

Parent/Student Handbook

2021-2022

Hershey Christian Academy



“Trust in the Lord with all your heart and lean not on your own understanding; in all your ways acknowledge Him, and He will make your paths straight” – Proverbs 3:5-6

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Foundational Statements

OUR MISSION

Hershey Christian Academy is committed to cultivating an educational environment where students are challenged to think independently and purposefully, where a grace-centered approach allows individual growth, self-confidence and worth in a safe classroom environment. We are convinced that an education that has Christ at the core will empower and equip students to be leaders in tomorrow's world.

OUR VISION

In partnership with parents, we prepare students to be individuals who are....

- Christ centered
- Gracious and forgiving
- Genuine
- Servant leaders
- Persons of character
- Committed to the betterment and growth of others
- Critical thinkers
- Global citizens who respect cultural diversity
- Resolvers of conflict through a restorative model and,
- Motivated learners who strive to reach their highest potential

OUR CORE VALUES

PASSION

We want every child who graduates from HCA to be passionate about Jesus Christ. Although it is not necessary that every student who attends HCA come from a Christian family, we want our students to understand how important they are to God. As is consistent with Biblical principles, true knowledge of and relationship with Christ is based upon a free and voluntary decision for Him. In that spirit, the school will present the facts and information that establish the truth and joy of the Christian faith and will model before them what it means to have him as Lord and Savior.

KNOWLEDGE

We want every child who graduates from HCA to have a well-developed Biblical worldview, with the ability to critically think, reason soundly and attain wisdom and knowledge. The highest possible achievement for any child is to understand and follow God's plan and purpose. The Bible, the inerrant Word of God, directs parents to prepare their children for Godly living. We believe that school is an institution that aids parents to fulfill this task.

INFLUENCE

We want every child who graduates from HCA to know that he/she has a calling to do amazing things for the Kingdom of God. We believe that together the home, school, church, and other aspects of a child's experience educate the whole child in preparation for adulthood. Since a child cannot be separated into isolated components, the school must address each of these interrelated components: spiritual, intellectual, social, emotional, and physical. Each child has individual strengths and weaknesses. Because of this, we believe a developmental approach to education is essential to maximize an individual's gifts. Our small class sizes allow us to reach each child's individual needs and help them uncover and encourage the development of their individual gifts and talents..."because every child is worth it!"

OUR PHILOSOPHY

The Hershey Christian Academy was first conceived in the spring of 2019 by a group of families and educators with a common vision that every child deserves an outstanding education in a Christian environment. Each child is on a faith journey that will lead to discovery of skills, talents and purpose that comes from a loving God, a Savior who finds worth in a relationship with us, His creation.

The highest possible achievement for any child is to understand and follow God's plan and purpose. The Bible, the inerrant Word of God, directs parents to prepare their children for Godly lives. We believe that school is an institution that provides assistance to parents in fulfilling this responsibility.

We believe that together the home, school, church, and other aspects of a child's experience educate the whole child in preparation for adulthood. Since a child cannot be separated into isolated components, the school must address each of these interrelated components: spiritual, intellectual, social, emotional, and physical.

Each child has individual strengths and weaknesses. Because of this, we believe a developmental approach to education is essential to maximize an individual's gifts. To that end, small class sizes will be emphasized.

It is not necessary that every student who attends Hershey Christian Academy be from a Christian family. Our goal is for every student to come to know Jesus Christ as his or her Lord and Savior and grow in knowledge of Him. As is consistent with Biblical principles, we will not push or demand that students make a commitment for Christ. True knowledge of Christ is based upon a free and voluntary decision for Him; in that spirit, the school will present the facts and information that establish the truth and joy of the Christian faith. A personal commitment to Christ is a decision left up to each student.

"That if you confess with your mouth, "Jesus is Lord," and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved." (Romans 10:9-10)

COMMUNICATION

Hershey Christian Academy wishes to encourage communication between students, their parents, and the staff about the school and the educational process. Furthermore, the school strives to involve parents in its operations. To that end we encourage parents to speak with teachers and administration. We also encourage parents to be aware of school matters by reading any written materials or electronic communication concerning the school and their child.

ACCOUNTABILITY

The Hershey Christian Academy will follow the New Testament principles of restorative justice as detailed in Ephesians 4:32 and Romans 12:17-18. The Bible and the school regard gossip as inappropriate and sinful behavior.

"Instead, be kind to each other, tenderhearted, forgiving one another, just as God through Christ has forgiven you." (Ephesians 4:32)

"Never pay back evil with more evil. Do things in such a way that everyone can see you are honorable. Do all that you can to live in peace with everyone." (Romans 12:17-18)

Everyone involved with the Hershey Christian Academy, parents, students, staff, board members, and members of the association will be expected to carry out the principles of Godly speech and confrontation.

It is HCA's prayerful desire that matters will be resolved in a gracious, Christ-honoring restorative way. Students can expect that their concerns will be addressed, and staff will work with them to resolve conflicts as outlined below from the Crisis and Trauma Resource Institute.

Step 1: Invite full participation and consensus.

Step 2: Work towards healing what has been broken.

Step 3: Seek direct accountability.

Step 4: Reintegrate where there has been division.

Step 5: Strengthen the community and individuals to prevent further harms

NON-DISCRIMINATION STATEMENT

Hershey Christian Academy admits students of any race, color, national or 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 the administration of educational policies, admissions policies, scholarship, and loan programs, athletic, or other student administered programs.

Faculty & Administration

Christopher Miller.....	Administrator & middle school bible
Alysia Wertley.....	Administrative assistant
Jill Cedeño	After-school clubs coordinator
Cathy Snyder.....	Prekindergarten educator
Niccole Rice.....	Kindergarten educator
Jodi Kirman	1 st grade educator
Nicole Feinour.....	2 nd & 3 rd grade educator
Patrick Hamill.....	4 th grade educator
Cindy Kern.....	5 th & 6 th grade educator, elementary department leader
Wendy Moyer	5 th & 6 th grade teaching aide
Sue Eckert	Secondary educator, secondary department leader
Steve Koons.....	Art educator
Nancy Miller.....	Elementary Spanish educator
Cindy Kulp	Secondary Spanish educator
Brenda Oren.....	Secondary science educator
Brittany Linburg	Secondary math educator, STEM & digital skills educator
Jim Fairman.....	Music, instrument lessons, phys. ed., jump start & high school bible



School Board Members

Kylie Murray – Chairman724-255-2106
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Nick Aragon - Vice Chairman415-730-2322
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Secretary.....
Vacant

Treasurer
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Term Limits

Expiring 2022: Jennifer Shaffer, and Kylie Murray

Expiring 2023: Doug Edmondson, Paul Weston, Rebekah Manney

Expiring 2024: Nick Aragon, Myron Selby

2021-2022 Hershey Christian Academy School Calendar

Early Dismissal for Students
No School for Students
No School for Students & Staff
Significant Date/Event

School Day: 8:15 am – 3:00 pm
Jump Start: 8:15 am - 8:30 am
Drop off Starting at 8:00 am
Before School Club 7:30am-8am
After School Club 3 pm-5:30pm
Early Dismissal: NOON

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

August	
3	National Night Out
5-6	Global Leadership Summit

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

September	
1-2	In Service Day
3	Back-to-School Picnic @ 5:30 pm
7	First Day of School; Full Day for 1st-11th Grade
7	Pre-K and Kindergarten Orientation: 9am-10:30am
8	First Day of School for Pre-K and Kindergarten
13	Back-to-School Night @ 6:30 pm
22	See You at the Pole @ 8:15 am
27	Fall Parent Association Meeting @ 6:30 pm

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

October	
1	Fire Safety Training
1	Spirit Day & Bonfire
11	Columbus Day: NO SCHOOL
22	Grandparents Day: NOON DISMISSAL
23	Fall Festival

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

November	
5	1st Marking Period Ends
11	Veterans Day: NO SCHOOL
18-19	Conferences: NOON DISMISSAL
22	Thanksgiving Feast Prep
23	Thanksgiving Feast
24-26	Thanksgiving Break

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

December	
10	Christmas Concert @ 6:30 pm
13-17	Spirit Week
22	Jesus' Birthday Party: NOON DISMISSAL
23-31	Christmas Break

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

January	
13	Winter Parent Association Meeting @ 6:30 pm
17	Martin Luther King Jr. Day: NO SCHOOL
21	2nd Marking Periods Ends
29	Open House 1-3 pm

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

February	
6	Open House 1-3 pm
21	President's Day: NO SCHOOL
26	Open House 9-11am

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

March	
4	HCA Talent Show @ 6:30 pm
11	Missions Day
22	Open House 6-8 pm
29	3rd Marking Periods Ends

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

April	
7-8	Conferences; NOON DISMISSAL
14-19	Easter Break
24	Open House 1-3 pm
29	Spring Concert @ 6:30 pm

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

May	
16	Spring Parent Association Meeting @ 6:30 pm
30	Memorial Day: NO SCHOOL

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

June	
3	Field Day
10	4th Quarter Ends: LAST DAY OF SCHOOL; 11:00 am EARLY DISMISSAL

Admissions/Retention Policy



Selecting a school for your child is an important task. Parents look carefully to identify a program that will provide their child with the resources they will need to achieve their spiritual and academic goals. At the same time, it is important to look closely at the philosophy of the school and to make sure that it reinforces the values that are taught in the home. To assist you in this process, the following information

has been compiled which further explains the admission process utilized by Hershey Christian Academy (HCA). A complete admission packet can be obtained by contacting the school office at 717-312-7595.

ADMISSION – NEW STUDENTS

The following criteria will be used in admitting students to and readmitting students at HCS:

1. It is the policy of HCA not to discriminate on the basis of an applicant's race, color, gender, or ethnic origin.
2. Parents/guardians must sign the **Philosophy of Education Acknowledgement. Both parents and students (grade 6-12) must sign the student Code of Conduct Agreement form. Both parents and students (grades 1-5) must sign the Bullying Prevention Policy.**
3. Parents/guardians must agree that:
 - a. HCA has full discretion for the grade placement of students.
 - b. They will meet all tuition and other required financial obligations.
4. Families with a child currently enrolled in the school will be given first priority in registering that child (and any additional children) for the next academic year. However, once community registration begins, all applications will be processed based upon when they are received.
5. Attendance at HCA is a privilege. If at any time a student's conduct, academic progress, or cooperation with the school administration is inconsistent with the school's philosophy or standards, HCA maintains the right to dismiss the student. If at any time a parent's conduct or cooperation with the school administration is inconsistent with the school's philosophy or standards, HCA maintains the right to dismiss the student.
6. Students accepted for enrollment are initially placed on a provisional status. This period of time lasts for no longer than nine weeks. During this time the school will work closely with the student and parents to assess the extent to which the needs of the student are being met and to determine if the student's performance and behavior are consistent with the philosophy and standards of HCA. At the end of the first nine weeks of school, each student's academic progress, attendance record, and behavioral pattern will be reviewed. If no deficiencies are identified, the student will be placed on full admission status.

If deficiencies are identified relative to the student's academic progress, attendance record, or behavioral pattern, he/she will begin an intervention program. Prior to the beginning of this

program, the parents, teacher(s), and administration will meet to develop and agree upon a written plan for improvement. This plan will outline specific goals to be reached by the end of the next nine weeks of school.

If the plan for improvement is successful and the student has achieved the goals outlined in the plan for improvement, he/she will be reassigned to a provisional status and will undergo another review at the end of the next nine weeks of school. If no deficiencies are identified at the time of the second review, the student will be placed on full admission status.

If, however, the student does not achieve the goals outlined in the plan for improvement, it shall be understood that HCA has been unable to meet the needs of the student, and HCA reserves the right to dismiss the student.

7. HCA is a private school that seeks to meet the spiritual and academic needs of all students. This requires flexibility and effective communication between the school, the student, and his/her family. Unfortunately, there may be times when HCA cannot adequately service certain students with special needs. Therefore, HCA must reserve the right, at the discretion of the administration and board, not to admit or not to retain students who cannot be adequately serviced.
8. Prospective students will be given an entrance assessment to determine grade placement. Students who test two or more grade levels below their age-appropriate grade may not be accepted for admission.
9. HCA reserves the right not to admit students who have been expelled from another school or who have repeated more than one grade.
10. Prospective Prekindergarten students must be four years old by September 1 of the school year. Prospective Kindergarten students must be five years old by September 1 of the school year.
11. Acceptance or rejection of applicants will be provided through written notification.
12. The application fee will be refunded in the event the student is not accepted for admission.
13. Parents and student(s) must be interviewed by the administration or their designees.
14. HCA may accept transfer students. However, families transferring a child from another school must provide HCA with documentation upon request that verifies they have met all financial obligations at the previous school.
15. A physical examination by a licensed physician is required for all students entering school for the first time and those entering grades 6 and 11. A dental examination is required for all students entering school for the first time and those entering grades 3 and 7. Evidence of a current (within one year) negative Tuberculin test is required for any child who has lived abroad.
16. The following information must be provided before an application can be processed:
 - a. Completed registration form and payment of the application fee.
 - b. Immunization record indicating compliance with state regulations.
 - c. Current report card (except Kindergarten students).
 - d. Academic records.

- e. Proof of age.

Enrollment will not be finalized until all required forms are completed, reviewed, and filed with the School.

- 17. HCA reserves the right to dismiss a student if his/her family's financial obligations are not fulfilled.

RETENTION – RETURNING STUDENTS

- 1. Students who successfully complete their academic requirements and who have exhibited behavior that is consistent with the standards and philosophy of the school will be advanced to the next grade on a preferential basis.
- 2. At the discretion of the board of directors or the school administration, a student may not be advanced to the next grade for reasons that include, but are not limited to, the following:
 - a. Failure of two or more major subjects.
 - b. Teacher recommendation.
 - c. Parent request.
 - d. Excessive absences.

ADDITIONAL PARENT/GUARDIAN RESPONSIBILITIES

- 1. Understanding of and adherence to the financial policies of the HCA Association.
- 2. Adherence to the regulations listed in the HCA Parent/Student Handbook.
- 3. Provision of any vision, dental, medical, or mental health needs and/or insurance needs of their child(ren) while they are in attendance at Hershey Christian Academy.
- 4. Respectfully communicate with teachers and staff members.

PARENTAL INVOLVEMENT

HCA Welcomes parent involvement! Here are some of the many opportunities available for service:

- 1. To lend practical help in areas of service for the school.
- 2. To seek unity (especially when offense is taken) by following the guidelines found in Matthew 18:15-20.
- 3. To attend "Meet the Teacher Night" and all regular HCA Association meetings in order to stay informed about the school's activities and procedures.
- 4. To support the school's fundraising programs, which help offset the gap between tuition and the total cost of operating HCA.
- 5. To support the school financially through tax deductible gifts when possible.

HCA Tuition Policy

POLICY STATEMENT

The staff, directors, families, contributors, sponsors, and volunteers of Hershey Christian Academy (HCA) undertake significant sacrifices to provide a loving, caring, and intellectually challenging educational environment for children to learn. HCA cannot operate to meet the educational needs of students, pay the HCA's staff, or cover other necessary expenses unless parents or guardians pay tuition and fees in a timely manner. Accordingly, it is the policy of HCA that timely payment of tuition and fees in full is a condition of a student's good standing and continued enrollment.

HCA recognizes and understands, however, that not all families can afford to submit tuition payments in full in order to send their child or children to school without some flexibility in the tuition policy. Accordingly, it is the policy of HCA to make reasonable attempts to accommodate a student's financial situation.

To that end, HCA has established the following Financial Aid Packages that include (or will include in the future): **Tuition Payment Options, Family Discounts, Referral Bonuses, and Tuition Assistance.**

At this time, HCA offers **Tuition Payment Options, Family Discount and Referral Bonus.** Tuition Assistance involves an application process by a confidential third party and School Board approval.

DESIGNATED ACCOUNTS RECEIVABLE CONTACT

Each family will designate an Accounts Payable contact for each student. The designated accounts receivable contact will be legally responsible for all costs associated with the student(s) tuition costs.

FINANCIAL AID PACKAGES

A. Tuition Payment Options: HCA's fiscal year runs from July 1st to June 30th. HCA has five payment options available for families. They are as follows:

- **Payment in Full – Discount:** A 2% discount will be applied to base tuition when **paid in full prior to July 31st**. The discount **may not** be applied to the family discount tuition reduction. Tuition paid in full is non-refundable after September 1.
- **Payment in Full – No Discount:** Base tuition may be paid in full at any time after the discount period. Tuition paid in full is non-refundable after September 1.
- **11- Month Payment Term:** Tuition is due in 11 monthly installments with payment **due on the 5th of each month**. The first payment is non-refundable. The 11-month plan will begin with the first payment in July, and the last payment in May.
- **Quarterly Payment Term:** Tuition is due in four installments with the following payment dates; **July 5th, October 5th, January 5th, and April 5th**. The first quarterly payment is non-refundable.
- **Non-Traditional Payment Term:** For those families that may need and qualify for a non-traditional payment term, HCA is willing to set-up a schedule of payments. Families in need of this non-traditional payment term should contact Andria Jacobs or the HCA Office to make arrangements.

- B. Family Discount:** HCA offers a discount on tuition for families who have 3 or more children attending. A **\$250 discount** will be offered on **each student** and will be deducted off of the base tuition when a family has three or more students attending.
- C. Referral Bonus:** HCA relies on and encourages families of current students to refer new students from their families or other families. For families who refer a new student who attends HCA, there is a **\$500 Referral Bonus** available. Families may be eligible for an unlimited number of referable bonuses. The Referral Bonus will be paid on September 1st. If tuition has already been paid in full, then a refund of the amount of the bonus will be provided by check.
- D. Tuition Assistance:** Tuition Assistance is available on a first-come, first-served basis. The *maximum* amount of assistance available is 50% of the current tuition. Please contact the office if you would like to apply for assistance.

FEES & DEPOSITS

- A. Application Fee:** The application fee is non-refundable and must be paid with submission of the application to HCA. Application fees are posted with the yearly tuition cost.
- B. Supply Fee:** The supply fee is non-refundable, is separate from tuition payments and must be paid in advance by **July 1 or within 15 days of school acceptance**, if a new student. The supply fee will be posted with the yearly tuition cost.
- C. Re-Enrollment Fee:** Annually, an opt-out form will be sent home with students in February. Any accounts to which forms were not received by **February 28** will automatically be charged the stated re-enrollment fee, and payments will be divided into three equal amounts starting in March and ending in May. The re-enrollment fee reserves a spot for the returning student in the upcoming school year and pays for the supplies for the student for the upcoming school year. Re-enrollment fees paid are non-refundable. The re-enrollment fee will be posted with the yearly tuition cost.
- D. Late Fee:** Tuition payments not received within 30 days of the due date will be considered late. A \$30 late fee will be charged, and a late notice will be provided. Should payment still not be made within 60 days of the due date, a certified late notice will be mailed. Accounts will be made up to date within 1 week or the student will not be permitted to attend school.
- E. Other Fees:** HCA reserves the right to charge other fees as needed in regard to applications for financial aid, tuition assistance, etc. Additionally, any fees encountered due to non-sufficient funds, return of tuition payments, or fees charged by HCA's bank due to an issue with the tuition payments will be charged to the student's account for reimbursement to HCA and will be due immediately.

PAST DUE TUITION COLLECTION

When tuition is not paid within 60 days of the due date, HCA may proceed with collection activity to the fullest extent. All fees incurred by HCA in an effort to collect on the debt will be the responsibility of the student's designated accounts payable contact.

STUDENT WITHDRAWAL

When a student withdraws, a 30 day written notice is required to be provided to HCA's Office. Should a student withdraw after the 5th of the month, tuition for that month will not be refunded.

RELEASE OF RECORDS

Records will not be released until all financial obligations to Hershey Christian Academy are met.

Medical/Health Policies

*All HCA teachers and staff are First Aid and AED Certified. A student requiring first-aid must report to the school office. *Please see Appendix A for the school response to the COVID19 Pandemic. Also see Appendix B for our mandatory signature required on acknowledgement of facial coverings.*

EMERGENCY FORM

At the beginning of each school year, parents are required to fill out and sign an **“Emergency Form.”** It has important emergency information on it that will be readily available throughout the school year for school-related trips or off-campus activities.



The **“Emergency Form”** is also used to contact a parent in the case of an emergency or illness. It is imperative that parents keep all information on this form current.

MEDICATION POLICY

As a private school in Derry Township, HCA falls under the Derry Township physician. Certain medications may be administered during the school day with parental permission but does not need a physician’s signature. Parents must indicate on the **“Authorization for Medication Form”** which OTC (over the counter) medications are permitted to be given during the school day if needed.

Any student in need of taking a medication not on the **“Authorization for Medication Form”** (prescriptive and/or over-the-counter) during school hours must submit **ALL** of the following to the school office:

1. A doctor’s written instructions must be on record in the school office for each medication to be administered.
2. A student’s parent/guardian must provide written permission via the **“Medication Consent Form.”** These forms may be obtained in the office.
3. All medicine must be in the original container and labeled with: the child’s name, instructions for administration, content identification, and the name of the physician who ordered the medication. We recommend that you ask the pharmacist for a “school bottle” with a complete label that includes the information mentioned above and the amount of medication that will be needed at school.
4. Immediately upon arrival to school, all medication is to be brought to the office by the student or parent.
5. NO prescriptive or over-the-counter medication may be carried/kept in a student’s pocket, purse, lunchbox, book bag, or locker. The only exceptions are a physician prescribed inhaler for asthma or an emergency anaphylactic kit with a written prescription in the office stating that the student may carry the medication with him/her.
6. The school office staff shall observe administration of medication in the school office.
7. Parents/guardians may personally bring medication to the school office and administer it to their child at any time.

STUDENT ILLNESS

1. Staying Home

- A. FEVER – If your child’s temperature is 100° or more – keep him/her home. Fever usually indicates illness. Your child may return to school when there is no fever for 24 hours without medication.
- B. COLD/SORE THROAT/COUGH – If your child is very congested and/or has frequent coughing or sneezing, keep him/her home. With a sore throat, if there is a fever or white spots in the back of the throat, keep him/her home.
- C. STOMACH ACHE/VOMITING/DIARRHEA – Keep your child home if his/her stomachache limits normal activities; if there is vomiting within the last 24 hours or if he/she has diarrhea. A child should be able to tolerate a normal diet before returning to school.
- D. ANTIBIOTICS – When a child is placed on an antibiotic, he/she may return to school after 24 hours of treatment and is “fever-free”.

2. Leaving Early

A student who becomes ill during the school day must report to the school office. The severity of the illness and the need to leave school must be reviewed with the trained first-aid provider. If a student needs to be sent home early from school due to illness, the school office staff, or the administrator, will contact a parent. Efforts to contact a parent will be made through the use of telephone numbers provided on the **“Emergency Form.”** Students will be released only to the individuals named on the **“Emergency Form.”** Students may not call parents to ask to be released as an alternative to seeing the first-aid provider. In the absence of the first-aid provider, the administrator or his designee will be responsible for release of the student.

We want to try to have a “HEALTHY” school, so please keep your child home when he/she is ill. Children do not learn well if they do not feel well. THANK YOU for your cooperation!

RELEASE FROM PHYSICAL EDUCATION CLASSES

All written requests (physician and/or parental) for release from physical education classes shall be **submitted to the school office before morning classes begin**. Determination of the level of participation or exclusion will be made on an individual basis by an evaluation of presenting conditions. If an injury or illness necessitates an extended absence from physical education (more than two days), a written physician’s excuse is required to be on file in the school office.

MANDATED IMMUNIZATIONS

1. Required Immunizations for Elementary School Enrollment

Following are immunization requirements for students starting school for the first time, usually kindergarten or first grade (but will also include any student who has not yet been enrolled in any schooling program who is entering a higher grade).

- **4 doses of DTaP vaccine**
- **3 doses of Inactivated Polio vaccine**

- **2 doses of Measles, Mumps, and Rubella vaccine (usually given as MMR)**
- **3 doses of Hepatitis B Vaccine**
- **Proof of current (within one year) negative Tuberculin test or chest x-ray** is required for **those students who have lived abroad**. A BCG does not preclude the student from having a tuberculin skin test. However, the parent may elect to skip the skin test and have a chest x-ray completed for proof of absence of disease.
- **Varicella (chicken pox) immunity**, either from vaccination (2 doses), history of disease or laboratory testing.

2. Required Immunization for Secondary School Enrollment

Following are immunization requirements for entering students.

- **4 doses of DTaP vaccine**
- **3 doses of Inactivated Polio vaccine**
- **2 doses of Measles, Mumps, and Rubella vaccine (usually given as MMR)**
- **One dose of Meningococcal ACYW Vaccine**
- **Proof of a current (within one year) negative Tuberculin test or chest x-ray** is required **for those students who have lived abroad**. A BCG does not preclude the student from having a Tuberculin skin test. However, the parent may elect to skip the skin test and have a chest x-ray completed for proof of absence of disease.

MANDATED SCREENING/EXAMINATIONS

The Pennsylvania school health laws require the following screenings and examinations:

1. Vision Screening: All Grades
2. Hearing Screening: Kindergarten; Grades 1, 2, 3, 7 and 11
3. Height and Weight: All Grades.
4. Body-Mass Index: Grades K-8
5. Scoliosis Screening: Grade 7

The nurse assigned to HCA from Derry Township School District will complete the above mandated screenings in school. However, if you do not want your child screened, a written notice of refusal and physician documentation of screening results must be presented to the school office **prior to the first week of September**.

6. Physical Examinations: Upon original entry into school, grades 6 and 11 students, and new entrants.
7. Dental Examinations: Upon original entry into school, grades 3 and 7 students

The physical and dental examinations need to be performed by the student's private physician/dentist because he/she has the best knowledge of the student's health and may recommend immediate steps for any needed remedial care. Examinations may be done by the family physician/dentist during the summer months **no earlier than the month of May**. Any such examinations must be recorded on the appropriate forms and will be accepted as the required examination for the upcoming school year. Completed forms should be returned to the school office.



Attendance Policy

The Hershey Christian Academy staff and administration believe that instruction within the classroom is vital to the learning process of all students attending our school. A day lost from class can never be replaced. It is more difficult for students to achieve their personal best and feel successful in their academic and social development without regular attendance in school. Parents/Guardians are required to assure and be responsible for the student's attendance through the laws of the Commonwealth and Hershey Christian Academy.

MORNING ARRIVAL PROCEDURES

All students may enter the building at 8:00am. Any students arriving prior to 8:00am must be enrolled in the Before School Program and will be under the coordinator's supervision.

Elementary Students K4-6th Grades

The school day for students in **grades PreK-6th begins promptly at 8:15am and ends at 3:00pm.**

Any PreK-6th grade student arriving between 8:00 and 8:15am will be under supervision in the gym. From 8:15 until 8:30am all elementary students **will be required** to participate in Jump Start as part of their physical education classes. Any elementary student arriving after 8:15am must report to the office to sign in and will be regarded as tardy.

Secondary Students 7th-11th

The school day for students in **grades 7-11 begins promptly at 8:15am and ends at 3:00pm.**

Any student arriving between 8:00am and 8:15am will be allowed into the building and proceed directly to their classroom.

AFTERNOON DISMISSAL PROCEDURES

1. Students will be dismissed under staff direction.
2. Students are to leave the building in an orderly manner.
3. If for any reason a parent should desire to pick up his/her student from school instead of allowing him/her to use the bus service, a written note must be submitted to the school office. In the event a note is not turned in to the office, a phone call from the parent will suffice.
4. In order for any student to be dismissed in any manner that differs from his/her regular dismissal procedure, parental permission is required.
5. Failure to notify the office through written or phone communication before 2:45 p.m. may result in your student being required to ride the bus home.

ABSENCE POLICY

Full-day students in grades PreK-11 who arrive after 11:45am or leave school for the remainder of the day before 11:45am, will be marked with a half day absent. If a student is sent home due to illness or other valid reasons before 11:45am, the student will be marked "excused absent" for half the day. If

a student leaves school for a valid reason and returns to school later in the day, the student must be present for a total of 3 ½ hours to receive credit for the day.

ABSENCES

1. Each student is required by state law to attend school each scheduled day unless prevented from doing so for mental, physical, or other urgent reasons. According to state regulations 22 Pa. Code, Chapter 11.25a, “urgent reasons” is to be strictly construed and does not permit irregular attendance.
2. State law determines legal and illegal absences. **Illness or death in the family is the only excusable absences.** Absences for educational experiences may be excusable if the procedures and guidelines as stated in the HCA policy for Excused Educational Family Trips section are followed (see below).
3. Any student who is absent must submit an excuse, written by the parent/guardian, **on the first day back from the absence**. A doctor’s written excuse is required after absences of three consecutive days or more due to an illness. This excuse should be specific as to the illness, which will help your student’s teachers know what to expect of him/her as far as make-up work is concerned. Excessive absences, excused or unexcused, may require that further absences must have an excuse from a physician. Parents are encouraged to call the school on the day of the absence. However, that phone call does not take the place of the written excuse note that must be submitted to the school office.
4. Students who are absent because of communicable diseases must conform to the quarantine laws for such diseases.
5. Students **must** be in attendance for 3 hours of academic instruction (half a school day) in order to be eligible to participate in any extracurricular activity on the same day.
6. Three illegal (unexcused) absences will require a conference of the parents and administrator to resolve the situation in an agreeable manner, with the hope of avoiding undue public attention.
7. Illegal (Unexcused) absences beyond three days will be dealt with according to the procedure of the state school laws. Such a situation could be referred to the public-school truant officer in the student’s school district. At this point, Hershey Christian Academy will not be responsible for actions taken by the local school district. Truant officers may be assigned by the local school district to contact the family and fines may be levied.
8. A student who is absent more than thirty (30) days in one year is liable to be retained in his/her present grade.

EARLY DISMISSAL PROCEDURES

• Grades K-6 Dismissal procedure

Parents are urged to leave their children in school all day. Doctor or other appointments should be scheduled outside school hours or on school holidays whenever possible. If a child needs to be dismissed early, he/she should bring a note to his/her teacher stating the time and reason. **Parents must come to the school office to sign their child out. Parents should not go to the classroom for**

their child. Students will only be dismissed with the permission of the office. Your cooperation is imperative for the safety of all students.

- **Grades 7-11 Dismissal procedure**

Any student needing to be dismissed for medical reasons or other appointments should bring in an early dismissal slip to the office either the day before or the morning of the scheduled appointment. Doing so will enable teachers to be prepared to dismiss the student from class in a timely fashion. Early dismissal forms may be found in the appendix section of this handbook or may be obtained from the school office. The office will sign the student's pass and record the appointment. During the class period when the student should leave for his/her appointment, he/she should show the teacher his/her pass, and the teacher should dismiss the student to the office. The parent or the person authorized to pick up the student must sign the student out from the office. Upon returning to school on the same day, the student must report to the office to sign in and to be readmitted to school. Parents are strongly encouraged to limit appointments during school hours.

SIGNING IN AND OUT OF SCHOOL

1. Students who are leaving school for an excused appointment must present a parental note to the office at the beginning of the same day.
2. The office will issue an *"Early Dismissal Pass"* to the student.
3. The parent or the person authorized to pick up the student must sign the student out from the office. Upon returning to school on the same day, the student must report to the office to sign in and to be readmitted to school.
4. Parents are strongly encouraged to limit appointments during school hours. Students are responsible for making up any missed work while out of school for an appointment.

EXCUSED EDUCATIONAL FAMILY TRIPS

We at HCA realize that there is great value in a family trip used as an educational experience. We feel such trips can be beneficial as students grow in their awareness of the greater community and culture around them. It is our desire that these trips be integrated into the child's total learning experience between home and school.

Parents must make the request in writing and have the approval for each child at least 5 school days in advance of the time of the absence, using the *"Educational Family Trip/Pre-Arranged Absence Request"* form. This form can be obtained from the school office.

1. The student must ask each of his/her teachers to sign an *"Educational Trip/Pre-Arranged Absence Request Form."*
2. Parents must then sign the completed form and submit it to the office for the Administrator's consideration. In deciding whether to permit the absence, the administrator will weigh the following:

- Academic achievement.
- Duration of absence, attendance history.
- Extenuating circumstances that would warrant the absence.

3. Homework will be assigned in advance so the student can keep up with the work to attain the skills that were missed during the absence. Upon return from an approved trip, each student is responsible to contact each of his/her teachers to turn in completed work, to get missed assignments, and to schedule missed tests and quizzes.
4. Students may be required to either share their experience with fellow classmates through the presentation of artifacts, souvenirs, pictures, slides, etc., or prepare a diary/journal to be handed into the homeroom teacher upon return.
5. For extended absences, the school encourages students to enroll in a school at the designated location or be home schooled.

Please note that we discourage families from taking educational trips during the first and the last weeks of school. Such trips may not be approved as excused absences.

RELEASE OF STUDENTS TO THIRD PARTIES

The school will release a student to a third party if that person is named in writing by the child's parent. That person has to be named specifically as a person responsible in an emergency on the "*Emergency Card*" that is filed in the school office or the office must have a dated note from the parent asking HCA to release the student to this designated person. **STUDENTS MAY NOT BE RELEASED FROM THE CLASSROOM.** All release requests must come from the office.

SKIPPING CLASSES

Students are expected to attend all of their scheduled classes. Making the choice to skip a scheduled class may result in receiving zeros for any work, assignments, quizzes, or tests in that class.

TARDINESS

Hershey Christian Academy recognizes that consistent daily school attendance is an integral and essential part of the learning process. It is also very important that each student arrive to school and be prepared to start his/her day on time. In light of this, Hershey Christian Academy recognizes the importance of a student being on time each school day for the following reasons:

- A student arriving to school on time has the advantage of starting the day with the rest of his/her class.
- Important information can be missed when a student arrives late.
- Students arriving late may interrupt the learning process taking place in the classroom.

All students arriving after 8:15am will be considered tardy unless they are riding on a bus that has arrived late. All students riding with a late carpool will be credited with an unexcused tardy. It is the responsibility of parents to ensure that their children arrive at school on time each day.

Students will be allowed up to three unexcused “tardies” per quarter. The fourth tardy will be converted to an unexcused absence. Students are allowed three unexcused absences per year.

Tardies will be marked as unexcused if the student does not turn in a note from a doctor or responsible adult when he/she arrives at the school office. The tardy will remain an unexcused tardy until a note is submitted to the office.

Tardies are excused for the following reasons:

- Medical appointments
- Family emergency – serious illness or injury to family member
- Traffic accident
- Weather-related or traffic-related delays that affect other families in the school

TARDINESS TO CLASS

Students are expected to report to all of their classes on time.

- ***Excused Classroom Tardies:*** Students arriving late to a classroom because they were talking to another teacher must have a “***Teacher Pass***” from that teacher to whom they were speaking. This is considered an excused classroom tardy.
- ***Unexcused Classroom Tardies:*** Students arriving late to a classroom because they were in the bathroom, talking to friends, etc. (situations whereby they were not talking to a teacher) **ARE NOT to stop at the office for a pass to admit them to class.** This is considered an unexcused classroom tardy. Each classroom teacher will incorporate student tardiness into his or her classroom management procedures or grading procedures. Unexcused tardies may affect participation or effort grades for the day.

Academics

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are considered an important part of our program. **They are held twice a year for grades PreK-11, once in the fall and once in the spring.** This is an important time for parents to both give and receive information on their child's progress. Please be prompt in keeping your scheduled appointment; arriving late for a scheduled conference will shorten the time you will be able to spend with the teacher.

REPORT CARDS

Report cards will be sent home **four times a year.**

PreK & Kindergarten will be using the following report card with the following grading scale:

Academic Achievement

Adv = Exceeds the level standards

P = Proficiency at the level standards

B = Steady progress toward the level standards

BB= Limited progress toward the level standard

Characteristics of Responsible Learners

Adv = Exceeds the level standards

P = Proficiency at the level standards

B = Steady progress toward the level standards

BB = Limited progress toward the level standard

First through Sixth Grades use the Primary Report Card with the following grading scale:

A = Excellent/superior

4 = Exceeds expectations

B = Good/above average

3 = Meets expectations

C = Average

2 = Progressing toward expectations

D = Below average

1 = Beginning expectations

U = Unsatisfactory

N = Not attempting expectations

HOMEWORK GUIDELINES

Homework can be an integral part of the school program and may serve several purposes including, but not limited to the following: reinforce material taught in the classroom, develop research skills, develop time management skills, engage parents in the learning process and provide an opportunity for the student to study material beyond the scope of classroom work. Homework is not busywork. It is important that parents support their child's teacher by making sure homework assignments are completed accurately, neatly and on time. Parents are encouraged to assist their child with difficult assignments based upon each student's abilities and level of learning.

While Hershey Christian Academy recognizes the role of homework in the academic process, it also recognizes the importance of family time. In order to promote the concept of homework and, at the same time, encourage the ongoing development of the family unit, the following guidelines on homework volume are provided to assist teachers in the development of their work plans and to provide

parents with an understanding of the school's expectations for work done at home. Please note that these are only guidelines.

The guidelines are as follows:

Grades 1-6: 0-15 minutes per grade per day. (i.e. 3rd grade could have 3 x 15 minutes, 4th grade could have 4 x 15 minutes, etc.) Additional time may be required to study for tests and complete projects.

These guidelines are based upon students working independently with limited parental supervision. These guidelines are not intended to be prescriptive; rather, they reflect the amount of emphasis that should be placed on time committed for the completion of homework assignments.

If a family emergency or illness arises, homework will be due based on the teacher's discretion. In such circumstances, a note should be sent to the teacher that explains why an assignment was not completed.

When a student is absent because of illness, it is the student's responsibility to make up the work missed. The student is responsible for obtaining from the teacher a list of work missed and a schedule for any make-up test. The teacher shall indicate when make-up work is due and when exams will be given. The student will be given a reasonable amount of time to make up the work, which should not exceed the number of days missed. For example, if a student was absent for two days, the work must be made up within two days. Work turned in as directed by the teacher will be graded for full credit. Assignments turned in late will be reduced at the discretion of the teacher, but no more than one full level/letter grade per day. During an extended illness, arrangements should be made by the family for the student (if physically able) to keep current with assignments.

Parents who wish to take their children out of school to accompany them on an educational trip, must make the request to the school administration, in writing at least five (5) days in advance. (See Attendance Policy) Make up arrangements for absences due to trips should be **established PRIOR to the absence**. Teachers shall inform the student, prior to the absence, when missed exams will be taken and when other assignments are to be submitted. Assignments turned in late will be reduced at the discretion of the teacher, but no more than one full level/letter grade per day.

SECONDARY GRADES 7-11 *ACADEMIC INTEGRITY*: In any academic environment, it is essential that each student be responsible for his/her own work. Students are expected to complete assignments (both in and out of the classroom) without unauthorized assistance.

CHEATING is wrongfully giving, taking, or presenting academic information with the intent to deceive. Cheating includes, but is not limited to, the following: copying another student's class work, homework, projects, quizzes, tests, or providing answers for class work, homework, projects, quizzes, or tests.

PLAGIARISM is a type of intellectual theft in which a person intentionally or unintentionally presents another person's words, ideas, train of thought, images, sounds or other form of creative expression as his/her own without proper documentation. Proper documentation includes in-text citation and a reference list.

Consequences for violations for high school students may result in a zero for that assignment/test or a re-submission of the assignment/test for partial credit.

As a middle school student, a first offense of plagiarism is a second chance to complete the project and giving the student the grade of a new project. A second offense is an average of a 50% and the grade the second time the project is completed. For a third offense it is a zero and the project must still be completed.

ASSIGNMENT BOOKS

Every student will be encouraged to use and maintain an assignment book each year. Assignments should be written in the assignment book for every class.

EXAMS/TESTS

Each classroom teacher administers tests and quizzes in order to evaluate the students' academic progress and understanding. No more than two tests will be administered in major subjects on the same school day. Other teachers in major subject areas will attempt to limit quizzes if two tests are already scheduled for the same day. Specials teachers will not be able to limit tests due to the minimum amount of time during the week to administer tests and quizzes.

We will try to avoid administering tests following a major school event; however, if this is unavoidable, the teacher administering the test will give ample advanced notice to the students.

GRADING SYSTEM

A	<u>Excellent</u>	<u>90-100%</u>	<u>GPA</u>	D	<u>Below Average</u>	<u>60-69%</u>	<u>GPA</u>
	A+	98-100%	4.3		D+	67-69%	1.6
	A	93-97%	4.0		D	63-66%	1.3
	A-	90-92%	3.7		D-	60-62%	1.0
B	<u>Above Average</u>	<u>80-89%</u>	<u>GPA</u>	E	<u>Failed</u>	<u>0-59%</u>	<u>GPA</u>
	B+	87-89%	3.4		E	0-59%	0.0
	B	83-86%	3.1				
	B-	80-82%	2.8	I	<u>Incomplete</u>	(2-week limit to make up all work)	
					I		
C	<u>Average</u>	<u>70-79%</u>	<u>GPA</u>				
	C+	77-79%	2.5				
	C	73-76%	2.2				
	C-	70-72%	1.9				

Family Emergencies: While Hershey Christian Academy recognizes the role of homework in the academic process, it also recognizes the importance of family time.

If a family emergency or illness arises, homework will be due based on the teacher's discretion. In such circumstances, a note should be sent to the teacher that explains why an assignment was not completed.

Requests for Homework Assignments: All students should have homework partners whom they can call about assignments. When a student is absent for more than one day, parents may contact the school office (before noon) to request that the teachers send the student's homework assignments to the school office. Parents may then pick up the work at 3 p.m. **Please do not make this request for one day absences!** Another option would be to have the teacher send the work home with another student who lives near your home.

PROGRESS REPORTS

Mid-term Progress Reports are sent home midway through each quarter. The Mid-term Report is designed to advise parents of student progress to date and to give both teacher and parents/guardians the opportunity to request a conference.

PROMOTION/RETENTION

If a student receives a final grade of "E" for two or more core courses, subjects that meet at least 4 times per week (Bible, English, Math, Science, Social Studies, or Spanish), he/she must repeat the grade unless the student earns passing grades for those courses in an approved summer program. Exceptions may be approved for students with special needs; such a student may be placed into another grade without promotion.

If it appears that a student is in danger of failing a grade, the school will arrange for a conference early in the third quarter. The student, parents/guardians, Administrator, and the student's teachers will confer at this time to devise a strategy that will enable the student to improve performance and pass the grade.

Students who successfully complete their academic requirements and who have exhibited behavior that is consistent with the standards and philosophy of the school will be advanced to the next grade.

At the discretion of the School Administration, a student may not be advanced to the next grade for reasons which include, but are not limited to:

1. Failure of two or more major subjects.
2. Teacher recommendation.
3. Parent request.
4. Excessive absences.

REPORT CARDS

Report cards will be sent home to parents every nine weeks. The schedule of reporting periods and progress reports is published in the HCA Calendar.

STUDY HALLS

Students are to use study halls for study. Every student should bring a book to read if he or she does not have homework or tests for which to study. Talking will be limited, and it will not be allowed if other students are being distracted.

STUDENT SUCCESS TEAMS

At HCA we strive to ensure the academic growth of every student. We also recognize that students have areas of strength and weakness. That is why we have set up our Student Success Team approach to focus on the areas of struggle and find solutions to help your child succeed and excel. Through this process we aim to identify problems or areas of concern that then lead to discussions of which accommodations and/or modifications are needed, and what level of support can be provided by the school or can be sought after from the public school system. This process also opens opportunities for further testing if desired, to determine potential next steps. Always the betterment of your child is at the forefront of HCA and the SST process. Please see the chart on the proceeding page to better understand the SST process. Feel free to call the office for any questions or to inquire of your student's involvement in the SST process.

HCA Student Success Team Process

Referral from Classroom Teacher

Referral from Parent

IEP/Previous School Record

Data Team Review of Referral:

- Administrator
- Lead Teacher Elem/Secondary
- Classroom Teacher

-Communication to Parent(s)
-Documentation placed into Student's File

Student Success Team (SST) established

- Parent informed and added to team
- Regular classroom accommodations established for teacher to document
 - Specific accommodations used
 - Frequency
 - Communication to parents

Student Success Teams will:

- Meet at establishment of plan
- Quarterly thereafter
- End of year to transition (May)

If classroom accommodations are working:

- Continue to document interventions

If classroom accommodations do not suffice:

- SST meeting and referral to local district/IU for testing

Additional Testing /Evaluation Needed:

- IU/Public School (Free testing)
- Referral to private services (\$)

IU Services

Other accommodations

Conduct and Discipline

BASIS AND PHILOSOPHY

The goal is the creation of a community that places value upon mutual caring, respect, openness, and integrity of its members. We aim to help students develop individual responsibility for self-discipline. We attempt to change negative behavior not by using punishment, but by being restorative in our responses.

STANDARDS OF CONDUCT

In an atmosphere of definite and positive Christian standards of conduct, there is an opportunity for the development of strong and stable, Christian character.

Minor infractions - These misbehaviors can usually be handled by an individual staff member, but sometimes require the intervention of the administrator or his/her designee. Examples of minor infractions are as follows:

1. Rough or boisterous activity which could result in personal harm or property damage.
2. Tardiness for assigned class/area.
3. Failure to carry out directions.
4. Abusive language or gestures, vulgar in nature, not directed at any particular person.
5. Attention-getting distractions.
6. Public display of affection.
7. Littering.
8. Invasion of other people's property or privacy.
9. Disrespect for authority.
10. Disrespect for other students.
11. Defacing of property.
12. Violation of safety or health regulations.
13. Other disobedience or misconduct
14. Not following the dress code guidelines

Major infractions - All major infractions are to be reported to the administrator or her/his designee.

1. Violence (physical and verbal, including bullying).
2. Actions involving injury to persons or destruction or misuse of property.
3. Violation of local, state, or federal laws.
4. Use or possession of weapons (including but not limited to any knife, cutting instrument, cutting tool, non-chuck stick, firearm, shotgun, rifle, and any other tool, instrument, or implement capable of inflicting serious bodily injury).
5. Possession of or setting off firecrackers, smoke bombs, or snappers of any kind, setting fires in buildings, tampering with fire alarms or fire extinguishers.
6. Use, possession, or being under the influence of tobacco, e-cigarettes, alcohol, or illegal drugs on campus or at off-campus school functions. Students can expect a process of search and

seizure when suspected to have possession of any of these items. Areas of search include a student's vehicle, locker, personal effects, and person. Information may also be shared with the police.

7. Truancy from school or class.
8. Lying, stealing, cheating, fighting or immorality.
9. Picking locks, forcing doors, or otherwise entering locked buildings.
10. Accumulation and continuation of minor offense.
11. Other conduct that is disrespectful to persons or disruptive of the educational process.

CLASSROOM MANAGEMENT

It is our desire that the administrator and teachers maintain order in the school to promote an atmosphere conducive to learning for all students.

In the Classroom

1. Each classroom teacher will establish his/her classroom rules and reward system at the beginning of the school year. If the child displays inappropriate behavior and has not responded to the rewards system, the teacher will contact the parents via email or phone.
2. If the child continues to display inappropriate behavior the restorative justice model will be initiated as outlined by the Crisis and Trauma Resource Institute. The culmination of the restorative circle could include detention (lunch or after school), probation, suspension, or expulsion.
 - Step 1: Invite full participation and consensus.
 - Step 2: Work towards healing what has been broken.
 - Step 3: Seek direct accountability.
 - Step 4: Reintegrate where there has been division.
 - Step 5: Strengthen the community and individuals to prevent further harms.

Outside of the Classroom Setting

The teacher in charge will be responsible for student management outside of the classroom setting (playground, gymnasium, hallways, bathrooms) in collaboration with the administrator when necessary.

The teacher in charge will address incidents of inappropriate conduct or behavior with the student(s). The teacher in charge will report incident(s) to the classroom teacher(s). If necessary, the teacher in charge will report the incident to the administrator who will then work through the restorative justice process.

Recess Guidelines/Rules

1. Respect school property. Follow teacher directions. Keep hands and feet to yourself and play together peaceably.
2. No digging or pulling up of grass.
3. Students will follow directions from teacher the first time.
4. When whistle blows, stop games, put all equipment away and line up right away.
5. Allow everyone who wants to play, play with you – be a good friend.

The recess play period is a vital part of the school day. Children need the physical activity and the change in temp that this break in the school day provides. On the playground, the children learn to abide by the rules and to practice good sportsmanship. Proper language and respect apply to the playground as well. Children develop a feeling of group responsibility as they play during recess.

When the weather is inclement, the children stay inside for recess.

During times of extended cold weather, parents are asked to dress their children warmly for outside play. When the temperature is below 25°F, a decision for indoor/outdoor recess will be made by the office. The decision will be based on the sun's warmth and the wind chill factor. Boots are needed to play in the snow. Sneakers of any kind are not allowed in the snow. Sleds and snowboards are not permitted. Students must be prepared for the weather with the appropriate clothing.

The playground area will be located right outside the school office and includes a painted black-topped area and a grassy area. Children should be visible to teachers at all times.

Wrestling and tackle football are not permitted.

Student Dress Code

Our desire is that the students would dress in such a way as to please the Lord. Our outward appearance is to be a constant reminder to those around us of our desire to honor God.

GENERAL STANDARDS

- Students should dress and groom themselves in a manner that is neat, modest, and respectful to themselves and the school.
- Students should not wear any clothing that displays messages inconsistent with a Christian lifestyle.
- All clothes must be free of questionable language, phrases, and images and include no derogatory statements about people groups.
- On Phys. Ed. days, students should wear t-shirts, shorts or sweatpants, and tennis shoes.
- Because of safety concerns, flip-flops are not permitted.
- Ripped or torn clothes are not permitted.
- Tight-fitting tops are not permitted.
- Dresses, skirts, tunics, and shorts must be at least mid-thigh.
- Leggings and spandex may only be worn under jeans, shorts, skirts/dresses or with a long shirt that covers the bottom.
- Spaghetti straps, tube tops, or crop tops should not be worn; undergarments need to be covered.
- Hoods and hats should not be worn during class.
- Earrings, jewelry, and makeup should reflect modesty and simplicity.
- Teachers will communicate appropriate dress for school field trips and other program activities.

DRESS CODE ACCOUNTABILITY

Teachers will address dress code violations and send a note home to parents. Repeated offenses will result in an administrative decision about the possible violation.

Specific questions concerning applications of the dress code should be addressed to the Administration.

Daily Student Life

BACKPACKS/BOOK BAGS

The teacher will designate an appropriate place for storage. Students are expected to have the books they need for class with them. They may use backpacks/book bags to travel between classes; however, backpacks may not remain on students' desks during class.

CHAPEL

Chapel is scheduled weekly with the whole school. Special speakers will be scheduled throughout the year. **Parents and visitors are always welcome to attend Chapel and are expected to abide by all Academy policies while on campus.**

FIELD TRIPS

Field trips are an important and integral component of the academic program. They serve to make learning an active rather than a passive endeavor. They also instill the sense within the students that learning is not only purposeful, but that it can also be fun.

A field trip is a trip that is included as a learning experience and is part of the required curriculum. A field trip is a privilege and is therefore subject to certain discipline standards for attendance.

All field trips are carefully chaperoned by staff members with additional supervision being provided when needed by parents. **Parents who will be helping to chaperone class trips, student activities, etc., will need to fill out and submit a "Chaperone and Volunteer Driver Form."**

The following conditions must be met for a student to be eligible for a field trip:

1. All students must turn in a permission slip issued by the teacher and payment (if applicable) to be allowed to attend any given field trip.
2. If a student fails to return signed permission slips, verbal permission may be obtained to participate on the field trip. The faculty member will have the student report to the office so that a phone call can be made to obtain appropriate verbal permission.

The Pennsylvania Department of Transportation has established new transportation laws that affect our students at Hershey Christian Academy. Whenever we go on field trips or travel any time with students, the following will apply:

- **Child Restraint Systems.** All children aged four through seven who are transported in passenger cars are required to be in a child safety seat system or an appropriate fitting child booster seat. All children eight through 17 must be buckled in a seat belt no matter where they sit in a vehicle.
- **Lighted headlamps in signed work zones.** All drivers are required to have lighted headlamps in signed work zones. This provision ensures increased visibility of vehicles in work zones, and enhanced driver awareness of the work zones.

LOST AND FOUND

A “Lost and Found” box is kept near the school office. Students should search for missing books and/or property in this area. If a student wishes to reclaim any item from the lost and found box, he/she must do so through the school secretary; students are not permitted to simply take items out of the lost and found box.

Students who find books or other items that belong to another student should turn them in to the office.

LUNCH

There is a hot lunch program. Parents must order in advance for students to participate. Students are expected to bring a packed lunch from home if they are not participating in the hot lunch program. Please do not pack any sodas or drinks with red dyes as they will stain the carpet when they are spilled. Plus they are not as healthy!

There is no access to a microwave or refrigeration, so please be aware of this as you pack your children’s lunches.

MUSIC LESSONS

Our music teachers provide music lessons. Lessons are scheduled during the school day at a time agreed upon by the music teachers, the classroom teachers, and the parents. Students are responsible to be prepared for their lessons and on time. Students are responsible to make up any missed work during their lesson time.

Instrumental Lessons Available

Woodwinds	Brass	Strings	Percussion
flute	trumpet	guitar	drums
saxophone	trombone		piano
clarinet	sousaphone		xylophone

Music Lesson Fees

- Group – \$15.00 per half hour (2 or more students)
- Private – \$25.00 per half hour (1 student)

Music lessons are paid in advance on a monthly basis. If your student is absent on your lesson day due to illness, the lesson will be made up on another day of the music teacher’s choosing. If your student forgets his/her music books or instrument on their lesson day, the lesson will not be made up, and payment will not be refunded for that particular lesson. It is possible to rent an instrument through Loser’s music, and the music teacher will send more information home about this.

PARENTAL INVOLVEMENT OPPORTUNITIES

Parental involvement is strongly encouraged in all aspects of our school. Our program is greatly enriched by our parents’ involvement. There are many avenues for you to share your talents:

- helping in the classroom: tutoring a student, sharing a special project, volunteering to teach an enrichment class, or providing a resource for a field trip
- driving for a field trip
- fundraisers: Two major fund-raisers are **1)** Fall Harvest Festival (October) and **2)** Legacy of Light Gala (April)
- Open Houses: talking with perspective students/parents
- joining and participating in the Hershey Christian Academy Parent Association
- Parent Action Committee (PAC): has numerous committees in which your participation would be welcomed and appreciated.

A volunteer form will be sent home at the beginning of the school year.

Parents who will be helping to chaperone class trips, student activities, etc. will need to fill out and submit a “Chaperone and Volunteer Driver Form” and have all clearances on file at the school.

PHONE CALLS

If it becomes necessary for a student to make a telephone call, he/she must use the phone in the school office. Students may use this phone during the school day if they obtain a pass from their teacher. **The use of cell phones (actual calls or text messaging) is prohibited during the school day.**

PROPERTY OR SCHOOL EQUIPMENT DAMAGE

1. Students will be held accountable to respect school property.
2. Parents may be asked to pay the costs of repairing/replacing damaged equipment, parts of the facility, etc.
3. Students should know that if they damage their tables or desks (chiseling holes, carving grooves, etc.), their parents will be charged appropriate fees.

STUDENT INSURANCE

The parent’s personal health insurance is the primary coverage for accidents requiring medical attention. The school’s accident insurance policy is the secondary coverage and picks up where the primary coverage stops.

TEXTBOOKS

Textbooks and other educational resource materials are loaned to students for the academic year. The textbooks that are issued are the property of the school. Accordingly, students are required to care for their textbooks properly.



Good Stewardship

Students who damage, destroy, or lose these textbooks and/or resource materials will be responsible to pay for damages or replacements. A notice will be sent home to the parents, and charges will be added to the tuition balance due. Students owing any money for textbooks at the end of the year will not receive their report cards until charges are paid.

Book Replacement Fees

Charges for replacing books are passed on to the parents and are determined on the following basis:

- Books damaged, yet repairable – **\$5.00**
- New books lost or damaged beyond repair – **Replacement cost of new book.**
- One (1) year old books lost or damaged beyond repair – **75% of the replacement cost for a new book.**
- Two (2) year old books lost or damaged beyond repair – **50% of the replacement cost for a new book.**
- Books lost or damaged beyond repair over two (2) years old – **25% of the replacement cost for a new book.**

Any textbooks that are found on the school grounds will be placed in the **“Lost and Found”** box in the school office. Students may retrieve their lost textbooks from the lost and found.

VISITORS AND STUDENT GUESTS

Visitors: All school guests **MUST** register/sign-in at the school office. **This includes parents coming to help out in the classroom for any reason.** For the safety of our students, we must be aware of each visitor/parent that is in the building. The visitor/parent should then sign-out in the office when leaving the building. **All visitors must acquire a visitor pass and complete a Visitor Health Screening prior to being admitted.**

Emergency Evacuation



The Dauphin County Emergency Management Agency will determine if the schools located in Conewago Township must be evacuated for a nuclear emergency.

In the event of an emergency evacuation, parents are strongly encouraged to pick up their own children. Parents must report to the school office (or otherwise designated area) to sign-out their child(ren). HCA staff will then bring your child(ren) to the school office. **Please do not go directly to your child's classroom for pick up.** All students will be moved to a general location for safety reasons.

Lower Dauphin School District will provide transportation to our emergency evacuation site, Northern Lebanon High School. Once transportation arrives, **all students remaining will be transported to Northern Lebanon High School**, our host school. Parents should meet their child(ren) at the **host** school. Directions will be posted on the outside door of HCA. Please be assured that your child(ren) will be constantly supervised by HCA staff.

DIRECTIONS TO NORTHERN LEBANON HIGH SCHOOL

From the Hershey Christian Academy. Turn left onto Elizabethtown Road. Turn right onto Cocoa Avenue. Continue onto Park Avenue. Turn right onto Hershey Park Drive. Turn left onto Route 743/Laudermilch Road. Turn right onto US 22 East. Turn left onto Airport Road. Turn right into Northern Lebanon High School (345 School Drive, Fredericksburg, PA 17026).

Inclement Weather

ANNOUNCEMENTS – RADIO/TV STATIONS

HCA announces any emergency closing information on the following stations:

Radio

WJTL – FM 90.3

Television

WGAL – TV 8

WHTM – TV 27

FOX 43 – TV 43

WHP – TV 21

UPN – TV 15



REMIND App- will be used to post any delays, cancellations, or emergencies.

DELAYED OPENING OR CANCELLATION

In the event of inclement weather or other emergencies, HCA will provide notice of delays, cancellations, etc. via the above listed radio and television stations. Although for the most part, HCA will follow Derry Township School District's lead in regard to delays and cancellations, we reserve the right to deviate from Derry Township's decision if conditions warrant.

NOTE: Do NOT call the school or listed stations for this information. Parents must listen to the radio or T.V. for the HCA announcement.

Parents of bus riders should watch for delays and closings for HCA and also for their school district.

- If HCA and your school district are both on a two-hour delay, your student will be picked up two hours later than normal.
- If your school district has a two-hour delay and HCA does **not**, your child will be picked up two hours later than normal. Your student will not be marked tardy in this situation.
- If HCA has a two-hour delay and your school district does **not**, students will need to be transported to school two hours later than normal and should not ride the bus to school.
- If your school district is closed for the day and HCA is open, no transportation will be provided for your child by the public school. The student will be marked as having an excused absence for the day. Parents may choose to provide their own transportation for their student.

EARLY DISMISSAL PROCEDURES

If your school district closes early due to inclement weather, HCA will dismiss your student(s) when that district bus arrives at HCA. Please be aware that your district's dismissal time may differ from the time HCA students are picked up. Please check our website for actual bus pick up times.

In the event that HCA would close early due to severe weather conditions or because of an emergency situation, the announcement will be made on the Remind App as well as the stations listed above.

Transportation



Hershey Christian Academy and parents will cooperatively arrange for transportation to be provided to the school by the student's school district of residence. Parents, as well as HCA, will contact the student's resident school district to make arrangements for bussing. Students are required to adhere to the school district's code of behavior when riding school buses and are subject to rules and disciplinary

measures deemed appropriate by the school district. **HCA students are reminded that they are representatives of Christ.**

If your student will not be riding the bus in the morning, it is the parents' responsibility to call the school district to inform the transportation coordinator of this. If a parent is providing transportation to the school rather than sending the student on the bus but wishes the student to be transported home that day, the school district must be informed. If the school district does not pick up a child at his home in the morning, it is assumed he/she will not need a ride home.

A parent may, of course, choose to provide transportation privately rather than take advantage of the public-school bus transportation.

BUS RULES

Hershey Christian Academy reserves the right to withdraw bus-riding privileges from any student who does not comply with the following rules:

1. Unless a teacher is present, the student is under the authority of the bus driver while on the bus.
2. After boarding the bus, a student is to remain seated until his or her destination is reached, and the bus has stopped. Windows of the bus are not to be opened by a student unless directed so by the driver.
3. Students shall talk in a normal manner. Excessively loud noises or yelling will not be tolerated.
4. Students must keep hands, arms, head, etc. inside the bus at all times.
5. Students shall not throw anything (inside the bus or out the windows of the bus) while riding the bus.
6. Students shall not eat or chew gum on the bus, unless permitted to do so by the driver.
7. To ride home with another student on the bus the following are required:
 - A. Reside in same school district
 - B. Be a registered bus rider in the same district
 - C. Send a note to school signed by the parent
 - D. Note needs to state with whom the student will be riding with
 - E. Note must be signed by the administrator

SCHOOL DISTRICT TRANSPORTATION DEPARTMENTS

Annville/Cleona.....	717-867-7680	Manheim Central	717-664-8527
Central Dauphin	717-541-0680	Middletown Area	717-948-3300
Derry Township.....	717-566-7422	Northern Lebanon.....	717-865-2117
Donegal	717-653-1447	Palmyra Area.....	717-838-3144
Elizabethtown Area.....	717-361-1816	Steelton/Highspire	717-704-3800
Lower Dauphin.....	717-566-5340		

MORNING/AFTERNOON TRAFFIC PATTERN

PreK-11th grade: Drop-off between 8:00 and 8:15am

PreK-11th Grade: Pick-up 3:00pm

ALL BUSES are required to pull into the school lot and drive along the right side of the parking lot, circling the perimeter until they reach the school entrance.

- Elementary students (K4-6th) will proceed into the gym.
- Secondary students (7th-10th) will proceed to their homeroom.

ALL CARS will pull into the school lot and drive along the right side of the parking lot, circling the perimeter until they reach the school entrance.

ALL PARENTS will drop off/pick up their PreK-11th grade students at the main school office entrance.

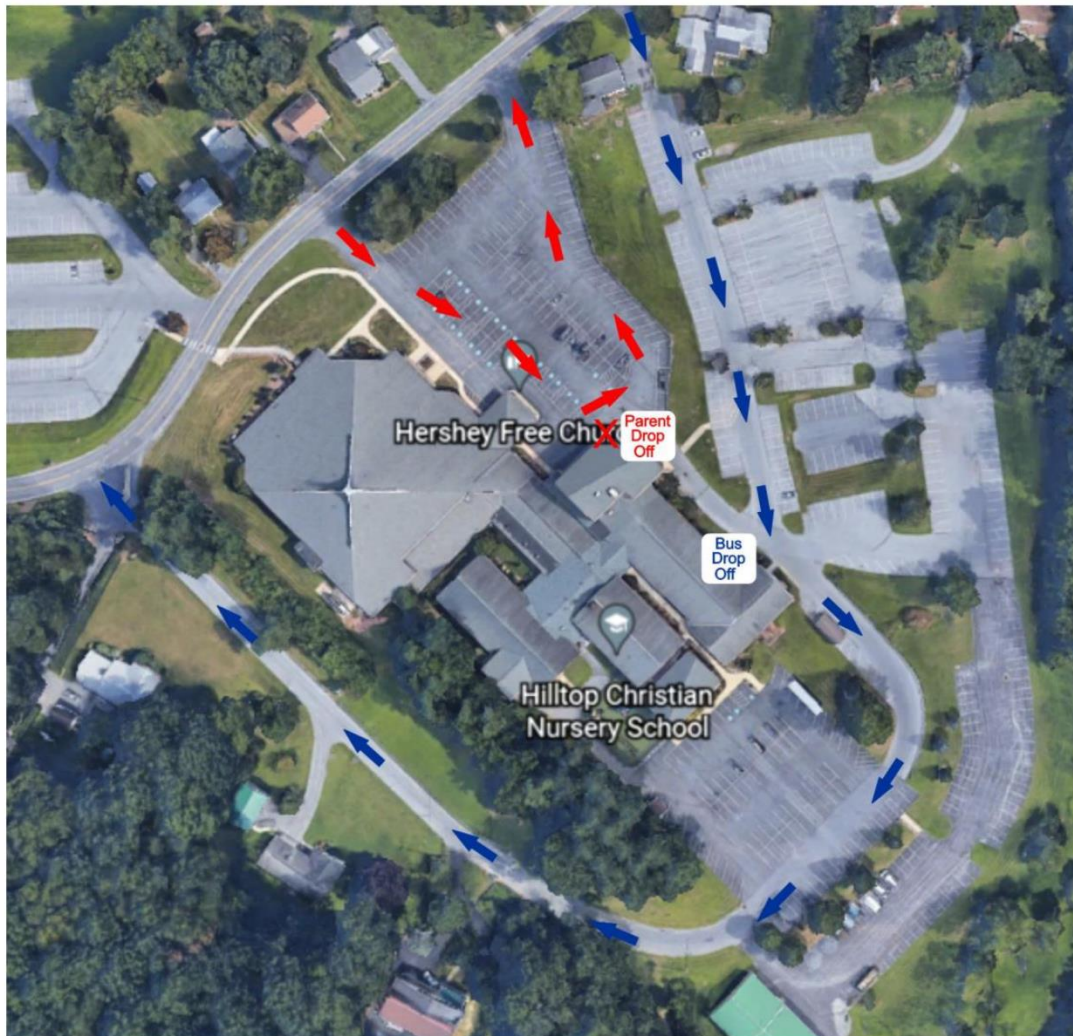
- Elementary students (PreK-6th) will proceed into the gym.
- Secondary students (7th-10th) will proceed to their homeroom.
- PARENTS visiting the school must first drop off their students and then proceed to find a parking spot. This will ensure your child finds the quickest route to start their day.

Traffic Pattern for HCA while at Hershey Free Church

Drop off Times: 8:00am-8:15am

Pick Up Times: 3:00pm-3:15pm

BUS ROUTE →
PARENT ROUTE →



Parents, if you need to visit the school office, please park in the front parking lot (shown above inside the red arrows) and walk through the breezeway to the double set of glass doors.

Substance Use/Abuse Policy for Co-Curricular Activities

Hershey Christian Academy provides students the opportunity to participate in co-curricular activities. Participation in such activities is a privilege and not a right and carries additional responsibilities.

To protect the health and well-being of our students and the integrity of the activity, HCA has regulations to encourage positive, life-giving choices and discourage substance use. Parents and school staff must work together to educate and challenge students who choose to use substance(s) detrimental to their well-being.

This policy applies to any student involved in a co-curricular activity, leadership position, public performance, or other activity related to school or under the supervision of school personnel. The following are prohibited: the possession, use, or distribution of alcohol, tobacco, e-cigarettes, illegal drugs or the possession or abuse of any controlled substance (or the possession of paraphernalia related to such items). *Students who remain present when any such activity occurs are considered to be participants.*

This policy is in effect 24 hours a day and 365 days a year while enrolled at HCA and participating in a co-curricular activity. If a student violates the policy prior to their participation in an activity covered by this policy, the student will be declared ineligible for a period of time at the beginning of the activity in keeping with the policy.

If the offense occurs while the student is involved in a co-curricular activity, the suspension shall be for a period of 30 calendar days from the date of the infraction. If the student is not currently involved in a co-curricular activity, the suspension time of 30 calendar days begins with the start of the co-curricular participation. If the school year concludes before the 30 day period is up, the student is ineligible for school related summer activities and it will be determined by the administrator as to how many days will carry over into the new school year. A suspension may be reduced to 20 days upon the completion of an approved substance abuse program. The cost of the program will be at the expense of the student and their family. Officers of school organizations may be removed from their office for the year.

To help bring closure to the infraction, a restorative discipline circle will be held with the student and those directly impacted by the choice of the student.

It is the desire of the school that students seek and receive help before they are confronted with an infraction. To this end, students involved with alcohol, tobacco, or drugs who have not been found in violation of this policy and willing seek help and follow through with corrective actions may be exempt from the sanctions of this policy, at the discretion of HCA.

HCA reserves the right to take additional disciplinary action and to apply more or less severe penalties than those described in the guidelines.

I have read and understand the policy and will adhere to and support the standards for involvement in co-curricular activities.

PARENTS and STUDENTS: Please sign the parent/student contract located at the back of this book. Once completed send it back to the school office during the first week of school.

Discrimination, Harassment, Bullying, & Abuse of Students Policy

The Discrimination, Harassment, Bullying, and Abuse of Students policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions whether on campus or not—is subject to appropriate action by the school.

Freedom from discrimination, harassment, bullying and abuse. The Academy is committed to providing a positive learning community for all students that is safe and secure. Staff members and students are responsible to maintain an educational environment free of discrimination, harassment, bullying and abuse and to respect the rights of fellow students and staff. Any discrimination or harassment based on race, color, national origin, ethnic origin, religion, citizenship, disability, or gender is strictly forbidden and will not be tolerated. A victim of discrimination, harassment, bullying or abuse should not be made to feel responsible for being victimized and is urged to come forward so the wrongful conduct can be stopped.

Harassment. Harassment may consist of comments, written materials or other conduct that sews hostility or condemns or ridicules someone, including harassment based on race, color, religion, gender, national origin, citizenship, age, disability, protected activity (such as filing a harassment complaint), or any other unlawful classification. Such conduct will generally be considered harassment if someone would reasonably find the conduct intimidating, hostile, or abusive.

Bullying. Bullying includes any act or combination of acts directed against a student by another student[s], employee or agent of the Academy which is intended to ridicule, humiliate, or intimidate a student, or has that effect; could physically, emotionally or mentally harm a student; could damage, extort or take a student's personal property; or could create a hostile or intimidating environment that interferes with the student's education and the orderly operation of the school. Bullying includes threatening, taunting, teasing and name-calling. Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another student by sending or posting inappropriate, embarrassing, or derogatory site postings or blogs.

Child abuse is defined by Pennsylvania's Child Protective Services Law (CPSL) as including, but not limited to, intentionally, knowingly or recklessly doing any of the following: causing bodily injury to a child through any act or failure to act, causing or substantially contributing to serious mental injury to a child through any act or failure to act or a series of such acts or failures to act, causing sexual abuse or exploitation of a child through any act or failure to act, creating a reasonable likelihood of bodily

injury to a child through any recent act or failure to act, creating a likelihood of sexual abuse or exploitation of a child through any recent act or failure to act, causing serious physical neglect of a child; engaging in certain acts (including, but not limited to, kicking, biting, throwing, burning, stabbing or cutting a child in a manner that endangers the child) regardless of whether the act results in bodily injury to the child. A “recent” act is one committed within two years of the date a report of suspected child abuse is made to the Department of Public Welfare or county agency.

Mandated Reporting of Suspected Child Abuse. Pennsylvania law requires certain adults to immediately report suspected child abuse to state and local authorities. Such persons are called “mandated reporters.” See ***“Guidelines for Reporting Suspected Child Abuse Policy”*** for a partial list of mandated reporters of suspected child abuse, the basis to report and the required reporting process. In addition to mandated reporters, any person who has reasonable cause to suspect that a child is a victim of abuse is encouraged to make an oral or written report of suspected child abuse to the Department of Public Welfare, county authorities or law enforcement.

Reporting Alleged Discrimination, Harassment or Bullying. Certain actions, which may not meet the Child Protective Services Law definition of child abuse, may nevertheless constitute discrimination, harassment, or bullying. Any persons who knows or suspects that a student is the victim of discrimination, harassment or bullying by another student(s), employee or agent of the Academy shall immediately report the alleged discrimination, harassment or bullying to a teacher, administrator or other Academy employee orally or in writing. Forms available for this purpose are located in the school office. All oral and written reports alleging discrimination, harassment or bullying will be promptly investigated, and the investigation will be kept confidential to the extent feasible and appropriate. Parents of the involved student(s) will be notified when deemed appropriate by the Academy. Prompt, corrective action will be taken as appropriate to ensure that the conduct ceases. Whenever appropriate, corrective action will follow a restorative model of discipline.

Responding to Alleged Abuse or other Inappropriate Conduct by School Agent. The Academy takes seriously its duty to supervise and control its employees and agents and to provide students with a safe, positive learning environment. Therefore, in addition to fulfilling its statutory duty to ensure that all employees and volunteers who are mandated reporters of suspected child abuse understand and fulfill their reporting duties, the Academy will promptly investigate any report or allegation that an Academy employee or other agent has had inappropriate interactions with or has acted inappropriately towards a student. The purpose of such investigation will be both to ensure that any mandated reports of suspected child abuse are promptly made and to fulfill the Academy’s broader duty to its constituents to protect its students from harm.

Upon receiving any report or learning of any allegations that an Academy employee or agent has had inappropriate interactions with or has acted inappropriately towards a student, the Administrator or Chair of the Executive Board shall investigate the report or allegation. If these persons conclude that while no reasonable cause to suspect child abuse exists, the Academy employee or agent has acted inappropriately, they shall take appropriate disciplinary steps.

If reasonable cause to suspect that a child has been the victim of abuse exists, and no report of the suspected abuse has already been made, a member of this investigative group shall:

- a) Call Childline within 24 hours of receiving the report, OR
- b) Submit a written report to Children and Youth Services via website portal at keepkidssafe.pa.gov within 48 hours.

If reasonable cause to suspect that a child has been the victim of abuse exists, after the required reports have been made and under the guidance of the appropriate authorities, the Administrator or Chair of the Executive Board shall also:

- a) facilitate the School's cooperation with any investigation of the report
- b) determine whether any child is in imminent danger
- c) make arrangements to relocate any child in imminent danger
- d) notify police if a child is believed to be in imminent danger
- e) notify the parents of the affected child
- f) notify the Academy's insurance carrier
- g) notify the Academy's legal counsel.
- h) determine a communications strategy that encompasses communications with both the media and Academy's constituents
- i) update the Executive Board
- j) in consultation with the Executive Board, determine what discipline to impose should the abuse allegations be indicated or founded.

Disciplinary Action. If the Academy determines that discrimination, harassment, or bullying has occurred, the offending student, staff or faculty member will participate in a restorative justice process. For a student, discipline may include suspension or expulsion. For a staff or faculty member, consequences may include suspension or termination. Wrongful conduct not meeting the definition of child abuse may nevertheless be reported to law enforcement authorities if appropriate.

I have received the information on Discrimination, Harassment, Bullying and Abuse of Students Policy and understand the policies and procedures pertaining to HCA.

PARENTS and STUDENTS: Please sign the parent/student contract located at the back of this book. Once completed send it back to the school office during the first week of school.

Student Responsibility and Acceptable Use Policy

INTRODUCTION

Hershey Christian Academy recognizes that educational technology provides a valuable resource for students. The use of this tool requires both school-provided safeguards and student responsibility. To the best of its ability, HCA provides a safe, secure technological environment for students in compliance with state and federal blocking and filtering regulations. Realizing blocking and filtering software/hardware alone provides a false sense of security, HCA contends that students must obtain the skills necessary to responsibly navigate Internet usage and be held accountable for their behavior. It is important to note that the services and resources provided by HCA are not the same as private home Internet accounts. Students should have no expectation of privacy. Therefore, HCA has the right to monitor, delete, and access all viewed, verbal, written actions performed or logged on its systems. Furthermore, HCA considers any violation of this Responsible and Acceptable Use Policy to be a significant matter and reserves the right to limit, refuse or revoke access to its technology resources. The Hershey Christian Academy's Responsible and Acceptable Use Policy applies to all technology resources including, but not limited to cell phones, tablets, personal laptop computers, school computers, audio and video equipment, networks, and storage devices. HCA students are expected to use school resources in an ethical, moral, and legal manner. All HCA technology systems and information accessed, transmitted, and stored on them are governed by school policies and are subject to administrative supervision and inspection. HCA reserves the right to monitor, access, retrieve, read, and disclose all messages and other information created, posted, accessed, or stored on its system without prior notice.

School administrators may confiscate any electronic device from students suspected of being in violation of the Responsible and Acceptable Use Policy. Any student who violates this policy is subject to loss of technology privileges, disciplinary action, including but not limited to suspension and expulsion, and legal prosecution.

PURPOSE

- A. Hershey Christian Academy provides students with access to an electronic communication system, which includes Internet access for educational purposes only.
- B. The purpose of the electronic communication system is to assist in preparing students for success in life and work in the 21st century by providing them with access to a wide range of information and the ability to communicate globally.
- C. As an educational institution, HCA embraces the value of implementing technology in the classroom. Hershey Christian Academy maintains laptops and other electronic devices for the use of students during the school day. Students who have an academic reason to bring and use a personal device at school must request and receive written permission of the administrator and his

or her individual teachers to do so. Use of said device in a way that conflicts with school technology use policy will cause the loss of privilege of personal devices and could result in disciplinary action.

RESPONSIBILITIES AND PRIVILEGES

- A. Teachers and the Administrator will work together to implement curriculum to assist students in developing the critical thinking skills necessary to responsibly navigate electronic resources and discriminate among and evaluate information sources.
- B. Access to the system's electronic communication system through school resources is a privilege, not a right, and may be revoked for anyone who uses these resources inappropriately as outlined by this policy or as determined by school officials in their sole discretion.
- C. Any costs, charges, liabilities, or damage due to misuse of the computers are the student's responsibility.

ACCESS TO THE SYSTEM

- A. Once a middle school or high school student has signed the Responsible and Acceptable Use Policy the student will be issued the needed information to access the Hershey Christian Academy network, and the student's personal accounts. It is assumed that parents are supportive of the Responsible and Acceptable Use Policy. Parents at the elementary level will be notified of the policy and students will have full rights to participate unless they opt out by contacting the Administrator.
- B. Access is intended for educational purposes only. An HCA issued password is intended for the sole use of the student to which it was issued and should not be shared with any other individual.

RESPONSIBLE AND ACCEPTABLE USAGE

A. Personal Devices

Students using personal technology devices or school-provided technology devices during the school day must adhere to the following guidelines:

- 1. Devices are to be used solely for educational purposes including research and the completion of assignments.
- 2. The teacher has complete discretion as to whether or not electronic devices can be used in their classroom and the intent for which they are used.
- 3. Students are responsible for securing and maintaining their devices, and HCA is not responsible for the student's personal equipment.
- 4. Students are responsible for charging their devices outside of the classroom.
- 5. Personal devices will remain in silent mode during the school day.
- 6. Students will promptly disclose to a teacher or other staff member any written message or image they receive that is harmful, inappropriate and/or makes them feel unsafe or uncomfortable.

B. School Resources

1. School technology resources are to be used for educational purposes only.
2. Students are encouraged to use electronic school resources to enhance academic curriculum. Access to a broad, diverse body of material as provided via the Internet allows students to increase the breadth and depth of their learning, while encouraging perspective-taking at the local and global level.
3. During the school day, school resources must be used under the supervision of an HCA faculty/staff member. HCA devices should not be taken home unless under special permission from both the student's teacher and administrator. If an HCA device is taken home, parents and caregivers assume the role of monitoring a student's online activities and ensuring adherence to the Student Responsible and Acceptable Use Policy.

C. The following uses of the HCA system and personal devices are considered unacceptable:

1. Recording, transmitting, or posting photos or video of a person without their knowledge and consent.
2. Accessing social media sites during class time.
3. Accessing Internet sites and media content that may jeopardize student safety or cause a disruption to the learning environment and run counter to the school's philosophy and mission.
4. Engaging in indecent or illegal activities including (but not limited to) using derogatory and/or explicit language, bullying or harassing another individual or group, posting offensive or explicit images, or planning illegal or inappropriate activities.
5. Disclosing personal contact information to any person or company on the Internet or through email.
6. Attempting to gain unauthorized access to any of the school's Internet systems this includes logging in under another identity and/or attempting to access another person's files attempting to interfere with or disrupt network users, services, HCA school data or data of another student, or equipment, either locally or off campus.
7. Attempting to bypass the HCA network filter.
8. Transmitting threatening, obscene, harassing, or malicious words, images, or other materials.
9. Emailing or posting images, photos, or video of HCA employees. This includes the creation of fan pages or groups on social networking sites.
10. Posting photos or logos that are the intellectual property of Hershey Christian Academy.

PARENTS and STUDENTS: Please sign the parent/student contract located at the back of this book. Once completed send it back to the school office during the first week of school.

Volunteering at HCA

1. The Child Abuse History Certification can be completed either online or by mail.

- As of Dec. 31, 2014, requests for clearance statements (now called “certifications”) may be made free-of-charge online at <https://www.compass.state.pa.us/cwis/public/home> **Effective July 25, 2015, the fee for volunteers seeking PA Child Abuse History and PA Criminal Record clearances will be waived by the Commonwealth of Pennsylvania.** The first thing you will do is to create a sign-on (Keystone ID). You will be asked for your Keystone ID #, this is a number that you created for yourself.
- The mail-in form must be completed and mailed to the Department of Public Welfare. ([Click here to download](http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf) the Child Abuse History Certification.) http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001762.pdf Please select “Volunteer” as the Reason for Request. Do not send cash or a personal check. This certification takes approximately 5 – 10 weeks and the results are mailed to your home.
- If you have your Child Abuse History Certification from another organization that was obtained less than one year from the current date, you may submit this document in lieu of completing a new application (provided the reason for the request indicated “School Employee or Volunteer”).
- In addition, the Child Abuse History Certification is only valid for five years (60months) from the date issued. In order to continue to volunteer in the District, you must renew your Child Abuse History Certification every five years from the date of issue.
- For questions related to the Pennsylvania Child Abuse History Certification, please contact the ChildLine Verification Unit at 717-783-6211 or toll free at 1-877-371-5422.

2. The Pennsylvania Criminal Record Check

The Pennsylvania Criminal Record Check can be done either online or by mail. The online results are available almost immediately, while if you choose to mail the form, it could take up to 8 weeks for the results to be returned to you.

- Complete the process online at <https://epatch.state.pa.us/> Once on the site, click on “Submit a New Record Check” and follow the instructions. Please select “Volunteer” as the Reason for Request. At the end of the process, you will need to print the certification form. If you do not print or save the certification form the state will require you to submit a new request and charge you an additional processing fee of \$10.00.
- If you choose the mail-in process, download the Criminal Background Check Form at http://www.dhs.state.pa.us/cs/groups/webcontent/documents/form/s_001769.pdf and print out the form. You must submit the completed form to the Commonwealth of Pennsylvania and the results will be mailed to your home.

- If you have your Pennsylvania Criminal Record Check from another organization that was obtained less than one year from the current date, you may submit this document in lieu of completing a new application (provided the reason for the request indicated “Education or volunteer”).
- In addition, the Pennsylvania Criminal Record Check is only valid for 5 years (60 months) from the date issued. In order to continue to volunteer in the District, you must renew your Pennsylvania Criminal Record Check every three years from the date of issue.
- If you have questions about the Pennsylvania State Police Request for Criminal Record Checks form (SP4 164), please call: (717) 783-9973 or toll free 1-888-783-7972.

3. FBI Federal Criminal History Check

The FBI This certification requires individuals to have their fingerprints taken digitally at a registered fingerprinting site. However, before your fingerprints can be taken you must first register for the process.

This can be done by registering online at the Pennsylvania Department of Education’s IdentoGO Site <https://uenroll.identogo.com/> or by phone at 1-844-321-2101 (Monday - Friday, 8 a.m. –6 p.m.). There is a \$21.35 fee for this certification for volunteers and \$22.60 fee for employment purposes. Payment must be made on site at the fingerprint location with a credit card, money order or cashier’s checks payable to MorphoTrust.

Online Directions

- Enter the Service Code: 1KG6Y3 - for volunteer purposes or 1KG6TR for employment purposes
- Click the “Schedule or Manage Appointment”
- Complete the required fields with your personal information as requested and then click “Next”
- Complete the required fields with your agency identifiers/security questions as requested and then click “Next”
- Complete the required fields with your citizenship information as requested and then click “Next”
- Complete the required questions as requested and then click “Next”
- Complete the required fields with your personal information as requested and then click “Next”
- Complete the required fields with your mailing address information as requested and then click “Next”
- Select the required documents to bring to your enrollment and then click “Next”
- Enter a Postal Code, City, Airport Code or Special Location Access Code to 'Search' for a location to schedule your appointment.
- Select a location, click 'Next' to continue or 'Cancel' to exit.
- Select a preferred date and time for your appointment at the specified location then click 'Submit' to confirm or 'Cancel' to exit.
 - If you are unable to make an appointment for the available times or all appointments are booked, click the 'Back' button below, to select another location.

- Click on the Print Status Icon on the upper right portion of the screen
- Print your service summary information

Once you have registered, proceed to an approved fingerprinting site to be digitally fingerprinted. Please remember to take the service summary information with you to the fingerprint location. After having your fingerprints taken at an approved IndentoGO site please provide the Human Resources Office your UEID number so they can retrieve your results. Results are typically available within 5-7 business days.

If you have your FBI Federal Criminal History Record from another organization that was obtained less than one year from the current date, you may submit this document in lieu of completing a new application (provided the reason for the request was submitted through PDE and not a different agency).

In addition, the FBI Federal Criminal History Record is only valid for five years (60 months) from the date issued. In order to continue your employment in the District, you must renew your FBI Federal Criminal History Record check every five years from the date of issue.

PLEASE NOTE: Volunteer certifications **CANNOT** be used for employment purposes. However, employment certifications can be used for volunteer purposes.

IdentoGO Fingerprint Locations

Cumberland County	Lebanon County	Lancaster County	Dauphin County
6483 Carlisle Pike Suite 104 Mechanicsburg, PA 17050	615 Cumberland Street Lebanon, PA 17042	10 S Market Street Elizabethtown, PA 17022	1251 E. Chocolate Avenue Hershey, PA 17033
		550 South Reading Road Ephrata, PA 17522	

Submitting Your Certifications

Alysia Wertley
Administrative Assistant
Hershey Christian Academy
awertley@HersheyChristianAcademy.org
717.312.7595

Appendix A

Forms and policies specific to COVID-19 and the Pandemic Task Force as it relates to school preparedness.

HCA Illness Mitigation Plans for 2021-22 School Year

General:

- Focused on thorough cleaning and sanitation.
- Proactively asking parents to keep their student home when they are not well.
- We are not requiring masks, but we are creating an environment where everyone shows respect whether they wear a mask or not.

Classroom Procedures:

- Cleaning and sanitization of rooms and supplies on a daily basis.
- Frequent hand washing and sanitizing.
- Teach and practice keeping personal space
- Individual school supplies.
- Maximize opportunities to take class outside.
- Open windows to provide ventilation as much as weather permits.
- Lunches eaten in classrooms.

Chapel Procedures:

- Students will be taught how to practice keeping personal space.
- Class groups will sit together.

Recess Procedures:

- Students will be asked to wash or sanitize hands prior to recess and before their return to the classroom.
- Teachers will hold the doors for students coming.
- Equipment will be cleaned and sanitized on a regular basis.

“Jump Start” Procedures:

- Students will check in with HCA Staff.
- Students will immediately report to class areas where they will be taught and encouraged to keep personal space.

Parent Drop Off/Pick Up:

- Parents will ring the school doorbell or call, (717) 312-7595, and student(s) will be brought to the door by HCA staff.
- Current health information and expectations will be posted on the main doors to HCA.

8.11.2021

HCA Medical Emergency Policy

1. HCA will provide ongoing and proactive education and communication to staff, students, and families regarding health and hygiene.
2. In the event of a medical emergency, epidemic and/or pandemic, HCA will refer to recommendations from the PA Department of Health in regard to prevention, transmission, and time out of school.
3. If at any point in time more than half of the school staff and /or students are absent due to illness, the administrator may make the decision to close the school and implement the Flexible Education Days or eLearning Days to prevent the spread of further illness. The return to school will be re-evaluated daily.
4. In general, the following medical guidelines are followed:
 - a. For any student with a temperature of 100 degrees or more or who is ill, a parent or guardian will be contacted and asked to pick the child up.
 - b. Students must be fever free (temperature less than 100 degrees without fever- reducing medication) for 24 hours prior to returning to school.
 - c. Students exhibiting signs of illness will be sent to the office and, if necessary, a parent will be contacted.

Addendum for 2021-22 School Year

In light of COVID-19 concerns, the following guidelines will supersede the general medical guidelines:

1. Students exhibiting known symptoms of COVID-19 (such as runny nose, congestion, pink eye, coughing, sore throat, unusual fatigue, redness or swelling of the lips, tongue, hands or feet, muscle aches, vomiting, diarrhea, rash, shortness of breath, chest pain and/or fever) will be sent to the office. A parent or guardian will be contacted to consult with HCA Staff. If the student is *fever free* with *mild* symptoms, such as sore throat and runny nose, they will be allowed to return to the classroom. The student will be closely monitored by HCA staff to ensure their health is not declining throughout the day.
2. If the student or a close contact/household member test positive for COVID-19, the HCA office should be contacted for proper sanitization and communication purposes. Upon receipt of communication, the HCA Student Life Committee will assess the situation with the consultation of medical professionals to provide timely communication to the HCA families and staff regarding next steps to be taken to mitigate any further spread of the virus. *If a student is required to quarantine, HCA staff will work with the family to provide a virtual learning experience for the student.

8.11.2021

Appendix B

The following are forms, documents, and contracts pertinent to school operations, parent involvement and student conduct at the Hershey Christian Academy. Please read the handbook, sign this page, and return to the school office.

TECHNOLOGY RESPONSIBILITY CONTRACT- *Read and initial this contract as an understanding of the responsibility and use of technology provided by the school and for use at the school. See policy on page 43.*

Initial Here Parent: Initial Here Student Middle School/High School Only:

SUBSTANCE USE/ABUSE CONTRACT- *The substance use/abuse contract is pertinent to the traveling of your student for any activity offsite whether it is for sports or a school event. Read the policy on page 38, then initial below.*

Initial Here Parent: Initial Here Student Middle School/High School Only:

DISCRIMINATION, HARASSMENT, BULLYING & ABUSE POLICY- *Please refer to the bullying policy and then student and parent must initial this contract. See policy on page 40.*

Initial Here Parent: Initial Here All Students:

HANDBOOK HONOR CONTRACT- *All students and parents must initial that they have read and will be on their honor to abide by the rules and conduct set forth in this student/parent handbook.*

Initial Here Parent: Initial Here All Students:

I have read and understand the rules and policies presented here in this handbook, and specifically listed on this page. Further, I will abide by these rules and policies.

Parent signature

Date

Student Signature (4th grade and above)

