

HOSANNA

CHRISTIAN ACADEMY

fight till the
FINISH
23-HOSANNA CHRISTIAN ACADEMY-24

hcablazers.org

**Parent/Student
HANDBOOK**

SPECIAL MESSAGE:

- THE SAFETY AND HEALTH OF OUR STUDENTS, FACULTY, AND STAFF ARE OF UTMOST IMPORTANCE
- PRECAUTIONS WILL BE TAKEN TO ENSURE THE SAFETY AND HEALTH OF ALL *ON* CAMPUS.
- THE DYNAMICS AND FORMAT OPTIONS OF THIS SCHOOL ARE SUBJECT TO CHANGE BASED UPON THE HEALTH CLIMATE AND PHASE LEVELS DICTATED BY THE GOVERNOR'S OFFICE DUE TO Public Health RESTRICTIONS.
- FLEXIBILITY AND UNDERSTANDING IS APPRECIATED.
- **OUR SCHOOL WILL REMAIN UNIQUELY FOCUSED ON STRONG CHRISTIAN VALUES AND TEACHINGS. WE WILL STAND WITH TRADITIONAL, CONSERVATIVE, AND PATRIOTIC RESPECT FOR OUR NATION, ITS CONSTITUTION, AND ITS FLAG. WE WILL BEND OUR KNEE TO GOD ALONE.**
- Student Video/Audio Privacy Policy
Hosanna Christian Academy maintains the right to videotape and livestream any classroom daily as needed both for security and students who are forced to miss class time due to sickness, social distancing, or quarantines. As such, Hosanna will be sure that every livestream is encrypted and that all students will be able to access the livestream.

Teachers will be responsible for sending the link to students through Google Classroom. If at any point there is an issue with the classroom, the teacher may stop the stream and send an updated link once the issue is resolved.

THANK YOU!

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**MESSAGE FROM:
THE EXECUTIVE DIRECTOR**

Welcome to the 2023-2024 School Year!

Each member of our Hosanna family has been uniquely prepared and gifted by God to impact our children now and for eternity. We are here to love, educate, and disciple our students by the grace and wisdom of God. You and your family are a blessing to us and we desire to be a blessing to each of you as we are on this journey together.

A few of our previous faculty members have moved on to other endeavors and God has faithfully brought us excellent replacement personnel. Our family of HCA employees are all professing Christians with a heart's desire and mission to serve and protect our children.

I am blessed to serve you along with Mrs. Christin Anderson (Principal), Mr. Travis Hunter (Assistant Principal/Dean of Students & Parent Relations), Ms. Domonique Washington (Campus Pastor), and Mr. Reggie Watts (Director of Tech-Ops), as well as our exceptional support staff.

God's word exhorts us to "walk worthy of the calling with which you were called, with all lowliness and gentleness, with longsuffering, bearing with one another in love, endeavoring to keep the unity of spirit in the bond of peace. (Eph. 4:2-4). Let's be faithful to our amazing God and enjoy this season together for His glory!

Thank you and God bless.

Russell Marino
Executive Director

"Focusing on the Hearts and Minds of our Children"

Spiritual Emphasis

The Academy's Spiritual theme for the 2023-2024 School Year: **FIGHT TILL THE FINISH**

**"You are not fighting for a victory...You are fighting for victory! Victory is already yours."-
Priscilla Shirer**

James 1:4 "Consider it a sheer gift, friends, when tests and challenges come at you from all sides. You know that under pressure, your faith-life is forced into the open and shows its true colors. So don't try to get out of anything prematurely. Let it do its work, so you become mature and well-developed, not deficient in any way.!" (MSG)

As a follower of Jesus Christ, the will to **"Fight till the Finish"** means to be faithful in seeking God to the end. We're living in a completely broken world with many distractions, hang-ups, struggles, and attempts to lure us away from pursuing God. It can be challenging to finish anything sometimes. But, like I always tell the student body, difficult is not impossible.

Take heart! We have been given the gift of grace to finish strong through Jesus Christ. There is no endeavor, twist, or turn of life that Jesus isn't with us to equip and sustain us. God has given us the power to fight till the finish. We do this by keeping our eyes on Jesus, the author and finisher of our faith, in EVERY situation.

Personally, the passage in James 1 is one of the most powerful bible verses to encourage us to fight till its finish as it seems to possess this ability to equip us with the strength need to continue this journey in life concerning anything. After reading it I was given a mantra that we will stand on during this 2023-2024 school year and beyond. **WE WILL FIGHT TILL THE F.I.N.I.S.H. [Find It Necessary Indulge in Success Habitually]** When your soul gets weary, a subject gets tough, or times get hard, remember you've been given the power to **FINISH** strong through Jesus Christ. He must be our focus and line of vision to run this race with the mind and will to win.

God will **FINISH** what He started in us!

Domonique "Pastor D" Washington
Campus Pastor

We are Hosanna!

Mission Statement

We are Hosanna.

We seek spiritual, academic, and athletic excellence.

We seek creative ways to serve our community.

We seek to glorify God with excellence in everything we do.

We are Hosanna!

Our Identity

Hosanna Christian Academy is a state approved Pre-K4 through 8th grade non-public Christian school. We serve our students, their families, and our community by exemplifying excellence in our operation and encouraging that same spirit of excellence in all we do.

In addition to rigorous academic course offerings, we proudly teach the Biblical precepts of love, honor, discipline, respect, obedience, repentance, restoration, growth, and discipleship. We recognize our solemn responsibility before God to mold the life and character of each student. As Christ's servants, we truly endeavor to minister to the "whole child."

Statement of Faith

- We believe the Bible to be the inspired, infallible and authoritative written word of God. (*2 Timothy 3: 16-17*)
- We believe that there is one God, eternally existent in the Trinity: The Father, the Son, and the Holy Spirit. (*2 Corinthians 13:14*)
- We believe in the deity of our Lord Jesus Christ, His virgin birth, His sinless life, His miracles, His vicarious & atoning death, His bodily resurrection, His ascension to the right hand of the Father, and in His personal future return to this earth in power and glory to rule a thousand years. (*Matthew 1:21-23*)
- We believe in the Blessed Hope -the rapture of the Church at Christ's coming. (*Titus 2:13*)
- We believe that the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (*1 John 1:9*)
- We believe that our renewal by the Holy Spirit is an essential part of our spiritual growth and sanctification after salvation. (*Titus 3:3-7*)
- The redemptive work of Christ on the cross provides healing for the human body in answer to believing prayer. (*James 5:14-16*)
- We believe in the baptism in the Holy Spirit, by who's indwelling the Christian is enabled to live a holy and victorious life. (*Luke 3:16*)
- Both the saved and the lost will be resurrected, the saved to everlasting life & the lost to everlasting damnation. (*John 5:28-29*)
- We believe in marriage as defined in the Bible as the joining of one man and one woman in covenant relationship with Jesus Christ. As such, HCA takes the position that our employees can only live in an intimate relationship under the covenant of holy matrimony. (*Matthew 19:5-6, Hebrews 13:4*)

Office Contact Information

Office Hours
6:45 a.m. - 3:30 p.m.

Office Contact Information	
School Office	(225) 926-4885
School Office Fax	(225) 926-4104

Solicitation is NOT allowed on campus.

Campus Safety and Security

IMPORTANT NOTICE

**To: ALL PARENTS, STUDENTS, EMPLOYEES,
AND VISITORS:**

Our HCA campus is under 24/7 camera surveillance both internally and externally.
Video and audio monitoring and filming takes
place when any motion is detected.

Everyone coming on campus will have their image automatically
captured by the devices and be subject to having their image
and actions viewed by (and at the discretion of) the
Administration of HCA.

Additionally. Law Enforcement, Fire, Homeland Security, Judicial and/or other
official personnel may be privy to the images should a situation warrant.

There are no exceptions to this policy.



WARNING:

**THE SAFETY AND PROTECTION OF
OUR STUDENTS AND STAFF IS OUR #1 PRIORITY.**

**BE AWARE THAT SOME OF OUR PERSONNEL ARE ARMED, TRAINED, AND READY TO USE
DEADLY FORCE, IF NECESSARY, TO PROTECT OUR CHILDREN AND EMPLOYEES.**

Admission and Enrollment

Age Requirements

K-5 students must be five years old by September 30th. 1st Grade students must be six years old by September 30th.

Home School Students

We welcome students involved in home study programs. In admitting homeschool students to HCA, we follow the guidelines set forth by the Louisiana Department of Education. Students must have approved homeschool documents, evidence of work completed, attendance, and curriculum samples.

Screening Process & Grade Placement

All incoming students will be given an academic screening to determine appropriate grade placement.

Transfer Students

Non-State Scholarship Students wishing to transfer from another school require a properly certified transcript, record of attendance and grades, immunization, units of credits earned, and the HCA teacher recommendation form.

Homeschool Students desiring to transfer to HCA must use the guidelines set forth by the LA Department of Education.

LA State Scholarship Students desiring to transfer to or from HCA must contact the Louisiana Department of Education scholarship department and communicate your request to see what options exist and the process to follow. *PLEASE SEE OUR STUDENT INFORMATION SYSTEMS (S.I.S.) MANAGER FOR ASSISTANCE.

Nondiscriminatory Student Admissions

HCA admits students of any race, color, nationality 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, or ethnic origin in administration of its educational policies, admissions policies, scholarships and financial aid programs, athletic and other school-administered programs. We are in compliance with the *Brumfield vs Dodd* nondiscrimination requirements.

Custodial Parent Documentation: In case of a custody dispute or court ordered restrictions, legal guardianship or other appropriate documentation is required for the student's academic file.

After-School Enrichment Programs - Optional

HCA "ELEMENTARY SCHOOL (PREK-4 thru 5th GRADE") AND "MIDDLE SCHOOL (6TH THRU 8TH GRADE") Aftercare PROGRAMS: Car lines for all HCA students will end at 3:30pm. Hosanna Christian Academy will provide optional, fee-based services for you and your children from 3:30 - 5:00pm. Aftercare car Line is 5:00p-5:30p. **This program will operate each full school day unless advised otherwise (not on ½ days).** Please refer to the *After-School Programs* documentation provided at Orientation for details and cost.

Caution: Students not picked up by 3:30 will be brought to the Aftercare Program. Any "drop-in" student (not enrolled) to this program will incur a **daily fee of \$15**. Non-payment could result in *financial suspension* of students from attending regular school classes until fee(s) is paid in full.

Athletics and Extracurricular Activities

Eligibility

For a student to participate or maintain participation in extracurricular activities (*cheerleading, student council, athletics, etc.*), he/she must maintain a **2.0** GPA or above at the end of each semester to remain eligible for sports and not have major discipline issues. Likewise, various clubs and activities may require a participation fee; therefore, all team/club fees must be paid and up to date.

Discipline

Students are encouraged to participate in extracurricular activities; however, along with this privilege comes the responsibility to meet all team/club expectations and represent HCA in a Christ-like manner. Participants must follow all team/club rules and operate in submission to the coach/sponsor. In addition to official school disciplinary actions, student athletes and members of extracurricular activities/clubs may be disciplined by their respective coaches or club sponsors. Discipline may include physical activity, suspension from athletic events/club activities, or dismissal from athletic teams/clubs.

Parental Support for Extracurricular Activities

Student participation in sports and other extracurricular activities is a privilege and not a right. We encourage parents to be actively involved in their children's extracurricular activities in a positive, proactive fashion. Please attend as many of your children's games and events as possible. Your attendance means a lot to your children and will provide life-long memories for you. In all organizations there are times when conflict arises. The expectation is that all parties involved follow a Christ-like manner for resolving conflicts as outlined in Matthew 18:15-20. All parents with legitimate concerns about a coach or extracurricular sponsor must first address the coach or sponsor. If further discussion is desired, parents should address the Athletic Director for sports and the Dean of Students for other extracurricular activities. If further discussion is needed, the Dean of Students will handle it. We encourage an open line of communication with parents, but the decision of the Dean of Students is final. **Please note that issues involving playing time, coaching strategy, activity or position is at the full discretion of the coach.** Parents & Visitors are required to follow Gym Rules which are posted in the school gymnasium.

Attendance, Late Arrivals and Checkouts

Absences fall in one of two categories: Excused and unexcused. Absences will be excused if they are related to the following: (1) personal illness, (2) serious illness in the student's immediate family, (3) death in the student's immediate family not to exceed one week, and (4) natural disasters. Please utilize the HCA master calendar when planning doctor's visits or vacations. Parents are encouraged to schedule appointments after school hours. Excessive absences may be reported to local authorities.

Students with an excused absence will be allowed to do makeup tests, homework, and quizzes. For absences related to illness, students without an official medical excuse from a doctor may receive an unexcused absence. When a parent note is submitted for an absence, a student will be able to make up all missed work; however, the absence will be counted as unexcused on the student's attendance record. Students with chronic illnesses need to provide a letter of documentation from a physician.

According to guidelines for primary students (grades K - 8), as set forth by the State of Louisiana, "ten or more absences per year may result in the student not receiving credit for that year".

Parents of absent students will be contacted at the 3rd, 5th and 10th absent occurrence, as required by the state.

A student is considered in attendance a half day when they are under the supervision of authorized personnel for more than 25% but no more than half (25%-50%) of the instructional day. A whole day attendance is when the student is present at the school site or participating in an authorized school activity for more than 50% (51%-100%) of the instructional day. A student is considered to have perfect attendance when he/she meets the "whole day" attendance requirement for the school year.

Tardiness

All students who are tardy for their first period class should report to the Front Office to receive a tardy slip. All Pre-K, Elementary and Middle School students should arrive on campus and report to the gym by 7:30am. **LDOE NSECD guidelines for preschool students stipulate arrival no later than 7:30 a.m. and that late arrivals will be turned away and marked absent.** Parents of students who are habitually late will be addressed by the Dean of Students and the Principals. In the event of excessive tardiness, meetings at the discretion of administration will be conducted.

Check In

Students who are tardy for class must report to the front office to receive an admittance slip. All students must present a written excuse to the front office from either a parent or a doctor on the first day back at school after an absence. **Parents must accompany and sign-in their child when tardy or checking into school.**

Students will not be allowed to check-in after 11:00 a.m.

Check Out

Check outs are always made through the front office. Only parents and those listed on the Emergency Contact Information Card are permitted to check out students. I.D.'s must be presented in order to check out a student. Verbal requests on behalf of additional individuals may not be honored. Students will not be called out of class prior to the arrival of the parent. **NO checkouts will be allowed after 2:00 p.m.**

Dismissal

1. Parents are not permitted to stand outside classroom doors and wait for school dismissal.
2. Teachers are not permitted to have parent conferences in car line.
3. Arrangements for pick-up should be made with your child **before** dropping him/her off at school.
4. Parents must contact the school about any changes in pick-up arrangements by 1:00pm.
5. Students will only be permitted to leave with approved persons.

Bad Weather Conditions

We usually close with the East Baton Rouge Parish School System, but we will always send out our own messages to HCA families regardless. Text and/or phone messages will be sent out to parents/guardians of record when early dismissals are warranted. Please, also tune in to local TV & radio for updates.

Discipline

(Philosophy, Expectations, & Consequences)

Introduction to Parents

We are truly honored that you have chosen to trust us with your child's education. Thank you. We believe that you are the most important factor in your child's educational success. As parents of HCA students, you always have a platform to discuss with us what is best for your child. We need your support in all areas, especially discipline.

Philosophy of Discipline

Unfortunately, for many folks *(and probably most young people)* the word "discipline" carries a strictly punitive connotation. While it is true that disciplinary measures generally involve some measure of consequence... teaching, training, and learning is at the heart of all godly discipline.

At HCA, part of educating the whole child involves teaching and training behavior, demeanor, speech, appearance, and attitude. We take great pride in focusing heavily on proactive disciplinary measures to provide all students with the greatest opportunities for success.

Proactive Disciplinary Practices can be defined as training that is expected to produce a specified character or ²pattern of behavior. Proactive disciplinary practices require the repetitive emphasis and re-emphasis of shared values and common expectations. Proactive disciplinary practices involve the establishment and consistent implementation of precise routines and procedures. Proactive disciplinary practices involve an abundance of praise and tangible incentive rewards for desired behaviors. HCA will take a proactive approach to discipline your child. The PBIS program will provide positive incentives and support for student behaviors.

Reactive Disciplinary Practices typically involve "punishment intended to correct or train." Reactive disciplinary practices often involve consequences in the form of punishments. The desired outcomes of reactive disciplinary practices is not punishment, it is repentance and changed behavior. Consequences in the form of punishments are often a necessary element of the disciplinary process.

What Does Discipline @ HCA Look Like?

Administrative Discretion will be used in all matters pertaining to student discipline.

PROACTIVE MEASURES - Multiple* *(SEE BELOW *)*

COUNSELING - Students may be provided counseling as necessary.

DETENTION - Students may be assigned detention before and/or after school. There may be a monetary cost.

TIME-OUT ROOM (T.O.R.) - Students may be sent and held in T.O.R. under supervision of Dean for a class (or Classes) or be given an IN-SCHOOL SUSPENSION for a designated number of days.

PADDLING - School Administrators may paddle students. An additional witness will be present.

Important Note: *HCA does NOT need parents' permission to paddle students in Kindergarten through 8th grade.*

OUT-OF-SCHOOL SUSPENSION - Students with multiple suspensions may be dismissed or expelled.

DISMISSALS - Students are dismissed but not formally expelled from HCA; students may attend other schools.

EXPULSIONS - If expelled, typically a student's options are limited to local area disciplinary centers.

***Proactive disciplinary measures may include but are not limited to: a rewards-based positive behavior support system, individual and/or group counseling, verbal praise, and continual positive reinforcement of our expectations.**

Student Interactions with Peers

General Expectations - HCA holds high expectations for student interactions with adults and other students. Students must be consistently courteous, polite, well-mannered, kind, and patient with one another and adults. Our young men are expected to be chivalrous, and our young ladies are expected to conduct themselves as ladies at all times. Students will be disciplined when these expectations are not met.

The following behaviors are unacceptable and may be cause for immediate dismissal or expulsion.

- a. Bullying - HCA holds high expectations for students as it relates to their treatment of each other. This expectation remains in effect 24/7/365, and in addition to the traditional school day, applies specifically to all athletic and extracurricular events. HCA students will refrain from communication (*verbal, non-verbal, written, cyber*) that constitutes bullying and intimidation. The school Administration will make this determination. Students who fail to meet this expectation will be disciplined and may be recommended for expulsion.
- b. Cyber Bullying - HCA holds high expectations for students as it relates to their electronic communication. **This expectation remains in effect 24/7/365.** HCA students will refrain from electronic communication (*Snapchat, Facebook, Instagram, etc.*) that constitutes bullying and intimidation. The school Administration will make this determination. Students who fail to meet this expectation will be disciplined and may be recommended for expulsion.
- c. Sexually Inappropriate Conversation/Harassment - HCA holds high expectations for students as it relates to their communication with one another. Students will refrain from sexually inappropriate conversation/harassment at all times. This includes during the traditional school day, at athletic and extracurricular events, and during after-school hours and summers. The school Administration will determine what constitutes sexually inappropriate conversation/harassment. Students who fail to meet this expectation will be disciplined and may be recommended for expulsion.
- d. Fighting/Instigating Fights - HCA holds high expectations for student interactions. All students will refrain from fighting and/or instigating fights. A student who fights and/or instigates fights will be disciplined and likely faces immediate expulsion. The school Administration will investigate and make swift determinations. **Please note that a student need not physically be involved in a fight to be found guilty of instigating a fight.**
- e. Public Displays of Affection - HCA holds high expectations for young men and young women as they begin to explore a healthy affinity for one another. School is not the place to publicly display these mutual attractions. Students will refrain from all displays of physical affection (*hand holding, romantic hugging, kissing, etc.*). Students who fail to meet this expectation will be disciplined, both sets of parents will be immediately contacted, and a joint counseling session with both students, both sets of parents, and the school Administration will follow. Public displays of affection between students of the same sex will likely result in dismissal or expulsion.
- f. Sexual Harassment Policy - Hosanna Christian Academy emphasizes to all students, faculty, and staff members that sexual harassment is a prohibited behavior and should be taken seriously by all members of the school community. **If an employee feels he/she is being sexually harassed at work, he/she should first inform the harasser that they need to stop, unless the employee fears it will jeopardize their physical safety or job.** Any employee who feels this directive is being violated has the right and responsibility to report the situation so that it can be corrected. If anyone's attention, action, or statements are making a person's

school situation uncomfortable, the person should advise a member of the administrative team, who will immediately investigate the complaint.

Student Interaction with Adults

- a. General Expectations - HCA holds high expectations for student interactions with adults. Students must be consistently courteous, polite, well-mannered, kind, respectful, and obedient.
- b. Addressing Adults - All HCA students are to address faculty and staff with the prefix Mr., Ms., or Mrs. followed by the teachers' last name. Coaches may be addressed as Coach. Both the adults and the students will be held responsible by the Administration for this expectation.
- c. Communication - HCA holds high expectations for student communication with adults. Most communication is non-verbal. Students must be respectful (*verbally and non-verbally*) at all times when communicating with the adults on campus.
- d. Godly Response & Instant Obedience - HCA holds high expectations for student obedience and submission to authority. Most students do not end up in trouble for their original misbehaviors. Many students are disciplined for their responses to authority when corrected. Students who respond negatively to adults when corrected for misbehaviors will be disciplined and may be considered for expulsion if unhealthy trends develop. Students must take ownership of their behaviors and make no excuses.

A Word on Paddling

Paddling as a form of discipline is biblical. Paddling has proven to be a largely effective deterrent for undesirable behaviors at HCA. **The overwhelming majority of HCA students have never been paddled.** Students are paddled only when deemed necessary by the HCA Administration. Teachers are never allowed to paddle students. School Administrators are allowed to paddle and only with another appropriate school employee present. Parents may or may not be contacted before paddling occurs.

EXPELLABLE OR DISMISSIBLE OFFENSES

Students may be immediately (*or at end of school year*) dismissed or expelled for the following actions:

This list is not all-inclusive.

1. Possession of Weapons (*as determined by HCA*), gun, knife, fireworks, lighters, brass knuckles, etc.
2. Possession of (*or creation on campus*) Pornographic Images/material (*hard copy, electronic, or graffiti*)
3. Fighting, with intent to cause harm
4. Horseplay, Wrestling, or Play Fighting (without intent to cause harm)
5. Bullying, Intimidation, or Instigation (*inclusive of Cyber/Electronic on Social Media*)
6. Possession of Drugs, Alcohol, or Tobacco Products
7. Possession of Drug Paraphernalia (*including clothing or items that promote drug usage*)
8. Vulgar Language (*cuss words, cruel insults, sexually explicit talk, racially charged language, etc.*)
9. Theft or Intentional Damage to Property
10. Disrespect to Authority (*verbal/written/physical*); open defiance to school employees; assaults
11. Disobedience & Repeated Violations of Disobedience
12. Repeated Violations of Minor Offenses at the Sr. Leadership Team's Discretion
13. Parents who are unsupportive, disrespectful, or confrontational (*verbally or physically*) to employees

14. Parents Threatening or taking Legal Action against any personnel, the school, or the church.
15. Refusing to be Paddled
16. Dialing 911 on purpose
17. Pulling Fire Alarms when there is no emergency
18. Any Other Action Deemed Worthy of Dismissal or Expulsion at the Sr. Leadership Teams' Discretion

Appeals Process for Disciplinary Decisions

In the event of a dismissal or expulsion, a parent has the right to appeal for a meeting with the Executive Director, the Principal, and the Dean of Students regarding the decision. This is only allowed in the event of an extenuating circumstance that would greatly impact the outcome of the administrative decision. The burden of proof is on the parent and student.

The protocol is as follows:

The responsibility is on the parent or guardian to approach the Administrative Team regarding the possibility of an appeal.

All meetings, phone calls, or other communications will be conducted in a professional manner, or the process will be immediately terminated.

A representative from the Administrative Team will respond to the appeal request within 48 hours unless a scheduled off time is being observed for the school. At this time, the administrator will verify the reason for the request, collect any pertinent data from the parent and other administrative team members and notify the rest of the team.

If the request for a meeting or appeal is approved, the parent/guardian will be notified upon the decision of the team. If not approved, the parent/guardian will be contacted and informed of the decision.

The meeting will be conducted at the school during the regular school day. All members will be invited by email or phone call to attend.

Parents or legal guardians are the only family representatives allowed to attend.

At the conclusion of the meeting, the administrative team will meet and make a decision regarding the facts outlined in the meeting.

All administrative decisions are deemed final unless an appeal is approved. Parent/Guardian will be contacted as soon as the administrative team makes their decision regarding the appeal.

Electronic Devices and Cell Phones

Do NOT bring cell phones or electronic devices to campus. Cell phones and other devices will be confiscated. Cell phones will be returned (or not) as follows:

1. First Offense = Warning, parents pick up phone and sign acknowledgement form.
2. Second Offense= \$25 pick-up fee
3. Third Offense = \$50 pick-up fee
4. Fourth Offense = We keep it until the end of school year

Please Note: Students may pick up confiscated devices with payment if it is the first payable offense. Parents must pick up any confiscated devices for any subsequent offenses. Each offense runs concurrently for all confiscated devices per person. Fines do not "start over" with new devices.

****Random backpack inspections done weekly on campus!***

Financial Matters

Past Due Accounts

We expect all accounts to be paid in full and on time. Report cards and other student information may be held until accounts are satisfied. Students may be suspended from school until such time that accounts are satisfied in full. Students may not be allowed to make up work missed as a result of financial suspensions. Past due accounts may be turned over to collection agencies and/or HCA lawyers.

Withdrawals & Dismissals and Refund Policies

Parents who withdraw their student from HCA for any reason must still pay any balances owed at the time of withdrawal. Parents are required to request and receive a Drop Slip from the Student Information Systems Manager. Grades will not be released, nor student records, until outstanding balances are cleared. No refunds are made by HCA for paid or prepaid tuition or fees.

Food, Beverages, & Snacks

Hot breakfast will be served from 6:45 am to 7:30 am daily. Grab-n-go breakfast will be served from 7:30 - 7:45 daily. Snacks (water, Lunchable, sandwich, or the choice of 1 single serving bag of chips/healthy snack of his or her choice) are only permitted if they are in the student's lunch box/bag.

No other snacks are allowed on campus for leisure and that includes (soda, gum, candy, sports drinks, chips, flavored water, and any other snacks that aren't designed for breakfast & lunch only). Only water bottles are allowed on campus (no canteens are allowed, only HCA purchased paraphernalia, and clear water bottles only). No additional snacks should be in a student backpack, if snacks are needed, please contact our school nurse for medical needs.

Breakfast fast foods, donuts, Starbucks, or any store-bought breakfast item aren't allowed on campus during morning drop-off. These items should be consumed at home or before coming to campus in the mornings.

Lunch

All parents are required to complete Free & Reduced Meal Program forms prior to their children attending class. One form per family... No one is required to participate in the Federal Free and Reduced Meal program; however, everyone is required to fill out the application. This form drives our funding for federal grants, discounted programs, and other financial resources. **Please remember that students will not be allowed to attend class prior to completing these forms.** Thank you for cooperating with us in this very important matter.

Breakfast and lunch are provided for all students at no charge for this school year by the HCA food service department. Students may bring lunch from home. **Microwaves are not available for student use.** Fast food cannot be delivered to the school. **Please note that we are a Peanut-free school. No snacks or meals containing peanuts are allowed.**

BIRTHDAY PARTIES

Birthday parties are limited to grades PreK - 4th; and must be scheduled with the teacher in advance. All celebrations will be held the last Friday of each month (birthdays for the month will be celebrated together).

Field Trip Policy

In the event of a school scheduled field trip all students attending must adhere to the following:

- Trip paid in full on or prior to the day of the field trip.
- Permission slips signed by the parent or legal guardian.
- Students must ride school provided transportation.
- Parents are not permitted to ride with school provided transportation.
- Students must return on school transportation but can be checked out by parents.
- Any students not attending field trip are **Not** to attend school on that day as all personnel with grade level will be off campus with scheduled field trip.

Medication and Illness

HCA is grateful to now staff a certified Nurse on campus in a dedicated station in our front office. However, it is still preferable for parents to give medication to their children at home if possible. If it is necessary for a student to take any form of medication at school, the following rules apply to all medication, both prescription and non-prescription:

1. Parents must send written medication information and instructions (*forms in front office*).
2. All medication must be dropped off by a parent/guardian to our Nurse station once authorized.
3. All medication must be in the original container labeled with the child's name.
4. Medication will only be administered by the School Nurse or another authorized staffer in her absence. **Teachers do not administer medication.**

A student is not allowed to carry medication on his/her person while on campus, including over the counter medications such as aspirin, Tylenol, ibuprofen, Advil, etc. **Students caught with drugs/medication may be suspended or expelled from school.**

A student should be free of fever or vomiting for at least 24 hours before returning to school. Students' temperatures will be closely monitored daily. A student registering with a temperature of 100.4 or higher will not be able to stay at school. For health reasons, if fever is detected and taken while your child is at school, you will be asked to come get them. In the event a student cannot participate in physical education and/or recess due to an illness or injury, an official document from a physician is required.

Morning Assembly

At the beginning of each school day students assemble in the gym. **Attendance and full participation is mandatory as is "standing during the Order of Assembly activities" for everyone in attendance except for medical reasons.**

ORDER OF ASSEMBLY:

- 1) Opening prayer
- 2) Pledge of Allegiance to the American Flag (*right hand placed over heart while facing U.S. flag*)
- 3) Pledge of Allegiance to the Christian Flag (*right hand placed over heart while facing Christian flag*)
- 4) Pledge of Allegiance to the Bible (*hands cupped together like an holding an open Bible*)
- 5) "We are Hosanna" Motto (*hand lifted and used to visually symbolize each line of motto*)
- 6) HCA Affirmation
- 7) Announcements & any special program
- 8) Dismissal by class

PBIS Policy (Code of Conduct/Discipline)

Discipline Defined

2 Timothy 3:16-17 tells us that, *"All Scripture is breathed out by God and profitable for teaching, for reproof, for correction, and for training in righteousness, that the man of God may be complete, equipped for every good work."* Therefore, we view discipline in light of scripture and our discipline policy's goals are to teach, reproof, correct, and train in righteousness.

Preventative discipline calls for teachers to:

1. Build relationships with students
2. Set clear guidelines to follow
3. Model Christ-like behavior
4. Express unconditional love
5. Spend quality time, showing understanding, expressing approval as well as disapproval of certain types of behaviors
6. Displaying an attitude of love and compassion while holding students accountable for their behaviors.

Corrective discipline occurs when a student has stepped outside the clearly defined and expressed guidelines and boundaries.

PBIS Expectations for Teachers

1. Post clear expectations for students in the classroom.
2. Model expectations.
3. Frequently redirect students who fall short of expectations.
4. Recognize those who meet and exceed expectations.
5. Use behavior charts, point systems, or other systems that work for you to keep a record of behavior.
6. Follow Teacher Discipline Process when further correction is necessary.

7. When correction is given, make an intentional effort to restore the student/teacher relationship.

Student Discipline Process

HCA has set clear expectations for behavior in every area of campus. These expectations are clearly covered during the first days of school and are posted in each area. (*classroom, library, restroom, office, cafeteria, patio/commons area, carline, hallway, recess, and gymnasium*)

1. Each teacher has a list of classroom rules that support the posted HCA behavior expectations that aid the student in knowing what is acceptable in their classroom
2. Each teacher will reward children who meet expectations daily, weekly, etc. (*Blazer Bucks, treats, recognition as a class leader, and nomination for yearly awards*).
3. Administration will reward children who meet HCA and teacher expectations with grading period awards, and year-end recognition.
 - a. PBIS Rewards
 - i. Blazer Store - Monthly
 - ii. PBIS Bash - Each 9-week period (*students who receive 1 or less Tier I discipline notices in 9-week period*).
4. When students fail to meet expectations, they will be addressed in this manner:
 - a. Reminded of expectations by teachers and administration,
 - b. Receive classroom discipline notices if behavior is not corrected to be signed by parent.
 - c. Receive a discipline write-up
 - d. Receive appropriate corrective actions (*parent conference, student contract, detention, suspension, call for restitution, loss of privileges, In-school cleanups, paddling, and possibly dismissal or expulsion*).
5. Cheating and/or Plagiarism-
 - a. 1st Offense: Communicate with parents (*note, email, phone call, etc.*) and "O" grade
 - b. Additional offenses: "O" grade and office referral

In cases of suspension, students will receive a failing grade for assignments missed during the suspension.

NO EXCEPTIONS

PBIS Tiered Behavioral Infractions

TIER 1- Follow classroom procedures	TIER 2- Immediate office referral
Talking in class	Talking and class disturbance after step 3
Sleeping in class	Sleeping in class after step 3
Out of seat	Out of seat continuously after step 3
Minor classroom disruptions	Major classroom disruptions or minor disruptions after step 3
Not in assigned area	Not in assigned areas after step 3
Not following directions	Refusal to carry out instruction after step 3
Minor physical contact- hit, push, etc.	Major physical contact- punching, fighting, etc., and/or after step 3 for minor
Inappropriate talk Cursing or profanity	Inappropriate talk, cursing, or profanity
Not doing work	Not doing work after step 3
Threatening harm Provoking others	Threatening harm, violence to a person in severe terms
Late to class/tardy	Late to class after step 3
Theft	Theft- major
Lying	Lying after step 3
Cheating / Plagiarism - HCA Policy	Additional offenses - HCA Policy
Property damage-minor	Vandalism
Toys, toy weapons, playing cards brought to school	Personal items brought after step 3
Electronics- confiscate and turn in to office	Follow Redbook for each offense Each offense is tiered with charges
Eating in Class and/or Chewing gum	Both are after step 3

Pupil Progression Plan

Student Attendance and Tardiness

Teachers are expected to record absences and tardiness via JPAMS each day. M/S teachers are expected to record attendance at the beginning of each period.

See pages 11 & 12 for the attendance/tardy policy.

Tardiness: A middle school student is considered tardy once the tardy bell has sounded. Students who are tardy for their first period class should report to the Front Office to receive a tardy slip. Students who are habitually tardy will be dealt with in accordance with our PBIS policy.

Parents or legal guardians shall be given notice when that student has been excessively absent from school and at intervals thereafter. **Exception** to the attendance policy may be made only in the event of (1) extended personal illness, verified by a physician or at the discretion of the Principal, (2) death or serious illness of a family member, (3) observance of special holidays of a particular religious faith, (4) natural catastrophes and or disaster. Excuses for personal illness must be submitted to the front office within three (3) days after returning to school in order for the absences to be excused.

A student is considered in attendance a half day when they are under the supervision of authorized personnel for more than 25% but no more than half (25%-50%) of the instructional day. A whole day attendance is when the student is present at the school site or participating in an authorized school activity for more than 50% (51%-100%) of the instructional day.

Promotion Policy

For a student to advance to the next grade, he/she must satisfactorily complete the previous grade. Middle school students (6th-8th grades) must pass three (3) of the four (4) core courses, including Math and English/Language Arts. A passing grade is an average of 1 quality point per subject. Quality points in each nine (9) weeks in a semester will be averaged together to determine and assign a semester grade. Elementary school students (1st-5th grades) must pass three (3) of the four (4) core subjects including Math and English/Language Arts. If Reading and English/Language Arts are taught in 2 separate subjects, then 1 of the 2 must be a passing grade. Kindergarten promotion is based on mastery of skills taught and social maturity.

Grades 1-8 will receive a grade each nine (9) weeks, at the end of the semester average grade and a final grade at the end of the year. The final grade will be an average of both semester grades.

If a student (1st-8th grades) fails either Math or ELA for two (2) consecutive school years, the 'SBLC' (*School Building Level Committee*) will convene to review and determine promotion or retention of that student.

The school has established a committee of knowledgeable personnel, called a SBLC (*School Building Level Committee*). The SBLC will meet to review promotions, placements and retentions that are in jeopardy. The Principal, or designee, will coordinate the decision-making process of the SBLC.

The composition of this committee will be:

- Classroom teacher(s) directly involved with the instruction of the student
- Classroom teacher(s) not directly involved with instruction

- Parents of the student
- Student (*when appropriate*)

The committee's function will be to:

- Review the data from all available sources on each individual student related to promotion or retention. The committee will consider such factors as the student's age, attendance record, social maturity, grades, teacher recommendation, classroom performance, and parental input.
- Make recommendations for remediation and/or placement.

The SBLC may convene to review and discuss behavioral concerns of students who are consistently disruptive and demonstrate blatant disregard for school policies and procedures. The committee may recommend probation, suspension or expulsion from HCA depending on the severity of the infractions.

Acceleration Policy

Elementary and middle school students of high ability are normally provided enrichment with other students of their own chronological age. If a student seems out of place with his/her own age group and shows evidence of ability to fit in better intellectually, emotionally, and socially with a more mature group, an appeal can be made to the SBLC. The appeal may be made by the teacher, parent or principal to the SBLC for an initial recommendation as to whether it would be an advantage for the student to be promoted to a class at a higher-grade level than the student's normal placement. The recommendation for acceleration should be based on careful review of all the data including social maturity and probable success of student adjustment to the next grade.

The current year's data which includes standardized test scores, grades, and attendance will be considered. Additionally, the student must pass a grade level test for the grade level desired.

A review of placement for any proposed acceleration for the next school year must be initiated prior to the last grading period in the current school year.

Note: No student will be considered for accelerated promotion more than two (2) times total during the period of grades 1-8.

Retention Policy

A student may be retained if they do not meet academic and/or attendance requirements. A student will be retained no more than one time due to failure to meet academic requirements. A student in grades K-8 who has met academic requirements for promotion may be retained if parents provide a written request for retention and the approval of the SBLC. The recommendation must be accompanied by written documentation stating the reason for special consideration for retention. A student's retention resulting from failure to meet attendance requirements takes precedence over academic retention and does NOT count towards the maximum number of times the student may be retained at that level. All final decisions will be made at the administrative level.

Resolution Procedure and Chart

Questions and concerns will inevitably arise during the school year. The HCA faculty and staff are here to work with you to find solutions, expediently when possible. Should you incur challenges with faculty or staff, you will be asked to meet with that person for resolution before going over their head. Please give the individual in question an opportunity to bring resolution before escalating your concern. (Matt. 18:15-16).

Item	1 st Responder	2 nd Responder	3 rd Responder	4 th Responder
Classroom				
Grades	Go to: hcablazers.org Parent Command Center	Teacher	Principal	
Website	Go to: hcablazers.org Parent Command Center	Assistant Principal	Principal	
Observe a Class	Front Office Staff	Principals	Principal	Executive Director
Confiscated Items	Front Office Staff	Dean of Students	Administrative Assistant	
Behavior/Discipline	Teacher	Dean of Students	Dean & Principal	
Tutoring/Enrichment	Teacher	Assistant Principal	Principal	
Attendance Reconciliation	Teacher	Student Records Manager	Dean of Students	
Textbooks (Lost/Damaged)	Teacher	Librarian	Assistant Principal	Principal
Pupil Appraisal/ Speech	Principal			
Student Records				
One Call	Front Office Staff	Student Records Manager		
Transcripts	Front Office Staff	Student Records Manager	Principal	
Attendance	Go to: hcablazers.org Parent Command Center	Teacher	Dean of Students	Student Records Manager
Check-Outs	Front Office Staff	Assistant Principal	Principal	
Fees/Account Management	Administrative Assistant	Executive Director		
Extracurricular Activities				
Clubs	Sponsor	Dean of Students	Assistant Principal	
Athletics	Team Coach	Athletic Director	Executive Director	
Fundraisers	Assistant Principal	Principal	Executive Director	

School Building Level Committee (SBLC) Member List

Christin Anderson, Principal
<u>Travis Hunter, Assistant Principal</u>
Grade Level Teacher
Classroom Teacher

Grading Scale

A-100-93
B - 92-85
C - 84-76
D - 75-67
F - 66-Below

**No Hosanna student will
be allowed to opt out of
taking state tests.**

JPAMS Parent Command Center

Parents may check their students' progress and grades via the Parent Command Center which can be found under the Parents tab on the HCA website at www.hcablazers.org. To set up an account, parents must provide basic identifying information for the student, including a PSN. The PSN is the last five digits of the student's social security number. If you have any problems accessing the Parent Command Center, please contact the Student Information System (Student Records) Manager.

Records Request

Please allow a 3-day processing period for student records to be gathered, processed, and released. All financial obligations must be cleared to secure the release of student records.

Personal Items Policy

No toys or games are ever to be brought to school. The Academy and its employees are not responsible for lost or stolen items that transpire during the school year. Please impress upon your child the necessity of keeping any special or valuable items at home.

----- Search and Seizure -----

The HCA Administration reserves the right to search and inspect all persons and all of their personal belongings on campus or at any off-campus school event including, but not limited to: purses, backpacks, lunch boxes, and other personal belongings at any time for any reason deemed necessary and beneficial to school safety, the enforcement of school policies, and/or the benefit of the student body. The Administration may confiscate any dangerous or inappropriate items at any time, and it may not be returned. Students will immediately and cordially cooperate with all searches and seizures or potentially face immediate dismissal or expulsion.

No toys or games are ever to be brought to school. The Academy and its employees are not responsible for lost or stolen items that transpire during the school year. Please impress upon your child the necessity of keeping any special or valuable items at home.

Student Grooming and Personal Appearance

Accessories

1. **Necklaces** - one only; not tight fitting; no large emblems; Administrative discretion; no appeals
2. **Bracelets** - only one per arm for girls and boys--Administrative discretion; no appeals
3. **Headbands** - girls only, none for boys- (NO bandanas or scarves) Administrative discretion; no appeals
4. **Piercings** -girls ear only; two per ear; hoops & dangles OK no larger than a 50- cent piece; boys none; Administrative discretion; no appeals
5. **Wallet Chains** - none allowed; Administrative discretion; no appeals

Appearance & Grooming

1. **Modest**
2. **No Hats**
3. **Young Men's Hairstyles** (Administrative discretion; no appeals)
 - a. Fades Strongly Encouraged
 - b. **No man-buns of any kind. No ponytails. No hair accessories.**
 - c. Conservative Styles Encouraged
 - d. Short, regardless of style, Well-maintained, Off Collar, Out of Eyes
 - e. No Lines, Markings, Engravings, or Weight Lines
 - f. **No extreme HAIR colors**, i.e. No gray, blue, green, red, purple, pink, orange or similar; **when in doubt get prior approval from Principal or Dean** (Administrative discretion; no appeals)
4. **Young Ladies' Hairstyles** (*Administrative discretion; no appeals*)
 - a. Neat & Well-Kept
 - b. Conservative Styles Encouraged; Femininity is Important
 - c. **No extreme HAIR colors**, i.e. No gray, blue, green, red, purple, pink, orange or similar; **when in doubt get prior approval from Principal or Dean** (Administrative discretion; no appeals)

SPIRIT Day Attire Standard

Students must adhere to the Grooming & Personal Appearance guideline on "Spirit Days."

- "Spirit" Days- Current year Spirit shirts may be worn on Fridays with full length blue or black jeans (**NO distressed or patched JEANS, SHORTS, KHAKIS, LEGGINGS, OR JEGGINGS**) **All pants must be worn at waist level, i.e. no saggy pants.**
- **NOTE:** other current school year approved "HCA t-shirts, i.e., sports, spiritual, etc. can be worn on Spirit Days!
- "Casual Dress" Code is different (See "Casual Dress" flyer on next page)

"CASUAL DRESS DAY" STANDARDS

- Full length Jeans are allowed-blue or black only
- Shorts and skirts are allowed, no shorter than 4" above the knee
- Appropriate shirts or blouses
- All pants must be worn at waist level, i.e. no saggy pants.

The following items are prohibited:

- No distressed jeans (*no holes; no patches; neither torn nor faded*)
- No saggy or baggy pants
- No hats allowed (*unless specified by school administration*)
- No clothing with vulgar or inappropriate language or pictures
- No leggings
- No spandex, jeggings, skintight or form fitting clothing
- No pajama pants
- No spaghetti straps
- No backless shirts
- No backless sandals/shoes
- No clothing with holes or tears

Don't Lose Your Privileges!

Substance Abuse and Drug Testing

The HCA Administration may test any student at any time for illegal substances. Alcohol is an illegal substance for minors. Whistleblowers will always be protected. Evidence from social media may be prominent in decisions to drug test students. Parents may be required to pay for substance abuse tests as determined by the school Administration. Positive tests may result in dismissal or expulsion from the Academy. Students who are determined to have possessed illegal substances on campus with the intent to distribute will be prosecuted.

Parents may not be notified prior to testing. Students may be tested at any time without prior warning or parental notification. Signature of receipt of this document (the *HCA Redbook*) constitutes parental permission for drug testing by school officials at any time during a student's enrollment in HCA. All test results will be shared with parents.

Students refusing substance abuse exams will be immediately expelled. Students of parents who do not cooperate with testing protocols established by the school's Administration will be immediately dismissed.

Teacher Conferences

Appointments for teacher conferences must be made directly through the teacher. Please allow one or more working days prior to the conference date. Our teachers will make themselves readily available for you. Teachers are not required to hold conferences without prior notice and are not allowed to hold conferences during class time or carline. Please notify the Principal if you are having difficulty scheduling a teacher/parent conference.

In the event that a school administrator requires a mandatory parent conference, parents are expected to attend. HCA (K-8th) will have scheduled mandatory parent conferences throughout the school year for selected students. Additional conferences may be scheduled as needed. Please notify the school and reschedule if you are unable to make the conference. **Your teachers are your child's best resource at HCA, and you are our teacher's best resource for your child.**

2023-2024 Uniform Requirements

Pre-K4 thru 8th Grade

ALL UNIFORMS MUST BE PURCHASED FROM "SCHOOL TIME UNIFORMS"

(Bocage Village Shopping Center, 7745 Jefferson Hwy, Baton Rouge, LA 70809)

GIRLS	BOYS
TOPS: <ol style="list-style-type: none"> Red or gray banded pique polo shirt <i>(with HCA logo)</i> White Peter Pan shirt <i>(to be worn with HCA plaid jumper only)</i> 	TOPS: <ol style="list-style-type: none"> Red or gray pique polo shirt <i>(with HCA logo)</i>
GIRLS PLAID JUMPER* <ol style="list-style-type: none"> May be worn with white Peter Pan shirt <i>(with HCA logo)</i> <p>*May NOT be worn with banded shirt</p>	
BOTTOMS: Shorts- No shorter than 4" above the knee <ol style="list-style-type: none"> Plaid skorts or shorts **NO SKIRTS** Black shorts or pants Solid Black Belt 	BOTTOMS: Shorts- No shorter than 4" above the knee <ol style="list-style-type: none"> Black shorts or pants Solid Black Belt
SOCKS: <ol style="list-style-type: none"> SOLID white or black leggings SOLID white or black knee socks SOLID white or black crew socks 	SOCKS: <ol style="list-style-type: none"> SOLID white or black crew socks
SHOES: <ol style="list-style-type: none"> Tennis shoes ONLY <i>(any color combination)</i> 	SHOES: <ol style="list-style-type: none"> Tennis shoes ONLY <i>(any color combination)</i>
OUTERWEAR <ol style="list-style-type: none"> Jackets: <ol style="list-style-type: none"> Red or black Fleece jacket (with HCA logo) ANY SOLID red or black color jacket <i>(brand logo cannot be bigger than 3 inches)</i> ONLY HCA Sweatshirts/Hoodie- NO Hood worn in the building with **NEW** HCA Logo ONLY HCA Cardigan Sweater- black, red, or gray <i>(button up)</i> 	OUTERWEAR <ol style="list-style-type: none"> Jackets: <ol style="list-style-type: none"> Red or black Fleece jacket (with HCA logo) ANY SOLID red or black color jacket <i>(brand logo cannot be bigger than 3 inches)</i> ONLY HCA Sweatshirts/Hoodie - NO Hood worn in the building with **NEW** HCA Logo ONLY HCA Cardigan Sweater- black, red, or gray <i>(button up)</i>

Universal Policies

Applicable provisions of the *HCA Redbook* pertain to all HCA students at all times - on or off campus - during school sessions and during school holidays and the summer.

Any student may be disciplined (*including dismissal from the Academy*) for actions that violate school policies and/or misrepresent the Academy, regardless of where those actions take place, even if they take place at home or online.

Updated Contact Information

Parents, you must provide accurate contact information. If this information changes, **you must update immediately by providing our front office receptionist with changes in writing.** E-mails are acceptable.

In cases of divorce, whereby joint custody has been granted by the court, the Academy will consider the domiciliary parent to have the authority and control relative to decisions concerning the child and the school. Please inform us of any special conditions relating to grandparents and other family members who will be actively involved.

NOTE: Parents who are divorced, or legally separated, or living apart must provide the office a copy of the official documentation regarding CUSTODY, names of those allowed to pick-up child and visitation rights. HCA will follow the legal guidelines set by the court.

Visitors Policy

Before visiting your child's classroom, you must read and sign the *Parent Visitation Policy*. You must schedule appointments with the front office PRIOR to visit. An administrator must approve the appointment, you will be notified with a confirmation email/call. All visitors must check IN and OUT with the front office. Anyone visiting will be required to have their temperature checked and present an official driver's license or official state I.D. to receive a visitor's pass. Please return the visitor's pass and sign-out prior to leaving campus. Students are not allowed to have friends visit during the school day.

Classroom Visitation

****** VISITATIONS TO CLASSROOMS BY PARENTS, LEGAL GUARDIANS, OR OTHERS ARE BY APPOINTMENT ONLY AND WITH ADMINISTRATION APPROVAL ONLY*******

When arriving on campus, you must first visit the front office, {at which time your temperature will be checked}, sign in, provide photo 1.0., and secure a visitor's pass. Once in the classroom, your visit is limited to thirty minutes. Please do not speak with the teacher or student during the visit, as this is valuable instructional time. If you need to speak with the teacher, you can schedule a conference with the front office. Local, state, and federal laws prohibit the audiotaping or videotaping of someone without their permission. Therefore, we ask that you comply with this law. Please do not use your cell phones during class visits.

Grandparents may visit only on permission of the parent and must follow the same rules as Parents!

NOTE: Visitors will be escorted to the classroom for visitation by school personnel

FAILURE TO COMPLY WITH THE PARENT VISITATION POLICY MAY RESULT IN LOSS OF PRIVILEGE

APPENDIX

Classroom Visitation Policy

Dear Parent, Grandparent, or Guardian:

Thank you so much for being actively involved in your student's educational success. We are thrilled that you have decided to visit our classroom(s). We have a few guidelines that we require you follow on all classroom visits. These guidelines ensure that your visit is beneficial to your child, to her/his teacher, and to all of our students in the classroom.

NOTE: CLASSROOM VISITS ARE "BY APPOINTMENT ONLY"

1. Upon arrival on the appointment date, you are to sign in at the front office and obtain a visitor's pass.

NOTE: Visitors will be escorted to the classroom for visitation by school personnel

2. Your presence in the classroom is that of an observer only. Do not interact with or communicate with (*verbally or non-verbally*) students in the classroom unless directed to do so by the teacher. This includes your child.
3. This is a time for you to observe what goes on in your child's classroom and take notes. This is also a time for you to observe your child's behavior and interaction with her/his teacher and classmates. This visit is **NOT** a time for a teacher conference.
4. **Audio recordings and/or videotaping is strictly prohibited.**
5. You must always remain in the designated area(s) that you have been given permission to visit.

Student's Name (*Please Print*) _____

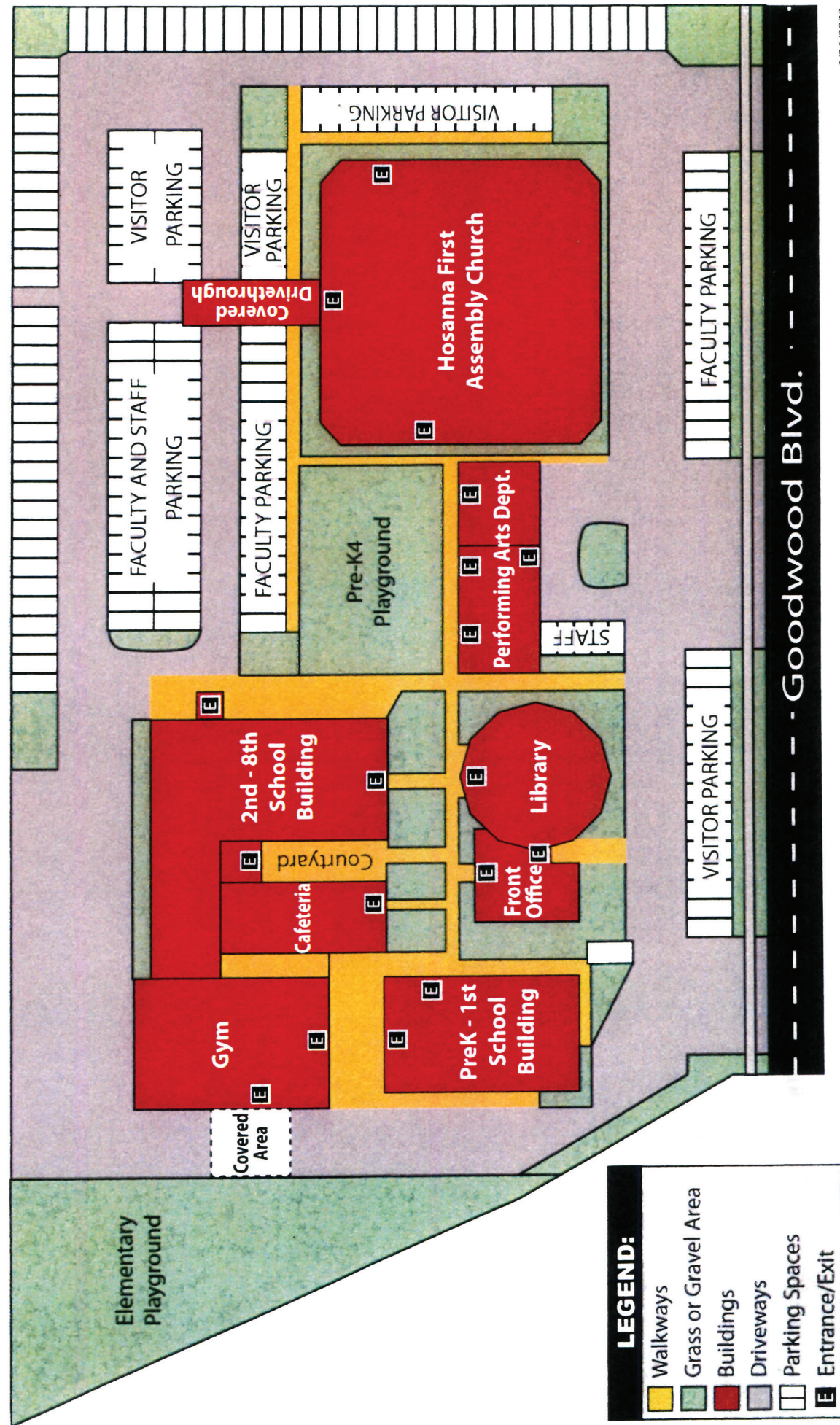
Parent Name (*Please Print*) _____

Parent Signature _____ Date _____

MAPS

HOSANNA CHRISTIAN ACADEMY AND HOSANNA FIRST ASSEMBLY

CAMPUS MAP



HOSANNA CHRISTIAN ACADEMY



3:00 - 3:30PM

PICK-UP PROCEDURE

LOCATION #1: Single Child Pick-Up
(Pre-K4 - 8th grade)

LOCATION #2: Family Pick-Up
(2 or more children Pre-K4 - 8th grade)

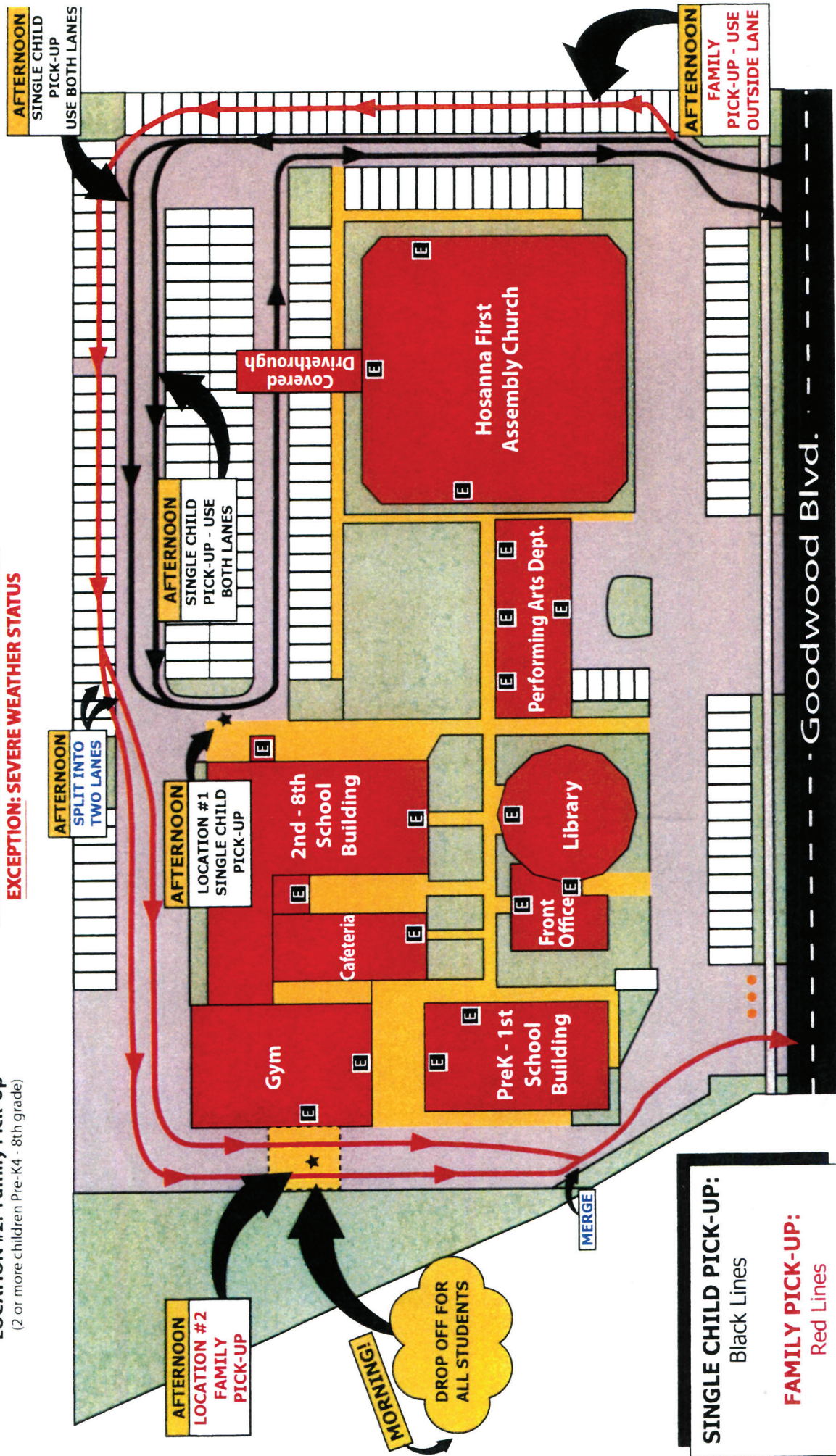
CAR LINE

5:00 - 5:30PM

AFTERSCHOOL PROGRAM PICK-UP

All children are to be picked up at the
"Single Child" Pick-up Location

EXCEPTION: SEVERE WEATHER STATUS



Car Line Do's and Don'ts

Do's	Don'ts
<ul style="list-style-type: none">• Drive slowly.• Be alert and attentive.• Have your children prepared to exit the vehicle.• Have your children awake, in uniform, & book sack ready.• Remain in your vehicle.• Watch for children.• Adhere to the drop off/pick up zones.• Have your student identification card visible.• A licensed, non permit carrying, driver w/ proper drivers license legally recognized by the state for child pick up.• Remain respectful to all other vehicles/drivers on campus.	<ul style="list-style-type: none">• Don't use cell phones in school zones. <i>(Comply with state law for 'Hands Free')</i>• Don't park and leave your car while in the carline.• Don't have an infant or non restrained child in the front or rear seat of your vehicle per state laws.• Don't exit your vehicle to approach another driver for any reason.

Car Line Times:

Mornings: 6:45 a.m.-7:30 a.m.

Afternoons: 3:00 p.m.-3:30 p.m.

Severe Weather Carline Conditions



Situation:

SEVERE WEATHER CONDITIONS

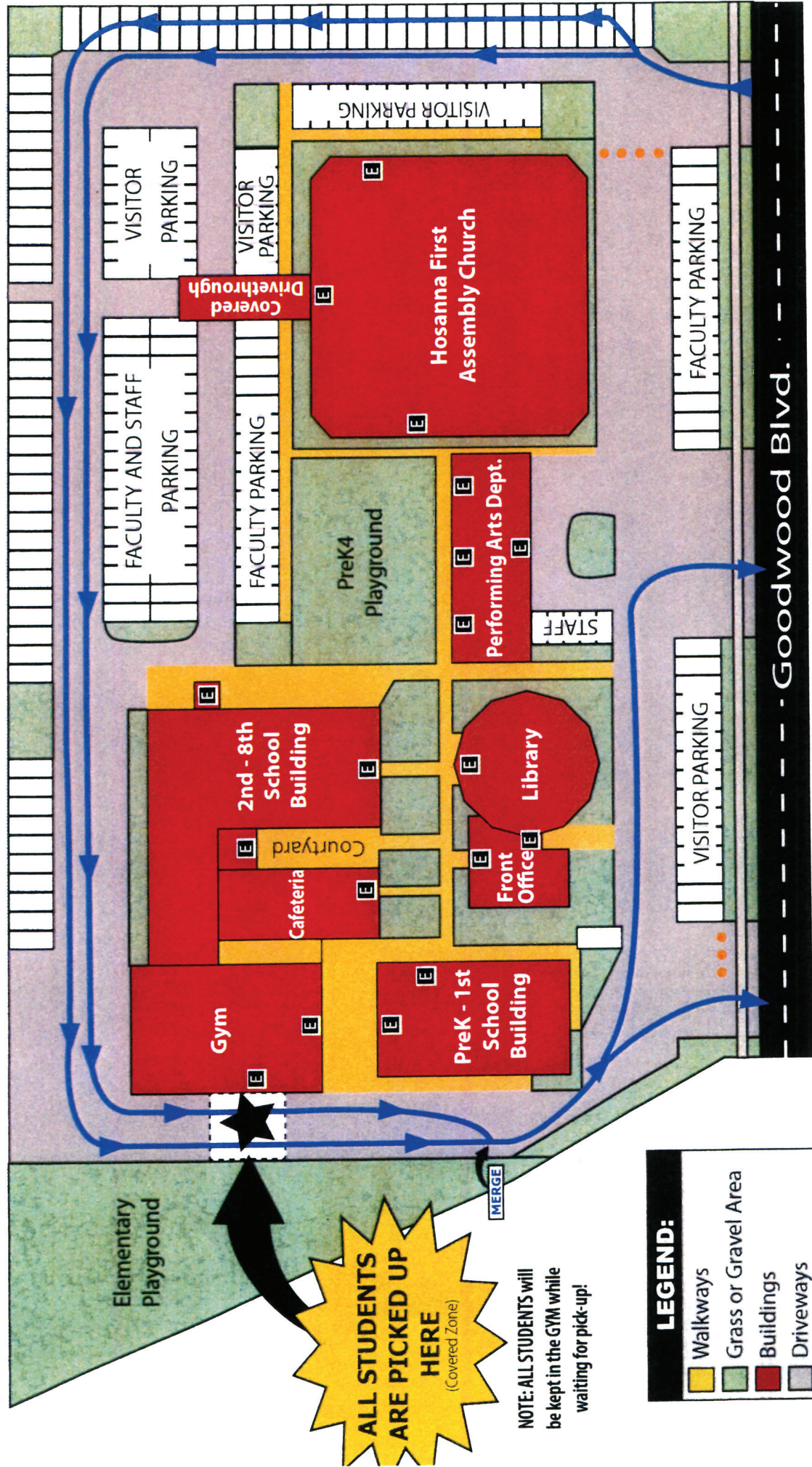
*forecast or actual heavy rain, wind,
or extreme heat or cold.*

Action: HCA Administration will declare "Severe Weather Carline Conditions" to provide all students and staff a SAFER environment during staging and loading of students at pick-up time. A "One Call" (*voice and TEXT*) will be sent to all parents for notification.

Impact on Parents/Guardians:

1. ALL STUDENTS (*PreK4-8th grade*) will be assembled (*by family*) in the Gym at 2:30 p.m. for pick-up. (**Note:** *if pick-up time is different than 2:30 p.m. it will be clarified in the One Call voice and text message*)
2. All incoming traffic to campus will be restricted to two (2) lanes. (**see illustration*)
3. All campus traffic will flow to one (1) pick-up location under the large awning on EAST SIDE OF GYM (same location as morning "Drop-off")
4. NO OTHER routine student pick-up location will be utilized under the "Severe Weather Carline Conditions"!
5. Drivers are requested to be EXTRA cautious and patient as delays are anticipated in loading all students from one location.

SEVERE WEATHER: CAR LINE ROUTE & PICK-UP LOCATION



Hosanna Christian Academy

8850 Goodwood Blvd. Baton Rouge, LA 70806 (225) 926-4885

Russell Marino, Executive Director Christin Anderson, Academy Principal

Dear Parents,

We are continuing our 1:1 Chromebook loaner program for the 2023-2024 school year. Chromebooks will be available for our students in grades 3rd thru 8th grade. We are committed to allowing the students access to information via the internet. This is our way of integrating technology into the student's learning process. We hope to continue to engage your children in additional critical thinking, collaboration, and communication skills.

We will begin handing out the Chromebooks the first week of school. The Chromebook will be used both in the classroom and at home for educational purposes. Teachers will vary in their expectations for Chromebook use, but your child will be expected to bring their **fully charged** Chromebook to school each day. They will also be responsible for the care of the Chromebook, charger, and case HCA will provide for their use this school year.

Attached is the Student Chromebook Contract to be signed by a parent/guardian and the student. These forms explain the proper use of each Chromebook, as well as our expectations for upkeep.

We look forward to working with you as we enter this new school year. If you have any questions, please contact the office and ask for Robin Tullier.

Respectfully,

Christin Anderson, Principal

Reggie Watts, Director of Tech-Ops

Robin Tullier, Technology Asst./Chromebook Admin.



CHROMEBOOK CONTRACT

revsd 6/28/23

Student Name: _____

Homeroom Teacher: _____ Grade: _____

Chromebook Number: _____ (office use only)

You will be loaned a chromebook for home/school use during the 23-24 school year. **YOU** are responsible for this item. You are obligated to pay for any repair/replacement due to damage incurred while it is in your care.

Please check your Chromebook at the **BEGINNING** of each session used and inform Ms. Robin Tullier or Mr. Reggie Watts **IMMEDIATELY** of any problems. Her email address is robin.tullier@hcablazers.org.

Violation of rules and/or observed misuse of the Chromebook will result in loss of privilege to use said item and possible disciplinary action.

GENERAL RULES FOR USE:

- 1.) **ONLY YOU** are to use **YOUR Chromebook**. No one is to use another student's device, including any members of your family or others residing in your home.
- 2.) Turn your device on and check for any damage or vandalism. Report any issues to Ms. Robin or Mr. Watts **IMMEDIATELY**.
- 3.) Be aware of where your Chromebook is sitting on your desk at all times and protect it from accidental damage.
- 4.) You are to use the Chromebook for school purposes **ONLY**.

COMPUTER SPECIFIC RULES:

- Bring your Chromebook to school each day, fully charged and in its case.
- Students will use laptops to visit only websites/software as instructed and allowed by the teacher. **NO EXCEPTIONS!** Violations of usage or damage will result in loss of Chromebook use and disciplinary action.
- Students will not have any food or drinks anywhere near the Chromebook.
- Students will handle the Chromebook as they have been instructed to in class and on the signed contract.



CHROMEBOOK CONTRACT

ACKNOWLEDGEMENT OF CHROMEBOOK CONTRACT

Please fill out and sign this form. This will take effect immediately upon receipt and be active until the student returns the Chromebook at the end of the school year.

	Parent Initial	Student Initial
I will use the internet and this device in a responsible way and only for educational purposes.		
I understand that my family will be responsible for the safety and protection of my Chromebook. My family is fully responsible for up to \$200 cost of replacement or repair should my Chromebook be lost, stolen, or broken in any way.		
I will not install or use file-sharing programs in order to download music, video, or other media (including duplicating copyrighted materials that I do not own.)		
I will report any problems with my Chromebook to Ms. Robin Tullier immediately. I will not attempt to repair the Chromebook on my own.		

I, _____, have read the rules for use of this Chromebook from HCA. I agree to abide by those rules. I understand that failure to abide by the rules may result in loss of privilege to use the device for a prescribed time (or possibly for the rest of the year) and possible disciplinary action.

Student Signature

Date

I, _____, the parent/guardian of the above student, have read and discussed the rules for use of this device with my student. I accept that failure to abide by the rules may result in loss of privilege to use the device for a prescribed time (or possibly for the rest of the year) and possible disciplinary action. In addition, I understand that I am obligated to pay for any repairs/replacement necessary due to damage/vandalism to the Chromebook caused by my student.

Parent/Guardian Signature

Date



Parent/Legal Guardian Media Consent Form

**Hosanna Christian Academy
8850 Goodwood Blvd
Baton Rouge, LA 70806**

I give my consent to Hosanna Christian Academy, its representatives and employees the right to capture various forms of media including but not limited to photographs, video, writing samples, projects, student accomplishments, audio, and other media forms of my child for the purpose of advertising or publicizing events in newspapers, newsletters, website, television, radio and other communication and advertising media.

I understand that the images will not be used for commercial gain nor will the images be sold to anyone for commercial use. I understand Hosanna Christian Academy is committed to protecting the privacy of students and will not release personal information of students.

I have read and understand the above:

Student Name _____ Grade Level _____

Parent's/Guardian's Name (Print): _____

Parent Signature: _____ Date: _____

Contact Number: _____ Email: _____

Handbook Acknowledgement Form

Parent / Student

The signature on this form indicates that you have read and understood all the information contained in the HCA Parent/Student Handbook. It also acknowledges the following:

☐ I have read and agree to abide by the guidelines in the **HCA CLASSROOM VISITATION POLICY**.

☐ I have read and give written consent to the **PARENT/LEGAL GUARDIAN MEDIA CONSENT FORM**.

Please return this acknowledgement form to the HCA Front Office after printing your name and providing a signature and date below.

Student Name(s)

Parent Name

Student Name(s)

Parent Signature

/
Date