



HEART CRY
CHRISTIAN ACADEMY

TIME + TRUTH = TRANSFORMATION

Heart Cry Christian Academy
(HCCA)

Parent-Student Handbook

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www.heartcrychristianacademy.com

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HEART CRY CHRISTIAN ACADEMY

WELCOME!

ABOUT HCCA

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

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

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

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

Our Mission

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

Our Vision

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

Our History

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

Our Purpose

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

Spiritual

- Teach GOD IS TRUTH.
- Teach that God reveals Himself to man through the BIBLE.
- Present Jesus Christ as Lord and Savior whom every student has opportunity to personally receive.
- Present the Holy Spirit as the Revealer and TEACHER OF TRUTH.
- Encourage students to develop a heart attitude for daily fellowship and communion with GOD.
- Encourage each individual to know and obey God's will that the peace of God might rule in his or her heart.
- Encourage each individual to live a life consistent with and worthy of the Gospel of the LORD JESUS CHRIST!

- Teach students how to identify and deal with temptation and sin.
- Encourage each individual student to develop self-discipline and personal responsibility based on respect for and submission to God and those whom God has placed in authority over him/her.

Academic

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

Physical

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

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

DOCTRINAL ISSUES

Statement of Faith

1. We believe that the whole Bible is the inspired and infallible Word of God. (II Timothy 3:15, II Peter 1:21)
2. We believe that there is only one God, eternally existent in three persons: Father, Son and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30)
3. We believe in the virgin birth of Jesus Christ (Isaiah 7:14, Matthew 1:23, Luke 1:35), and that He is the Son of God (John 10:33). We believe in His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death through His shed blood (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His bodily resurrection (John 11:25, I Corinthians 15:4) and His ascension to the right hand of the Father (Mark 16:19).
4. We believe in the biblical account of creation and that the Scriptures clearly and distinctly teach that the creation of man lies in the immediate and formative acts of God. (Genesis 1:1, Colossians 1:16, Isaiah 42:5, Revelation 4:11)
5. We believe that man is sinful being in need of redemption. (Romans 3:23, John 3:16-19, John 5:24, Romans

5:8-9, Ephesians 2:8-10, Titus 3:5)

6. We believe that all, who by faith in Jesus Christ, are justified through His shed blood and are saved by grace, are recipients of eternal life. (Ephesians 2:8)
7. We believe that all Christians have the indwelling of the Holy Spirit, which enables them to live a godly life. (Romans 8:13-14, I Corinthians 3:16, 6:19-20, Ephesians 4:20, 5:18)
8. We believe in divine healing of the mortal body. (Matthew 4:24, 9:35, Psalm 103:3)
9. We believe that God's plan for marriage is one man and one woman (Genesis 2:24)
10. We believe that Jesus Christ will return: (Acts 1:11, Revelation 19:11)
 - to rapture all believers
 - to the earth to set up His Kingdom

Policy on Denominational Differences

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

Pledge

We begin each day and chapel service with worship and a pledge to the Christian flag and the pledge of allegiance to the flag of the United States.

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

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

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

Prayer

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

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

Chapel/ Bible Class

Each week HCCA devotes time for chapel, a time of singing, worship, and a short devotional or message by an invited guest speaker or teachers. Speakers range from missionaries, athletes, pastors, teachers, and parents. All have one goal: to properly lift up the name of Jesus and point students toward Him. Parents are welcome to attend and participate in any and all chapel services.

Affiliation and Accreditation

To keep the tuition costs down, we have chosen to not pursue accreditation for our elementary and junior high level program; however, when we add a high school program, we will pursue accreditation for those grade levels.

Organization and School Governance

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

ADMISSIONS

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

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

Statement of Non-Discrimination

Heart Cry Christian Academy admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs.

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

Admissions Process

Our admissions team follows a 4-step application process.

1. Schedule A Tour

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

2. Create an Online Application

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

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

3. Interview

Once the [completed application packet](#) is submitted, an interview will be scheduled between the parents and administration, and a student academic assessment may be given. Middle School students also attend the interview. The interview process is an excellent opportunity to get to know you better and for you to learn more about our school.

4. Admission Decision

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

Reenrollment for Returning Students

Priority registration will be given to current students of HCCA and Heart Cry Preschool families. Parents may hold their students' place by submitting their reenrollment and application fee on a first come basis beginning in February, if they intend to enroll their child at HCCA for the following year. However, places cannot be reserved if there is outstanding debt from the previous year.

Tuition and Fees

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

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

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

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

Delinquent Accounts

We have established the following delinquent account process for two primary reasons: 1) to help parents keep up regular payments and prevent occurrence of an insurmountable past due balance, and 2) to enable HCCA to meet its financial obligations in a responsible fashion. Please make regular payments a priority.

- Accounts 10 days past due are considered delinquent and will receive an email from the school or its 3rd party tuition management company, FACTS.
- A late charge of \$25.00 will be assessed on accounts that are 30 days past due.
- If an account is 60 days past due the student may be suspended from school and all student records will be held until the bill is paid.
- Families who are more than 90 days past due are subject to withdrawal from school.
- Students may not register for the next school year if there are any past due amounts until the account is paid in full.

Fundraising

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

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

PARENT / FAMILY INVOLVEMENT

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

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

ATTENDANCE

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

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

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

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

Excessive absences cause learning gaps. In the event a student is absent from a class or from school for more than seven days during a term the student's parents will meet with the Principal and teacher to determine whether the

student will receive a letter grade or an (I) Incomplete; the Principal, teacher, and parents will work together to determine if there is a grade replacement program implemented or if the grades will stand as given.

The following absences will be considered excused for the following reasons: illness; involvement in an accident; bereavement; funeral in the immediate family; medical appointments; participation in school approved programs outside the school. Any pre-arranged extended absences must be approved by the principal for make-up assignments to be made available. All other absences are unexcused.

HCCA follows the State of Arizona truancy laws:

- Arizona state law requires that all students be in attendance at least 90% of the school year in order to receive credit for the year.
- With our school year being 180 days, 10% of our school year means that students cannot miss more than 18 days.
- Missing more than 10% of the school year places your child at risk of losing credit and being retained in their current grade.

Tardiness

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

Leaving Early

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

Closed Campus Policy

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

School Hours

School hours 8:00 am – 3:00 pm Monday-Thursday, and 8:00 – 12:00 noon on Friday. Students should not be dropped off before 7:30 am. Parents are expected to pick up their child/children no later than 3:15 p.m. and 12:15 pm on Fridays.

All students in Grades K-8 must be under supervision and will be required to be in after care after 3:00 p.m. unless participating in a supervised, extra-curricular activity. HCCA understands that pick-up line takes time, so children remaining after pick-up line is complete will be sent to the HCCA After School Program and charges will apply.

HCCA After School Program

Schedule

The HCCA After School Program (ASP) will begin on the first day of school. On early dismissal days, extended hours will be available. ASP hours will be Monday - Thursday: 3:00-5:30 p.m.; and Fridays: 12:00-3:00 p.m. ASP will not be provided on school holidays or breaks. To register, please contact the school's front office at 480-646-8517.

Activities

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

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

Drop-In Services

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

Fees

- Weekly Rate: \$60.00 per week, Monday-Friday
- Daily Rate: \$15.00 per day
- Multi-Child Discount: 25% off the weekly rate for each child registered after the first (oldest) child. Does not apply to daily or drop-in services.
- Late Pick-Up Fee: HCCA offers a 5-minute grace period. Students remaining after 5:35 p.m. (M-Th) or 3:05 p.m. (Fri) will be charged a fee rate of \$2.00 per minute until pick-up.

Payment Policies

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

STUDENT CODE OF CONDUCT

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

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

Principles of Discipline

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

- Discipline is defined as the training process to help young people mature into Godly Christians. It is not just a punishment system. Discipline involves teaching, nurturing, counseling, training, planning, praying,

introspection, and family commitment, all of which are as important, if not more important than any punishment. (Proverbs 22:6; Hebrews 12:5-11)

- Respect and love are taught throughout the scriptures as being required by God, both to Himself, to those men and women in authority, and to those around us. (Mark 12; 30-31)
- Decency and order are clearly commanded as a priority in the Christian's life. (1 Corinthians 14:40)
- Obedience and submission to God and those in authority should be a given assumption in any system used by Christians. (Hebrews 13:17)
- Proper motives, not just proper actions, are crucial in the scriptural priority system. (James 4:1-3)
- Hearsay, rumors, or unsubstantiated reports are not a scriptural basis as the sole rationale of any discipline. Teacher observation (or student confession) is the best basis for discipline. (Deuteronomy 19:15)
- Because of our natural inclination to sin, we don't automatically love, respect and honor each other. Therefore, discipline is administered in the context of scripture with repentance, forgiveness, and restoration as our three-fold goal. We must remember that God wants immediate and complete obedience without challenging, complaining, or questioning. (Philippians 2: 14-16; 2 Corinthians 7:9-11)

Rules for Student Conduct

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

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

Minor Offenses

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

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

Consequences for Minor Offenses

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

1. Loss of free time or privileges.
2. Removal from the classroom.
3. A note sent home or a call home by staff. A note may be sent home with the student to be signed by a parent and returned the following day.
4. Loss of special events participation. Student will not participate in field trips, parties, etc.
5. Teacher and or administrator conference. Student will confer with a teacher and or administrator.
6. Additional work: student will complete additional assignments during free time, before, or after school.

7. Cleaning of school bathrooms, vacuuming, whatever activities needing done that are assigned by the teacher or Principal.

Serious Offenses

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

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

Consequences for Serious Offenses

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

1. Confiscation of inappropriate or unlawful items. Objects will be secured by teacher or administrator and may not be returned.
2. Teacher and /or Administrator conference. Student will confer with teacher and/or Principal / Administrator.
3. Parent – Administrator conference. Administrator and parents will convene to discuss incident and consequences.
4. In-school suspension. A student on in-school suspension reports to the Administrator's office each day of the suspension immediately upon arrival on school property where he or she is isolated for the entire day, including lunch. The student is excluded from participating in any extracurricular activities or functions during the suspension time, including practices.
5. Out-of-school suspension. Student may be suspended from school. They are prohibited from coming on school property at any time during the suspension. A student who is suspended will be excluded from all extracurricular activities, including practices. A parent-administrator conference will be necessary for the student to return to school. Specific changes in the student attitude and actions will be required prior to re-admission.
6. Any schoolwork assignments missed during either in- or out-of-school suspension is treated as an unexcused absence and is to be made up at the discretion of the individual teacher involved.

7. Recommendation for expulsion. Expulsion is the exclusion of a student from school for an indefinite period. Severe and or unrepentant behavior and attitude problems, including while on a probationary period, may warrant expulsion. A student may be expelled from school only by the School Board if the offense warrants such action. Because of the severity of the situation, the Administrator has the right to suspend a student until the Board can convene. If a student is expelled the parents are obligated to pay the current quarters tuition and fees.

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

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

PROCESS FOR CONFLICT RESOLUTION

There are times when conflict arises among the body of believers. As people reconciled to God by the death and resurrection of Jesus Christ, we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. (*Luke 6:27-36; Galatians 5:19- 26; Matthew 5:9*) HCCA believes that conflict provides opportunities to glorify God, serve other people, and grow in Christ (*1 Corinthians 10:31-11:1; Romans 8:28-29; James 1:2-4*). In response to God's love and in reliance on His grace, HCCA has established the following policy for the school family to follow when conflict arises. Based on Matthew, Chapter 18, the goal of this process is to resolve conflict, restore fellowship, exhibit love, and demonstrate a proper response to authority. The main principle of this process is that God is sovereign, all authority is from God, and we are all under His authority.

Biblical Steps to Conflict Resolution (The Peacemaker's Pledge)

- **Glorify God**

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

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

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

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

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

- **Go and Be Reconciled**

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

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

Proper Channels for Resolving Conflict

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

Appeals Process

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

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

SCHOOL WIDE RULES

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

- Hallways: No running, pushing, loud talking, or disruptive behavior
- Restrooms: May be used with permission from teacher during school hours, loitering during class time is not permitted; loud voices are not to be used in the restroom, water and paper are to be used for their intended use only.
- Playground: Students must wait for a teacher to excuse them to the outside. Students are not permitted to throw objects (rocks, sticks, etc.) while on the playground. Students may not leave the playground without permission. Pushing, talking or aggressive play fighting is not permitted. Students may not jump or throw objects from playground equipment.

- Transportation vehicle rules: students are to obey the driver, always demonstrating courtesy and respect. Students are to be properly seated and buckled at all times. Students are to be quiet and self-controlled at all times. Nothing is to go outside of the window.

FORMAL ADDRESS: It is important that students develop and maintain an attitude of respect for each other and adults. All students shall address a teacher or adult with the titles of “Pastor” “Miss” “Mrs.” “Mr.” or “Coach”. This standard is applicable at all times.

BULLYING POLICY

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

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

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

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

ACADEMIC POLICY

HCCA is committed to providing its students with a high-quality, well-rounded education from a Christ-centered perspective. While HCCA’s grades K – 4 do not have regular homework assignments, grades 5-8 will allow for a moderate level of homework each evening with the intent to prepare our students for junior high and high school. Homework is a valuable aid in helping students make the most of their school learning experience and should consider homework an integral part of the educational program.

Grade Reports

HCCA issues report cards at the end of each quarter. Grading scales used to report achievement on report cards and mid-term reports are as follows:

A= 90-100%	= 4.0
B = 80-89%	= 3.0
C= 70 -79%	= 2.0
D= 60-69%	= 1.0
F= 0- 59%	= 0.0

Honor Roll & Awards

Principal’s List (3rd – 8th grades): Students earning placement on the Principal’s List must maintain a GPA of 4.0 and will be recognized at the end of each semester.

Honor Roll (3rd – 8th grades): Students earning placement on the honor roll must maintain a GPA of 3.5-3.9 and will be recognized at the end of each semester.

Perfect Attendance Award: This award is presented quarterly and annually to any student who has not missed any school days during that quarter and the full school year.

Christian Character Award: This award is determined by each classroom teacher on a monthly basis and will be recognized at the monthly awards ceremony.

Perseverance “Star” Student Award: This award is designed to recognize a student who has overcome or shown great progress in areas of difficulty and will be recognized at the end of the year.

Parent-Teacher Conferences

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

45-Day Screening

All new students will be screened in the areas of communication, academic skills, and social skills within 45 days of their enrollment. Any concerns identified by this screening will be followed up with the parent by the teacher and/or Principal.

Promotion and Retention

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

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

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

Withdrawal

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

Athletic Academic Eligibility

A student athlete must meet certain academic standards in order to participate in athletics. This academic eligibility must maintain at least a C in every subject/class. Eligibility will be checked weekly during the student’s sport season. If the student fails to meet the standard, the student will become ineligible and will not be permitted to participate in any game until their grades have met the school’s academic eligibility requirement.

Academic Honesty

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

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

COMPUTER / NETWORK POLICY

There are pros and cons to the use of any technology; computers and the use of the internet are no exception. HCCA considers technology to have legitimate educational value and has committed to using computers in grades 5-8 to improve the quality of its educational program. While it is impossible for the school to eliminate all potential to access controversial material, we are committed to maintaining Biblical standards of morality and as such take every reasonable precaution to mitigate threats found in the use of this resource.

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

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

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

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

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

STUDENT DRESS CODE

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

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

General Uniform Information

Parents are expected to partner with us in their support of the school faculty and staff as we enforce the school uniform policy. Students at Heart Cry Christian Academy are expected to be neatly and modestly dressed and well-groomed to attend class each day. HCCA has a uniform policy in grades K-8 for student clothing and student appearance. This policy applies during any school day from the time of arrival on campus until dismissal. There will sometimes be special dress considerations made for certain field trips. These considerations will be communicated on the permission slip.

Uniform Policy for Both Girls and Boys

Vendors:

Sixth Man Promotions

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

Contact: jaimie@sixthmanpromotions.com

949-510-4948

Lands' End

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

School Tab

Find Your School

School Number 900197252

Personalized Presents

Uniform Embroidery Services

4024 W. Suncup Drive

San Tan Valley, AZ. 85144

602-513-9667 – Anna

480-365-9923 - Cori

Shirts:

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

JR. High School P.E. Shirt Options

Junior high school students must wear either a HCCA uniform polo shirt OR an approved HCCA spirit wear t-shirt from our Sixth Man Promotions vendor website:

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

Bottoms:

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

- Students may wear shorts and pants in any approved solid color (no plaid).
- Approved **solid colors** are black, navy, khaki, grey, blue, and denim
- Girls may wear logo'd jumpers, dresses or skirts that are navy, red or khaki. Jumpers must have a solid white, red, navy, or powder blue polo or solid long sleeve shirt underneath.
- All bottom wear must be hemmed and in good repair. No holes, rips, frayed hems, or tears in pants, jeans, shorts, skirts, or dresses.
- Low rise, sagging pants and cut-offs are not permitted.
- Skirts, dresses, and shorts shall be no higher than 2 inches above the top of the knee cap.
- No sweats, yoga pants, pajamas, or athletic shorts.
- **Students in 3rd – 6th grade may not wear** jeggings, leggings, tights, stretchy pants, etc. unless they are worn as undergarments for skirts/dresses.

Footwear:

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

Outerwear:

- Sweaters or jackets worn in the classroom **must be solid navy, red, light blue, or white and must have the Heart Cry Christian Academy logo.**
- Heavier non-logo'd jackets may be worn outside on cold days.

Hair:

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

Other Uniform Policy for Both Girls and Boys

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

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

Dress Code Enforcement

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

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

Students who continue to break the school’s dress code may lead to a suspension. In the event of a “judgment call”, the principal reserves the right to make the determination on whether a student has violated the school’s dress code.

SCHOOL PROCEDURES

School hours

School is in session daily Monday through Friday except for scheduled holidays, breaks and conferences. School begins **promptly** at 8:00 a.m. For our student’s safety, the doors will be locked during classroom hours. Please knock on door if needed.

Arrival and Dismissal

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

Parents should make every effort to pick up their children by their dismissal time. After school care is offered Mon – Thurs: 3:00-5:30 p.m.; and Fridays: 12:00 – 3:00 pm.

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

Drop-Off and Pick-Up Policies

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

Field Trips

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

Lunch

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

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

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

Gum, Candy and Drinks

Gum, candy and drinks are not permitted in class unless otherwise stated by a teacher.

Recess

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

Visitors

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

Telephone Use

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

Electronic Devices

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

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

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

Birthday Party Invitations

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

Lost & Found

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

EMERGENCY, HEALTH & SAFETY PROCEDURES

Fire and Disaster Drills

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

Emergency School Closures

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

Student Illness

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

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

Injury

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

Medication

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

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

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

STUDENT RECORDS

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

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

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

Address Changes

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

Transfer of Records

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