Hilltop Family Christian Academy
Student & Parent Handbook
2026-2027

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Dear Parents and Students,

Welcome to Hilltop Family Christian Academy! I am truly honored to serve as the Head of School for HFCA and am excited you have chosen to join us on this journey.

Input from our Board of Trustees and other stakeholders was prayerfully considered in all our policies and procedures. This handbook has been created to clearly and accurately reflect the mission and vision of HFCA. The information found in this handbook can answer many of the questions you may have regarding procedures and expectations at HFCA.

Please take time to review the material and discuss it with your child(ren) before signing the forms at the end of the handbook. Once signed, please ensure the signed forms are turned back into the HFCA office before the first day of school. I am excited to see what the year brings and to watch your child(ren) grow. Let's make it a great year!

God bless your family,

Judy Workman, M.Ed.
Head of School
Hilltop Family Christian Academy

Non-discriminatory Policy

Hilltop Family Christian Academy admits students of any race, color, and national or ethnic origin. Also, as required by Title IX of the Education Amendments of 1972, Hilltop Family Christian Academy does not discriminate on the basis of sex in its educational program, activities, or employment except where necessitated by specific religious tenets held by the institution and its controlling body.

Hilltop Family Christian Academy reserves the right to refuse enrollment to any student for any reason not prohibited by law and determined by the school to be in the best interest of the school.

Vision Statement

To raise up a generation of Christ-centered leaders who glorify God in every area of life—spiritually, academically, physically, and socially—equipped to transform their communities and the world through a biblical worldview.

Mission Statement

Hilltop Family Christian Academy exists to build lives to change the world through a Christ-centered education.

Purpose Statement

The purpose of Hilltop Family Christian Academy is to establish and maintain a Christian school committed to daily instruction grounded in biblical truth. We aim to equip students to live faithfully and wisely in obedience to Jesus Christ as Savior and Lord, and to take their place in society, the church, and the state for the glory of God.

Core Values

1. **Christ-Centered Education**
   We believe Jesus Christ is Lord over all aspects of life. Every subject, activity, and relationship is grounded in His truth and authority. (Colossians 1:15–17)

2. **Biblical Foundation**
   The Bible is God's infallible Word and the final authority in faith, learning, and conduct. All instruction flows from a biblical worldview. (2 Timothy 3:16)

3. **Spiritual Formation**
   We are committed to discipling students to know Christ personally, pursue holiness, and be equipped for spiritual warfare and Kingdom service. (Ephesians 6:10–18)

4. **Academic Excellence**
   We pursue rigorous, well-rounded academics that honor God and prepare students to think critically, communicate effectively, and live wisely. (Colossians 2:3, Psalm 111:10)

5. **Character and Integrity**
   We strive to develop Christ-like character in our students through godly example, discipline, and truth-based instruction. (Philippians 3:8)

6. **Stewardship and Responsibility**
   We believe each child has a unique role in God's plan and must be equipped to responsibly care for themselves, others, and creation. (Genesis 1:26–28)

7. **Family Partnership**
   Education is a shared responsibility with Christian families. We support parents in their God-given role as primary educators. (Deuteronomy 11:18–21)

8. **Community and Love**
   We foster a loving and respectful school environment where students learn to love their neighbor, serve others, and live in godly fellowship. (Matthew 22:39)

9. **Inclusivity Rooted in Faith**
   We welcome students of all backgrounds who thrive in and support our Christian mission, without discrimination, in accordance with our biblical convictions and legal obligations.

10. **Glory to God in All Things**
    Above all, we exist to glorify God in everything—"For from Him and through Him and for Him are all things. To Him be the glory forever!" (Romans 11:36)

1.0 Class Placement

While HFCA values parental input about the needs, interests, and abilities of their children, grade or class placement will remain within the discretion of the school.

All incoming Kindergarten students will complete a placement assessment as part of the admission process. Students who continually struggle in their current grade may be asked to complete a placement assessment at the discretion of the Head of School.

2.0 Communication

Communication between parents and teachers is vital to the progress of the student and will be set up as follows:

Meet Your Teacher will be scheduled prior to the beginning of each school year. At this time, the students and parents are invited to come and meet their teacher. Supplies may be brought to the school at that time.
Grade Level Meetings will be a part of the Meet Your Teacher schedule.This will be a time for HFCA Administration to welcome the parents and share the philosophy of HFCA, as well as highlights of the grade level. The teachers will also share their classroom procedures and their educational philosophies.
Progress reports will be issued halfway through the 9 week period.
Report cards will be issued every nine weeks.
Parents are welcome to schedule a conference with the teacher at any time during the school year.
A pastor from Hilltop Family Church will be present during any parent conferences that concerns issues other than academics.
The HFCA newsletter will be sent out every Friday with the announcements for the following week.
School notes will be sent via email or the **Band App**. It is the parent's responsibility to notify the office of changes in email addresses or internet service interruptions. Please notify the office if you do not have an email address.

3.0 Visitors

Visitors are welcome at HFCA. Once on campus, visitors should:

- Immediately obtain a visitor's badge. Visitors must show proper ID. Expired IDs will not be accepted.

To ensure safety of students, staff, and teachers, only HFCA alumni, immediate family members, and school-aged children active in the admissions process who have been invited by HFCA administration may eat lunch with HFCA students after checking in through the office.

4.0 Lunch

HFCA does not provide food for the students. Parents are responsible for packing and ensuring their child brings their lunch every day, including beverages. Parents are encouraged to pack a lunch that does not require a microwave. If a student arrives at school without lunch, parents will be notified and are responsible for bringing lunch by the student's scheduled lunch time. If a student does not have a lunch by their scheduled lunch time, HFCA will provide a lunch and parents will be charged a nominal fee of $10.00 per lunch.

Parents are welcome to join their children for lunch. However, due to limited space, parents must call the office to schedule lunch with their child at least one day before they wish to attend. Upon arrival at the school, all parents must sign in and show their driver's license.

5.0 School Closing

HFCA will follow the ruling of Springtown ISD in cases of inclement weather. HFCA will also share closing information through a school-wide Band message and HFCA social media pages.

Only designated school officials will post information concerning HFCA school closures. Parents are requested to not post any information regarding closures of HFCA on their personal social media sites until HFCA has made an official public announcement on one or more of the above-mentioned outlets.

6.0 Dress Code

As individuals created in God's own image, students should take pride in their appearance and develop a mindset that is pleasing to God. School uniforms remove the potential for a wide variety of clothing-related distractions, helping students maintain right relationships and a grasp of the true purposes of school. Uniformity also decreases the opportunity for a "haves and have-nots" environment to develop within the school.

Students may not dye, color, or otherwise alter their hair in unnatural colors (such as blue, green, pink, purple or similar colors) while enrolled at the school.

Students not abiding by the dress code will receive written notification of the infraction which will require a parent's signature. Upon the third offense, a parent will be notified to bring the appropriate clothing to the student before admittance back into the classroom.
Attire should be neat and modest in appearance at all times.
Hair should be well-maintained and of a natural color. Students may not dye, color, or otherwise alter their hair in unnatural colors (such as blue, green, pink, purple or similar colors) while enrolled at the school.

Pants may not have holes, be ragged or badly faded; worn at a natural waistline.

All athletes and participants in sports will wear modest clothing.
Hats, toboggans, headgear, hoods, bandanas, and sunglasses are not allowed in class.

Young Men
Visible body piercing and tattoos are not permitted
No earrings, clips, studs, spacers, wire or anything in a piercing may be worn to school or school-sponsored activities.

Young Ladies

Length of a dress or skirt must be no shorter than the top of the kneecap. This includes both the front and the back of the skirt.
Modesty shorts should be worn underneath all dresses and skirts.
Other than earrings, visible body piercings and tattoos are not permitted
Female athletes who choose to wear “wind shorts” for after school activities must also wear spandex shorts under their shirts.

Uniform Requirements

6.1 Young Men

Shirts: Solid maroon, grey or white polo must be worn Monday through Thursday. HFCA spirit shirts purchased through HFCA or solid maroon, grey or white T-shirts are permitted on Fridays.
Pants: Khaki or grey pants or shorts. No athletic shorts. No holes in pants. Jeans permitted on Fridays.
Shoes: Tennis shoes only. Shoes must stay on the feet while running.
Jackets: Nothing inappropriate should be written or printed on jackets. Jackets should not have any rips or tears. Please write your child’s name inside their jacket.
Belts: Belts are not required if pants and shorts stay up correctly.

6.2 Young Ladies

Shirts: Solid maroon, grey or white polo must be worn Monday through Thursday. HFCA spirit shirts purchased through HFCA or solid maroon, grey or white T-shirts are permitted on Fridays.
Pants: Khaki or grey pants or shorts. No holes in pants. Jeans are permitted on Fridays. Leggings worn as pants without a skirt or dress over are not permitted.
Skirts/Skorts: Khaki or black skirts with modesty shorts underneath. Skorts are permitted.
Dresses: Khaki uniform dresses/jumpers or solid color polo dresses in maroon, grey or white only.
Shoes: Tennis shoes only. Shoes must stay on the feet while running.

Jackets: Nothing inappropriate should be written or printed on jackets. Jackets should not have any rips or tears. Please write your child's name inside their jacket or sweater.
Belts: Belts are not required if pants and shorts stay up correctly.

Administration reserves the right to make judgments concerning the dress code as deemed necessary.

7.0 Drop Off and Pick Up

Students must be picked up at their designated time and location. For a safe and efficient drop-off and pick-up of students, all parents/guardians must follow the directions provided by school staff. A speed limit of 15 mph will be in effect for all vehicles on campus at all times.

7.1 Drop Off

If you wish to watch or accompany your child to the school door, park in the designated parking spaces. Do NOT park and leave your vehicle in the drop-off lane. Please be considerate of those behind you.

7.2 Pick Up

If you need to get out of your car to drop something at the office or talk with your child's teacher, please park in the designated parking spots. If your child is to ride home with someone other than his/her usual ride, please contact the office by phone, send a signed note to the teacher, or use the Band app. Students will not be allowed to ride home with other students or adults without parent or guardian permission. All dismissal changes should be reported to the office no later than 2:30 pm the same day.

8.0 Attendance

Attendance is very important at HFCA. Students should be present and on time each day in order to get the most out of their education. Attendance at HFCA will be taken twice a day at 8:00 am and again immediately after lunch. Students will be counted absent if they are not in the classroom

when attendance is taken. This does not include if a student has stepped out of class for medical or restroom related reasons).

8.1 Excused Absences

Legitimate days of illness-excessive days, or three consecutive days of illness may require a physician's statement.
Death of a family member
Hazardous weather conditions- students are expected to attend school when school is in session.
Medical appointments- must provide a school note from the medical provider within 1 week of the missed day.
Other unusual causes acceptable by the administration

8.2 Unexcused Absences

An unexcused absence is one that is neither approved nor excused, as defined above.

8.3 Reporting Absences

When a student is absent, it is the parents' responsibility to notify the school by email, phone or the Band app to the school office. If the absence is for a medical appointment, the student is to bring a note from the medical office showing the time and date of the appointment. A parental note will excuse an absence due to illness for no more than two consecutive dates; after the second day, the student's absence must be excused with a doctor's note. Without an appropriate note the absence (after the first two days) will be considered unexcused.

8.4 Permits to Leave School Early

Parents, knowing in advance that their child is to leave school early for an appointment, must inform the office by phone, email or the Band App the day before, but no later than the morning of the appointment. Additionally, the parent must sign them out in the office. If returning to school the same

day, the student and parent must check back in at the office for an admit slip.

8.5 Student Pick-up

For the children's safety, a written request must be sent notifying the office if someone else will be picking up a child from school. A child will only be released to those named on their admission forms unless prior arrangements have been made. The list of those authorized to pick up your child must be kept up to date at all times. Students needing to leave school during school hours must be signed out in the office.

8.6 Make-Up Work

Make-up work is required for all absences. Time allowance for turning in make-up work is the number of absent days plus one. A student who is absent (excused or unexcused) more than 10% of the class time per grading period will be put on Academic Probation. School-sponsored extracurricular events are not counted as absences for team members. Any student whose progress is adversely affected by absence through a school year could be ineligible for promotion to the next grade. The student and parent will be notified if a potential problem exists. Should these circumstances occur, the school administrator and the child's teacher will determine placement of the student.

8.7 Tardiness

School begins promptly at 7:40 am. Students arriving late are disruptive to the other students and the teacher. In order to learn the importance of punctuality, students must arrive on time, ready for class to begin. Students arriving after 7:40 am must go directly to the office and obtain a written admission slip to class. Students must not arrive before 7:15 am.

9.0 Student Health & Wellness

Minor first aid will be administered by school personnel. HFCA does not have a school nurse on staff. As necessary, the emergency services of the

Springtown Fire Department will be contacted. Parents are required to sign a form authorizing emergency care that identifies the physician and hospital preferred in the event that the parents cannot be reached. ?

9.1 Immunization Policy

Section 97.63 of the Texas Administrative Code- Every child in the state shall be vaccinated against vaccine-preventable diseases caused by infectious agents. Please click on this link http://www.dshs.state.tx.us/immunize/school/default.shtm for the current Texas Minimum Vaccine Requirements for students PreK -12th grade. According to the Texas Department of Health, all schools (public and private) are required to maintain records of the immunization status of each student admitted. Parents/guardians are responsible for ensuring that their child receives all required immunizations in a timely manner. Compliance must be met within 30 days from the start of school, or the student will not be allowed to attend until compliance is met.

Each child's immunization record must be kept current while the child remains in school. The Texas Department of Health monitors each school to ensure compliance with this legislation.

9.2 Medication

Students should not bring any medication to school unless it is absolutely necessary.

The school is not allowed to give any type of medication (prescription or over-the-counter) to students without written consent from the parent. If it is necessary that a medication be given during school hours the following requirements must be met:

1. Prescription medication must be brought to school in the current original container with the pharmacy label intact. The label must have the student's name, name of medication, dosage and time to be given. If the medication is not properly labeled or is expired, it will not be given.

2. Over-the-counter medications must be in an unopened original container. The student's name must be written on the box/bottle. The dosage and frequency to be given must be consistent with the label instructions.
3. Medication must be brought to the school by the parent or guardian, not by the student.
4. Medications will not be accepted in bags or envelopes.
5. Medication must be brought to the school by the parent or guardian, not with the student.
6. Students may self-carry emergency medications (inhaler, epipens, etc.) with proper forms signed by physician and parent/guardian.

For students requiring an epinephrine auto-injector, please see Addendum. If a student is caught with medication that has not been approved for them to carry by HFCA staff, they have committed a Level 3 offense and are subject to disciplinary action.

9.3 Illness

Children with a fever above 100 degrees will not be allowed to remain in class. Any child with a rash, including ringworm, or eye infection that could be contagious will be required to leave school. A child can return when the infection or rash is gone, and with a signed note from the doctor stating that the child is not contagious. If a child is diagnosed with an illness that could affect others, please call the office, so appropriate action may be taken.

9.4 Infectious Disease

Upon having the following diseases a student must have a written consent from either a physician or the health department to return to school:

1. Chicken pox
2. Pinworms
3. Measles
4. Scabies
5. Mumps
6. Pneumonia
7. Impetigo

8. Head lice
9. Ringworms
10. Whooping Cough
11. Pink Eye

10.0 Conduct Grades

Conduct or citizenship grades reflect a student's attitude, sense of responsibility, and self-discipline in the classroom. The teacher assigns conduct grades. A student's current behavior may exclude them from participation in extracurricular activities. At the discretion of the administrator, students may be placed on behavior probation if they consistently receive an N or a U in conduct.

Conduct grades shall reflect the E-S -N-U grading system:
Excellent- a student's behavior and attitude continuously exceed the teacher's expectations.
Satisfactory- student's behavior and attitude continuously meet the teacher's expectations.
Needs Improvement -Student's behavior and attitude do not continuously meet teachers expectations. Two N's in a grading period will result in the student being ineligible to participate in extracurricular activities.
Unsatisfactory - Students behavior and attitude consistently and repeatedly fail to meet teachers expectations. Receiving one "U" in a grading period will result in the student being ineligible to participate in extracurricular activities.

11.0 Grading Policy

HFCA grading scale is based on the following:

90-100 = A
80-89 = B
70-79 = C
0-69 = F

Report cards will be issued at the end of each nine week grading period. Any student receiving a grade average of 70 or below will be placed on academic warning. The student will have the following 9 weeks to bring up his/her grade. If at that time the required grade is not met, the student will be placed on academic probation. Nine additional weeks will be allowed for grade Improvement. After that time period, the student faces possible dismissal from HFCA.

Parents are encouraged to schedule a conference with the teacher if their child is having trouble with a subject.

HFCA is very proud of the students who excel in their classes and feel they should be recognized for their accomplishments. At the end of the school year, students who have excelled with receive recognition for their efforts as follows:

A honor roll for the entire school year
A/B honor roll for the entire school year

The hope and prayer of HFCA is for the students to receive an excellent education and that they will put forth their best effort to excel in their classes. HFCA is dedicated to making this happen and believes that parents must participate in this effort.

12.0 Homework

At HFCA, we have determined that homework is not necessarily a fact of life that must be accepted without question, but rather an activity that must be regularly examined for its effectiveness.

We recognize homework is an important factor in the development of responsible students. However, we also understand and appreciate the importance of time spent at home with family and in extra-curricular activities, as well as the need to get adequate rest.

Parents/Guardians should provide a suitable place for homework to be completed, one without distractions, and should monitor their children's

work to assure that assignments are completed in a timely fashion. Parents/Guardians are expected to support and encourage their children in the completion of homework, but to refrain from doing homework for the children. In addition, parents/guardians should direct any questions regarding homework assignments to their children's teachers.

In our efforts to be better stewards of our time and assist students in the stewardship of their time, we commit to using class time as efficiently as possible to maximize learning and academic growth. Homework will not consist of "busy" work,but rather solid academic review and practice which are meaningful and purposeful. We pray all HFCA families will be blessed by the additional time for rich social experiences, outdoor recreation, Bible study, family time, community service and creative play.

All homework assignments must be completed and returned by the assigned date. Students who do not return assignments on time will not receive full credit. Late assignments will be handled at the discretion of the teacher. Being held responsible for homework assignments is a very important learning skill for students. Parents are requested to reinforce this responsibility at home and ensure their children understand that incomplete assignments will not be tolerated.

Homework times will vary with each student and with school projects and other activities. There will be times that workloads will be longer or shorter. We try not to overload students with extra assignments on Sunday or Wednesday evenings as we want them all involved in Bible classes and youth groups at local churches.

13.0 Cheating

Cheating/plagiarism will not be tolerated at any grade level and is considered a Level 3 offense (see section 29.0 Discipline). Students found cheating/plagiarizing on any school material, homework, test, class project, etc., will receive a grade of zero and are subject to disciplinary actions.

14.0 Parent/Teacher Conferences

Conferences between parents and teachers are important to good communication. There will be one conference held during the first semester with each elementary student's parents. Other conferences are welcome and may be scheduled with the teacher at the discretion of the parent and/or teacher.

15.0 Extracurricular Eligibility

Eligibility to participate in extracurricular activities will be based on 9 week report card grades. Students failing one or more classes at the end of the grading. will be ineligible for 3 weeks. They may practice, but may not participate in competitions during this time. if, after 3 weeks, the student is passing all classes on their progress report they will become eligible. Otherwise, students remain ineligible until the conclusion of the nine week grading period. In order for a student to participate in any extracurricular event, they must be in attendance for at least one half of a school day on the day of a contest or practice.

16.0 Athletics

HFCA views athletics as an extension of a student's development. Through competition, students will learn how to handle victory and defeat. Competition encourages physical growth and endurance and strength, and mental growth in character and self-worth. HFCA believes that prayer and training go hand in hand, athletes must learn to not only depend on themselves in teammates, but also on God's strength and judgment. Athletes and their families are expected to exemplify Christian conduct in sportsmanship at all events. HFCA athletes must show respect to coaches, referees, spectators, or other teams at all times. Unsportsmanlike conduct will result in appropriate disciplinary action, including temporary or permanent suspension from the team. Students wishing to participate in a sport are required to have a physical exam at the expense of the parent. A

basic physical report from the doctor must be submitted yearly for sports participants. Uniforms issued to students are school property and must be cared for properly and returning good condition athletes, cheerleaders and sports participants will wear school designated uniforms at all sporting events. Modest dress is expected to be worn before and after games.

17.0 Field Trips and Transportation

Field trips may be part of the student's education at HFCA. Field trips will have an educational purpose and a learning goal for the students. Field trips will be approved by the Head of School. Written information will be sent home prior to the scheduled field trip notifying the parent of the date, purpose of the field trip, cost (if any), and appropriate clothing. Parents are responsible for making other arrangements for child care when their children will not be attending field trips and must notify the school. HFCA cannot provide transportation for field trips. Parents are expected to bring their child(ren) to the field trip and stay with their child(ren) for the duration of the field trip. Siblings will not be allowed to attend the field trip unless prior approval is obtained from the Head of School. Parents may make travel arrangements with other HFCA parents for their child(ren). These arrangements need to be communicated to the Head of School prior to the day of the field trip. Teachers will inform students of the required clothing prior to a field trip. Students not complying with the dress code guidelines will not be allowed to attend the field trip.

18.0 Fundraising Policy

There may be only one school wide fundraiser (e. g. candy sales (that involves the use of students, and one parent teacher organization fundraiser, (e.g. cookie dough sales) that involves the use of students, in a given school year. Participation in extracurricular activities and special events may include additional fundraising for special purposes.
For safety reasons, students may not be asked to participate in door-to-door solicitations as part of any fundraiser. In all cases, fundraisers must be pre-approved by the Head of School.

19.0 Parties

A limited number of class parties may be held throughout the year. Please see your child's teacher for an opportunity to help when these occur. Invitations to private parties should not be passed out on campus unless all of the boys, all of the girls, and all students in your child's class receive one. Too many feelings are hurt needlessly when children are excluded.

20.0 Drills

Students, teachers and other employees shall participate in drills of emergency procedures for intruders, tornadoes and fire. Parents and visitors who are on campus during drills or emergency procedures must follow the instructions of campus personally for safety purposes. When the alarm is sounded, students must follow the direction of the teachers quickly and in an orderly fashion. Instructions for these drills will be posted in each classroom and discussed by each teacher. Safety is of utmost importance to HFCA.

21.0 Phones and Electronics

Cell phones and other electronic devices are distracting and disruptive to the learning environment. Electronic devices need to be on silent mode and are to be kept in the student's locker during school hours unless under teacher supervision. If an electronic device is taken because of usage, it will be sent to the office. There is a $25 fine to retrieve the item. Necessary communication between parent and student needs to be handled through the office staff. Students may not keep personal cell phones on their person. HFCA is not responsible for phones or other electronic devices brought to school that are lost, damaged, or stolen while at school.

Students must not get in the habit of calling parents to bring things to them at school. They need to learn to accept responsibility for bringing all items, such as homework, lunch, glasses, P.E. clothes and notes with them in the morning.

Please keep your children informed of after school activities before bringing them to school, so they will know what to expect at the end of the school day.

22.0 School Property

Students are held responsible for taking care of school property to the best of their ability. Students will not be allowed to write or draw on desks or any other school property.

Students must respect the privacy of others and never take things from the desk, locker or cubby of fellow students or the teacher. If the staff or administration deems necessary, the right is reserved to search a student's desk, locker or cubby.

23.0 Textbooks and Classroom Materials

Some textbooks and classroom materials may be the property of HFCA and should be treated with respect. Students are responsible for textbooks and materials issued to them. If there are any damages to a textbook when it is issued, the student must make the teacher aware of this immediately.

24.0 Technology Network Usage

FCA recognizes the popularity of social networking sites. Students using and/or participating in any online Internet communities will be held responsible for information transferred between themselves and others and all other information posted. This responsibility extends to, but is not limited to all social media, personal homepages, instant messages, chat rooms, and other postings on the Internet. Students should take extreme caution when posting on such sites. All postings should positively represent the person posting. Students are representatives of HFCA and must recognize that all postings should be a positive reflection on the school, the employees and other students, and their families. What is posted in the form of words, pictures, and video should represent a person who is in subjection to Jesus Christ as their Lord. These guidelines apply during the school year as well as when school is not in session including summer break. Students are especially cautioned against using electronic devices

to take pictures or videos of teachers, other staff or students and posting them on social media websites. Students who post such media will be subject to disciplinary action up to expulsion. Elementary students may be provided access to computers in their classrooms. Using computers is a privilege, and students are expected to abide by certain rules of conduct. Students and parents are asked to review the Acceptance Use of Technology Policy (Refer to Addendum 2). HFCA has taken available precautions to restrict access to controversial and inappropriate materials. However, it is impossible to totally prevent access to such material. Students who purposely or accidentally see such materials or damage equipment deliberately will be disciplined.

25.0 Playground Safety Rules

Safety rules are to be followed at all times on the playground:

• Fighting (verbal or physical) will not be tolerated under any circumstances.

• Students must be courteous and respectful to teachers, HFCA staff, and other students.

• Students must have appropriate footwear as defined by the dress code. Students that do not have appropriate footwear will not be allowed to play on the playground and will be given coloring sheets, puzzles, play dough, or other non-physical forms or entertainment.

• Students will not be allowed to leave the playground area without the teacher's consent. Students must be accompanied to and from the playground by a teacher or other HFCA staff member. Students leaving the play area without permission will lose recess privileges for the remainder of the week. Please explain to your children the importance of this safety rule and that they are to remain in the presence of their teacher at all times.

• Food and drink are not permitted in the play area. Students who bring their own water bottle may leave it in the designated area outside the playground.

• HFCA does not accept responsibility for children in the play area outside of school hours. Please remain with your children if they are in the play area.

26.0 Respect for Others

As a Christian community, HFCA seeks to promote a safe environment where all involved may participate in educational and extracurricular activities without compromising their health, safety and welfare. Therefore, HFCA prohibits bullying, physical or verbal assault, hazing, abuse, or harassment, and regards such acts as serious discipline offenses. These rules pertain regardless of the medium, in direct personal interactions, in any electronic or voice communication, and on blogs, social networking sites, web forums or other online sites. In addition, HFCA will not tolerate retaliation against any person who reports improper behavior, provides information during an investigation, or witnesses or has reliable information about misconduct. Students knowingly in the presence of these rule violations add support by their presence and may also be held accountable.

27.0 Bullying

HFCA believes that all students have a right to a safe and healthy school environment. The school has an obligation to promote mutual respect, tolerance, and acceptance. HFCA will not tolerate behavior that infringes on the safety of any student. A student shall not intimidate, harass, create reasonable fear, or bully another student through words or actions. Such behavior includes: direct physical contact, such as hitting, shoving, pushing or punching; verbal assaults, such as teasing or name-calling; damaging another student's property, electronic and social isolation or manipulation. HFCA expects students and staff to immediately report incidents of bullying to the Head of School. Staff who witness such acts must take immediate steps to intervene when safe to do so. Each complaint of bullying should be promptly and thoroughly investigated. This policy applies to students on school grounds or a school-sponsored activity, during the lunch period, whether on or off campus, and during a school-sponsored activity. Teachers are encouraged to discuss this policy with their students in age-appropriate

ways and should assure them that they need not endure any form of bullying. Students who bully are in violation of this policy and are subject to disciplinary action up to and including expulsion. HFCA will adopt a Student Code of Conduct to be followed by every student while on school grounds, or a school-sponsored activity, and during lunch period, whether on or off campus. The Student Code of Conduct includes, but is not limited to:
• Any student who engages in bullying may be subject to disciplinary action up to and including expulsion.
• Students are expected to immediately report incidents of bullying to the Head of School or staff member.
• Students can rely on teachers and staff to promptly investigate each complaint of bullying in a thorough and confidential manner.

If the complainant student or the parent of the student feels that appropriate resolution of the investigation or complaint has not been reached, the student or the parent of the student should contact the Head of School. HFCA prohibits retaliatory behavior against any complainant or any participant in the complaint process. The procedures for intervening in bullying behavior include, but are not limited, to the following: • All staff, students and their parents will receive a summary of this policy prohibiting intimidation and bullying at the beginning of the school year, as part of the student handbook and/or information packet, as part of new student orientation, and as part of the school system's notification to parents. • The school will make reasonable efforts to keep a report of bullying and the results of investigation confidential. • Teachers and staff who witness acts of bullying shall take immediate steps to intervene when safe to do so. People witnessing or experiencing bullying are strongly encouraged to report the incident. Such reporting will not reflect on the target or witnesses in any way. HFCA recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. HFCA finds that bullying, like other disruptive or violent behavior, is conduct that disrupts the student’s ability to learn in a safe environment.

28.0 Problem Resolution

Parents and/or students who have a grievance against a teacher or administrator must try, by following Matthew 18, to first take up the matter with the individual involved. In cases where the issue is not resolved, the following steps should be taken in handling a concern:

• **Step One**: Student contacts teacher. The student should present the conflict/issue to the teacher as soon as possible. It is always best for students to become their own advocates. It is expected that the majority of concerns will be resolved at this first meeting.

• **Step Two:** Parent contacts teacher. If needed, the parent should contact the teacher directly. The parent should contact the teacher via email or phone call to set an appointment to meet with the teacher.

• **Step Three:** Parent contacts the Head of School. If there is still not a satisfactory resolution, the parent may contact the Head of School. The Head of School will meet with the teacher and parent to discuss the concern. The Head of School will make a final decision based on the investigation of the matter. While there can be no guarantee that all parties will agree with all resolutions or findings, a thorough, respectful airing of differing perceptions and experiences can lead to more productive relationships and clearer understandings in the future. Retaliation of any kind against a student and/or parent for utilizing this procedure is strictly prohibited.

• **Step Four:** Parent contacts the President of the School Board in writing. If there is still not a satisfactory resolution, the parent may contact the President of the School Board in writing. The President of the School Board will appoint a standing Appeals Review Committee if needed. The Committee will consist of three to five board members and will act on behalf of the Board in regard to appeals or complaints. The Committee will not have authority to establish or revise policy. New policy and/or changes to existing policy will require full Board approval. (Individual Board members may not participate in the resolution process until a complaint is properly presented before the Board or the Appeals Review Committee.) The Committee shall render its decision in writing. The decision shall be reported to the Board at the next regularly scheduled meeting.

28.1 Exclusions

No procedure or step in this policy shall have the effect of requiring a person alleging harassment or discrimination to present the matter to a person who is the subject of the complaint. If the complaint involves alleged discrimination or harassment by a teacher, the student/parent shall discuss the matter with the Head of School, who will attempt to resolve the matter. The Board and/or the Appeals Review Committee may determine, at its discretion, that certain issues do not call for Board action. In such cases the final step in the appeal/complaint process will be meeting with the administrator. If at any time a parent/guardian or family member of a student does not abide by a respectful approach to conflict resolution and uses the threat of legal recourse, conversations between the school and the concerned party will cease. Communication between the two parties will then be conducted between HFCA legal counsel and the concerned party.

29.0 Discipline

For learning outcomes to be impacted, it is imperative that the HFCA discipline plan be initiated in the classroom. The teacher-student relationship is key to an education program. Effective classroom management is vital to the academic success of HFCA.

29.1 School Representation

• A significant portion of the influence of HFCA depends on student conduct, both on and off campus. As a result, students must be aware of their representation of HFCA as long as they are enrolled. Anytime a student represents HFCA in an activity, the student is asked to behave in a way that will portray honor and respect. HFCA students are always expected to set a Christian example in attitude and behavior. As in Matthew 5, we are all to be the light of the world, and as stated in 2 Corinthians 6:3, we are not to be the stumbling blocks in anyone’s path.

29.2 Discipline Plan

• Student expectations are outlined in the acronym ROAR:
• Respect
• Ownership
• Attitude
• Responsibility

Level 1:

• Talking in class without permission
• Minor disruptive behavior(s)
• Inappropriate verbal or physical teasing of another student
• Deliberate inattention in class
• Failing to follow directions or classroom procedures
• Being unprepared for class
• Not completing homework/assignments on time
• Eating in any area other than those designated for that purpose and in those areas only during specified times. Food and drinks brought to school for lunch must be stored in backpacks or cubbies for one day only. Water in clear, plastic bottles is allowed in class.
Sodas, flavored waters, juices, etc. are not allowed.
• Running in buildings or at inappropriate times
• Littering on campus
• Minor vandalism
• Dress Code violations
• Bringing Non-Approved Items to School: Toys and electronic devices are not allowed on school grounds without specific permission. This includes, but is not limited to: video cameras, cameras, laser pointers, video games, computer software, sports equipment, and music playing devices of any sort (iPods, MP3 players, phones, etc…).

Level 2:

• Actions or attitudes which are spiritually detrimental to the school. (Depending on the nature of this offense, it may be handled as a Level 1 offense.)

• Verbal and/or physical abuse of others, acts of unkindness or cruelty, including threats to other students, harassment, or slander (Depending on the nature of the offense, it may be handled as a Level 1 offense.)
• Failing to show respect to students, faculty, staff, or other adults who may be on campus
• The use of inappropriate or vulgar language
• Leaving the classroom without permission of school personnel
• Failure to abide by school rules and regulations at extracurricular activities such as field trips, sporting events, etc.
• Habitual violation of Level 1 offenses

Level 3:
• Academic dishonesty, cheating or plagiarism (including sharing homework)
• Deliberate deception or lying
• Deliberate rudeness or disrespect of students, faculty, staff or other adults who may be on campus
• The use of profane, abusive, or inappropriate language or gestures
• Verbal and/or physical abuse of others, acts of unkindness or cruelty, including sexual harassment or activity, fighting and threats to other students or faculty, verbal or written
• Engaging in threats or other acts of intimidation which interferes with another student's desires to participate in the education process
• Stealing
• Vandalism/destruction of property
• Any use or possession of tobacco (including e-cigarettes), drugs, alcohol or weapons
• Cutting class or other forms of truancy
• Failure to comply to school wide computer use policies
• Habitual non-conformity to school rules
• Any other acts of serious misconduct that disrupts the school environment in the classroom, school and/or school functions
• Chronic or repeated disciplinary infraction of Level 1 and/or Level 2 offenses

29.3 Discipline Consequences

• **Level 1:** offenses are handled by the teacher by using verbal correction, teacher/ student conferences, parent contacts by email, note or telephone call, or any other appropriate in class disciplinary action. Each teacher has worked to establish fair and effective discipline policies. These policies are covered in detail at the beginning of school. Teachers are free to request input and assistance from the administration at whatever level of infraction the teacher feels inappropriate.

• **Level 2:** offenses will result in a phone call or note to the parent to allow the parents the opportunity to work together with the teacher to reach an appropriate solution to the problem. Teachers may choose to use any of the Level 1 classroom discipline procedures to correct Level 2 offenses.
Level 2 offenses may also result in a referral to the office. This referral will serve to impress upon the student the seriousness of the offense and will allow the administration the opportunity to assist the teacher in finding an effective solution.

• **Level 3:** offenses will result in an automatic referral to the office and a probable parent conference with the teacher and administrator. At this level discipline may include suspension or expulsion. In addition, a student may be placed on Disciplinary Probation.

29.4 Suspensions

• In-School suspension may be assigned by the Head of School for continued disruptive behaviors. It may be all or part of the school day. Students complete classroom assignments at a monitored desk. The student will be under the direct supervision of a substitute teacher (at the family's expense). Further guidelines at ISS will be given when it is assigned. Any student suspended for a second time in a school year is automatically placed on Disciplinary Probation for the rest of the year.

29.5 Disciplinary Probation

• If a student is placed on Disciplinary Probation, the student's parents and the Head of School will be required to conference regarding the student's conduct. A plan of action will be drawn up to define the expected conduct and to provide compelling motivation and assistance for the student to

change his/her behavior. The length of the conditions of the probationary period will be specified in writing for parents.
• Disciplinary actions are not carried from one year to the next unless a student has been suspended twice in the school year and are therefore on Disciplinary Probation. If the student ends the year on Disciplinary Probation, a contract addendum may be added to the re-enrollment contract specifying the conditions under which the student may maintain enrollment.

29.6 Expulsion
• The school may ask for the withdrawal of any student whose conduct is detrimental to the reputation of the Lord Jesus Christ or His school. When the Head of School determines a student should be separated from HFCA, they will present that recommendation and the supporting evidence to the HFCA Board in confidence. The Board will consider this and any other evidence bearing on the issue. The Board will consider the school's written policies and Biblical standards. Final decision and expulsion rests with the Board.

30.0 Withdrawal Procedure
Parents/guardians wishing to withdraw their child from HFCA before the end of the school year must fill out a withdrawal form no later than thirty days prior to the planned withdrawal date. This time period allows the teacher and office to prepare the file for transfer to another school, and to give notice of any fees outstanding or books due. Grades will not be released until all fees and books have been collected in full.

31.0 Financial Aid
The HFCA Board will designate a maximum amount of money each year to be offered to families for financial aid. Families will submit an application for financial aid to the Head of School by a designated date. The Head of School will assign an ID number to each family's application so that

personal information is not identifiable to those who are reviewing the applications. The Head of School and one member of the HFCA Board will organize the information. The HFCA Board will review recommendations and determine financial aid awards. The Head of School will present the awards to the qualifying families. The financial aid will be equally distributed according to the frequency of payment, that is monthly if paying monthly, etc.

32.0 Late Start Thursday

Each week, HFCA will have “Late Start Thursday.” Parents may drop off their children at 7:15 - 7:40 as usual, or they may drop their children off from 8:15 - 8:30. If your child arrives early, we will provide supervised activities for them to do until classes start at 8:30. This schedule allows our teachers to have a designated time for planning and professional development.

We will not be able to receive students between 7:40 and 8:15.

Addendum 1: Policy Regarding Epinephrine AutoInjector Use

Storage and Maintenance Epinephrine auto-injectors will be stored securely in the office and will be accessible to Head of School and authorized employees and volunteers trained in their proper administration. If a student has a signed authorization from his or her physician, conservator, and the school employee then he/ she may self-carry his/her epinephrine auto-injector on his/her person. Students who choose to selfcarry and have proper authorization take personal responsibility in ensuring their epinephrine autoinjector is on their person always, and that an authorized/trained employee of HFCA is made aware of the epinephrine auto-injector location. Epinephrine auto-injectors stored on campus in the main office will be monitored monthly for expiration. Documentation will be kept on monthly monitoring. Training Training will be conducted annually at the beginning of each new school year and on an as needed basis. Training will include the signs and symptoms of anaphylaxis, administration of an epinephrine auto-injector, implementing emergency procedures, and proper disposal of used or expired Administration HFCA authorizes the school trained employee to administer an epinephrine auto-injector prescribed by the student's physician to a person who he or she reasonably believes to be experiencing anaphylaxis. After the administration of an epinephrine auto-injector an employee of HFCA will immediately call 911, and an employee of HFCA will stay with the person experiencing the anaphylactic event until emergency personnel arrive. Emergency contacts for the individual will also be notified. Off Campus Instructions Epinephrine auto-injectors will be kept in the office unless the appropriate self carry epinephrine autoinjector paperwork is completed and signed by the student's physician, conservator, and the appropriate school staff. HFCA does not have an emergency epinephrine auto-injector. These must be provided by each student's parents. HFCA does not carry an emergency epinephrine auto injector to off campus events unless it is an epinephrine auto-injector prescribed by the student's physician for anaphylaxis and is

provided by the conservator to the school. If a student is diagnosed with an allergy that could result in anaphylaxis, it is the sole responsibility of the student's conservator to ensure the school is notified and to provide an emergency epinephrine auto-injector for the student's use at school. The epinephrine auto-injector provided will be sent on all off-campus activities in which the student participates. Reporting In the event that an employee or volunteer of HFCA administers an epinephrine auto-injector in accordance with the school policy, it is mandatory the school report to the prescribing physician of the epinephrine auto-injector, the Commissioner of State Health Services at anita.wheeler@dshs.texas.gov, and the Texas Education Agency at healthandsafety@tea.texas.gov within 10 business days. Notice to Conservators It is the sole responsibility of the conservator of the student to notify the school administrator if a student has been diagnosed with an anaphylactic reaction by his/her physician. Furthermore, it is the conservator's responsibility to supply HFCA with a physician prescribed epinephrine auto-injector. The school does not carry a non-prescribed, emergency epinephrine auto-injector to off-campus events. Therefore, it is the responsibility of the conservator to provide the school the epinephrine auto-injector to be sent for the student to off-campus activities.

Addendum 2: Acceptable Use Policy Access to Computer Network System

General Access

Access to HFCA's computer network system (LAN's and WAN's), including the Internet, shall be made available to students, employees, volunteers, and community members exclusively for instructional and administrative purposes. Access to HFCA's computer network system is a privilege, not a right. Students utilizing the computer network system must first have the permission of a parent or guardian and must be supervised by a member of

the HFCA professional staff or an assigned adult volunteer. No students shall be given access to an HFCA computer without written consent of their parent or guardian. All users shall be required to acknowledge in writing the receipt and understanding of the acceptable use of the computer network system. All users utilizing the computer network system are responsible for good behavior online just as they are in a classroom or other area of the school. Noncompliance with acceptable use may result in suspension or termination of privileges and other disciplinary action consistent with school policies. Violations of law may result in criminal prosecution as well as disciplinary action by the school. HFCA will cooperate fully with local, state, or federal officials in any investigation concerning or relating to misuse of the school's computer network systems.

Privacy/Confidentiality

Users should have no expectation of privacy or confidentiality in the content of electronic communications or other computer files sent and received on the school computer network or stored in his/her directory. All data residing on the school's equipment is the property of HFCA. The school's professional staff, may at any time, review the subject, content, and appropriateness of electronic communications or other computer files. Any violations of school policy, rules, or acceptable use will be reported to school administrators and data may be removed if warranted.

Disclaimer of Liability

HFCA's computer network system is connected to the Internet and as such, users may have access to information ranging from different cultures, science-related issues, music, politics, and many university library catalogs. These are just some of the areas users may be able to explore through the computer network. The school will provide filtering software to help filter objectionable material on the Internet. However, it is impossible to restrict access to all information and the school is not responsible for materials acquired on the network. In addition, the school will not be responsible for

ensuring the accuracy or usability of any information found on the Internet. Also, HFCA shall not be held liable for users' inappropriate use of electronic communication or violations of copyright restrictions, users' mistakes, negligence, or costs incurred by users.

Acceptable Use

HFCA's computer network system will be used only for administrative and educational purposes consistent with the school's mission and goals. Commercial use of the school's computer network system is strictly prohibited. Copyrighted software or data may not be placed or installed on any system connected to the school's computer network without permission from the holder of the copyright. Only the owner(s) or individuals the owner specifically authorized in writing may upload or install copyrighted material to the system. A copy of all software and licensing information will be kept in inventory. Any software found on the systems not in inventory will be removed and reported to school administrators.

On-Line Conduct

1. The network account holder is responsible for ALL activity within their account.
2. The system may not be used for illegal purposes or in support of illegal purposes.
3. Users who are assigned a specific network account should only use that account.
4. Never share passwords or accounts with the exception of the generic accounts used on the computers.
5. Users should not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users.
6. Users are expected to be polite to other network users.
7. Users are expected to use appropriate language at all times; swearing, vulgarity, ethnic or racial slurs, and any other inflammatory language are strictly prohibited.

8. Users pretending to be someone else when sending or receiving messages is strictly prohibited.
9. Transmitting obscene or offensive messages, pictures or materials is strictly prohibited.
10. Use of IRC/“Chat” services is prohibited unless specifically regulated by a teacher as part of a learning project.
11. Students are prohibited from revealing identifying information about themselves or other students and staff. Identifying information includes last names, addresses, phone numbers, pictures, etc. Students shall identify themselves by their first name only. All accounts can be monitored and are not to be considered private. HFCA shall be authorized to monitor or examine all system activities, including electronic mail transmissions, as deemed appropriate to ensure proper use of the system. Any user identified as a security risk or having violated guidelines, policies, or rules may be denied access to the computer network system.

Vandalism
Any malicious attempt to deface, harm or destroy HFCA equipment, materials, data of another user, or other networks connected through the Internet is strictly prohibited. Any attempt to degrade or disrupt system performance is a direct violation of policy and could possibly be considered a criminal activity under applicable state and federal laws. This includes, but is not limited to, the uploading or creating of computer viruses, email bombs, denial of service attacks, etc. Vandalism as described above will result in cancellation of system use privileges and will be subject to restitution for costs associated with system restoration, hardware, or software costs.

Termination of System Access
HFCA may suspend or revoke a user’s access upon violation of acceptable use. Termination of an account for the violation of acceptable use may extend for a period of one year.

Disclaimer

HFCA's computer network system is provided on an "as is, as available" basis. The school does not guarantee that the systems will be uninterrupted or error-free or that all defects will be corrected.

8/2/25