

HEIGHTS HOMESCHOOL ACADEMY

TK—6TH GRADE Parent-Student Handbook

INTRODUCTION

NON-DISCRIMINATION STATEMENT

Our program admits students of any race, color, national or ethnic origin to all rights, privileges programs and activities accorded to and/or available to students enrolled in Heights Homeschool Academy (HHA).

DISCLOSURE

Our homeschool program strives to provide a safe and secure environment for all students. If any parent or household member of a student is a registered sex offender, the offender must identify themselves to the HHA administration.

Our policy prohibits any parent or household member on the registry from volunteering in our program under any circumstances. Additionally, any person on the registry is not permitted to be on campus, nor are they allowed to attend program activities or functions.

Teachers and staff will be apprised of the registry listings and will be on the lookout for any breach of HHA policy. HHA may publicize or announce the persons listed on the registry to other parents or the community as deemed appropriate. HHA parents may also request to view the registry (if any) in the campus office at any time.

HARASSMENT POLICY

Our program has adopted an official harassment policy per California State requirements. For questions or concerns, parents should contact the HHA Director.

FAMILY COOPERATION

At HHA, it is expected that all families enrolled in our program be supportive of our Student Conduct Standards, as well as the final policies and decisions of the HHA administration. It is our desire to partner with parents in the training of children. A family may be asked to leave based on non-cooperation or insubordination with the HHA administration and/or any one of its agents.

STATEMENT ON FINAL AUTHORITY ON MATTERS OF FAITH AND CONDUCT

For the purposes of Heights Homeschool Academy's faith, doctrine, practice, policy, and discipline, our Executive Leadership team is HHA's final interpretative authority on the Bible's meaning and application.

HOURS OF OPERATION

OFFICE HOURS

HHa business may be transacted through the school office during program office hours. Appointments for conferences with a qualified teacher or other administrators should be made ahead of time to avoid confusion or disappointment. The school office is open from 7:30AM until 5PM on Monday through Friday.

PROGRAM HOURS

Ramona & Brea Campus:
Tuesday/Thursday/Friday
8:45AM – 2:30PM

Drop off begins at 8:45AM. Classes will start promptly at 9AM. Students will be dismissed from 2:15PM-2:30PM. Your child must be picked up by 2:30PM to avoid an additional charge.

PROGRAM HOLIDAYS

There are no program offerings on the following days:

- Labor Day
- Columbus Day
- Veteran's Day
- MLK Day
- Good Friday
- Thanksgiving Break (Week of Thanksgiving)
- Christmas Break (2 weeks)
- Presidents' Day
- Easter Break (1 week)
- Memorial Day

CAMPUS CLOSED

The campus is closed on the following holidays: MLK Day, Presidents' Day, Good Friday, Easter Week, Memorial Day, July Fourth Week, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Week, and Christmas Break.

ACADEMICS

COURSE OF INSTRUCTION

Kindergarten through 6 grade will follow an age-appropriate course of study. Core academic content includes English Language Arts, Mathematics, and Science. Optional enrichment classes could include Spanish, Music, Art, Technology, and Physical Education.

PROGRAM OPTIONS

3 Day – Full Program: This option consists of 3 days of on-site learning. Two days will cover the core subjects of English Language Arts, Mathematics, and Science. One day will consist of enrichment classes that include Spanish, Music, Art, Technology, and Physical Education.

2 Day – Core Subjects: This option consists of 2 days of on-site learning. These two days will cover the core subjects of English Language Arts, Mathematics, and Science.

1 day – Enrichment: This option consists of one day of on-site learning. These enrichment classes include Spanish, Music, Art, Technology, and Physical Education.

Remote Learning: This option consists of access to daily lesson plans, vetted curriculum list, consultation with a licensed teacher, and weekly check ins from HHA Director.

AT HOME LEARNING DAYS

HHA believes that the primary responsibility for education is entrusted to the parents, and we understand that everyone's at home learning days will look different. We also believe that the child benefits most from partnership with HHA. We recommend that you follow the lesson plans that you are given for your home learning days and that they are completed to the best of the student's ability.

PROGRAM GUIDELINES

CHILD CUSTODY

If a child custody order is in place, we must have copies of the legal documents which state who has custody and when they have custody. These documents will be maintained in the student's file and will be adhered to. Please keep us informed if emergency contacts change. HHA is not to be used as a place to resolve visitation or communication disputes.

EMERGENCY INFORMATION

It is important that the information on each student's emergency record is accurate and up to date. Parents are asked to notify the HHA office of any changes in address, phone number, doctor, work phone number, or persons to call in an emergency.

GUM

Gum is not allowed on campus. Exceptions can be made by administration for special theme days.

INAPPROPRIATE USE OF PERSONAL ELECTRONIC DEVICES

Under HHA policy, students are not to possess, send, share, or view text messages, emails, or photos that contain sexual messages or images. Students who engage in such activities are subject to state laws and HHA discipline, up to and including expulsion and notification of local law enforcement. Students must notify the HHA Director immediately upon knowledge of such activities. These policies are in place to provide a safe learning environment for all students.

LOST AND FOUND

It is important that all personal belongings (jackets, lunch boxes, etc.) be marked clearly with the student's name so that they may be returned to the student if lost. Due to lack of space, unlabeled lost and found items will be donated to a local charity at the end of each quarter. We are not responsible for personal belongings or clothing.

OFFICE PHONES

Office telephones are for business and emergency use only. All calls regarding student needs will be made through the HHA office during program office hours.

LUNCH

Lunch should be brought to campus each day by the student. All lunches should include healthy ingredients and not consist solely of "junk food."

Every student is responsible for picking up their own trash and putting it in trashcans so that our campus can maintain a clean appearance.

Sharing of food, leaving the lunch table without permission and other juvenile misbehavior, such as food fights, will not be tolerated. Students must obey and show respect toward the lunch table supervisors.

MONEY

Students have no use for large amounts of money on campus; HHA is not responsible for stolen or lost money.

PERSONAL ELECTRONIC DEVICES

Cell phones should not be used at all during program hours. Should an urgent matter arise, the child may come to the office for assistance. Cell phones that are ON or VISIBLE will be confiscated and held until the parent conferences with the program administrator.

PERSONAL PROPERTY

Students must assume sole responsibility for loss or damage to any campus or individual property issued to or belonging to them, such as garments, equipment, books, or musical instruments. HHA will, in every way possible, endeavor to protect all such properties but is not responsible for them. Because we are not responsible for personal equipment, students are NOT to bring such items as music players, skateboards, electronic games, or cameras on campus.

STUDENT ACCIDENT INSURANCE

Student Accident Insurance is intended to supplement each student's family policy. This means that if a student is injured on campus while participating in an HHA-sponsored activity, claims must first be submitted to the parents' insurance carrier. If supplemental insurance is needed, parents may contact the HHA office for the necessary paperwork.

STUDENTS & SUPERVISION

Students must always be supervised by approved adults. To be an approved adult you must be hired by HHA or complete a volunteer application. Students are never to be in unsupervised areas.

THIRD PARTY CAR SERVICES

HHA does not condone students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them, including Uber and Lyft.

VISITORS – CLOSED CAMPUS

HHA is a closed campus. Visitors are not allowed on campus during program hours without permission. To visit a student on campus or to observe a classroom, parents, relatives, or friends must first report to the HHA office. Visits should be limited to 30 minutes. In order to volunteer on campus, you must complete and be approved through our volunteer application process.

WEBSITE

Information about all the HHA programs, fees, news, and other important information can be found online www.heightschristianschools.org/heights-homeschool-academy.

CAMPUS ARRIVAL AND DISMISSAL

ARRIVAL AND DEPARTURE AREAS

Please load and unload students in designated zones only. We ask that all drivers proceed carefully and observe all safety cones. Parking and stopping in any unmarked areas are not permitted.

Drop off begins at 8:45AM. Classes will start promptly at 9AM. Students will be dismissed from 2:15PM-2:30PM. Your child must be picked up by 2:30PM to avoid an additional charge.

EARLY RELEASE

Any student who leaves campus before the regular dismissal time or needs to leave the campus at any time during the day, must be picked up by an authorized person. The student must be signed-out through the HHA office. If possible, parents should notify the program office in advance so that the student can be ready in the office at the appointed time.

ILLNESS OR ACCIDENT

In case of accident or illness, students will be sent to the program office and, if deemed necessary, a parent will be notified to pick him or her up.

Students should not come on campus if they have a fever. A student may return to campus when they are fever free, without fever-reducing medicine for 24 hours. Also, HHA reserves the right to ask for a doctor's release if the administration deems the student is not well enough to be there.

DRESS CODE

The appearance of each student is primarily the responsibility of the student and their parents/guardians. Students are expected to wear the required school uniform in a neat, clean, and appropriate manner each day. The uniform promotes unity, minimizes distractions, and supports a positive learning environment.

All students are expected to present themselves with modesty, good taste, and respect for HCS standards. Uniforms should be worn as intended, and any approved accessories, outerwear, or footwear must comply with HCS uniform guidelines. HCS reserves the right to determine whether a student's attire or appearance is consistent with the spirit and expectations of the uniform policy.

The uniform policy is in effect while on campus and during all HHA-sponsored activities unless otherwise specified by the school.

DISCIPLINE

RESPONSIBILITY-CENTERED DISCIPLINE

Discipline in our program is as important as any academic subject because discipline provides a consistent and stable atmosphere in which to teach and practice the highest Christian principles.

It is our desire to maintain an atmosphere where students excel under positive reinforcement and learn to take responsibility for their own actions. We strive to recognize the positive achievements and choices made by our students while also helping our students develop self-discipline and responsibility in eliminating negative behaviors and choices.

HHA teaches respect for authority, property, and the rights of others. Its effectiveness is dependent upon a partnership between HHA and home. We are here to partner with parents in the positive training of their child.

We do not use corporal punishment. We use redirection, time out, and loss of privileges as warranted. Any serious discipline problems will be dealt with by the administration and the home will be asked to cooperate with reinforcement. If a student should develop a serious, repeated problem, parents will be required to come to the campus and deal with the problem and possibly remove their child for the remainder of the day.

Our greatest goal is to love children and to develop in them a sense of worth. Praise is an important and integral part of our homeschool program.

STUDENT CONDUCT STANDARDS

1. Respect must be shown to all teachers, staff members, and other students. This includes courteous speech (no profanities), honesty, and prompt obedience. Teasing and offensive language is not allowed.
2. Students may not enter buildings or leave playgrounds or classrooms without a teacher's permission.
3. Equipment must be used properly. Classroom materials, playground equipment, bathrooms, benches, drinking fountains, and all facilities must be used for intended purposes and with care and thoughtfulness.
4. Students assume responsibility for personal belongings. The staff or fellow students cannot assume responsibility for items lost, stolen, or damaged. Teacher permission should be obtained before bringing items from home.
5. Roughhousing, play fighting, and unnecessary touching is not permitted. This includes touching others while running, walking, or standing in lines.
6. Campus grounds are to be kept clean at all times.
7. Eating is to be done only in designated eating areas.
8. Chewing gum is not permitted.
9. Students are not to give, loan, or trade any belongings including food.
10. The following are not permitted on campus or during outings: skateboards, roller skates, toy guns, knives and other war toys, music players, electronic games, and weapons of any kind.
11. Students must ask permission to use restrooms during class time. There is to be no playing in the restrooms.

12. Playground boundaries must be observed:
 - a. Students are to stay in their own playground area.
 - b. Students must ask permission to leave the playground to go to the bathroom or retrieve a ball beyond the boundaries.
13. All students must have an equal opportunity to participate in playground games.
14. The playing of baseball or softball is limited to P.E. periods only.
15. Bicycles may not be ridden on the playground. Bikes are to be walked to and from the bike area.
16. Cell phones may not be used during program hours. Cell phones must always be off and out of sight.
17. Students are required to observe classroom rules set by each individual teacher. These will be shared at the opening of the program.
18. Additional rules for the playgrounds will be given to the students by teachers.
19. Willful damage to campus playground equipment or another's personal property will require that the students be responsible for replacing it, (this includes lunch pails, backpacks, and water bottles) and may be subject to additional consequences.
20. HHA maintains a "hands off" policy. Students should not touch one another while running, walking, or standing in lines.

BULLYING & CYBER BULLYING

On campus is where children learn to have a good relationship with one another. Developing the skills needed for positive and healthy social interactions is part of the educational journey. During this journey children will need correction and grace; however, HHA has a no tolerance policy for bullying and cyber bullying.

Bullying is unwanted, aggressive behavior that involves a real or perceived imbalance of power. Bullying activity is intentional, hurtful, and repeated.

Cyber Bullying occurs when a person uses any technology (e.g., email, social networking sites, cell phones, text messages) to bully others.

Violation of HHA policy may result in student suspension, reporting to the authorities, and/or removal from the program. Parents should inform an HHA administrator of any concerns.

STUDENT ACCOUNTS

FINANCIAL RESPONSIBILITY

For our program to operate effectively, student accounts must always be kept current. Student accounts include tuition and late fees.

When parents meet their financial obligations to our program in a timely manner, it enables HHA to responsibly meet its obligations.

ANNUAL REGISTRATION

Enrollment involves an annual, non-refundable registration fee. Registration fee is due at the time of re-registration or application for enrollment.

PAYMENT SCHEDULE AND FEES

We are a non-profit organization funded primarily from tuition. Tuition is based upon the actual number of program days and can be divided up into equal monthly payments for convenience. If tuition is divided into equal payments, payments will be the same each month, even during months with holidays or vacation days.

All payments are due in full on the invoice due date (tuition and late fees) and are delinquent if paid after the invoice due date. A late fee will be charged, per occurrence, if there are any outstanding invoices. All credit card payments are subject to an additional surcharge.

Accounts that are not paid in full by the end of each month may result in the student being dropped. Parents should contact HHA immediately if unable to keep their account current, so we may work with you.

A non-sufficient funds (NSF) fee will be charged on all returned payments.

PAYMENT METHODS

Payments are made online through your Finals site family account. Payment methods accepted are credit card, debit card, or bank account.

TUITION PAYMENT AGREEMENT

It is required that all parents/guardians submit a Tuition Agreement through their Finals site accounts each year prior to the beginning of our program year.