately.
- Students should avoid engaging in any behavior that could lead to the destruction of property.

Consequences

- Examples: Writing on desks, minor graffiti, or breaking small items.
- **First Offense:** Verbal warning and cleaning or repairing the damaged property.
- **Second Offense:** Parent/guardian notification and detention.
- **Third Offense:** In-school suspension and a behavior improvement plan.

Level 2: Moderate Incidents

- Examples: Breaking windows, damaging school equipment, or significant graffiti.

Consequences

- **First Offense:** Parent/guardian notification and in-school suspension.
- **Second Offense:** Out-of-school suspension for up to three days and mandatory counseling sessions.
- **Third Offense:** Out-of-school suspension for up to five days and a meeting with parents/guardians to discuss further actions.

Level 3: Severe Incidents

- Examples: Extensive vandalism, arson, or destruction of valuable property.

Consequences

- **First Offense:** Immediate out-of-school suspension for up to five days, mandatory counseling, and a meeting with parents/guardians.
- **Second Offense:** Out-of-school suspension for up to ten days, referral to law enforcement if applicable, and a behavior contract.
- **Third Offense:** Long-term suspension or expulsion, referral to law enforcement if applicable, and a review by the school board.

Restitution

Students responsible for the deliberate destruction of property will be required to make restitution. This may include:

- Financial compensation for the cost of repairs or replacement.
- Community service or school service hours to repair or clean the damaged property.
- Participation in restorative justice programs to understand the impact of their actions and make amends.

Additional Information

- **Mediation and Counseling:** Students involved in any level of property destruction may be required to participate in mediation and counseling sessions to address underlying issues and prevent future incidents.
- **Behavior Improvement Plan:** Students with repeated offenses will be placed on a behavior improvement plan, which includes regular check-ins with a counselor or administrator.
- **Parental Involvement:** Parents/guardians will be notified of all incidents of property destruction and may be required to attend meetings to discuss their child's behavior and consequences.
- **Zero Tolerance for Severe Incidents:** Any severe incidents of property destruction will result in immediate suspension and referral to law enforcement.

Detention

Detention is issued when a student violates the school code of conduct. Students will be assigned to lunch detention or after-school detention at the discretion of the teacher and the availability of detention staff. Detentions are Monday – Thursday, directly after school for 45 minutes.

Alternative Learning Center (ALC) (Also known as ISS)

Students are assigned to ALC by an administrator due to failure to follow HCAA rules. A student missing any part of his/her assigned time in ALC may be given more time. Failure to serve ALC promptly may lead to suspension from school for a period decided by the administration. Students assigned to ALC are prohibited from taking part in extracurricular activities on the day of the ALC assignment.

Disciplinary Appeals

Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspensions, expulsions, and permanent exclusions may be appealed. If the decision is made to remove a student, they and their parents will be given written notification within one (1) day setting forth the reason for the removal and the length of the removal.

Students being considered for suspension are entitled to an informal meeting with the administrator before removal. Informal meetings can be a phone call, video call, or an in-person meeting. Students being considered for expulsion are entitled to a formal hearing. During the hearing, the student and parent will be notified of the charges and allowed to respond.

Students who are suspended or expelled from school are not eligible to take part in or attend any extracurricular activities for the duration of the suspension or expulsion.

If a student commits a crime while under the school's jurisdiction, they may be subject to school disciplinary action as well as action through local law enforcement.

Completion of Assignments While Suspended

While a student is suspended, the completion of assignments is at the discretion of the teacher. The student will be responsible for contacting the teacher for work missed due to suspension. Makeup of missed tests may be scheduled when the student returns to school. The student must complete missed assignments during the suspension and turn in the work by the time they return to school. The student will be given credit for properly completed assignments and will receive a grade.

Hall Sweeps

Students found to be outside the classroom without a valid pass will be subject to disciplinary action. Any student who is absent from class without the knowledge and permission of their teacher, administrator, or other staff member is skipping. Any failure to be in an assigned location is considered skipping class. Attendance for the class the student is considered skipping will be marked as unexcused.

NO PASS/NO PLAY POLICY

HCAA's No Pass/No Play rule applies to:

- Performances, masterclasses, or arts outings that require the student to be out of the classroom during school hours.
- All school-sponsored arts activities, rehearsals, performances/presentations, etc., that take place outside of the school day but are NOT needed for a grade.
- All extracurricular activities such as clubs, yearbook, sports, etc.

No Pass, No Play does not apply to co-curricular activities in which a grade is given for participation in an event or activity outside of class time.

Participation for 3rd – 12th grade HCAA students in any extracurricular performances or activities that do not earn a grade will utilize the following requirements:

- **Academic Performance:** During the immediately preceding quarter, the student must have earned passing grades in ALL their courses and must be on track for graduation. The student must also maintain a minimum of a 2.25 Grade Point Average on a 4.0 scale. All courses will be counted in cumulative average.
- **Eligibility Determination:** Eligibility for each school-sponsored extra-curricular activity is determined by grades earned during the preceding quarter. Semester, final, rubric or summer school grades have no effect on eligibility. It is the responsibility of coaches, faculty, and staff to check the eligibility of students before selecting them for a cast, team, or participation in any extra-curricular group. The office will keep an eligibility list that is updated each quarter.
- **Maintaining Eligibility:** If a student is selected for an activity based on the preceding quarter's grades but fails a course or drops below the required Grade Point Average during ongoing practices for that activity, that student will be required to spend any downtime in a quiet area working on homework or missing assignments for classes. It is the responsibility of the faculty and staff to enforce this requirement for students to continue to participate.

- **Behavioral Expectations:** Students must not have been suspended during the preceding quarter to be eligible for auditions. Any student suspended during a production will be immediately dropped from the activity and not allowed to return to the show during that season.

UNIFORM DRESS CODE

HCAA Student Dress Standards

In our K-12 school community, student dress is a part of building our desired culture, a pre-professional environment, role modeling, preparation for workforce employment, higher education, and professions in the arts.

Overview

- **Regular Uniform (Monday–Thursday):** Students are required to wear the designated uniform items every Monday through Thursday. These items ensure a cohesive and professional appearance throughout the school week.
- **Casual Dress (Friday):** On Fridays, students may wear casual clothing provided that they adhere to the overall spirit of our dress code policy.
- **Purchasing Information:** All required uniform items can be purchased through [French Toast Uniforms](#). Please ensure you use the specified item numbers below to order the correct pieces. See page 17 for uniform options at frenchtoast.com.

Approved Shoes

- Closed-toe shoes that are safe for physical activities
- Athletic shoes, dress shoes, or loafers that securely stay on the feet

Unapproved Shoes

- Crocs
- Athletic slides or sandals
- Shoes with wheels
- Open-toe or open-heel shoes

This policy ensures safety and proper support for students during school activities.

Additional Information

Students who are not following the HCAA standards of dress may be asked by any HCAA staff and faculty to change clothes, wear additional clothing, or otherwise make their dress appropriate for the learning environment. Additional disciplinary action may take place at the discretion of Administration depending on the severity of the infraction, the number of occurrences, and the level of the student's compliance when corrected.

Furthermore, individual departments may have additional dress requirements either for reasons of safety and/or professional attire.

Standard of Dress for K-2

- Dress appropriately for weather conditions and classroom work
- Pants are not allowed to be worn below the waist
- Wear jewelry responsibly. If a question is raised, the principal will make the final decision if a student is conforming to the dress code
- No makeup, body art, cologne, perfume, or aftershave

REGULAR UNIFORM ITEMS

(MONDAY-THURSDAY)

FOR GIRLS

Bottom Options



Item #1573

Girls' Straight Fit Stretch Twill Pant
Color: Khaki



Item #1692

Girls' Stretch Twill Bermuda Short
Color: Khaki



Item #1397

Plaid Pleated Two-Tab Skort
Color: Clear Blue Plaid



Item #1065

At The Knee Plaid Pleated Skirt (Grades 7+)
Color: Clear Blue Plaid



Item #1687

Plaid Box Pleat Jumper (Grades K-6)
Color: Clear Blue Plaid

PURCHASE UNIFORMS
AT [FRENCHTOAST.COM](https://frenchtoast.com)

FOR BOYS

Bottom Options



Item #1519

Boys' Relaxed Fit Twill Pant
Color: Khaki



Item #1699

Boys' Flat Front Stretch Twill Short
Color: Khaki

UNISEX

Top Options



Item #1009

Long Sleeve Pique Polo
Color: Green



Item #1371

Crewneck Sweater
Cardigan
Color: Green



Item #1012

Short Sleeve
Pique Polo
Color: Green

CONCERTS AND SPECIAL ACTIVITIES



Item #1707

Short Sleeve Fitted Oxford Shirt
(Girls)



Item #1202

Short Sleeve Oxford Shirt
(Boys)



Item #10754

Adjustable Plaid Cross Tie
(Girls)



Item #1030

Adjustable Plaid Tie
(Boys)

ELECTRONIC DEVICES — PLEASE READ AND UNDERSTAND

Grades K-2

HCAA does not permit K-2 students to bring electronic devices to school due to the risk of loss or theft. If students choose to bring devices, they assume responsibility for such occurrences. If the device creates a problem, it will be taken and held by an administrator or teacher. These devices include music players, gaming devices, computers, iPads, Kindles, cell phones, and all other electronic devices.

Grades 3-12

HCAA does not encourage students in Grades 3-12 to bring electronic devices or toys to school due to the risk of loss or damage. If students choose to do so, they assume responsibility for such occurrences. The school is not responsible for lost, stolen, or damaged electronic devices or other individual property. Lasers are prohibited. iPads and personal computers are also prohibited. Any electronic device (including earplugs/earbuds/headphones with no music playing) used or seen during the school day is subject to confiscation until the end of the school day. Repeated offenses may merit further consequences. Because these items present a safety hazard when students can't hear directions or don't look at where they are going, they are not to be used in transit from one location to another.

Grades K-6 Cell Phone Policy

Cell phones are prohibited for students in Grades K-6. Students who need to call home during the school day should get permission from a teacher to use the school phone. Parents who need to get a message to their child before school is out should call the school and leave a message to be delivered to the student.

Grades 7-12 Cell Phone Policy

Students in Grades 7-12 are not permitted to have cell phones during the school day. Cell phones and other communication devices must be turned OFF and placed in a backpack or locker at the start of the school day and kept out of sight during the school day. Students will maintain and be responsible for their phone throughout the day. Students can take their phone out at dismissal. Students who need to communicate with someone at home during the school day should get permission from a teacher to use the school phone. Likewise, parents should not expect their students to receive or respond to calls or text messages during school hours. Parents who need to get a message to their child before school is out should call the school and leave a message to be delivered to the student.

Students in Grades 7-9 who violate this policy, including falsifying their use of their phone, will be subject to disciplinary consequences according to the HCAA Student Code of Conduct.

Confiscation of Cell Phone

Please be aware that any phone that is seen, heard, or known to be turned on during the school day is subject to confiscation. If any staff member deems the student's cell phone use inappropriate or if it violates the policy in any way, the student must turn over their phone when asked. Students whose phones have been confiscated may pick them up from the office at the end of the school day. If there is a second occurrence, a parent will be required to come to retrieve the phone. A third offense will result in a more severe administrative consequence.

- **1st Occurrence:** Student may pick up the cell phone at the end of the day.
- **2nd Occurrence:** Parent MUST pick up the cell phone from the office.
- **3rd Occurrence:** Parent MUST pick up the cell phone from the central office, and administrative consequences will be applied.

Access to School Phones/Reasons to Use School Phones:

- Students are ill
- Dismissal pickup
- Forgot lunch
- Forgot an assignment/material
- Forgot permission slips
- Change of clothes
- Communication of afterschool activities

Reasons to **NOT** Use School Phones

- Problems with peers
- Problems with teachers
- Not wanting to be at school

Toys

Toys are not permitted at school unless permitted by the teacher. They will be taken away and not returned unless a parent comes to pick them up.

Volunteers

Parents are encouraged to volunteer at HCAA. If you are interested in volunteering, please contact the office. You will get information on how to apply to be a volunteer and receive a volunteer ID. Volunteer badges must be always worn. Whenever you come to school, you must sign in at the office. If you have left your badge at home, you must acquire a visitor's pass if you do not have a badge.

Birthday Celebrations

Parents must schedule any birthday celebrations with their child's teacher prior to sending in anything. All treats must be prepackaged (no cakes that must be cut, homemade cupcakes, etc.) and peanut-free. Treats should be dropped off at the office. Please refrain from bringing balloons and decorations.



ACADEMIC POLICIES & PROCEDURES

CLASSROOM EXPECTATIONS

- **Show Respect:** Follow directions as they are given.
- **Contribute Positively:** Think before you speak, act, and react.
- **Perform Honorably:** Do your own best work.
- **Act Safely and Responsibly:** Be in your seat on time. Be prepared for class and ready to learn. Be responsible for your own choices and actions.

GRADES K-2 PROGRAM

Students in K-2 have weekly arts classes in music, dance, drama, and visual art. After school arts programs are available in several areas. Complete information is available at the orientation and/or at the start of each semester.

School Supplies

Students are required to provide some school supplies. Teachers will send a notice home regarding the supplies needed during the school year. Supply lists are posted on the website for parent's convenience at the beginning of the school year.

HCAA Primary Homework Policy

Homework is any assigned task given to students for the initiation, development, or completion of mental or physical efforts outside the scheduled classroom period.

Why Have Homework?

Homework serves to:

- Extend learning activities beyond classroom time
- Practice techniques previously introduced
- Ensure the child understands
- Develop skills
- Prepare for class participation
- Generate independent study and creativity
- Provide experience in using out-of-school resources

Time & Quality

The following recommendations are intended for the average student within each regular class. Exceptional children at both ends of the continuum are to be given homework, but these time limits must be adjusted.

Duration

- Time should be spent in class preparing students for homework assignments. The time allotted for this preparation will vary with assignments.
- Class time may be used when appropriate to check/grade homework.
- Both long and short-term assignments are appropriate.

Homework is designed to enrich and reinforce the skills learned in the classroom. Homework will usually be assigned every night except Fridays. Students should have a homework notebook and/or folder to place their assignments in. Parents or guardians are asked to check the homework notebook/folder daily to encourage the notion of homework and to assist their child when necessary.

ASSESSMENT

Assessment is the evaluation of children's progress both informally and/or formally. Informal assessments are conducted daily. Teachers conduct informal assessments daily by listening to students and observing both their classroom performance and their relationships with others. Formal assessments are conducted each year in April.

GRADES 3 THROUGH 8 REQUIREMENTS

Beginning in the third grade at HCAA, the student's course of study reflects HCAA's dual mission of a pre-professional and college prep program. The successful HCAA student will have a solid foundation in the arts and academics as they prepare to start their vocational training at the high school level. Students in 3rd through 8th grade take classes in English, Math, Science, Social Studies, and their declared arts major. Seventh and eighth-grade students take foreign language courses.

All students enrolled in HCAA must audition for a major beginning in the third grade and maintain a C average for the year. To be in good standing, a student must also pass 2 out of 3 of their board assessments. Students in grades 7 and 8 may take some high school courses; however, they should be aware that these grades will be reflected in the student's High School GPA for weighted and unweighted classes.

HCAA HIGH SCHOOL GRADUATION REQUIREMENTS

Student's course of study at the high school level at HCAA reflects its dual mission for students and includes a pre-professional and college prep course of study. Students are required to have a strong foundation in English, Math, Social Studies, Science, Foreign Language, Health, Physical Education, and their declared arts major that meets the graduation requirements of the state and the purpose of HCAA. All students in grades 7 through 12 must have an artistic major to remain enrolled at HCAA.

What it Takes to Earn a Diploma at HCAA

English	4 units
Mathematics	4 units
Science	3 units
Social Studies	4 units
Fine Arts	8 units
Foreign Language	2 units
Electives	3 units

Academic Exam Week

While the exam week schedule may differ from student's normal schedules, the Tardy and Early Dismissal policies will be enforced during exam week. Students must remain in their assigned class with the teacher of record until the exam bell is over. Teachers are not permitted to dismiss students early.

Arts Proficiency Board Exams

Arts proficiency exams are given to students in grades 3–12 given in January and May to ensure that each student is making adequate progress in the development of his/her artistic skills. Each arts department has established the exam content and rating criteria and will provide them in writing to each student. During the exam, students present their work to the faculty through performance, portfolio, or demonstration. The faculty of the department will assess and assign a rating to each student's work.

The ratings are as follows:

- Excellent is the score given to a performance, portfolio, or presentation that clearly exceeds all the standard criteria for the arts board proficiency.
- Satisfactory is the score given to a performance, portfolio, or presentation that clearly meets the standards criteria for the art board's proficiency.
- Unsatisfactory is the rating given to a performance, portfolio, or presentation that either (1) does not meet the standards for the arts board proficiency or (2) is the result of the student not attending their assigned arts examination time or not completing the arts board proficiency.

All student board portfolios, presentations, and performances that meet the Excellent and Satisfactory criteria will result in Good Standing status. All Unsatisfactory portfolios, presentations, and performances will result in either a departmental **PROBATION** (1st occurrence) or a **REMOVAL** (2nd occurrence) from the arts departments. Students who are placed on departmental probation are required to meet with the teacher to outline a written strategy for improvement. Parents are encouraged to attend the strategy for improvement meeting.

PLAGIARISM POLICY

To ensure that students are submitting coursework that is their own, teachers may require additional measures for submission. Essays may be required to be submitted through an electronic screening device. The guidelines for plagiarism are as follows:

- Plagiarism occurs when a student makes no effort to be the author of an assignment. Rather than explaining a topic in his/her own words, a student who is plagiarizing relies on the words or thoughts of another person to explain the topic of the assignment. Under this definition, plagiarism can occur even when a student has acknowledged in the assignment another person's work by giving the original author credit for the work that was used.
- Plagiarism involves either directly transcribing another person's work without quotation and

citation or when paraphrasing it without citation. Using the wording or ideas from books, newspapers, magazines, websites, artificial intelligence (AI), or other student's work is not permitted.

- Plagiarism policies apply to all subjects and assignments. Cheating on tests, quizzes, or copying homework are also forms of plagiarism. Any attempt to present another's work as one's own work is plagiarism.
- Plagiarism is a Category I offense according to the HCAA Code of Conduct. The consequences for acts of plagiarism are the following:

1st time: "0" on the assignment and parent notification

2nd time: "0" on the assignment; parent notification and referral to administrator

3rd time: "0" on the assignment; parent notification and meeting with student, teacher, and administrator will be held. A note of plagiarism will be placed on the student's discipline record and noted.

INTERNET USE AND ETIQUETTE POLICY

Purpose: To ensure a safe, respectful, and productive online environment, HCAA has established guidelines for proper use and etiquette when using the internet. These guidelines are designed to help students understand the importance of responsible online behavior and to protect them from potential risks.

General Guidelines:

Respectful Communication

- Use polite and respectful language in all online communications.
- Avoid using offensive, threatening, or inappropriate language.
- Treat others with kindness and respect, just as you would in person.

Privacy and Personal Information

- Do not share personal information (such as your full name, address, phone number, or passwords) online.
- Respect the privacy of others by not sharing their personal information without permission.
- Be cautious when interacting with people you do not know online.

Appropriate Content

- Use the internet for educational purposes and school-related activities.
- Avoid accessing, sharing, or creating inappropriate content, including violent, explicit, or hateful material.
- Report any inappropriate content or behavior to a teacher or administrator immediately.

Cyberbullying

- Do not engage in or tolerate cyberbullying. This includes sending mean, threatening, or hurtful messages or images.
- Report any instances of cyberbullying to a teacher or administrator.
- Support peers who may be victims of cyberbullying by offering help and reporting the behavior.

Digital Footprint

- Be mindful of your digital footprint and the long-term impact of your online actions.
- Think before you post, comment, or share anything online.
- Understand that once something is posted online, it can be difficult to remove.

Academic Integrity

- Do not plagiarize or copy others' work. Always give credit to the original source.
- Use the internet to research and learn, but ensure that your work is your own.
- Follow the school's academic honesty policy when using online resources.

Device Usage

- Use school devices responsibly and for their intended educational purposes.
- Do not download or install unauthorized software or applications.
- Report any technical issues or damage to school devices to a teacher or administrator.

Consequences for Violations

- **First Offense:** Verbal warning and a discussion with a teacher or administrator about the importance of responsible internet use.
- **Second Offense:** Parent/guardian notification and loss of internet privileges for a specified period.
- **Third Offense:** Parent/guardian meeting, extended loss of internet privileges, and possible additional disciplinary actions.

Additional Information

- **Parental Involvement:** Parents/guardians are encouraged to discuss internet safety and responsible online behavior with their children.
- **Educational Resources:** The school will provide resources and training on internet safety and digital citizenship.
- **Monitoring:** The school reserves the right to monitor internet usage on school devices to ensure compliance with this policy.

PROMOTION POLICY

HCAA promotes a complete “standards-based” grading and promotion policy. If a student is not promoted at grade 8, he/she must attend summer school to be considered for promotion.

Promotion takes place:

- To grade 10 when 7 units have been earned.
- To grade 11 when 14 units have been earned
- To grade 12 when 21 units have been earned

For graduation, a student must earn 28 credits. If a student does not pass an individual course in grades 9–12, it is strongly recommended that the student attend summer school.

RETENTION POLICY 3–8

HCAA adheres to the following promotion, academic acceleration, placement, and retention policy. “A student may be retained at his/her current grade level when he/she has in the opinion of the professional staff, failed to achieve the instructional objectives set forth at the current grade level that are requisite for success at the succeeding grade level.” HCAA procedure and protocol state that teachers will have made previous contact with parent/guardian(s) stating their concerns and developing an Individualized Academic Improvement Plan. The teacher(s) will also conduct a conference with the parent(s) of a student being recommended for retention. The conference will include but not be limited to the following information for sharing:

- **Sharing the results of the Individualized Academic Improvement Plan and other documented interventions.**
- **Sharing of academic data to support the recommendation for retention.**
- **Parents sign off acknowledging the meeting has taken place and the team has recommended retention.**

SCHEDULES

Students are expected to attend all classes listed on their schedule. Should a change in schedule be necessary, please speak to the administration. All requests should include the student’s name, specific changes being requested or a description of the problem, and the parent’s signature. Until the changes are made to the schedule, students are to follow their current schedule. Requesting a schedule change doesn’t guarantee a change will occur.

Schedule Changes

Schedule changes must be requested in writing to administration within the first 10 days of the beginning of the first semester. Schedule changes must be requested within the first 5 days of the 2nd semester. Schedule requests are made through the administrative office and approved by administration.

In-Building Class Transfers (Grades 3–6)

HCAA does not encourage the movement of students from one class to another because the experience is usually a negative one causing unnecessary stress on the student, teacher, and classroom. In extreme cases, in-building transfers can occur, but the situation must be discussed with the principal. No homeroom change can be made without a Teacher/Principal Parent Conference.

Change of Major

Successful students in grades 3 through 12 must always have a declared art major and will be taking courses to support that major to be enrolled at HCAA. Students in grades 3–10 will be permitted to audition to add, change, or drop a major only during the allotted weeks held in April.*

A student must complete a COM application to receive an audition date and time. Current HCAA students entering the 3rd grade and students new to the school in grades 3–10, will be able to audition for a change of major after completing one school year in their major area of study.

**Note: A student that has more than one major is allowed to drop a major at the end of the semester.*

PROGRESS REPORTS

Midterm reports are available through the office by the middle of each quarter. Report cards will be available at the end of each quarter. Report cards can be held if school obligations are not paid.

Honor Roll

Students with high academic achievement are named to the HCAA Honor Roll at the end of each quarter. The criteria for each honor roll listing are as follows:

- **“A” Honors** an A reported for every subject.
- **“A” Average Overall** grade point average of 3.5–3.99
- **“B” Average Overall** grade point average of 3.0–3.49

Honor Roll students will be recognized throughout the school year.



PERFORMANCE EXPECTATIONS

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Applaud appropriately. Be silent during performances.	Turn electronic devices off.	Arrive early. Be a positive role model.	Remain seated with feet on the floor. All food and drink, including candy and gum. It is to be consumed outside the theater and gallery.

Assembly/Concert Behavior

- Students should assemble in an orderly, quiet manner with a minimum of talking.
- Once the program begins, there should be no talking, and all people should remain seated.
- Appreciation should be shown by applause only at the end of the musical piece or performance unless the artist specifically asks for audience participation. The one exception to this rule is during a jazz performance where it is customary to acknowledge a solo. Verbal participation is never appropriate unless you are onstage. This means no screams, yells, or whistles.
- Dancing is reserved for those on stage. Audience members should remain seated throughout the performance.
- At the end of the final piece or performance, a standing ovation may be warranted. At this point, tasteful verbal acknowledgement is acceptable. Words such as “bravo” or “brava” are acceptable.
- Students and adults violating this policy will be removed with no refund.
- The Code of Encouragement and the Code of Conduct are in effect 24/7.

Concert Etiquette Policy

It is our goal at HCAA to provide a professional performance environment for all students, faculty, and guest professional artists. It is also our goal to ensure a professional and enjoyable experience that is free from distractions for all our audience members. Accordingly, the following policies are in place at all HCAA public performances. These policies are based on the National Association for Music Education guidelines and are in place at other schools throughout the country.

- Absolutely no food, drink, or gum is permitted in any of the performance spaces. All electronic devices including cell phones and pagers are to be silenced and put away before the performance begins.
- Audience members will only be allowed to video tape on their cell phone or a small handheld camera.
- Audience members are not allowed to obstruct the view of others by lifting their cameras high into the air.
- Videotaping is only allowed at performances of non-copyrighted material. Audience members will be notified in the curtain speech prior to each performance if videotaping is permitted.
- All videotaping must be done silently.

- Checking messages or texting during the performance is not permitted.
- Once the performance begins, no talking or noise making of any kind is permitted. Entering or exiting the performance space during any live performance is not permitted. In the case of an emergency, patrons may exit the performance during applause between acts or musical selections.
- Late comers to a performance will remain outside in the lobby and will be seated at the discretion of the HCAA ushers and only during applause, between acts, or musical selections. Please be aware that it can take up to 20 minutes for an applause break to occur.
- If you bring a small child to a performance and that child makes noise, you will be politely assisted by an HCAA usher to leave the performance space.
- Waving, shouting, or singing out one child at any time during the performance is not permitted. Adequate time is given after each act or selection for all audience members to clap for all the performers.
- Parents are not permitted to take a child who has just finished performing and leave during a performance. All parents and students must stay for the entire performance so that every child can perform for a full audience.
- Do not use flash photography.

Hallway Policies

Hallways

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Use an inside voice.	Use socially appropriate language.	Be a positive role model.	Walk on the right. Have a pass during class time.

Restrooms

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Respect privacy of others.	Report problems	Be a positive role model.	Keep it clean. Flush, wash, throw it away.

Hall Passes

No student is allowed in the hall during class time without a standard hall pass unless directly supervised by a staff member. The student will use a school-designated wooden hall pass or a paper hall pass and write the date, time, and destination before presenting it to the teacher for a signature.

Lost and Found

The student's name should appear on all items brought to school. If a student has lost an item, they should look in the lost and found bins. Students are not to bring expensive jewelry, clothing, excessive amounts of money, or other items to school. The HCAA faculty and staff are not responsible for lost or stolen items.

Lockers and Locks

Students in grades 6–12 will be assigned a locker at the beginning of the year. In addition, students may be assigned an additional locker by their arts teacher and/or physical education teacher. The student is responsible for the contents found in his/her assigned locker. Lockers are not to be shared with any student and must be secured with an authorized, school assigned combination lock. Students will be provided with a combination lock for the locker.

- All locks must be returned at the end of the school year or when the student withdraws.
- Failure to return an assigned lock will result in a replacement charge being added to the student's account.

The school makes every effort to solve problems regarding locker repair; however, the school is neither responsible nor liable for books or other items of value missing or taken from lockers, regardless of the circumstances. Each pupil is responsible for his/her possessions and their replacement if stolen.

CAFETERIA & PLAYGROUND POLICIES

Cafeteria

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Use an inside voice. Follow Directions as they are given.	Keep it Clean. Food and drink stay in the cafeteria.	Share the space. Be a positive role model.	Before you share, consider allergies and germs.

Playground

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Respect the rights of others.	Keep it Clean. Resolve disagreements peacefully.	Be a positive role model.	Stay in your designated area.

Students must eat in designated areas such as the cafeteria or outdoor picnic spots. Snacks in classrooms are allowed at the teacher's discretion. Snack times are designated for grades K–2, while students in grades 3–12 may eat during class breaks or lunch. Delivered food is discouraged, but if necessary, it must be dropped off at the office before the appropriate meal time.

Students may eat before school, during their assigned lunch bell, or after school. Food may be consumed in the cafeteria only; students should not eat in the hallways of other building spaces. No food should be eaten on the playground. Any food or beverage consumed outside designated areas is subject to confiscation without replacement or reimbursement.

Students are not allowed to leave school to get lunch. Violators will have their food confiscated and serve an in-school suspension the following day. Students are not permitted to order food to be delivered. Also, parents are not permitted to purchase food items for delivery to our school for the purpose of distribution to other children or their own children during the day.

Birthday snacks are not allowed in the cafeteria and are only allowed in the classroom. This must be pre-arranged with the receiving teacher at least 24 hours in advance.

LOBBY / MEDIA CENTER

Lobby

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Respect for exhibits. Use an inside voice.	Use socially appropriate language.	Be a positive role model.	Keep walkways and stairways clear.

Library/Media Center

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Use an inside voice. Be respectful of equipment and materials.	Use socially appropriate language.	Be a positive role model. Use time productively.	Follow Internet Access Policy.

Bus Transportation

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Use an inside voice. Follow directions as they are given.	Be polite.	Be a positive role model.	Stay in your designated seat. Keep the aisle clear.

Arrival and Dismissal

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Go directly to designated area.	Be polite.	Be a positive role model.	Arrange for pick-up. Leave promptly. Make safe and smart choices.

OUTSIDE CLASSROOM EXPECTATIONS

Field Trips / Out of Building Activities

Show Respect	Contribute Positively	Perform Honorably	Act Safely and Responsibly
Follow instructions given by the supervisor(s).	Comply with all laws and ordinances.	Conform to all usual and customary standards of good citizenship, good decorum, and common courtesy. Be a positive role model..	Stay with the group. Meet all school expectations.

Field Trip Policy

Students are expected to follow the Code of Conduct while on field trips. Students violating the code of conduct on a field trip are subject to the same disciplinary action as would apply if they were on school property. Student participation in field trips is a privilege. Students who violate school rules may lose the privilege to go on field trips or require a parent chaperone on future field trips. Students who are behind academically or who demonstrate behavior that fails to meet school standards will not be permitted to participate. Students may not participate in any school-sponsored field trip without parental consent and a current emergency medical form on file. Medications normally administered at school will be administered while on field trips, provided there is a medically trained staff. If a medically trained staff member is unable to attend the student may not be permitted to attend.

While HCAA encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend or who is unable to attend due to academic or behavioral reasons.

Field trip chaperones must complete a background check before the chaperone can accompany a class.

Performance Policies

Commitment

Students must accept a role in a play, musical, ballet, or other activity for which they are cast or placed in a pit or on a crew. Should the student drop out of the activity or be removed from that production for rules violations, the student may be prohibited from being cast for any other program produced by HCAA for the remainder of the school year.

Homework Policy for Students Participating in Major Performances or Extended School Related Trips

For work that is due during the student's absence:

- For work that is due during the student's absence, students and teachers are encouraged to arrange for make-up work. Students should turn it in before the absence whenever possible.
- Students will be given one class day for each day excused to make up homework that was either due or assigned during their absence.
- Students will be given one class day for each day excused to make up any tests, or quizzes administered during their absence.
- It is the student's responsibility to ask for the missed work and turn it in by the given due date.
- If there are extenuating circumstances, the teacher or principal may extend the make-up work deadline at his/her discretion. A clear due date will be provided when this is the case.

Professional Performance (Non HCAA Produced) Procedures

- Students must fill out the Student Professional Work Experience Form when a student's involvement in a non-HCAA production requires them to miss school/classes. The form can be obtained from the office.
- All teachers must sign the form for the student's excuse to be considered and approved by the principal. (Note: The teachers' signature signifies they have seen and are aware of the request)

- Professional Opportunities Requiring the Student's Absence for the Entire Year
- These students should discuss acceptable courses with the school. All such arrangements must **be approved by the principal**.

HCAA Performances

- Performance is an important part of an HCAA student's school career. Attendance is mandatory for ALL performances of your group. If a student is ill for a performance, the director of his/her group must be notified in advance of the performance so that understudies or re-programming a substitute to perform in your place is possible. Unexcused absences from a performance will automatically result in lowering two letter grades for the quarter of the missing performance.
- Students must be in school for at least ½ day on the day of a performance or audition to participate in the performance or audition.
- During rehearsals and performances, students are to remain in dressing rooms until called to stage. When called, students should come quickly and quietly. No one is permitted on stage until called.
- Students will clear the stage immediately after performing.
- No one is permitted in the auditorium during dress rehearsal or a performance unless given specific permission by the stage manager or director.
- No eating or drinking in costume.
- No eating or drinking on stage or in the auditorium at any time.
- The student will always act in a professional manner.
- Each student is given written notification of performances with specific information as to date, time, place, performance group, and Director-in-Charge. These notifications will be taken home to parent(s) and / or guardian(s).

While waiting to perform, students must adhere to the student code of conduct, report to the designated area, and respond to reasonable requests by all staff/faculty. Failure to do so may result in the student's non-participation in the scheduled performance which may affect the student's grade.

ADMIN OFFICE INFORMATION

SHOW RESPECT CONTRIBUTE POSITIVELY
PERFORM HONORABLY ACT SAFELY AND RESPONSIBLY
WAIT YOUR TURN USE AN INSIDE VOICE BE POLITE
BE A POSITIVE ROLE MODEL HAVE A PASS
RETURN DIRECTLY TO CLASS

SEARCH AND SEIZURE

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc..) with or without student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of HCAA, and students have no reasonable expectation of privacy in their contents or in the contents of any other HCAA property including desks or other containers. School authorities may conduct random searches of lockers and their contents at any time without announcement.

Additionally, students have NO reasonable expectations of privacy in their actions in public areas including but not limited to, public areas, hallways, cafeterias, classrooms, and gymnasiums. The school may use video cameras in such areas and on all school vehicles transporting students to and from regular and extra-curricular activities.

Anything that is found during a search may be used as evidence of a violation of school rules or the law may be taken, held, or turned over to the police. The school reserves the right not to return items that have been confiscated.

FIRST AID AND ILLNESS

Students who need first aid or become ill during the school day should inform their teacher and, if needed, the teacher will refer to the office with a note. The office will notify the parents/guardians, or emergency contact as stated in the Emergency Medical Authorization Form to pick up ill students. It is essential that a current Emergency Medical Authorization Form be on file so the school can contact parents/guardians in the case of student illness. Please note: a student may only be released to a person whose name is listed on the emergency form. Please make sure all contact information is up to date.

Illness Policy

HCAA follows the guidance of the CDC, stating that a child should stay home from school if they have an infectious illness that would interfere with the school staff's ability to teach and care for other students. The following symptoms should keep the student home because their illness could affect their ability to participate in school and there is concern that they might spread an infection to staff and students:

- **Fever:** Including a fever with a new rash.
- **Vomiting:** More than twice in the preceding 24 hours.
- **Diarrhea:** That causes 'accidents', is bloody, or results in greater than two bowel movements above what the child normally experiences in a 24-hour period.
- **Skin Sores:** That are draining fluid on an uncovered part of the body and are unable to be covered with a bandage.
- **Respiratory Virus Symptoms:** That are worsening or not improving and not better explained by another cause such as seasonal allergies.

The student can return to school when:

- The child has not had a fever (and is not using fever-reducing medicine) for at least 24 hours.
- Fever with a new rash has been evaluated by a healthcare provider and fever has resolved.
- Uncovered skin sores are crusting, and the child is under treatment from a provider.
- Vomiting has resolved overnight and the child can hold down food/liquids in the morning.
- Diarrhea has improved, the child is no longer having accidents or is having bowel movements no more than 2 above normal per 24-hour period for the child. Bloody diarrhea should be evaluated by a healthcare provider prior to return.
- Respiratory virus symptoms are getting better overall for at least 24 hours. Students and staff returning after a respiratory illness can consider additional actions to reduce spread.

Dispensing of Medication

All medications must be turned into the office for storage and dispensing. A Medication Form must be completed prior to the dispensing of any medication, including over-the-counter medication. Forms are available in the office. Students needing to carry an inhaler or EpiPen must submit a signed medical form to the office. Please note that it is a category three discipline offense to distribute or share medications of any kind including but not limited to aspirin and cough syrup.

VISITORS

All visitors must check in with the office. School policy is to accept only those visitors who have legitimate business at the school. Everyone entering the school must sign in and sign out. Visitors only allowed past the office if they have a scheduled appointment with a staff member or have approved business in the school. The office can confirm with the teacher that the visitor is expected before allowing them into the classroom. An identification tag will be required of all visitors. Parents dropping off personal items, lunch money, books, projects, etc., will leave the items in the office. The school will not allow deliveries to students of any items that are not essential to the educational process. Classes will not be interrupted for any reason.

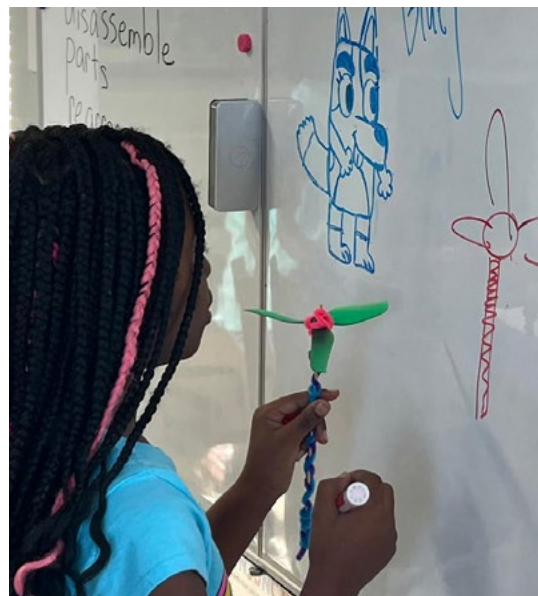
Parent/Guardians may not “drop in” to visit teachers. If you wish to meet with a teacher, or administrator, call ahead for an appointment. Teachers will schedule appointments during their planning time. Parents/guardians who want to observe their student’s classes should make an appointment with individual teachers at least 24 hours in advance. Please plan accordingly.

TELEPHONES

School phones are available for student use in case of emergency. In such an event, the phone in the office can be used with staff permission. Students should not use their personal cell phones to contact parents during the school day. The office phone is available for student use.

DROPPING OFF STUDENT ITEMS

Classroom instruction cannot be interrupted for “reminders” or forgotten items. If a parent brings a forgotten item to school, it should be left at the office. This includes textbooks, projects, lunch money, etc. The items need to be properly marked with the student’s name. If it is necessary to leave money, it must be in an envelope with the student’s name on it. Office staff will notify the teacher to send the students to the office at the end of class.



ACKNOWLEDGEMENT FORMS





2025-2026 PARENT AND STUDENT ACKNOWLEDGEMENT FORM FOR INTERNET POLICY

Student Name: _____ Grade: _____

Date: _____

Parent/Guardian Name: _____

INTERNET USE AND ETIQUETTE POLICY ACKNOWLEDGEMENT

We have read and understood the HCAA Internet Use and Etiquette Policy. We acknowledge the importance of responsible online behavior and agree to adhere to the guidelines outlined in the policy. We understand the consequences of violating the policy and the importance of maintaining a safe and respectful online environment.

Student Agreement:

I, _____ (student name), understand and agree to follow the HCAA Internet Use and Etiquette Policy. I will use the internet responsibly and respectfully, and I will report any inappropriate content or behavior to a teacher or administrator.

Student Signature: _____ Date: _____

Parent/Guardian Agreement:

I, _____ (parent/guardian name), have read and discussed the HCAA Internet Use and Etiquette Policy with my child. I understand the importance of responsible internet use and will support my child in adhering to the policy. I acknowledge the consequences of policy violations and will work with the school to ensure a safe and respectful online environment.

Parent/Guardian Signature: _____ Date: _____

Please return this signed form to the school office.



**Hill Country
Arts Academy**
OF CENTRAL TEXAS



ACADEMICS

2025-2026 PARENT AND STUDENT ACKNOWLEDGEMENT FORM FOR ELECTRONIC DEVICE USE POLICY

Student Name: _____ Grade: _____

Date: _____

Parent/Guardian Name: _____

ELECTRONIC DEVICE USE POLICY ACKNOWLEDGEMENT

We have read and understood the HCAA Electronic Device Use Policy. We acknowledge the importance of responsible use of electronic devices and agree to adhere to the guidelines outlined in the policy. We understand the consequences of violating the policy and the importance of maintaining a safe and respectful learning environment.

Student Agreement:

I, _____ (student name), understand and agree to follow the HCAA Electronic Device Use Policy. I will use electronic devices responsibly and respectfully, and I will comply with the rules regarding their use during school hours.

Student Signature: _____ Date: _____

Parent/Guardian Agreement:

I, _____ (parent/guardian name), have read and discussed the HCAA Electronic Device Use Policy with my child. I understand the importance of responsible electronic device use and will support my child in adhering to the policy. I acknowledge the consequences of policy violations and will work with the school to ensure a safe and respectful learning environment.

Parent/Guardian Signature: _____ Date: _____

Please return this signed form to the school office.



2025-2026 HCAA HANDBOOK ACKNOWLEDGMENT FORM

Dear Parents/Guardians,

Please review the HCAA Handbook with your child. After reading the handbook, please complete this form to acknowledge your understanding and agreement with its contents. This form must be returned to your child's teacher by _____.

Student Name: _____ Grade: _____

Date: _____

Parent/Guardian Name: _____

Acknowledgment:

I, the parent/guardian of the above-named student, have read and reviewed the HCAA Handbook. I understand and agree to abide by the policies and procedures outlined in the handbook, including [please check each box if you agree]:

- **Dress Code:** ☐ I have read and understand the dress code policy and will ensure that my child adheres to it.
- **Performance Policy:** ☐ I have read and understand the performance policy and will support my child's participation in required performances.
- **Discipline Policy:** ☐ I have read and understand the discipline policy and will reinforce the importance of appropriate behavior with my child.
- **Academic Expectations:** ☐ I have read and understand the academic expectations and will support my child's academic progress and adherence to these standards.

Parent/Guardian Signature: _____ Date: _____

Student Signature: _____

Please return this signed form to the school office.

Thank you for your cooperation and support in making HCAA a positive learning environment for all students.

PARENT STUDENT HANDBOOK

2025-2026
ACADEMIC YEAR



Hill Country
Arts Academy
OF CENTRAL TEXAS

IGNITE IMAGINATION