HEART TO HEART CHRISTIAN ACADEMY

(H2H)



**2021 -2022**

**Student - Parent**

**Handbook**

 **8247 Ramona Blvd. West**

 **Jacksonville, FL 32221**

**(904) 783-8631/8638**

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 HEART TO HEART

CHRISTIAN ACADEMY

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**HEART TO HEART CHRISTIAN ACADEMY**

**ORGANIZATIONAL CHART**

**BOARD OF DIRECTORS & ADMINISTRATION**

 REVISED: 04/20/2021

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| **GOD** |

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| **BISHOP DR. BILLY W. WHITE SR.****FOUNDER/DIRECTOR** |

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| **LADY DR. JUANITA WHITE****FOUNDER/DIRECTOR/ADMINSITRATION** |

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| --- |
| **BILLY W. WHITE JR.****ATHLETIC & ASSISTANT DIRECTOR** |

**LORRIE SARVER**

**Director**

**CORNEILUS WHITE**

**PRINCIPAL**

**JACQUELINE WEAVER**

**Director**

**ROSHANDA JACKSON**

**Directors**

**THERESA GRIFFIN**

**Director**

**LYNN GRIFFIN**

**Director**

**~VACANT~**

**Director of Public Relations/Marketing**

|  |
| --- |
| **MR. CORNELIUS WHITE****H2H PRINCIPAL & ADMINISTRATOR** |

**School**

**Administration**

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| --- |
| **MRS. JANICE PAGE****VICE PRINCIPAL** |

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| --- |
| **MS. LIBRA MOORE****OFFICE MANAGER** |

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| **MRS. APRIL WHITE****GUIDANCE COUNSELOR** |

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| **MISS CHANETTE FLORNOY****FOOD SERVICE DIRECTOR** |

Welcome

***Welcome to Heart to Heart Christian Academy, located in Jacksonville, Florida. We are a close-knit community serving children from kindergarten through high school. Heart to Heart Christian Academy is the vision of founders Bishop Billy W. White, Sr. and Elect Lady Juanita White. It was their goal to establish a program that would assist youth in excelling academically as well as spiritually.***

***Our mission is to glorify God by providing students a Christ-centered, Bible-based education, by influencing them for salvation, by instructing them in values for Godly living, and by providing a program of academic and extra-curricular excellence.***

MISSION STATEMENT

**Heart to Heart Christian Academy’s (H2H) mission is to spiritually educate our students as well as academically educate them by:**

1. Being a place of learning were students, parents, and teachers are followers of Christ and seek to keep Him preeminent in every school program.
2. Being a place of nurture with a Christ-centered environment where students and families are reached with the Word of God.
3. Being a school where learning is Bible-based and students adopt a Biblical worldview value system, discerning truth from error and learning the value of a daily walk with the Lord.
4. Being a school recognized within our circle of influence for a student body that presents a well-disciplined testimony for Christ and is accountable for its behaviors.
5. Being a school known and respected in our community for a dedicated and Godly faculty who uphold the tradition of high ethical and moral standards, personal integrity, and Biblical evangelism.
6. Being a school with excellent programs supporting strong academics, technology and more.
7. H2H will be a quality campus which builds into the future for our students a school with growing state-of-the-art facilities and equipment and an attractive, functional, safe campus.
8. H2H will be a dedicated school providing a clear support of the community, parents, alumni, and local churches.

ABOUT THE SCHOOL

 In 2006 The New Life Church at Jacksonville incorporated Heart to Heart

 Christian Academy on the westside of Jacksonville in Duval County, Florida.

The school is the vision of Bishop Dr. Billy W. White, Sr. and First Lady Dr. Juanita White and exemplifies the concept “School of Excellence”. Their goal was to establish a program that would help youth to excel academically as well as spiritually. This school was birthed on the three principles of love, discipline, and fundamentals. The Academy opened in December 2006 with an enrollment of seventeen students. Today the numbers are steadily increasing in Kindergarten through 12THgrade.

Accredited by: (FCCPSA) Florida Coalition of Christian Private Schools Accreditation.

HEART TO HEART GOALS

* Introduce each student to Jesus Christ that they may know him, walk with Him, and find His purpose for his /her life.
* Inspire excellence in all students through academics, mentoring and community service
* Provide a positive, caring, and supportive Christian learning environment for all students.
* Produce graduates competitively positioned for continuing education and employment.
* Encourage participation in apprenticeship program for students through hands-on training in career fields.
* Build a family-like relationship among students, parents, and teachers.
* Help students develop to Christ-like maturity through positive discipline, spiritual counseling, and mentoring.
* Prepare students for their ministry in the church and life mission in the world through the impact of solid Biblical teaching and exposure to college and career professionals.

INTRODUCTION

Our primary objective is to reach each student spiritually. This is accomplished in the following ways: building a school atmosphere conducive to uplifting Christ, enlisting a faculty and staff who love the Lord, designing a curricular philosophy drawn from the Word of God, organizing weekly chapel services, teaching Bible classes, praying for God's blessing in each and every class, and witnessing to all students as we seek to win them to Christ in the spirit of II Corinthians 5:17. We teach Christian beliefs and believe in a Biblical Worldview.

FOUNDERS AND DIRECTORS

The Bishop, Billy W. White Sr. and Lady Dr. Juanita White senior pastor and Elect Lady of The New Life Church at Jacksonville are the founders and directors of Heart to Heart Christian Academy. Bishop and Dr. White are driven by a passionate commitment to see people succeed in every area of life. That passion, along with their enthusiasm, genuine love for people and effective teaching has fueled this ministry and school.

VISION STATEMENT

Heart to Heart Christian Academy (H2H) Vision is to see students and people succeed in every area of life, spiritually and academically by genuine love and effective teaching.

STATEMENT OF FAITH

Because Heart to Heart Christian Academy is a ministry of The New Life Church at Jacksonville, it is important that students and parents know the basic beliefs of the school.

We believe that the Holy Bible, in both the Old and New Testaments, was supernaturally inspired and that the King James Version of the Bible is the divinely preserved Word of God for the English speaking people (Psalm 12:6-7) and that it has enjoyed a miraculous manifestation of God’s approval all during its history and use. It is our guidebook for faith and practice in this life.

We believe that there is one God, without beginning and without end. Revelation 1:8, Micah 5:2. We believe in the Trinity - God, the Father, God, the Son, and God, the Holy Spirit. Matthew 28:19, II Corinthians 13:14.

God is the Creator of Heaven and earth. Man is the direct act of creation by God. Jesus Christ, God’s incarnate, virgin-born Son, took human flesh to shed His blood on Calvary’s cross for the salvation on mankind from sin. He ascended into Heaven to the right hand of God, and He will make a personal return to earth in power and glory. The Holy Spirit indwells all believers and guides and instructs them through the Word of God.

Salvation is based on a personal recognition of sin and complete faith (reliance) upon the death, burial, and resurrection of Jesus Christ for the salvation of the soul.

STATEMENT OF PHILOSOPHY EDUCATION

One of the elements that are sometimes neglected in the selection of a school is the philosophy of education. However, philosophy of education differs from school to school and, therefore, ought to be considered during the selection process.

There are two primary tenets of Heart to Heart Christian Academy’s philosophy of education. The first is that All Truth is God’s Truth. The point of this statement is that learning apart from God is incomplete. Therefore, the Lord is a NATURAL PART of every day. Class begins each morning with Bible reading and prayer. The teachers have the freedom daily to talk about what the Lord has done in their own lives. By example they are communicating this message: “God can and should be a NATURAL part of each individual’s day.

The second tenet of our philosophy of education is that God has given the responsibility of a child’s education to the parent (Deut. 6-9). This is radically different from schools which believe they are “wiser” than parents and, therefore, not responsible to parental concern.

We view our school as your right arm, assisting your parental responsibility with usurping it. Therefore, your concerns and opinions are an important part of your child’s education and will not be ignored. Our faculty and administration have an “OPEN COMMUNICATION” policy, inviting parents to share any concerns or desires they may have.

We believe that maintaining this policy over the years has made our school stronger because we have listened and responded to godly parents who are concerned about their children.

Many of our present policies and procedures are the result of parental input. We are moving confidently forward expecting God to bless our relationships with parents because we are attempting to operate our school HIS way.

The result is a team spirit with parent and teacher working together for a common goal: the development of your child.

Proper social relations are Bible-based in a Christian school. What some would call “old-fashioned” decency and morality is what is believed to be the proper stance for the Christian. In a day when it is accepted to “do as you please”, the Christian school stresses self-control, respect for law and order, patriotism, and Bible morality.

To provide a well-rounded education, all core academics and fine arts are incorporated into the Philosophy to achieve a wholesome Christian atmosphere.

PROFESSIONAL AFFILIATONS:

Heart to Heart Christian Academy is accredited through the Florida Coalition Private Schools Accreditation, ([www.fccpsa.org](http://www.fccpsa.org)) which is a state approved accreditation agency.

NOTICE OF NON-DISCRIMINATORY POLICY AS RELATED TO STUDENTS:

Heart to Heart Christian Academy admits students of any race, color, nationality, and ethnic origin. All students have the rights, privileges, programs, and activities, generally accorded, or made available to students of the academy. Heart to Heart does not discriminate based on race, color, nationality, and ethnic origin in the administration of its admissions policies, educational policies, scholarships, loan programs, athletic and other school-administered programs.

ADMISSIONS POLICY:

Heart to Heart Christian Academy supports an open enrollment policy. Students from all religious faiths are welcome to attend. **However, parents and students from non-Christian households must keep in mind that Heart to Heart is a Christian place of learning and Christian beliefs and values are taught. The Christian Bible will be used during course work throughout the school year.**

ADMISSION GUIDELINES:

The admission of each prospective student is approached with an attitude of prayer and a sense of ministry. Admission to Heart2Heart Christian Academy is a privilege, not a right. Each prospective student must complete the following process:

1. Upon inquiry into admissions, each prospective family will receive an admissions application packet.
2. The Parent/Guardian of the prospective student will provide the school with a copy of their child/children’s transcripts, discipline records and the completed application packet. This packet must also include a copy of the student’s birth certificate, a Florida Immunization Record, and a yellow/white Florida School Entry Physical Form. When a student applies for the upcoming school year prior to the completion of the current school year, a final transcript must be submitted before July 15th of the enrollment year.
3. Provided that all requested paperwork is completed the prospective

Student (and a parent or guardian) will be scheduled for an interview. The purpose of the interview is to finalize admissions and answer any questions that the parent or student may have. School tours and student visits are available upon request.

When a student visit is arranged, the prospective student will be paired with a current student and will follow that student's schedule throughout the day.

#### **\*\*Notification by automated phone system, mail or e-mail will inform the prospective student's parents of his or her enrollment status\*\***

CRITERIA FOR NEW ADMISSIONS:

Students who have been expelled from their previous school(s) or who have withdrawn to avoid such action **will need a conference with the Principal and/or Directors** before permitted to enroll in H2H.

Students who have been expelled or have been asked to withdraw from Heart2Heart Christian Academy may only be considered for re-enrollment upon successful completion of the restoration program as described in the discipline section.

Students who have a history of discipline from their previous school(s) involving aggressive behavior, drug related offenses, weapons violations, immorality, or significant absenteeism **will not be permitted to enroll**.

Any students who have enrolled under false pretense or contributed to their case for enrollment by either providing false information or withholding significant information will lose their opportunity to enroll or to remain enrolled.

#### An exception is made in the enrollment policy for students with an IEP and or Service Plan. This exception is not meant for anyone else without an IEP or Service Plan**.**

ADMISSIONS POLICY & ENROLLMENT PROCEDURES:

Enrollment takes place only after the student's family has accorded themselves to be in agreement with the Statement of Faith and Academic Administrative Practices of the school and is then authorized to enroll by the principal. The process of qualification to enroll is explained below. The enrollment method often referred to as "registration" is designed to provide a modest advantage to returning families who can enroll on a first-come, first-served basis during the initial days of Early Registration. Immediately following the returning family registration, new families can begin registering also on a first-come, first-served basis.

1. Enrollment/admissions information for **New Students** can be obtained from our administration office or online at [www.h2hacademy.com](http://www.h2hacademy.com/)
2. Upon completion of enrollment packet and meeting with the Principal, your child will be considered for **enrollment/not enrolled** with H2H Christian Academy.
3. If we find additional problems, conditions, or commodations that were not divulge then the enrollment is? \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### Please Note: Students in grades third through twelfth must meet behavioral and academic criteria as set forth in this manual and parents are required to read this manual in its entirety sign and date the CONDITIONS OF ENROLLMENT AND PLEDGE OF COOPERATION fixed to the back of this manual and return it to H2H Christian immediately.

1. The completed enrollment forms for new students must be returned to the administration office along with copies of your child's immunization records (including dates), physical, and birth certificate. **PLEASE NOTE:** Children entering the nursery or kindergarten for the first time, including students entering from out of state, **MUST** have a physical examination.
2. The non-refundable registration fees must be paid at the time of enrollment. Registrations taken after June 1 must also cover fees for matriculation, uniforms, and standard tests as well as first payment and transportation fee include the first tuition payment for the twelve-payment plan, which is due June 1 or upon registration after June 1. If parents plan to use the ten-payment plan, the first tuition payment is due August 1.
3. Acceptance letters or phone calls will notify parents of their student's acceptance. In some cases, parents will be asked to have a conference with the grade level principal. In these cases, acceptance will not be granted until the school, the student, and the family have met and agreed upon any and all conditions of enrollment which may be dictated by the results of the entrance testing, discipline records and interview.
4. Students may be participants in the Step Up for Students or McKay Scholarship programs. The same admission procedures are in effect for all students; however, we may not be able to fulfill all educational accommodations based upon the services we offer.
5. Sometimes a student’s scholarship is not enough to cover all H2H fees. In those cases, parents must pay the difference. The Principal or Finance office will accept payment and/or create a payment plan that is workable for the family.
6. **Request for transcripts to schools, colleges, etc. will be sent out upon request. Only two transcripts will be forwarded. Additional request for transcripts will be a fee of $15.00. Parents will receive the original transcript.**

Re- Enrollment Procedure for Returning Students:

H2H re-Enrollment of current students for the next school year begins in April of current school year. To be re-enrolled, the students financial account must be current and be kept current. No child may be re-admitted unless all financial obligations have been met from the previous school year. Students are evaluated on academic performance and attendance annually to determine eligibility for re-enrollment.

RE-ENROLLMENT AS FOLLOWS

1. Receipt for updated and completed re-enrollment forms
2. School Choice Scholarship Award Letter
3. SCHOOL SCHEDULE:

The school day will begin at 8:30 A. M. and ends at 3:20 P. M. on Monday through Thursday. Then 8:30 A. M. until 1:00 P. M. on Friday.

**PARENT/SCHOOL COMMUNICATIONS:**

An important part of effective teaching is good parent/teacher communication. We welcome your involvement concerning your child's progress. Any time you desire a conference, please simply speak with the front office and you will be contacted to schedule arrangements. Please do not interrupt school activity by going to the classroom to talk to the teacher. If immediate information must be given to the teacher, please go to the office and someone will convey the message or escort you personally, as the situation dictates. Please call for a day and time if you need to speak with a teacher. After school, teachers are often involved with help class, teacher's meeting, conferences, etc. Therefore, it is necessary for parents to make an appointment to meet with their student's teacher. Often, small matters may be taken care of by sending a note to the teacher. The use of e-mail is recommended for communicating with teachers. Please do not call the teacher at home unless he/she has requested that you do so.

TARDINESS AND ATTENDANCE:

**TARDINESS POLICY and EARLY RELEASE:**

Each student must have a note signed by his or her parent/guardian stating the reason he/she is arriving late for the beginning of the school day. Students who arrive late or leave early must be signed in or out by a parent/guardian at the school office.

Tardiness between classes is only excusable by the school office. Tardiness to school in the mornings is only excusable due to providential hindrances such as student illness, a medical emergency, medical/dental appointments, or a traffic accident in which the student is involved, or the student is simply running late, an alarm not working, heavy traffic, a schedule change, incidents of a similar nature or possible daily occurrences are not excused.

Tardies are disruptive to the educational process and have an adverse effect on the student’s learning. Students are allowed (4) tardies during each quarter. Each tardy thereafter will result in a financial consequence. A $50.00 fee will be assessed for more than 4 unexcused tardies per quarter. An unexcused tardy to school will changed to excused ***only if the student brings a note from a parent within twenty-four hours.***

When a student enters the class more than five minutes passed the start time, then the student will be considered tardy to class. This tardy will be counted against the student’s (4) four allowable tardies for that quarter UNLESS, a parent is checking a student in late because of illness, doctor’s appointment, or family emergency. There will be a $50.00 charge to the parents for excessive tardiness. If the student is the driver, then he/she will be charged the $50.00 fee or will be required to complete 10 hours of Community Service.

In Edsby Grades the following codes will appear:

* + - A – Absence
		- AU – Absence Unexcused
		- AE – Absence Excused
		- T – Tardy
		- TU – Tardy Unexcused
		- TE – Tardy Excused

Students are allowed **(9)** absences per semester. Any student exceeding **(18)** absences during the school year will be required to take summer school in order to pass and satisfy the attendance policy. Absences with proper documentation will be considered excused and will not be counted toward student absences. Any student not present must bring an excused note from parent/ guardian to be allowed in school the next day.

**TARDINESS PENALTY:**

To have a tardy excused, a student must present a valid parent note to the office within two days.

Our staff is extremely sensitive to the conscientious child who has a genuine hindrance or emergency. Please remember this tardy policy is designed to deal fairly and firmly with the casual and/or careless student whose tardiness is upsetting and thwarting our goals in education for your child.

#### ABSENCES

1. When a student is absent from school, a signed note should be brought from parent stating the reason for the absence. This note should be taken to the office and must include the following:
2. Student’s first and last name
3. Date of absence
4. Reason for absence
5. Parent’s signature

Please Note: ***Heart to Heart Christian Academy understands that illnesses, unfortunate events, and family emergencies may require an excessive number of days be missed from class. However, students who exceed (9) absences per semester are losing credits for their classes if the number of seat hours are not met. Students in this situation will be required to have their parents/guardian submit a written petition to the administration explaining the reason(s) for their excessive absenteeism. Please submit doctor’s note with this petition.***

The note must be submitted to the front office upon return to the school.

1. An unexpected absence for illness or family emergency is excusable. All work may be made up. H2H requires a signed Doctor’s note. A family emergency is required to be submitted via email to the school board for approval.

A preplanned absence is also excusable but still counts as an absence.

1. All missed work may be made up according to school policy. That policy states "Students are to have one day to make up assignments for each day the student was absent from the class.” For example, if a student is absent on Monday and Tuesday, he makes up his work on Wednesday and Thursday. It is due Friday.
2. Skipping is unexcused. The academic work may not be made up.
3. In order for the student to be counted present for a class, a student must be in attendance for at least half of the class period.
	* Half a day attendance- a student is considered to be in attendance for one- Half (1/2) when he/she: (1) is physically present at a school site or (2) is participating in an authorized personnel for more than 25% and less than 50% of the student’s instructional day.
	* Whole-day attendance- the student is considered to be in attendance for a whole day he/she: (1) is physically present at a school site or (2) is participating in an authorized school activity, and is under the supervision of Authorized personnel for more than 50% (51-100%) of student’s instructional day.

**In order for a student to be eligible to receive grades, high school students shall be in attendance a minimum of 80 days per semester or 160 days a school. Middle school students shall be in attendance a minimum of 160 days per school year. Students will forfeit their promotion eligibility if minimal days required are not met.**

VISITOR POLICY:

For the safety of our students, **ALL VISITORS, PARENTS INCLUDED, MUST REPORT TO THE OFFICE AND RECEIVE A VISITOR BADGE BEFORE GOING TO ANY LOCATION ON THE SCHOOL GROUNDS.** Parents are welcome and encouraged to visit the school. Arrangements for classroom visits or conferences **must** be made in advance. Students are not permitted to bring other students to the school to visit.

PETS ON CAMPUS: No dogs or other pets are allowed at Heart to Heart Christian Academy unless they are Service Animals or arrangements have been made in advance through administration for a classroom visit. Children may be afraid or have severe allergies to animals. If you are walking to school with your dog, plan to drop your dog off and meet your child outside of the school grounds.

SCHOOL VOLUNTEER POLICY

To protect the best interest of our students, staff, and administrators, we have adopted the following volunteer policy.

Volunteers are not currently required by the state to have background checks on file at the school. However, we at Heart to Heart have decided that it is required that if you volunteer for more than eight (8) hours (instead of 8 hrs, shouldn’t this be more than (2) two hours you will need to be fingerprinted.

**How do we ensure a person is not on the “sex offender” list?**

Volunteers are not permitted to be alone with students unless both of the following requirements are met:

* 1. He/she has a background check on file at the school.
	2. He/she has been approved by the Director/Administrator or Principal.

This policy has been adopted with the best interest of students in mind. Our number one priority is to make sure all children receive a quality education in a **SAFE** environment.

DRESS CODE POLICY:

#### DRESS CODE

Heart to Heart supports a dress code indicative of respect and proper representation of a Christian school and its student body. Students must abide by the dress code during school hours as well as on class trips, activities, or events representing

Heart to Heart dress code is in compliance with the Board of H2H school attire, hygiene, and accessories policy.

#### Students may **not** wear pants that hang below the waistline. They should wear a belt at all times.

* + - Students may **not** wear any clothing that reveal parts of the upper or lower body, including shirts/pants above the knee, short skirts/shorts or low- cut tops, crop tops showing the stomach area. **Navy Blue, Khaki, and Black Bottoms**
		- Students may **not** wear flip flop, opened-toe shoes, or any shoes that is not enclosed.

Students should not wear any of the following:

#### Dirty or ripped clothing.

* + Tank tops revealing any part of the upper body.
	+ Any obvious gang-related clothing or identification.
	+ Extreme colored hair: Bright red, orange, purple and green.

**Students are allowed to wear opened hoodies, (zipped or buttoned) sweatshirt**

#### DRESS CODE PENALTY

Students out of dress code will be suspended from class until the issue is corrected.

*An exception to the dress code policy for one is not meant as an exception in the dress code policy for anyone else.*

BEHAVIOR AND CONDUCT POLICY:

**CONDUCT**

All students are expected to behave appropriately and in a respectful manner. Parents and students may review the demerit that lists most of the improper conduct and behavior that is not permitted at Heart to Heart. Any student exhibiting negative behavior at school or at any school-related event will be referred to the Vice Principal for appropriate disciplinary action. Any student, who receives three (3) suspensions in a year, will automatically be expelled from Heart to Heart Christian Academy. (Please see our policies on discipline.)

#### **DISCIPLINE**

AS THE HEART TO HEART STUDENT REPRESENTS THE SCHOOL AT ALL TIMES, BOTH ON AND OFF CAMPUS, IT SHOULD BE UNDERSTOOD THAT CONDUCT WHICH BRINGS DISCREDIT TO THE STUDENT, HIS/HER FAMILY, THE REPUTATION AND STATURE OF THE SCHOOL AND ITS COMMUNITY, OR THE LORD JESUS CHRIST MAY RESULT IN DISCIPLINARY ACTION AND EXPULSION BY THE SCHOOL.

STUDENTS MAY BE REQUIRED TO WITHDRAW OR NOT BE ALLOWED TO RE-ENROLL BASED UPON WHAT IS DEEMED TO BE AN EXCESSIVELY UNCOOPERATIVE OR UNSUPPORTIVE ATTITUDE BY THEIR PARENT OR GUARDIAN.

PLEASE UNDERSTAND THAT ALL DEMERITS ACCUMULATE TOWARD IN-SCHOOL SUSPENSION AND EVENTUAL EXPULSION

Proper discipline sets the stage for proper learning. At Heart to Heart Christian Academy, we believe in preventative as well as corrective discipline. This includes positive incentives as well as punitive correction measures. Children need boundaries and consistent leadership to achieve their highest potential.

Although some methods of discipline of necessity may vary according to a student's age and maturity level, our goal is to provide outward controls until self-control is learned and then becomes an integral part of the student's character. Good discipline is ordained of God. "Train up a child in the way he should go: and when he is old, he will not depart from it."

(Proverbs 22v.6) Heart to Heart Christian Academy does not use corporal punishment as a discipline strategy.

GENERAL BEHAVIOR - SCHOOL HOURS

1. Students may not leave campus without school permission after morning arrival.
2. Students may not arrive on campus before 7:45 a.m. or remain on campus after 3:30 p.m. unless they are enrolled in our before and after school care program.

THE SCHOOL ASSUMES NO LIABILITY OR RESPONSIBILITY FOR THE SAFEKEEPING OF EQUIPMENT, BOOKS, COLLECTIONS, OR MONEY CONFISCATED FROM STUDENTS. ALSO, THE SCHOOL ASSUMES NO LIABILITY OR RESONSIBILITY FOR ANY ITEMS THAT ARE LOST OR STOLEN FROM STUDENT LOCKERS, CLASSROOMS, HALLWAYS, STORAGE AREAS, OUTSIDE AREAS, OTHER PLACES ON GROUNDS, AT ATHLETIC PRACTICES AND GAMES, OR AT ANY OTHER SCHOOL ACTIVITY.

**NOTE:** Heart to Heart Christian Academy reserves the right, with or without parent consent, to search any student's locker desk, or any vehicle driven to school by a student. The academy also reserves the right, with or without parent consent, to have the contents of any student's personal effects examined, including but not limited to backpacks, purses, and pockets utilizing the school’s metal detector. The academy will make a reasonable attempt to contact a parent prior to the search of a vehicle in order to allow the parent to be present.

If the parent is not available by telephone after a reasonable attempt, the vehicle will be searched. Failure by the student or his parents to cooperate with the academy will result in the student being asked to withdraw from school or face expulsion.

An exception to the discipline or demerit code policy for one is not meant as an exception in the policy for anyone else.

**Note:** The School Board reserves the right to decide the demerit penalty, suspension, or expulsion for any offense not listed, depending on the severity of the offense. Demerits listed in the discipline code are listed as the minimum penalties. Any student having 30 or more demerits at semester break will be placed on behavioral probation. (See "Probation".)

OFFENSE CONSEQUENCE

**ACCUMULATIONS:**

Accumulation of 10 demerits 1/2 day in-school Suspension

Accumulation of 15 demerits 1 day In-School Suspension

Accumulation of 20 demerits Family Seminar/ Family Intervention

Accumulation of 30 demerits 2 days In-School Suspension

Accumulation of 40 demerits 3 days In-School Suspension

Accumulation of 50 demerits Expulsion

**Note: Tardies are no longer part of the discipline system. They have been included as part of the attendance system. (See Tardiness penalty)**

IN-SCHOOL SUSPENSION PROGRAM

The In-School Suspension Program will be a deterrent to misbehavior by operating without apology as an abrasive, punitive, non-negotiable, non- manipulated discipline. Enrollment in the academy implies full agreement with this program and its application to students in management of behavior. Please understand that a student makes a behavioral choice when a school rule or policy is violated. Seldom is a student a victim of accumulated demerits, a victim of tardiness, or a victim of disrupting a class. Suspensions are viewed as a result of student choices. Character training, accountability, and fairness to all students demand a quick, non-negotiable punishment.

The in-school suspension program will operate daily serving two categories of students:

1. Scheduled students for all day suspensions with exceptions as noted in the rules.
2. Unscheduled disruptive students while being given disciplinary review by the office. These students will not be officially suspended nor does disciplinary review time count against assigned suspension time.

#### ISS RULES OF OPERATION

1. Suspensions can be either full or half day, depending on the demerit count.
2. Suspensions are not scheduled or rescheduled for the convenience of the students, families, or the school and its programs.
3. A parent will be notified by the Principal/Vice Principal of the reason for the suspension and the date of the suspension. Students are allowed the reason for the suspension and the date of the suspension. Students receive **zero** on all class participation grades while in ISS but will be permitted to do class work without any assistance from the ISS Monitor.
4. Students who are involved with quarter, semester, or final exams will be permitted to take their exams. However, the exams will be penalized one full letter grade.
5. Homework and projects assigned the previous day may be turned in for credit on the day following ISS. Students will be responsible for getting and completing all homework or class work missed while serving ISS. They will receive a zero for that work.
6. If a student is absent from school on the day of scheduled ISS, the student will serve ISS on the day he/she returns. All penalties will be assessed on the originally assigned day of ISS.
7. ISS students are not permitted to participate in any after school or evening activities on the day of a full day of ISS. This includes curricular and extracurricular activities of school organizations such as drama, music, clubs, cheerleading, athletics, student government, etc. However, students may participate in practice.
8. Refusal to serve an assigned ISS is cause for Out of School Suspension.
9. Time served in ISS is not marked as an absence. OSS is marked as an absence.
10. Other rules and guidelines may be added as deemed necessary by the Principal and or Administrator.

#### FAMILY INTERVENTION PROGRAM

The Family Intervention Program is designed to be a proactive approach for students who are struggling with discipline issues. The intent of this program is to examine potential root causes for the student's behavior and to develop strategies to effect change prior to the student reaching probation or expulsion levels. Family intervention includes parental conferences and a counseling program for the student intended to help meet the student's behavioral needs as it relates to student discipline. When a student reaches twenty demerits in a semester, a conference will be held with the parents and the student in attendance. The Principal and the Guidance Counselor will coordinate the details of the program.

#### RESTORATION PROGRAM

In keeping with the mission of Heart to Heart Christian Academy to influence each student for salvation in Christ and to instruct our students in values for Godly living, the Upper Division has established a restoration program. This program is designed for the following students:

A student who has been expelled, required to withdraw, or who withdraws to avoid expulsion from the academy. (The Board will make determination as to the student’s candidacy for the restoration program, based off of inputs from the Principal.)

PROBATIONARY STATEMENT

**ALL STUDENTS ARE ACCEPTED ON A PROBATIONARY BASIS. THE SCHOOL RESERVES THE RIGHT TO DISMISS ANY STUDENT WHOSE BEHAVIOR DOES NOT COOPERATE WITH THE EDUCATIONAL PROCESS OR WHOSE ATTITUDES AND ACTIONS ARE NOT IN HARMONY WITH THE SPIRITUAL ATMOSPHERE NURTURED HERE. THIS INCLUDES DISRESPECT TO STAFF MEMBER(S) AND/OR REFUSAL TO FOLLOW H2H POLICIES OR FOLLOW THE INSTRUCTIONS OF A STAFF MEMBER, ABSENTEEISM, AND GRADING.**

**ZERO DRUG AND WEAPONS TOLERANCE**

H2H Christian Academy has a **"Zero Drug and Zero Weapons Tolerance"** program in place for the protection of our students and preservation of school atmosphere.

**\*\*PLEASE SEE YOUR PRINCIPAL OR ADMINISTRATOR TO REVIEW THIS PROGRAM\*\***

CONTACT INFORMATION

 Main Office Jacksonville:

 (904) 783-8631/8638 Fax Number: (904) 224-1183 / (904) 619-6592

E-Mail address: principalh2h2020@gmail.com

School Office Email: h2hschoolofficestaff@gmail.com

###  Location

 8247 Ramona Blvd. West

 Jacksonville, FL 32221

### Transportation - Jacksonville

The student transportation fee is $200 per month for each student. (Discounts are available for additional children in the same household. Transportation will be assigned on a first come, first serve basis.

### 2021- 2022 School Calendar

#### **School begins August 16, 2021 and ends June 03, 2022**

Holidays, Spring Break and Parent Conferences - TBA

**Tuition** Due the **1st thru the 7th** of each month.

 A late fee of $30.00 will be assessed after the 7th.

ADDITIONAL SCHOOL INFORMATION

**SCHOOL HOURS**

The school day will begin at 8:30 a.m. and ends at 3:20 p.m.

Monday, Wednesday- (In Person Traditional Style Classes)

Tuesday & Thursday – Online/Virtual Learning

Friday’s (Half Days) 8:30 a.m. -12:30 p.m.

Students should NOT arrive on site prior to 7:45 a.m. and must NOT remain at school past 3:30 p.m., unless involved in a school activity or extended care.

***Students will not be allowed into the facility until 8:00 a.m. Masks or Shields will be required for everyone entering inside H2H campus. This includes, staff, students, parents, and all visitors.***

***There is now a centralized drop off point to ensure all students and guests are screened prior to entering the facility. All individuals entering the campus must utilize the front entrance. Please get a copy of the drop off- pick up attachment. Anyone who has a temperature equal to or higher than the CDC recommendations (100.4F) will not be allowed to enter the facility or attend school for the day. (See COVID-19-pages 36-37).***

***Students will no longer be allowed to gather and socialize inside of the hallways of the campus. Once they have been screened, and cleared they will proceed directly to their respective classroom or to the cafeteria for breakfast.***

***All students requiring provided transportation will have their temperature checked prior to being allowed onto the van/bus. Anyone with a temperature exceeding CDC guidelines will not be allowed to ride the van/bus. All students and driver will be required to wear a mask on all transportation. It is highly recommended that parents check their child temperature in the morning to alleviate any phone calls stating that your child did not get on the bus and is still at home.***

**Breakfast/Lunch** is provided by Heart to Heart Christian Academy. We provide a free nutritional breakfast and lunch through the National Lunch Program daily.



###  Curriculum

We use a variety of quality curriculum that meets National Standard and our Biblical Worldview.

Bob Jones, Florida Virtual School, A-Beka, Alpha and Omega and Ignitia.



#### Tutoring

All students requiring additional assistance will be provided tutoring instruction. Many students receive pull-out tutoring through Title I and/or ESE Services.

#### Additional Credits

High School students can earn credits for job performance and/or community services. High school students with at least a 3.0 GPA may apply for dual enrollment at a local college, thereby earning college and high school credit simultaneously. H2H does not provide transportation to/from college classes.

H2H offers several types of diploma accommodations; **Standard General Diploma, Standard Career Prep Diploma, Standard College Prep Diploma, Special Diploma, and the Special Vocational Diploma,**

#### Class Sizes

 Heart to Heart makes every attempt to keep classroom size to a maximum of 15 students per instructor

STUDENT BODY

Heart to Heart Christian Academy accepts students for the following grades: K5

KG –2nd Lower Elementary

3rd – 5th Upper Elementary

6th – 8th Middle School

9th-12th High School

#### HIGH SCHOOL

High school students (10th-12th graders with at least a 3.0 GPA) may do dual enroll at a local college while attending Heart to Heart at the expense of the parent.

Credits earned will go towards graduation, as well as towards a college degree. Students in high school may also earn credits for job performance and community service hours. In order to receive credit, students must submit job evaluations and validated community service hours on a bi-weekly basis. **Heart to Heart Christian Academy** is associated with various companies and organizations that may provide assistance with student community service hours. Please feel free to contact us regarding the community service program.

FINANCIAL POLICIES

**FEES**:

All Fees are accounted for in the tuition price. There is NO charge for the early morning supervision time (7:45 A.M – 8:00 A.M.) After school care services are an additional fee.

PAYMENT OF FEES:

Students who are eligible for School Choice Scholarships must submit their Award Letter to Heart to Heart Christian Academy - School Business Office, along with a completed application or re-enrollment form.

The first tuition payment is due on the last day of August and by the 7th of each month. Thereafter, if tuition is late or not paid, a late fee of $30.00 is accessed. For all non-sufficient funds, an additional fee of $35.00 will be accessed. Parents must contact the school office if unexpected problems arise and interfere with tuition payments. From there, the Heart to Heart Christian Academy Administrator will be notified of failure to pay or hardship of tuition.

Students who accounts become past due are subject to be disenrolled or dismissed by Heart to Heart Christian Academy Administrator. If you decide to withdraw your child before the end of the school year, we are able for the full tuition. Students will not be allowed to participate in graduation ceremonies unless tuition is paid in full. ALL records, report cards and any academic records will NOT be issued or released to transferring students at the end of the year until the account is paid in full.

SCHOOL CHOICE SCHOLARSHIPS PROCEDURE

Notification will be sent by email, voice message to parents who student(s) receiving a School Choice Scholarship. Parents are required to endorse scholarship checks throughout year when notified. Parents have (3) days to endorse scholarship check from the time of receipt. It is the solely the parent responsibility to complete the endorsement within a timely manner. Failure to endorse scholarship checks can or may result in an Administrator dis-enrollment, in lieu parents will still be responsible for repayment.

**Scholarship Accepted**:

Heart to Heart Christian Academy accepts the following:

* MCKAY – JOHN M. McKAY SCHOLARSHIPS
* GARDINER
* FLORIDA TAX SCHOLARSHIPS/STEP UP FOR STUDENTS
* FLORIDA EMPOWERMENT SCHOLARSHIP (FES)
* AAA SCHOLARSHIPS
* PRIVATE PAY

####  2020-2021

#### Heart to Heart Christian Academy Fees

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  **KG – 2ND 3RD – 5TH**  |  | **6th – 8th** |  |  **9th 12th** |  |
| Registration | $400.00 | $400.00 | $400.00 | $400.00 |
| Tuition | $5000.00 | $5500.00 | $6500.00 | $7700.00 |
| Curriculum Fee | $350.00 | $400.00 | $400.00 | $400.00 |
| Achievement Testing | N/A | $60.00 | $60.00 | $60.00 |
| Transportation Fee | $2000.00 | Same | Same | Same |
| Uniforms | $100.00 | $125.00 | $125.00 | $125.00 |

 **Tuition is due the 1st-7th of each month that school is in session. A late fee of $30.00 will be assessed for all payments made after the 7th of the month. If tuition is not paid in full by the end of the month, the student will not be allowed to return until full payment of tuition is submitted, unless special arrangements have been made with Administrator/Principal.**

**Parent/Student Laptop/Computer Agreement**

**Heart to Heart Christian Academy**

**Parent/Student Laptop/Computer Agreement**

**Parents & students must sign and return the Laptop/Computer Agreement before the laptop can be issued to your child.**

As a borrower of an H2H laptop, I accept the following responsibilities:

I will follow the guidelines listed below for proper care of the laptop.

I will use the computer for school. I will not install any software on the computer unless it has been approved by the school’s Technology Coordinator and Principal. (Requests for software modification or installation should be made 7 days in advance of when they are needed.)

Inappropriate content will not be allowed on laptops

Presence of weapons, pornographic materials, inappropriate language, alcohol, drug, gang related symbols or pictures will resulted in disciplinary actions.

I will not write on or place any labels or stickers on the laptop, students will be charge a fee

Do not delete any folders or files that you did not create or that you do not recognize. Deletion of certain files will result in a computer failure and will interfere with your ability to complete class work and may affect your grades.

I will report any problems/issues I encounter while using the laptop to the technology department immediately.

I understand that the technology staff will reimage the laptop at any point where it becomes unusable or unstable and at the end of the year.

I understand that reimaging may be a course of action for any repairs or modifications on the computer and this will result in the loss of all data from the laptop.

Any modification I make in the computer's setting will be for usability or cosmetic reasons only.

All laptops must be returned at the end of the school year for inventory and software updates.

Listening to music and watching movies on the laptop is not allowed during school hours.

Online gaming is not allowed during school hours.

Laptop will be reassigned as deemed appropriate by the administration

**Guidelines for Proper Care of the Laptop**

1. Do not loan laptop to other students
2. Do not borrow a laptop from another student.
3. Do NOT share passwords or usernames.
4. Never leave the laptop or laptop accessories unattended for any reason
5. Close the lid of the laptop before walking with the laptop.
6. Proper care is always to be given to the laptop, including but not limited to the following:

A. Student must carry laptop in a padded backpack or case that is provided.

B. Give care appropriate for any electrical device.

C. Keep food and drink away from the computer.

D. When not in use, the device should be shut down.

E. Position the laptop on a safe surface so it does not drop or fall.

F. Do not attempt to repair a damaged or malfunctioning laptop.

G. Do not attempt to upgrade the computer or software.

7. Most student devices have touch screens. Screens should not be touched with sharp objects or too much force, use your finger or a stylus

8. Do not place anything on the keyboard before closing the lid (e.g. pens, pencils, or disks).

9. Proper security is always to be provided for the laptop, including, but limited to the following:

A. Secure your laptop in a safe place at the end of the day.

B. Laptops must never be left in a car or any unsupervised area.

**Heart to Heart Christian Academy**

**Laptop Acceptance Form**

**Parents & students must sign and return the Laptop Computer Protection plan and Student Pledge documents before the laptop can be issued to their child.**

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Computer Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Serial Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date Assigned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date to be Returned: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 I understand that all laptop computers, equipment, and/or accessories that the cooperative has provided to me are the property of the Heart to Heart Christian Academy. I confirm that I understand and agree to the terms outlined in the cooperative’s Student Laptop Agreement. I also confirm that I have read, understand, and accept the terms of Heart to heart Christian Academy Laptop Use Agreement for Students.

 I understand that I will report any damage, loss, or theft of the laptop computer to the Technology Coordinator or H2H Administration. Additionally, I understand that I will not be held responsible for computer problems resulting from regular school-related use; however, I understand that I am personally responsible for any damage dictated by technology coordinator, theft, or loss of the laptop computer and/or related equipment and accessories due to negligence.

I will be responsible to pay $225.00.

Items Loaned/Condition

 Item Loaned Condition

 Laptop Computer Yes No New Used

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Power Supply and Cord Yes No New Used

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Comments: (overall condition, scratches, dents, etc.)

 Student Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

#### REFUNDS DUE TO WITHDRAWAL:

#### **SPECIAL NOTE**: The registration fee is **NOT** refundable under any circumstances.

* 1. Tuition is still obligated for the school year.
	2. If a family has multiple children enrolled in Heart to Heart and one child is withdrawn, any refund due is automatically credited to the account of the child(ren) who remain enrolled.

#### WITHDRAWALS AND/OR DISMISSALS

**If a student’s account is not up to date at the time of withdrawal or dismissal, current** **grades and records will be held until the balance is paid**. **No** **grades or records will be released on the same day a student withdraws.** Laptops must be returned in excellent condition (not damaged or written in) or the parent must pay for the book to be replaced. Parents must have completed all withdrawal papers and paid all fees and tuition payments due, in order for the school records to be sent to the receiving school. Withdrawals from school must be initiated and processed through the individual school offices. Withdrawal is not complete until the withdrawal form is turned in to the administration office. An account left open will incur additional tuition fees until withdrawal papers are processed and returned to the administration office.

#### LATE CHARGES:

All payments for tuition, or any other charges paid through the academy will be due on the first day of each month. A late fee of $30.00 will be added to any account with a balance due after the 7th of the month.

Statements concerning outstanding account balances and the upcoming month's charges, if any, will be notified by phone and posted no later than the 20th of each month via online and/or mail.

If, on the first day of a new month, the previous month's tuition is still outstanding, a letter will be mailed to the parent requesting payment in full by the 15th of the new month.

If payment in full of the previous month's bill is not received by that time, the parents will be notified that they are subject to withdraw the students from school. Any student(s) withdrawn from Heart to Heart Christian Academy must be re- registered and pay appropriate re-registration fees in order to return to class.

#### CHECK FEES AND OTHER INFORMATION:

**A $35.00 returned check fee will be charged for each time a check is returned by your bank**. Checks returned for the first time will be re-deposited. After two (2) returned checks, cash, credit or debit card, money order or cashier's check must be used to make payments.

**Progress Reports and Report Cards will not be released within/ending of a grading period if the student's tuition and additional fees** (includes tuition, payment for lost or damaged laptops, outstanding fund-raising monies, etc.) **is not paid up to date.**

The business office does not accept post-dated checks.

If parents expect their child's report card to be released at the end of the school year, a cashier’s check, personal check, money order, cash, or debit card payment must be received in the business office ten (10) business days before the last day of school. All official academic records and transcripts will be held until any outstanding balance is satisfied.

SCHOOL RELEASE

#### Confidentiality Policy

All personal information about a student, health records, and transcripts are kept in a secure location under the supervision of the Principal. If you have questions relating to the privacy of your child’s records, please contact the principal during normal school hours.

#### DISMISSALS

Parents/guardians will be asked to withdraw their child(ren) for any of the following reasons:

1. Not cooperating with the faculty and/or administration of the school or behaving in a manner unbecoming to our Christian school.
2. A student's conduct, attitude, or lack of academic effort makes it mandatory for that child to withdraw from Heart to Heart Christian Academy. In some cases, expulsion may be necessary.
3. If Tuition or School Fees are forty-five days delinquent without satisfactory arrangements having been made with the administration.

TRANSFERS

All official records are exchanged between schools. Parents do not act as carriers to the accepting school. Please see your school principal for further detail.

*INSURANCE:*

Heart to Heart Christian Academy does not provide student accident insurance for students. Medical requirements for student injuries suffered at school will be the responsibility of the parent. We suggest that all students be covered under a family health insurance plan.

Students participating in any of the sports programs (intramural or interscholastic) sports must show proof of medical insurance and sign a waiver of responsibility of the school before that student may participate.

#### Health Immunization Records

Parents/Guardians are required by Florida statues to provide verification of immunizations or waiver of such signed by a Florida licensed physician or ARNP. Students without valid immunization records will not be allowed to attend Heart to Heart Christian Academy.

Parents must complete the **Student Medication and Allergy form listing any allergies the student may have**. Students are expected to attend school in good health. If students arrive at school visibly ill, they will be sent home and requested to stay there until they are fully recovered.

STUDENT RELEASE

**CHECK OUT PROCEDURE:**

Parents who need to check out their students before school is dismissed, must go to the school office, and sign their student out. The office staff will notify the teacher or send the child/children to the front office. We do request that children not be checked out at the last 20 minutes of the end of the school day.

**TELEPHONE CALLS:**

Students will not be called from the classroom to receive telephone calls, except for and emergency. Students may use office phones with the permission of the office staff. The office will take messages and relay them to the students, as necessary.

**DELIVERIES:**

Items to be delivered to a student should be brought to the office. No items should be delivered directly to the students or teachers or classroom. Flowers, balloons, and other gifts will be delivered to the classroom at the end of the school business day.

**LOST AND FOUND:**

The school keeps lost and found items. Parents or students should check as soon as possible when items are lost. All possessions should be marked with the student’s name. Unclaimed articles will be donated to a needy child/child throughout the school year.

**VOLUNTEERS:**

Involvement from parents is critical in our mission to provide the greatest academic and spiritual training for our students. Please contact the school office for further information.

PLEDGES:

Each student of Heart to Heart Christian Academy should make every effort to memorize the following pledges:

PLEDGE TO THE AMERICAN FLAG:

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

PLEDGE TO THE CHRITIAN FLAG:

I Pledge Allegiance to the Christian Flag and to our Lord and Savior Jesus Christ; for whose kingdom it stands one Lord, one faith, and one baptism united all Christians in service and in love.

PLEDGE ALLIANCE TO THE BIBLE:

I Pledge alliance to the Bible, GOD’S Holy Word. I will make it a lamp unto my feet, and a light unto my path, I will hide HIS WORD in my heart that I might sin against GOD.

HEALTH AND MEDICATION:

#### ILLNESS POLICY

Heart to Heart strive to maintain a healthy learning environment for students. If a child is ill, he should remain at home. **A student must be fever free (below 100.6) for twenty-four hours without medication before returning to school.** A physician's note may be required to return to class.

The following are guidelines for re-entry into school for children experiencing many common illnesses.

**COVID-19**

1. Have you experienced dizziness, fever, cough, shortness of breath, or a recent loss of sense of smell and/or taste?
2. Have you been in contact with anyone in the last 2(two) weeks, who has tested positive for COVID-19?
3. Is your temperature measured at more than 100.4-degree Fahrenheit?
4. Any individual with a temperature of 100.4F or higher or presenting symptoms will be isolated until he/she can be sent home.
5. **CDC Updates:** Who needs to quarantine? **Staff and students who have been in**[close contact](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact)**with someone who has COVID-19—excluding people who have had COVID-19 within the past 3 months or**[who are fully vaccinated](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html)**.**
* People who have tested positive for COVID-19 within the past 3 months and recovered do not have to quarantine or get tested again as long as they do not develop new symptoms.
* People who develop symptoms again within 3 months of their first bout of COVID-19 may need to be tested again if there is no other cause identified for their symptoms.
* People who have been in close contact with someone who has COVID-19 are not required to quarantine if they have been [fully vaccinated](https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html) against the disease and show no symptoms.

**What counts as**[**close contact**](https://www.cdc.gov/coronavirus/2019-ncov/php/contact-tracing/contact-tracing-plan/appendix.html#contact)**?**

* You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
* You provided care at home to someone who is sick with COVID-19
* You had direct physical contact with the person (hugged or kissed them)
* You shared eating or drinking utensils
* They sneezed, coughed, or somehow got respiratory droplets on you

Steps to take…**Stay home and monitor your health:**

* Stay home for 14 days after your last contact with a person who has COVID-19.
* Watch for fever (100.4◦F), cough, shortness of breath, or [other symptoms](https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html) of COVID-19
* If possible, stay away from others, especially people who are at [higher risk](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-at-higher-risk.html) for getting very sick from COVID-19
1. Daily screening of all staff and students must have a temperature reading less than 100.4F upon arrival and/or at any point during the day. Teachers will be trained to identify symptoms of illness.
2. Hallways and transition times will be closely supervised by staff and administration to ensure compliance with face coverings.
3. Non-essential visitors will be limited and, if permitted on campus, will be screened and required to wear a mask for the duration of their time on campus.
4. Parents and legal guardians must wear a mask at all times while on campus.

Questions or pertinent information regarding a child's illness should be directed to the school’s nurse or administrator.

* + **Viral Sore Throats, Colds, Flu:** Your child must be able to participate in all school activities and should not be tired or listless. Severe coughs must be under control. *Temperature must be normal for 24 hours.*
	+ **Diarrhea, Vomiting:** Child should be symptom free for at least 12 hours and able to keep food down. *Temperature must be normal for 24 hours.*
	+ **Streptococcal Sore Throats/Scarlet Fever:** Child must be on an antibiotic for at least 24 hours. *Temperature must be normal for 24 hours*

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* + **Infectious Rashes, Ringworm, Impetigo, and Scabies:** Child must be under effective treatment (medication) for 24 hours. Exposed ringworm must be covered while at school.
	+ **Conjunctivitis (Pink Eye):** Child must be under prescription treatment for at least 24 hours. Eyes must not be draining.
	+ **Chickenpox, Shingles:** Notify the school clinic if you suspect your child has chickenpox or shingles. Child may return to school when every pustule is dry and scabbed over.
	+ **Head Lice:** We maintain a "nit free" policy. Re-entry to class must be approved by school personnel. Please notify the school if your child has head lice. When a report is received, all children in the classroom and/or grade level will be checked.

**A student will be sent home if he/she has any of the above untreated symptoms or at the discretion of the school. (**Pick up should be within one hour of notification.)

**COMMUNICABLE DISEASE POLICY**

 Heart to Heart Christian Academy desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable disease” means an illness which arises because of a specific infectious agent which may be transmitted directly or indirectly by a susceptible host, infected person, or animal to other persons. A teacher or administrator who reasonably suspects that a student or employee has a communicable disease will immediately notify the school office staff.

The reportable diseases include the following:

* Acquired Immune Deficiency
* (AIDS) AIDS Related Complex
* (ARC) Amebiasis Animal bite of humans by a potentially rabid animal Anthrax Botulism
* Brucellosis Campylobacteriosis
* Chancroid Dengue Diphtheria
* Encephalitis Enterobiasis
* Giardiasis (acute) Gonorrhea
* Granuloma Inguinal Hansen’s
* Disease (Leprosy) Hemorrhagic Fevers Human
* Immunodeficiency Virus (HIV)
* Legionnaire’s Disease
* Leptospirosis Lymphogranuloma
* Venereum Malaria Measles
* (Rubella) Meningitis
* Meningococcal Disease Mumps
* Paralytic Shellfish Poisoning
* Pertussis Pesticide Poisoning
* Plague Poliomyelitis Psittacosis
* Rabies Relapsing Fever
* Rickettsia Rocky Mountain
* Spotted Fever Rubella
* (including congenital)
* COVID -19
* Salmonellosis Schistosomiasis
* Shigellosis Smallpox Syphilis
* Tetanus Toxoplasmosis (acute)
* Trichinosis Tuberculosis
* Tularemia Typhoid Fever
* Typhus Vibrio Cholera Vibrio
* Infections Yellow Fever

 Any student or employee with a communicable disease will not attend school while ill and during recognized periods of communicability. If the nature of the disease and circumstances warrant, Heart to Heart Christian Academy may require an independent physician’s examination of the student/employee to verify the diagnosis of communicable disease.

Heart to Heart to Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and take all necessary actions to control the spread of communicable diseases within the school. (This is not an inclusive list of diseases.)

 **SYMPTOMS OF COMMUNICABLE DISEASE**:

If a child has any of the following symptoms or signs of illness, he/she must not attend school:

● Severe coughing, causing the child to become red or blue in the face or make a whooping sound

● Difficult or rapid breathing

● Stiff neck ● Diarrhea – more than one abnormally loose stool within a 24-hour period

● Temperature of 100 degrees F. or higher

● Conjunctivitis (pink eye)

● Untreated infected skin patch

● Unusually dark urine and/or gray or white stool and yellowish skin or eyes

 ● Exposed, open skin lesions

● Lice

● Ringworm

● Any other unusual sign or symptom of illness (This is not an inclusive list of symptoms.)

Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with communicable disease for which immunization is not available shall be excluded from school while ill, a doctor’s note is required stating that it is safe for the child to return to school.

If the nature of the disease and circumstances warrant, Heart to Heart Christian Academy may require an independent physician's examination of the student or employee to verify the diagnosis of a suspected communicable disease.

Heart to Heart Christian Academy reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable disease within the school.

Necessary action may include withdrawal from the school.

**MEDICATION ADMINSTERED:**

**SCHOOL RESPONSIBILTY**

1. The School Nurse will administer all medication.
2. ALL medication kept at the school will be stored in a secure, locked place. The student’s name will be attached to the medication. Only designated staff will have access to the locked medication.
3. A record will be maintained on each student who receives medication, including the name of the medicine, the time, the dosage administered, and by whom it was administered.
4. Field Trips- In the absence of the parent of a child who is away from the facility, a designated staff member will administer any required medications. All medication taken on field trips must be in the original container and stored appropriately. Records will be kept as if at school except for students who have permission to self -administer emergency medications/ and or medications for asthma/diabetes.
5. Over-the counter (OTC) medication (provided by the parent and authorized by a physician /licensed prescriber) may be given at school.

**PARENT RESPONSIBILTY**

1. All medication, whether prescribed or over-the counter, must be delivered and taken from the school office by a parent or guardian.
2. All medication must be in the original container and authorized by a physician/licensed prescriber. A school Medication authorization form must be filled out by the parent/legal guardian before any medication can be administered.
3. Instructions for the use of over the counter medications must be provided in writing by a physician /licensed prescriber and kept on file, along with a signed School Medical Authorization form.
4. Prescription medication must be in the original container provided by the pharmacy. Upon request, the pharmacy may split a prescription into two containers if it is necessary to administer medication at school.
5. Any medication in tablets/capsule form must be designated staff member and the parent/legal guardian before the parties sign the School medication Authorization form.
6. The first dose of any new medication will not be administered to a child while at the school. Several hours after the first dosage should have elapsed prior to the child’s returning to school, in order to be sure there will not be any adverse reactions to the medication.
7. When medication is discontinued or when the school year ends, parents are required to pick up the unused medication within one week. Medication will be disposed of properly if not picked up.

**MEDICAL INFORMATION:**

**INJURY:**

Parents are contacted regarding injuries and given an incident report in the event of an injury. The school Nurse is trained to administer first aid. Incident Reports are completed and kept on file in the school business office. In an emergency situation, when parents cannot be contacted immediately, the school has a medical authorization allowing the school staff/personnel to obtain medical treatment for the child via 911.

**REORTING EDUCATOR MISCONDUCT:**

Any report of alleged misconduct by school personnel should be made to the Director, Dr. Juanita White @ 904-813-2000 or 904-783-8631, ext 206.

Any report of alleged misconduct by the school administrator should be reported to Bishop Billy W. White, Sr. at (904) 783-8638, Ext 202 or (904) 535-9109.

Any school employee who in good faith reports alleged misconduct by a fellow employee, including the school administrator, or who reports in good faith to the appropriate authority any suspected instance of child abuse, abandonment, or neglect shall be immune from any kind of civil or criminal liability or reprisal which otherwise might result by reason of such action, pursuant to Section 39.203, Florida Statutes

No employee of a facility serving children may be subjected to reprisal or punishment because of his or her actions in reporting abuse, abandonment, or neglect.

An employer who discloses information about a former or current employee to a prospective employer of that employee at the request of the prospective employer or of the former or current employee shall be immune from civil liability for such disclosure or its consequences pursuant to Section 768.095, Florida Statutes.

Penalties for failing to report child abuse or misconduct which affects the health, safety, or welfare or a student may include a verbal reprimand, a written reprimand to be included in the employee’s file, suspension from employment with or without pay for a period of time, or termination of employment to be determined by the administrator.

SCHOOL CLOSURE:

**EMERGENCY:**

There are plans in place to provide safety for students and staff in the event of various kinds of dangerous situations. Drills are conducted as mandated. Parents will be notified if emergency procedures require students to be picked up from school.

**Heart to Heart Christian Academy follows the lead of the Duval County School system in all weather-related school closings and will be closed when county public schools are closed**. However, Heart to Heart Christian Academy may reopen prior to Duval County's reopening if our campus (upon evaluation) is deemed operational. Heart to Heart Christian Academy may, on occasion, have an unscheduled closing due to providential safety-related issues. The administration will attempt to inform patrons, in advance when possible. Staff, students, and parents will be contacted via telephone calls, and/or Edsby-Twine Grade Book.

FUNDRAISING:

Fundraising serves individual organizations within the school. All fund raising must be approved and scheduled through the administrator's office. The school and its various programs will not arrange for door-to-door sales. Students and parents are strongly discouraged from conducting **door-to-door sales**.

PROGRESS REPORT AND REPORT CARDS:

**Progress Reports will be made available to you online** [**through our Twine-Edsby account**](http://www.jupitergrades.com/) **as well as paper copy(only for those who do not have access to online) on the dates indicated below**. **Report Card** will be made available in the same manner as the progress reports.

**PLEASE BE ADVISED: PROGRESS REPORTS/REPORT CARDS WILL NOT BE AVAILABLE IF YOU HAVE A PAST DUE BALANCE ON YOUR TUITION. ALL PARENTAL ACCESS WILL BE SUSPENDED UNTIL PAID IN FULL. THEREFORE, RESTORING ALL PAID UP ACCOUNTS FOR PARENTAL ACCESS.**

The final, end of the year report card is mailed home after a zero balance is verified through the account office for the student. All fees must be paid in full before student records (including report cards, diplomas and transcripts are released). Parents are welcome to review their student's grade with the teacher, and if necessary, with the principal.

ACHIEVEMENT TESTING:

Students in grades 3rd through 12th will participate in annual national standardized achievement testing. Parents are provided with copies of the testing results upon request.

**STUDENT CODE OF CONDUCT**

**KINDERGARTEN- 12TH GRADE**

Heart to Heart Christian Academy reserves the right to dismiss any student whose behavior and values do not reflect the standards of the school.

Heart to Heart Christian Academy reserves the right to dismiss any student whose parents refuse to support the school in its policies and procedures.

STUDENT EXPECTATIONS:

* Students should respect and obey and authority figure and are to abide by all school and classroom rules and procedures.
* Students should be courteous and pleasant to others.
* Students should respect school property, church property, and the property of others.
* Students should be at school and in class on time.
* Students should always conduct themselves in a manner representing the values of Heart to Heart Christian Academy whether they are on campus or off-campus.

UNACCEPTABLE BEHAVIOR:

* Students should NOT be out of class without permission.
* Fighting will NOT be tolerated.
* Profanity will NOT be tolerated at any time that students are under school authority.
* NO unacceptable reading material or websites is allowed at school. (Administration will make the final decision about questionable material.)
* Students are NOT allowed to trade or share personal property or food at the school.
* Students are NOT to engage in (PDA) Public display of affection at anytime while on campus or under the school authority. This includes handholding, kissing, hugging, or embracing.

 **CONSEQUENCES**

**CONSEQUENCES:**

Heart to Heart Christian Academy teachers and staff will work with each student in the classroom to correct violations of misbehavior. In the event the behavior is NOT improved with the classroom discipline, then the following consequences will be enforced, not necessarily in order below.

* Verbal Warning
* Change of Classroom Seating
* Lunch Detention Table
* Parent Contact
* Office Referral
* Time-out- In Office
* Student and Teacher Conference
* Teacher and Parent Conference
* Teacher/Parent/ Director Conference
* In-School Suspension (ISS)
* Out- of School Suspension (OSS)
* Administrator Withdrawal from School

**SUSPENSION:**

* The number of days set by Heart to Heart Christian Academy and Administrators will NOT exceed (10) ten days.
* The student will NOT be permitted to participate in any student activities during the suspension period.
* Students may complete assignments during suspension periods, completing all assignments within (3) three days.

DISMISSALS:

**TYPES OF DISMISSALS:**

* Financial Dismissal
* Academic Dismissal
* Disciplinary Dismissal
* Non-Attendance Dismissal

**DISMISSAL PROCESS:**

 **Financials Dismissal**:

1. After student/family has failed to meet financial obligations for (3) three months, Front Office Manager will present defaulted account to the administrator in writing and its documentation indicating the extend of the delinquent account.
2. Heart to Heart Christian Academy will provided the documentation of notifications of delinquency warning given to the student family.
3. After reviewing all facts pertaining to the financial dismissal, Heart to Heart Christian Academy Administrator will make the necessary decision for dismissal.

**ACADEMIC DISMISSAL:**

1. Students’ grades are monitored every quarter by administration.
2. Students’ with 2 or more failing grades are noted and parents are contacted.
3. Students’ with 2 or more failing grades for the year may be retained or are recommended for dismissal.

ACADEMIC REQUIREMENT:

**ACADEMIC REQUIREMENTS FOR HIGH SCHOOL**

All candidates for a Heart to Heart Christian Academy diploma must have earned a minimum of 24 credits to be eligible for graduation. FCCPSA offers graduation diploma types which are discussed in detail with students and parents each summer to determine high school schedules.

**FAILED CLASSES**

If a student fails a course, they will meet with administration to discuss credit recovery options to stay on schedule for graduation.

**REPEATING CLASSES**

Students who repeat a class (e.g., Algebra I) will receive credit for only one year of the course. The original grade will be reflected on the transcript.

**DUAL ENROLLMENT CLASSES**

Students have opportunities available that give them exposure to college curriculum during high school. This includes dual credit partnerships where students may take classes either off campus or online for college and high school credit.

● Students must earn a qualifying score on a readiness assessment (PERT) for all subject areas required by the college institution.

● Heart to Heart Christian Academy shall establish partnerships with select schools to offer students the best educational options that correspond with the school’s mission.

● An eligible course will be offered by an eligible postsecondary institution which applies toward the satisfaction of degree requirements and is not currently offered by Heart to Heart Christian Academy.

● Before enrolling in a dual enrollment class, a student must receive approval from an administrator.

● Heart to Heart Christian Academy shall determine and grant high school credit for an eligible course (if requested at the time of enrolling for the course) that counts towards graduation and subject area requirements to an eligible student who demonstrates they have successfully completed the course. All courses from approved colleges will be reviewed and approved on a case by case basis. This approval must be given prior to enrollment in the course.

● Evidence (as provided by the postsecondary institution) of the successful completion of each course and the high school credits granted shall be included in the student’s high school record and transcript. Upon the request of an eligible student, his or her high school record and transcript shall also include evidence of successful completion and postsecondary credits granted for a course taken for postsecondary credit only. This grade shall be figured into the student’s grade point average.

Students are expected to follow the rules, regulations, and policies set forth by both the college and Heart to Heart Christian Academy (including the attendance policy of the college and professor).

● Students may request a letter signed by Heart to Heart Christian Academy principal and administrator, indicating their eligibility for this dual enrollment program.

● Students are reminded of the necessity to complete all high school graduation requirements, and the academic and social responsibilities assumed by the student and his/her parent or guardian. It is strongly encouraged that each student uses the available counseling services at Heart to Heart Christian Academy as well as the postsecondary institution.

● Students will be responsible for the financial obligations associated with but not limited to transportation, parking fees, textbooks costs, and lab fees while enrolled at a postsecondary institution. Heart to Heart Christian Academy is not liable for any injury incurred by a student that is related to transportation necessary for participation in postsecondary enrollment.

● Participation in intercollegiate athletics is prohibited.

● Students who believe they are eligible for dual enrollment, in which they qualify for tuition support, and wish to participate, should contact the office. Students must be pre-approved before enrolling in any college class under the dual enrollment option.

#### **SPECIFIC REQUIREMENTS FOR GRADUATION**

**(For students entering ninth grade in the 2019-2020 school year or after)**

**Total number of credits: 24**

Subject areas and credits required:

Bible 4 credits (one for each year at Heart to Heart)

English 4 credits

Mathematics 4 credits

Science 3 credits (2 of the science credits must include a laboratory component)

U. S. History 1 credit

World History 1 credit

Economics/Financial Literacy 4 credit

American Government 4 credit

World Language 2 credits (required for college preparatory) Fine Arts 1 credit

Physical Education 1 credit

Electives 4 credit

**Note:** A minimum of 24 (determined by the program track) high school credits, including core requirements, are required to graduate and earn a high school diploma. Bible is required for each year attending Heart to Heart Christian Academy.” Seniors are required to do a senior term paper, including all the steps prior to graduating. In the event a senior fail (1) required credit, that student may participate in graduation ceremonies; **however, the high school diploma will be held until successful the completion of the failed credit.**

**Community Service:** Students seeking scholarships are strongly encouraged to earn a minimum of 100 hours of community service. (Bright Futures Academic Scholarship requires at least 100 hours of community service.)

GRADE POINT AVERAGE

As a result of state legislation and school policy, the following grade point average is required for promotion and graduation: 2.0 for courses required for graduation or 2.0 overall for all high school courses taken.

#### GRADING SCALE

|  |  |  |
| --- | --- | --- |
| **Grade** | **Percentage** | **Quality Points\* (GPA)** |
| A | 90-100 | 4 |
| B | 80-89 | 3 |
| C | 70-79 | 2 |
| D | 60-69 | 1 |
| F | 59 and below | 0 |

\*Quality points are added and divided by the number of attempted credits to determine a student's grade point average (GPA). GPA's are calculated automatically each semester. Honors classes are weighted with one additional quality point.

**Note:** According to Florida State Statutes, there is a minimum number of class periods a student must be in attendance to receive credit for a course. When a student has accumulated 19 absences in a standard 1 credit class within the school year (excused or unexcused), **the student will not receive credit for that course.** The student's semester grade, which appears on his report card and transcript, will be changed to an F and a special note will indicate that the F was due to absences.

**HOMEWORK RESPONSIBILITIES**

**Responsibilities of Faculty:**

● Assign relevant, challenging, and meaningful homework that reinforces classroom learning

● Give clear instructions and make sure students understand the purpose

● Clearly differentiate assignments that may be done collaboratively from work that students must accomplish on their own

● Give feedback and/or correct homework in a professional and timely manner

● Communicate with other teachers

● Involve parents and contact them if a pattern of late or incomplete homework develops

● Assign an appropriate amount of homework

● Post homework on Ignitia for students to access, and Edsby for parent access.

● Use results of homework to plan future instructional activities Responsibilities of Parents

● Set a regular, uninterrupted study time each day

● Establish a quiet, well-lit study area that has all distractions removed. Be attentive to

● technology that easily distracts a student including social networking and texting ● Monitor student’s progress and daily list of assignments available on My School Worx

● Help student work to find the answer, not just get it done

● Be supportive when the student gets frustrated with difficult assignments

● Contact teacher to stay well informed about the student’s learning process

● Attend parent-teacher conferences 26 Responsibilities of Students

● Develop a plan that records daily assignments that need to be completed outside of class

● Be sure all assignments are clear; don’t be afraid to ask questions if necessary

● Set aside a regular time for studying

● Find a quiet, well-lit study area that is relatively free from distraction (television, social networking, texting, etc.)

● Produce quality work

● Make sure assignments are done according to the given instructions and completed on time

● Understand clearly whether the assignment may be done collaboratively or if she/he is expected to work alone

● Complete homework with academic integrity and honesty avoiding cheating and plagiarism (the unacknowledged use of another person's labor, another person's ideas, another person's words, or another person's assistance.)

● Students are expected to approach the teacher prior to a pre-planned absence

● Students with mandatory typed assignments should make arrangements to use the computers and/or printers after school

● Students are encouraged to make an appointment with teachers, before and after school, to receive additional assistance, make up homework or tests

**ACADEMIC HONESTY**

Heart to Heart Christian Academy values academic honesty. Teachers will clearly define honest and dishonest academic work in their classes by discussing expectations and the importance of honest effort. They will inform students of procedures and practices relating to examinations, homework, and class work. Teachers will advocate the importance of honesty by employing teaching and testing strategies that reduce opportunities for dishonest behavior. Academic dishonesty occurs when students obtain or assist others in obtaining credit for work which is not their own. Students must conduct themselves according to the highest standards of personal integrity. Whenever students have a question about this or any other procedure, they should ask their teachers, not their peers. Plagiarism is the act of taking and using as one’s own work another’s published or unpublished thoughts, ideas and/or writings. This definition includes computer programs, drawings, artwork, and all other types of work not one’s own. The types of plagiarism include the following: word-for-word plagiarism, mosaic plagiarism (rearranging or rewording without documentation), and indirect plagiarism (paraphrasing of a passage without documentation). 27 Material taken from another source without adequate documentation may include, but is not be limited to, the following:

1. Presenting another person’s creative work or ideas as one’s own in essays, poems, music, art, computer programs, or other projects

2. Failing to cite with quotation marks the written words or symbols of another author

3. Failing to identify and give full credit to the author and sources whose words and/or ideas are paraphrased or directly quoted used in a speech or in a written document

4. Failing to list all titles and authors of source materials in a bibliography or work cited page

5. Copying or paraphrasing ideas from literary criticism or study aids without documentation

**STUDENT RECORDS**

 To maintain confidentiality, student records may be reviewed only by specific individuals who qualify. Requests must be in accord with the Heart to Heart Christian Academy Records Policy that is available in the office.

**WITHHOLDING DIPLOMA**

Payment of a student’s balance is due in full, including the outstanding fines, is required for the school to issue a diploma. This applies to seniors who may be allowed to participate in graduation, but for all students, whose account are delinquent will not get a diploma until the student’s account is paid in full. All hardback, non-consumable books must be turned in to the school.

**SENIOR GRADUATION RESPONSIBILITIES**

Senior’s graduation fee of **$125.00** includes the following: Diploma, Cap and Gown, and High School Transcript for life.

**STUDENT DRIVING AND PARKING**

Driving to school is a privilege restricted to students who hold a valid driver’s license, proper auto liability insurance, and register their vehicle with the office. A Parking Permit must be obtained from the office. Students assume liability for damage to any property. Students whose driving is observed to be hazardous and/or irresponsible will lose the privilege of driving on campus for a temporary or permanent duration. Students who participate in any type of activity resulting in racing, excessive noise, or dangerous maneuvers are subject to disciplinary sanction.

● Students are to register their vehicle with the office prior to driving on school property (including a student’s driver’s license number and car information - plate number, color, make and model).

● All vehicles driven onto campus during the school day by a student must have a permit properly displayed.

● Students are to drive safely, follow all speed signs, watch, and yield to pedestrians.

● Students are to park in the designated spaces.

● A student may ask for permission to park in another location ahead of time for special needs.

● Students must understand their vehicle may be subjected to search by Heart to Heart Christian Academy policies and procedures.

● Students are not allowed to congregate in the parking lot.

● Students should move their vehicle when requested by the school administration. ● Failure to follow these rules may result in the loss of privileges.

● Students must sign in or sign out in the front office if their schedule permits them to be off campus outside of designated school hours.

**STUDENTS DRIVING STUDENTS**

No student should drive another student (unless it is their sibling). No student should drive another student home from school, or to and from a school function (unless sibling) without written authorization from both students’ parents.

**PROHIBITED ITEMS**

 Any items or substances that are illegal or may pose harm to anyone at Heart to Heart Christian Academy are strictly prohibited. School administration will determine what constitutes a prohibited item.

**RESOLVING CONFLICTS**

Heart to Heart Christian Academy intentions is to always seek to resolve conflicts in a godly and biblical manner. Consequently, we employ a problem-solving technique based upon principles given in Matthew 18:15-16. Any question or complaint should be handled as close as possible to the level of its occurrence. If satisfaction is not attained at this level, then and only then, the problem should be referred to the next highest level of authority.

If, for example, a student has a complaint against a teacher, the proper line to follow is:

|  |  |  |
| --- | --- | --- |
| **STUDENT** |  **TEACHER**  | **PRINCIPAL** |

In the case of an athlete, the line is:

|  |  |  |
| --- | --- | --- |
| **ATHELETE** |  **COACH** | **PRINCIPAL** |

 **CONFLICT RESOLUTION**

1. Call a meeting with all the individuals involved in the conflict. Document the date, the reason for the meeting, and list all individuals in attendance.

2. Establish discussion rules which allow for expressing thoughts and feelings openly as long as you are respectful of one another, in a Christ-like manner.

3. Define the problem clearly in terms of needs.

4. Develop possible solutions that will meet the needs of all parties involved in the conflict.

5. Select mutually beneficial solution - one that meets the needs of each party as far as possible.

6. Develop action plan - who will do what, when, and how to implement the resolution of the conflict.

7. Implement the agreed upon resolution plan and monitor the plan in action. 8. Evaluate the conflict resolution process specifically.

**UNRESOLVED CONFLICT**

If a resolution for a conflict cannot be reached, individuals should refer to the Authority/Communication Flow Chart. All parties involved have the right to seek further assistance to find resolution for their conflict. Heart to Heart Christian Academy Administrator will make the final decision.

**HEART TO HEART CHRISTIAN ACADEMY**

**AUTHORITY AND COMMUNICATION FLOW CHART**

|  |
| --- |
| **ASSISTANT DIRECTOR****MR. BILLY W. WHITE JR.** |

|  |
| --- |
| **DIRECTOR/ADMINISTRATORS****DR. BILLY W. WHITE SR.****DR. JUANITA WHITE** |

|  |
| --- |
| **PRINCIPAL** **MR. CORNELIUS WHITE** |

|  |
| --- |
| **STAFF** |

|  |
| --- |
| **FACULTY** |

|  |
| --- |
| **PARENTS/STUDENTS** |

**COOPERATION CLAUSES**

Heart to Heart Christian Academy educational mission involves working with the home in the overall Christian education of students. The cooperation between the school and home may become difficult at times. To avoid such situations, the school requires parents to affirmatively support and cooperate with the following school policy.

**AS A PARENT:**

I agree to support the school with my prayers and with a positive attitude. Complaints or negative comments will be shared only with the teacher, administrator, or person involved and not with my child or other people. This follows the Biblical principles in Matthew 18.

“Moreover, if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother.” Mathew 18:15 NKJV

 I understand that if at any time the school determines, in its sole discretion, that my actions do not support the school’s ministry, or they reflect a lack of cooperation and commitment to the home and school working together, it has the right to request the withdrawal of my child(ren).

**HARASSMENT POLICY**

Any form of harassment, including sexual harassment, is absolutely prohibited. Any incident of possible harassment should be brought immediately to the attention of the administration who will thoroughly investigate the matter in confidence. After reviewing all the facts, a determination will be made concerning whether evidence exists to believe harassment has occurred. Disciplinary action, up to and including withdrawal, will be taken against any student who is found to have engaged in harassment.

**ABUSE POLICY**

Heart to Heart Christian Academy is required by law to report suspected, observed, or evidence of child abuse or neglect to the proper governmental authority of the State of Florida.

**BULLYING AND CYBER BULLYING**

**Heart to Heart Christian Academy**

**ANTI-BULLYING Policy**

Heart to Heart Christian Academy strives to provide an environment where every student feels safe, respected and welcomed and where every staff member can serve students in an atmosphere that is free from significant disruptions a nd obstacles that impede learning and performance.  Bullying can have a harmful social, physical, psychological and/or academic impact on students who are the victims of bullying behaviors, students who engage in bullying behaviors and bystanders that observe acts of bullying. Heart to Heart Christian Academy does not allow bullying behavior toward or by students, school employees or volunteers on school grounds, at school-sponsored activities or on transportation to and from school or school-sponsored activities.

**Defining Bullying Behavior**:

1.         Bullying is the intentional action by an individual or group of individuals to inflict physical, emotional or mental harm or suffering on another individual or group of individuals when there is an imbalance of real or perceived power.  Bullying behavior creates an objectively hostile or offensive environment.  Such an environment may cause, or be likely to cause, negative and harmful conditions such as the examples in the list below:

       a.         Places the individual in reasonable fear of harm to oneself or one’s property.

       b.         Has a detrimental effect on the individual’s personal, physical, emotional or mental health.

       c.         Has a detrimental effect on the individual’s academic performance.

       d.         Has the effect of interfering with the individual’s ability to participate in or benefit from any curricular, extracurricular, recreational, or any other activity provided by the school.

       e.         Creates an environment that intimidates, annoys or alarms another individual without legitimate purpose.

2.         Bullying behavior may be motivated by an actual or perceived distinguishing characteristic such as, but not limited to, an individual’s sex, race, national origin, ancestry, religion, creed, or parental status, sexual orientation, gender identity, gender expression or disability.

3.         Bullying behavior can be physical, verbal, non-verbal, indirect or direct.  Bullying can occur, for example, in situations involving personal contact, social media and also electronically, in writing, or by using other persons as intermediaries.  Bullying often, but not always, involves repeated behavior.  Examples of bullying behavior include but are not limited to the following:

* Hitting, pushing, kicking and other acts that physically hurt another person
* Spreading negative rumors about or falsely accusing another person
* Excluding someone from a ‘group’
* Threatening another person
* Manipulating friendships
* Posting or sending mean-spirited messages about someone using phones, electronic mail, websites, blogs, etc. (also known as cyber-bullying)
* Organizing others to threaten, tease, or exclude a targeted individual

4. **Cyberbullying** means bullying through the use of technology or any electronic communication, which includes, but is not limited to, any transfer of signs, signals, writing, images, sounds, data or intelligence of any nature transmitted in whole or in part by a wire, radio, electromagnetic system, photo electronic system, or photo optical system, including, but not limited to, electronic mail, Internet communications, instant messages, or facsimile communications. Cyberbullying includes the creation of a webpage or weblog in which the creator assumes the identity of another person, or the knowing impersonation of another person as the author of posted content or messages, if the creation or impersonation creates any of the conditions enumerated in the definition of bullying. Cyberbullying also includes the distribution by electronic means of a communication to more than one person or the posting of material on an electronic medium that may be accessed by one or more persons, if the distribution or posting creates any of the conditions enumerated in the definition of bullying.

5.         “Personal Contact” is defined as an encounter in which two or more people are in visual or physical proximity to each other and is not limited to physical contact.

6.         “Volunteer” is defined as anyone who has regular, significant contact with students in the school setting or during school related activities.

**Prohibiting Bullying Behavior:** Bullying is prohibited on all school grounds and in all school buildings; at all school-sponsored activities; and on all vehicles used for transportation to and from school and school-sponsored activities.  It is the intent of this Policy that bullying behavior is prohibited in all educational environments, regardless of whether the facility/location is owned, leased, or otherwise used or provided by Heart to Heart.  Educational environments include, but are not limited to, every activity under school supervision.  Students who engage in bullying behavior in violation of this Policy or in retaliation against an individual for reporting bullying behavior shall be subject to school disciplinary measures consistent with Heart to Heart policies and procedures up to and including suspension and/or expulsion.
**Reporting Bullying Behavior:** The prohibition against bullying and Heart to Heart “Report of Bullying Incident” form shall be included in student handbooks, employee orientation or training materials/handbooks, and school websites.

**Reporting by Staff and Administration Team:**  Staff or other school officials shall submit a report of bullying under this paragraph any time (1) a student or parent/guardian presents the staff member/official with a report clearly identified as a report of bullying under this Policy; (2) the staff member/official has knowledge of repeated behavior or any pattern of behavior by an individual (or group of persons) that is prohibited by this Policy (i.e., premised on an imbalance of real or perceived power and intended to inflict physical, emotional or mental harm or suffering (including fear or intimidation) on another person); or (3) the staff member concludes that a student is being subjected to behavior that is physically, emotionally or mentally harming the student and is prohibited by this Policy.  Unless impractical, reports made under this paragraph shall be in writing and should generally be provided on the same day the bullying behavior was observed or that the staff member/official becomes aware of the bullying behavior. For all teachers/teacher assistants, the report required by this paragraph should be provided directly to the school’s Dean or the Principal.  Written reports are preferred, but if it is necessary to make a verbal report, the individual making the report should be clear that he/she is reporting bullying behavior under this Policy.  It is understood that the reporting required by this paragraph requires a degree of judgment, and that there will be instances where a reasonable person holding a given position may, or may not, recognize a specific situation as involving behaviors prohibited by this Policy.  However, it is the intent of this paragraph that no staff member/official may, by failing to submit a report, exhibit deliberate indifference to harm created by bullying behaviors of which they have knowledge.

**Reporting by Students, Parents/Guardians, and Other Persons:**  Students, parents or guardians, and other persons are encouraged to make a verbal or written report regarding conduct they consider to be bullying. Written reports may be made on the form entitled “Report of Bullying Incident” and turned into any teacher, administrator or the dean. Verbal reports of bullying under this Policy should be clearly identified as reports of bullying under this Policy and presented to a school-based administrator (such as a Principal or school Dean.  The individual receiving a verbal report shall promptly document the complaint on the “Report of Bullying Incident” form. Thewritten report shall be forwarded to the Assistant Director and/or Directors for investigation of the complaint.

**Confidentiality of Reports of Bullying:**  A person making a report of bullying behavior may request that his/her identity remain confidential.  While Heart to Heart cannot guarantee absolute confidentiality in all circumstances, such as in a case where disclosure is necessary to alleviate a health or safety emergency, it is the school’s policy to adhere to such a request to the extent possible.  The Assistant Director and/or Directors will notify the individual if the Directors determine that it is not possible to proceed on a confidential basis.  In addition, the Directors will maintain the confidentiality of the report and any related pupil records in a manner consistent with applicable law.

If a victim/target of bullying behavior requests that his/her identity not be disclosed in connection with any investigation of the alleged bullying behavior, the Directors and/or other assigned administrator/investigator shall discuss with the student and his/her parent/guardian how such a request may affect the Directors’ ability to investigate and/or resolve a given situation.

**Anonymous Reports:**  Anonymous reports of bullying will be reviewed and reasonable action shall be taken to address such reports, consistent with the reliability of available information and taking into account the due process rights of the individual alleged to have committed the acts of bullying.

**Investigating Bullying Behavior:** Under the direction of the Directors, all reports of bullying under this Policy shall be investigated and a written report of the investigation shall be prepared.  Investigations shall begin promptly and should generally begin by contacting the identified victim(s)/target(s) of the bullying.  The report of the investigation shall identify key facts about the incident, state a determination as to whether acts of bullying were verified, and identify recommendations for intervention, including disciplinary action if appropriate.  In addition, the report shall identify steps taken to assist the target/s of the bullying.

Parents and/or guardians of each student involved in the bullying incident shall be notified prior to the conclusion of the investigation.

When acts of bullying are verified, the administrator investigating the incident shall implement the appropriate interventions as outlined in Heart to Heart Student Code of Conduct and document them appropriately.

**Intervening with Students Who Engage in Bullying Behavior:** Heart to Heart must create a culture in which bullying is not tolerated. Students must be supported and encouraged to report harassment and bullying and to assist peers who are bullied. Victims of bullying must be provided with tools to empower them to overcome the negative effects of bullying. Students who engage in bullying behavior must be held accountable for their actions and steps to achieve this include: (1) teaching new skills for communication and empathy, (2) communicating with parents/families, and (3) providing appropriate, incremental consequences and interventions.

The following steps provide a process that shall be used by the Directors or designee to intervene with the student who engages in bullying behavior as well as the student who is the target of bullying behavior:

Step 1

* Meet with student who engaged in bullying behavior
* Determine the underlying cause of behavior, if possible
* Warn the student of the consequences if bullying behavior continues
* Notify the student who engaged in bullying behavior that retaliation is prohibited and will lead to further consequences/interventions
* Outline plan for teaching positive communication and empathy-building skills
* Notify parent/family and teachers of student who engaged in bullying

Step 2

* Support student who was target of bullying by explaining reporting practices, creating a safety plan as appropriate and identifying staff who can provide assistance as needed
* Notify parent/family and teachers of student who was target of bullying behavior and discuss interventions to protect targeted student

Step 3

* Document the incident and appropriate Code of Conduct violation.

Step 4

* Follow up in a timely manner with student who engaged in bullying behavior to assess progress
* Follow up in a timely manner with student who was target of bullying behavior to ensure no new incidents of bullying have occurred

Step 5

* Implement school disciplinary measures consistent with Heart to Heart policies and procedures up to and including suspension and/or expulsion when incidents of bullying are repeated and student does not respond to interventions.
                                                                                                                                                     8/12/14

**PARENTS and STUDENTS: Sign the parent/student contract and send the contract portion back to the teacher.**

**Heart to Heart Christian Academy**

**Anti- Bullying Parent/Student Contract**

 I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, promise that I will do my best to keep our school a safe and caring place. This means that I will:

1. Treat *everyone* with kindness and respect.
2. Resolve disagreements with other students peacefully.
3. Never tease, hurt, name-call, or bullies another student.
4. Refuse to join in if I see someone else being bullied.
5. Ask for help from an adult if I am bullied or see someone else being bullied.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Student’s Signature Parent’s Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Teacher Signature Principal/Dean Signature

Date received by office manager to file \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**TECHNOLOGY CELL PHONES**

Heart to Heart Christian Academy and its administration and staff are continually striving to create a digitally-rich classroom experience that effectively aligns the curriculum (what we teach), instruction (how we teach it) and assessment (how we measure what was learned). It is important to put safeguards in place that protects this learning environment from the distractions and disruptions that can detract from our ultimate goal of student learning.

If a student and his/her parents choose to allow a student to bring a cell phone to school, the following policies apply:

1. Cell phones should be turned off and turned in to Front Office upon arrival. Heart to Heart Christian Academy will not be responsible for any lost or stolen cell phones.

2. Use of cell phones and electronic devices is still subject to other policies regarding appropriate behavior on school premises. If the student’s use of an electronic device disrupts school activities, violates someone’s privacy, creates a safety issue, or demonstrates rudeness towards others or other improper conduct, appropriate disciplinary action may be taken.

3. Teachers and administrators may make exceptions to these restrictions at their discretion. If there is a family issue where immediate communication is needed or other extenuating circumstances, it is best to contact the office to communicate with the student. If there are extenuating circumstances, parents should contact the administration to request an exception.

If these policies are violated, the following disciplinary actions will be implemented:

A. First offense - Cell phone or electronic device will be confiscated by staff and turned over to the appropriate administrator. Students may obtain their device no sooner than the end of the school day after discussing the offense and this policy with the administrator.

B. Second offense - Cell phone or electronic device will be confiscated by staff and turned over to the appropriate administrator. The phone may only be picked up by a parent.

C. Third offense - The student will no longer be allowed to bring a phone on campus.

If the use of the cell phone or other electronic device is used in such a way that violates other school policies or laws, additional disciplinary action may be taken in connection with the incident. Heart to Heart Christian Academy is not responsible if these devices are lost, stolen, or damaged, even if it is in connection with a device being confiscated for inappropriate use.

**SOCIAL NETWORKING GUIDELINES**

We recognize many activities can affect the student body even when the activity occurs outside the school campus or away from school activities. While WCS has no intention of trying to monitor student behavior outside normal school functions, at times matters come to the attention of the administration which raise concerns. Social networking through applications such as Facebook, Instagram, YouTube, Twitter, texting, and instant messaging that causes conflict or school disruption may result in disciplinary action at school. If this behavior is considered illegal, obscene, immoral, or otherwise would reflect disgracefully on the student or WCS disciplinary action will occur.

The use, possession, or transmission of any insulting, sexual, immoral, or pornographic jokes, stories, material, or photographs on any electronic communications device or computer is absolutely prohibited, regardless of where or when the activity occurs. A violation of this policy will be grounds for severe discipline up to and including a student’s immediate dismissal. Any such discipline will be done in consultation with the parents/guardians of the student(s) involved.

**SCHOOL BUILDING, GROUNDS AND EQUIPMENT**

Heart to Heart Christian Academy students are expected to do their part, in keeping the grounds and buildings neat and clean at all times! They are expected not to misuse any school property or equipment, including computers and laptops. Students are expected to demonstrate courtesy to others and respect for classes in session when passing through the hallways.

All posted material must be approved by the principal and administrators. The request will be made in a timely manner and include an example of the poster, the number that will be posted, and the location that is intended. All postings should be placed on official bulletin boards or announcement areas only. After events are completed, materials shall be removed promptly by the responsible group. Any unauthorized material posted shall be taken down and destroyed immediately.

HEART TO HEART CHRISTIAN ACADEMY

STUDENT/PARENT HANDBOOK

ACKNOWLEDGMENT AND AGREEMENT

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, the parent/legal guardian of the following student(s):

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

have read Heart to Heart Christian Handbook and agree to the policies, procedures, and statements contained therein. I will do my best to uphold the standards of the school and meet all obligations.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Parent/Guardian Signature) (Date Signed)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Student Signature) (Date Signed)

NOTE - After reading the handbook and signing this agreement, please return the agreement to Heart to Heart Christian Academy School Business Office.