S

HICKORY HILL
ACADEMY

Family Handbook

Lower & Middle School Program

(K-8th Grade Academic School Year)

Kids Express Learning Center, Inc.

(**dba Hickory Hill Academy**)

Matthew R. Dahl
Owner/President

Revised 7/2025

Hickory Hill Academy

1719 South High Point Road, Madison, WI 53719

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ADMINISTRATIVE OFFICES

President
Head of School
Dean of Students
Accounting Manager
Registrar
Admissions Team
Administrative Assistant

HOURS OF OPERATION

Kindergarten - 8th Grade Hours

Early Drop-off: 7:30 - 7:55 a.m.

School Day: 8:00 a.m. - 3:10 p.m.

Pick Up: 3:10 - 3:40 p.m.

Afterschool Options: 3:30-5:30 p.m.

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Hickory Hill Academy

ADMINISTRATIVE OFFICES

HOURS OF OPERATION

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PART I: INTRODUCTION

1. PHILOSOPHY OF HICKORY HILL ACADEMY (HHA)

Hickory Hill Academy cultivates children's growth in a stimulating and compassionate environment. Our supportive teachers engage the curiosities and needs of each child, fostering self-esteem, the confidence needed to benefit from our robust academic programs, and the interest to embark on a journey of life-long learning. Our focus on empathy, character, and individual well-being encourages our children to envision how they will serve their community beyond the expanse of our campus.

We believe children are capable, curious, self-directed learners who respond positively to warm, loving guidance. Children crave intellectual stimulation and depend on encouragement and support to grow emotionally, morally, and socially strong. This philosophy is integrated throughout our school, preschool, childcare, and summer camp programs.

2. HISTORY OF HHA

Prairie View Farm, where Hickory Hill Academy (formerly Kids Express Learning Center) now resides, was once home to our founders, the Dahl Family, from 1986 to 2005. The property served as a popular gathering place for youth groups, sports teams, and their families. Observing young people enjoying picnics on the lawn, games in the meadows, sleepovers under the stars, and interacting with animals in the pastures, the Dahls were inspired to share their property's gifts with others. The school was founded in the spring of 1996 and chartered as a for-profit organization under Wisconsin state law.

Phase I of HHA was housed in one large classroom that had previously served as a boathouse, storage shed, and art studio. Renovated in 1996, the building became a preschool-kindergarten facility –and opened to admit HHA's first students—nine boys!

Enrollment grew steadily, prompting HHA's Phase II to begin during the summer of 1997, and resulting in the addition of offices and two more classrooms. In January 2002, our 150-year-old barn's renovation was complete, followed by further renovations to complete the Corgiville Fair Nursery to welcome infants and toddlers.

Phase III began during the summer of 2005 when the Dahl family home, now known as "The Dahlhouse," transformed into four beautiful new classrooms. In 2008, a new wing to The Dahlhouse added three new classrooms, two gyms, and our administrative offices.

In 2019, Phase IV of HHA began with program expansion through the 8th grade. Construction of a new school building was completed in August of 2023 to further support the learning environment for our elementary and middle school students.

PART II: APPLICATION PROCESS, ENROLLMENT

1. NON-DISCRIMINATION POLICY

Hickory Hill Academy (HHA) does not discriminate based on age, race, ethnicity, socio-economic status, gender, sexual orientation, creed or religion, political persuasion, veteran's status, or disability in administration of its admission, education, employment, or programming policies and practices.

2. APPLYING FOR ENROLLMENT

a. Current Families

Families with children currently enrolled at HHA are given priority consideration in securing future enrollment schedules of their choice, provided they submit enrollment applications and application processing fees to HHA by specific deadlines. Academic School Year and “Summer on the Farm” applications are filled out online, through the Parent Portal.

b. Returning Families

Families having previously enrolled children at HHA are given second priority consideration in securing the enrollment schedules of their choice, provided they submit the enrollment application and application processing fee to HHA by specific deadlines. These families should obtain applications through the Parent Portal.

c. New Families

New families who wish to apply should fill out an inquiry form via our website, under the admissions tab. Applications may be submitted at any time throughout the calendar year and are processed in the order in which they are received. All K-8th grade candidates must complete the admissions checklist requested by the Admissions Team during the admissions process. If a student is offered acceptance by the Admissions Team, then enrollment is offered once HHA has met obligations to current families.

3. WAITLIST

Families on the waitlist have two business days to respond to a placement offer. If HHA does not receive a written commitment to accept a placement offer, within two business days, the next family on the waitlist will be offered the opening. Families who are unable to accept a position when it comes available will be removed from the waitlist and encouraged to re-apply later. This will ensure timely service for the remaining families on the list.

4. FINANCIAL INFORMATION

Every effort is made to maintain accurate records through our computerized management and accounting program. Should you ever have questions regarding your invoices or the status of your account, please call our Accounting Manager.

a. Application Fee

A non-refundable processing fee must be paid with any application.

b. Program Fees and Payment Schedule

The Academic School Year begins in early September and ends in June of the following year. Tuition for the academic year is based on a 40-week period and is billed in ten equal installments, due on the 15th of each month, with the first payment due on August 15th and the last payment due on May 15th. Lower School and Middle School families may pay in a single installment to receive a reduced rate.

There are no tuition adjustments for snow days, holidays, family vacations, non-attendance on field trips, absence due to illness, or absence for other reasons.

HHA tuition sheets are available to parents/guardians both online and in our administrative office. In

addition to the fees outlined on tuition sheets (which include rates for extended care and details regarding semi-annual fees), families may incur additional expenses, or savings, through the means indicated below.

c. Late Enrollment

Tuition is prorated accordingly for children who are enrolled to begin attending after the beginning of the school year or summer session. Tuition is due on your child's first day.

d. Late Payments

A $50.00 late fee is assessed for late payments. If an account is delinquent for two months, the child will not be able to attend HHA until the account is brought into balance. A fee of $30 will be incurred for any failed payment.

e. Late Pick-Up Fee

If you will be late for a 3:30-3:45 p.m. dismissal, you may wish to contact your child's teacher and ask to have your child go to the After School program, thus paying an After School drop in fee as opposed to a late pick-up fee (refer to After School pricing on HHA tuition sheet).

f. Special Event Fees

Families may be billed nominal fees for special events such as field trips, special lunches, and/or occasional supplies for projects. Families will have advance notice of events/needs/costs and will have the opportunity to decline participation. Said fees will be added to the next tuition invoice, as appropriate.

g. Automatic Payment Processing System

With convenience, efficiency, and security in mind, we utilize an automated payment processing system, Blackbaud Tuition Management. Payment options include monthly debits from a bank account or debit/credit card (MasterCard and Visa).

To participate in this program, families will have Tuition Management accounts created at the time of enrollment. Your family's account balance will then be paid automatically on the due date for each billing period.

h. Financially Assisted Families

Families seeking financial assistance should apply for assistance through FAST Aid, with an application available on the school's website.

5. ENROLLMENT, NECESSITIES, TRIPS, AND TRADITIONS

Parents/guardians work with the Admissions Team to determine availability and placement. Having accepted a placement offer, parents/guardians receive a contract for the enrollment period (either the Academic School Year or Summer on the Farm). After returning the signed contract and deposit, accordingly, parents/guardians will receive an email with instructions for additional steps needed to complete enrollment. parents/guardians will begin receiving regular invoices from Tuition Management in accordance with their child's enrollment timing and the billing schedule.

a. Records Requirements

Prior to a child's first day, parents/guardians should ensure that the HHA office has successfully processed

all forms necessary for your child to begin.

Forms, provided through our online community, include but are not limited to

- Student Enrollment Form (includes contact information, preferences, and permissions)
- Health History and Emergency Care Plan
- Immunization Record
- Technology Agreement
- Additional Authorized Pick-Up Person (optional)
- Additional permissions as needed for field trips
- Extended Care Enrollment
- Meal Plan Enrollment
- Instrument Rental Agreement

6. WITHDRAWAL/TERMINATION OF ENROLLMENT CONTRACT

a. Withdrawal/Termination of Academic Year Enrollment Contract

Application fees and deposits are non-refundable. All withdrawals of academic year enrollment contracts must be written and delivered to HHA's Admissions Team. Verbal communication of intent to cancel or alter a contract is not acceptable notification. HHA's Early Childhood and Lower/Middle School programs are subject to separate withdrawal/termination policies.

For Lower and Middle School programs, a contract may be terminated before the start of the academic year by May 31st with no penalty other than forfeiture of the contract deposit. After June 1st, no termination option is available other than for a move of greater than 45 miles.

If the student establishes a permanent residence at a distance of more than 45 miles from the HHA campus, the family will receive a credit for 50% of the unused tuition (prorated on the number of class days remaining in the academic year). parents/guardians are obligated to pay any balance remaining after this credit has been applied. The effective date is 30 days after written notice of the withdrawal is received by HHA's Admissions Team.

If HHA determines that a parent must withdraw a child, tuition reimbursement will be granted for the remainder of the month of withdrawal and no additional tuition payments will be required. Registration fees, tuition deposits, and classroom fees are non-refundable.

The enrollment agreement between Hickory Hill Academy and families of enrolled children will be terminated if one or more of the following situations occur:

- The school year has come to an end.
- The parents/guardians of the child allow their HHA account to become delinquent.
- The HHA Student Services Team determines that HHA lacks the resources needed to support a child's needs.
- Parents/guardians fail to comply with HHA rules relating to the arrival and departure of a child.
- The school determines it is not in the best interest of the school or other children enrolled at the school to have the child in attendance.

- When a child has unusually challenging behaviors, HHA teachers and administrators will work diligently with parents/guardians and, as appropriate, other adults who support the child, to develop strategies to meet the child's needs and bring about improvement. In rare cases, if the team of parents/guardians, teachers, and perhaps other professionals cannot implement appropriately successful strategies, HHA may suspend or terminate a child's enrollment.

PART III: HHA COMMUNITY WORKING TOGETHER

To be successful, Hickory Hill Academy needs and expects the cooperation of its parents/guardians, who should understand and embrace the school's mission, share its core values, and fully support its curriculum, faculty and staff. When joined by a common set of beliefs and purposes, the school and its parents/guardians form a powerful team with far-reaching positive effects on children and the entire school community.

Working together, parents/guardians and school professionals exert a strong influence on children to become better educated; they also help them to mature by modeling adult working relationships based upon civility, honesty, and respect. Please understand that, when we refer to our "school community", we are including parents/guardians.

1. PARENT INVOLVEMENT

Education is a shared partnership between parents/guardians and the school. A high degree of contact is encouraged and should begin with the child's teacher who is the main contact between the school and home. When parents/guardians have any questions or comments regarding a child's academic work or behavior, the first step is to contact the teacher directly. We believe open communication between parents/guardians and teachers will enhance the child's progress. In addition to formal meetings related to education, there are a number of activities in which parents/guardians are encouraged to take part such as extracurricular activities, school events, and parent teacher conferences.

2. PROFESSIONAL STAFF

HHA places emphasis on having a highly qualified, professional staff. Teachers' files include copies of teaching degrees, licenses, and continuing education documentation.

Annual conferences, professional development courses, in-services, workshops, coursework, networking with other teachers, and, of course, ongoing classroom experience helps our staff maintain professional skills.

3. PROGRAM OVERVIEW

HHA offers the highest quality infant/toddler care, preschool, pre-kindergarten (pre-K), and Kindergarten through eighth grade programs. Additionally, we offer outstanding summer camp programs for children through the sixth grade. Though we enroll children throughout the calendar year, HHA has two distinct enrollment periods: The Academic School Year and Summer on the Farm. Children enroll, via separate applications, to attend either or both programs.

a. The Academic School Year (ASY)

HHA's ASY begins in late August or early September and runs through early June. HHA operates as a school during this time, with the school calendar reflecting time off for teachers to be with their families during holidays, for professional development (teachers must meet annual continuing education requirements), staff training (including CPR and First Aid Certification, and much more), meetings,

in-services, and parent/teacher conferences.

b. Program Logistics

Children are enrolled to attend five days a week, from 8:00 a.m. until 3:30 p.m.

Extended Care

For children enrolled in 8:00 a.m - 3:30 p.m. programs, HHA offers After School care, 3:30-5:30 p.m. There are additional fees for extended care. Children may be signed up for specific days, or parents/guardians may request extended care on short notice, as needed.

Fees are billed for all days contracted for extended care (adjustments are not made based on the child's actual attendance). Please see our fee schedule for specific costs.

Supplies

HHA charges a school supply fee each semester to K-8th grade students to provide the majority of supplies needed throughout the year. This way we never run out of supplying students what they need and families don't have to fight the crowds. There are some items each student needs that are more specialized to students that are not covered in the school supply fee that you will need to provide. Please provide the following items for your K-8th Grade Student:

- Backpack - labeled with student's name
- Daily lunch - only if you haven't registered for HHA's lunch program.
- Daily HHA Dress Code approved attire
- A spare change of HHA Dress Code approved clothes to be kept at school in case of spills or accidents for Kindergarten - 2nd grade. (3rd - 8th optional)
- Gym shoes - Every student will need a pair of gym shoes designated for indoor PE to be kept at school in their lockers
- Water bottle - labeled with student's name
- Headphones - compatible with a Chromebook and labeled with a student's name in a ziplock bag. No earbuds or bluetooth.

5th-8th Grade Students Only:

- Gym clothes - must be HHA Dress Code approved and changed into each day for their scheduled gym class.

Please refer to your student's welcome letter for any additional supplies.

Children's winter apparel needs include a warm coat, snowsuit or snow pants, boots, hat, extra mittens, and extra socks. Please be sure to label all of your child's belongings, including coats, shoes, and boots.

K-8th Grade Student Dress Code/Uniform

All students in K-8th grade are <u>required</u> to wear attire approved and listed on our Lands' End website. Yes, it's like a school uniform but with more fun, flexibility in style, and comfort. Plus it brings our students together to focus more on their wonderful personalities rather than what we are wearing. Take a look through our Lands' End store to see all the wonderful options and colors you can choose from.

Visit, landsend.com/myschool | SCHOOL NUMBER: 900200247

TOPS: Students can wear approved tops available for purchase with the HHA or Harry logo branded on the HHA Lands' End store.

BOTTOMS: Students can wear skirts, shorts, or pants in Clear Blue Plaid, navy blue, tan, black, gray, or dark blue denim without rips, frays, or holes. Our Lands' End store has available options to purchase. Families may also purchase approved uniform bottoms in navy blue, tan, black, gray, or dark blue denim from other brands who have an official uniform clothing line. Such as, Old Navy, Cat and Jack, Gap, or Abercrombie uniform clothing line. Skirts and shorts must be mid-thigh or longer on students. Bottoms with images, designs, and are not of colors listed above are not allowed.

DRESSES: All dresses available to purchase on the Lands' End store with the HHA or Harry logo can be worn. Dresses must be at least mid-thigh on students.

ACCESSORIES: Students may choose their own socks, tennis shoes, jewelry, and small hair accessories to wear at school. All shoes must be closed-toe tennis shoes (no crocs). Hats cannot be worn indoors.

OUTERWEAR: Outside, students may choose their own coats, hats, snow pants, boots, and mittens. However, students cannot wear their coats, hats, mittens, sweatshirt hood or snow pants inside the classrooms or during indoor instruction. Transitioning from outdoors to indoors is fine. In winter months, students must bring coats, hats, mittens, snow pants and boots to school every day in a bag (reusable grocery bags work great). It is also recommended that students bring an extra pair of shoes and pants to school during non winter months, because our campus tends to get muddy following rain.

FAQ: K-8th Grade Student Dress Code/Uniform

How do I purchase dress code attire for my student? Visit landsend.com/myschool and use school number 900200247, to purchase tops, bottoms, and dresses for your child to wear to school for the coming year.

How long will the store be available? Year-round. You can come back and purchase HHA school attire whenever you need. Lands' End will also run additional discount promotions for HHA Dress Code items throughout the year.

How will the HHA Dress Code be enforced? We ask that each family try their best to embrace this change and work together to make it a positive experience. At the start we will gently remind families of the school dress code. If we find that a student is repeatedly not wearing the approved attire, we will require a call home. We will also have extra HHA Dress Code approved clothing items at school that we will have your child change into. We will also do our best not to make a student feel uncomfortable if they find themselves in this situation. Having a positive influence at home will make students more successful in this change.

When should I buy clothing items? Lands' End recommends that you place your order on their website no later than the first week in August to avoid shipping and production delays. Families from all over the country purchase uniform items towards the start of the school year, so production and shipping tends to take longer from mid-August through mid-September.

How much should I buy? To start, we recommend purchasing at least 3 tops and 3 bottoms for

September/October. This will allow you and your student to try out some of the items and purchase more of the same or different. But feel free to purchase as much as you like.

What type of shoes does my child need? Students can wear any tennis shoes they choose as long as they are closed-toe and without holes or rips. During the winter students may wear boots outside but must change into tennis shoes inside the building.

What type of socks does my child need? Students may choose whatever socks they want with tasteful writing or graphics and no holes or rips. Visit, landsend.com/myschool

Does my child's school attire need to have the HHA logo? Yes, the tops do. While the clothing options and styles come in a large variety, all tops and dresses are expected to be branded with the HHA or Harry logo offered on Lands' End items.

Can I purchase bottoms from other uniform lines? Yes, you may purchase tan, navy blue, black or dark blue denim pants, skirts, or shorts from another clothing brand's uniform line. All shorts and skirts must be at least mid-thigh length. Tops must be purchased from the HHA Lands' End store, branded with the HHA or Harry logo.

Can I wear my existing HHA branded clothing? Yes, on Fridays you can wear spirit wear which is any existing HHA clothing item that you might have previously purchased. Monday - Thursday we require students to wear the HHA Dress Code approved items on the HHA Lands' End store.

What should my child wear to gym class? Students in K-4th grade are required to change into gym shoes. Students in 5th-8th grade are required to change into HHA Dress Code approved athletic clothes which are available for purchase on the Lands' End store and gym shoes.

What if my child has a spill or rip while at school? Families may choose to send a backup HHA Dress Code outfit with their child in their backpack or to keep in their locker. HHA will also have spare dress code clothing items to use if needed.

Does my child need to comply with HHA Dress Code for school picture day? Students are free to dress up in an outfit outside of HHA Dress Code on school picture day that covers an individual's mid-drift, bottoms that are at least mid-thigh length, and must have tasteful writing or graphics.

Will HHA have dress up spirit days? Yes, the Student Council will continue to determine fun dress up days at HHA. On those days, students are free to dress up in an outfit outside of HHA Dress Code that covers an individual's mid-drift, bottoms that are at least mid-thigh length, and must have tasteful writing or graphics.

What will my child wear to art class? Art smocks will be provided for students during art class.

What if my Lands' End clothing gets a rip or hole? Please contact Lands' End directly at 1 (800) 963-4816.

Will you have a uniform swap in the future? Yes, our goal is to have a HHA Dress Code swap next year.

Drop Off and Pick Up Plan

Drop Off Times-7:30-7:55 a.m.

Pick Up Times-3:10-3:40 p.m.

All vehicles will enter into the south entrance of the parking lot. Vehicles will be allowed to turn right off of High Point Rd. into the parking lot. Vehicles will not be allowed to turn left from High Point Rd. into the parking lot during drop off and pick up times. The right lane (blue vehicles in the diagram) of the parking lot will be for student drop off. The left lane (green vehicles in the diagram) will be for those looking to park in the parking lot. Vehicles must stay in their respective lanes the entirety of the process. Make sure to have your name plate visible in your front windshield during pick up times to better assist our staff. Vehicles exiting the parking lot during drop off/pick up times will only be able to turn right (north) on High Point Rd.

Drop Off and Pick Up Lane Instructions

If you are dropping off, please pull all the way up to the last cone (where the walkway ends by the storage building). All children must exit on the right side of the car during drop off and enter on the right side of the car during pickup. Make sure to have your name plate visible in your front windshield during pick up times to better assist our staff. Please don't pull away until given instruction from our parking staff. Also, vehicles must remain in their respective lanes the entirety of the time. You may only turn right (north) when exiting the parking lot during drop off and pickup times.

Parking Lane Instructions

If you are using the parking lane, please pull all the way around to the north end of the parking lot to enter one of the parking lot entrances. The south side entrances of the parking lot will be coned off during drop off and pick up times. After parking, please walk your child to the crosswalk near the entrance (south end of the parking lot) of the school and wait for a staff member to assist you across the parking lot traffic lanes. When picking kids up at the end of the day, please wait for a staff member to assist you and your child across the traffic lanes at the same crosswalk. When exiting the school parking lot, you must turn right (north) on High Point Rd. during drop off and pick up times.

Staggered Release

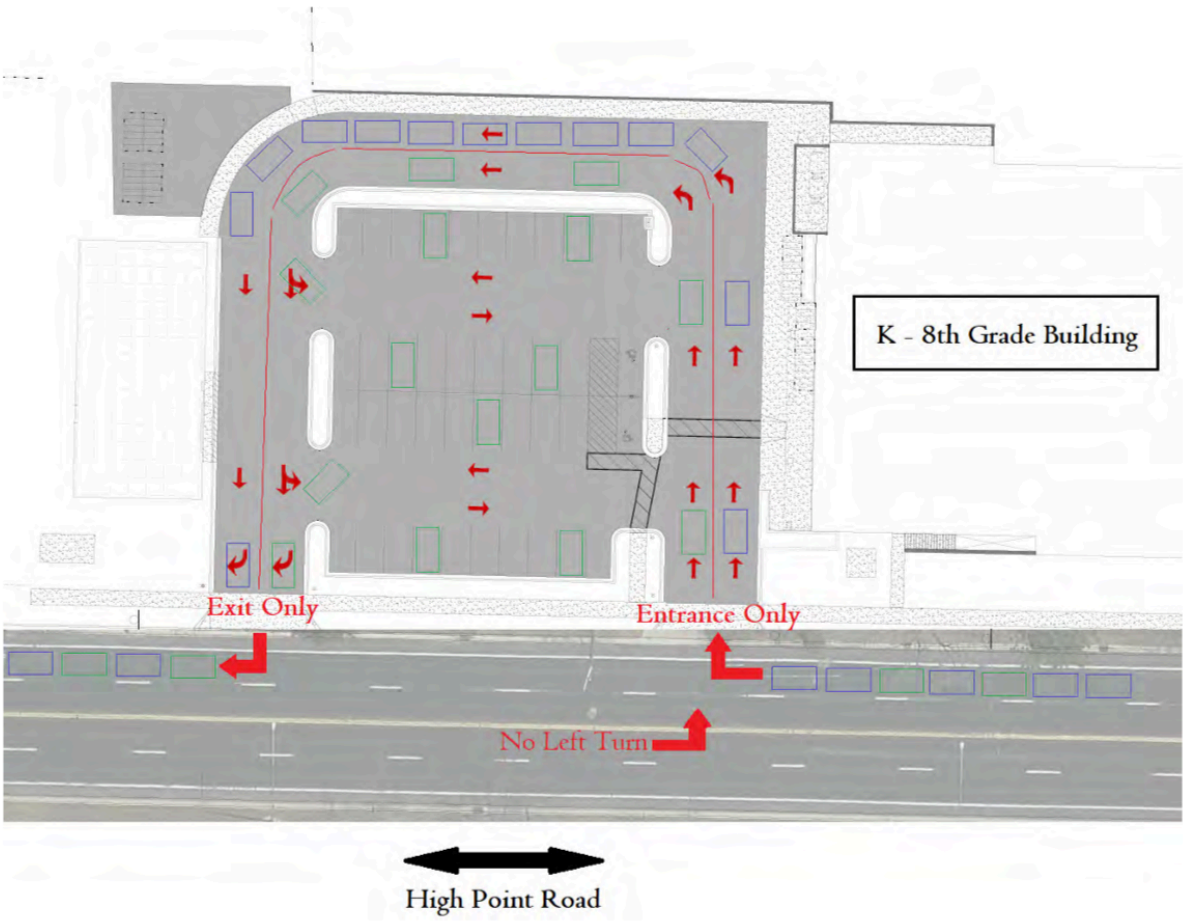
If you are picking up an ECE student from campus, please pick them up prior to picking up your school aged child(ren)

K-2 Students will be outside for pick-up starting at 3:10

3-5 Students will be outside for pick-up starting at 3:15

6-8 Students will be outside for pick-up starting at 3:20

All students must be picked up prior to 3:40 or they will be sent to the After School Program.



Staff may be concerned about releasing a child to a parent or parent-authorized person who…

- Appears too ill to drive competently.
- Appears to have been drinking alcohol or to be under the influence of any type of drug.
- If concerned about releasing a child to a parent or parent-authorized person, staff may…

Offer to contact a parent-designated emergency backup person to pick up the child or may contact local law enforcement.

While any such situation would be uncomfortable for all, our main concern must be for the safety of all HHA children and families.

Authorized Pickup Procedures

Individuals must be parent-authorized and have a name placard displayed in the car window during pick up. Please notify the child's teachers via email and CC school administrative coordinator (klochbehn@hickoryhillacademy.com) by including the following information in an email - name, relationship to child, phone number, and home address.

6. FIELD TRIPS

HHA arranges bus transportation for field trips through a licensed service provider. Every HHA enrolled child must be closely supervised and within sight of either the parent/guardian or an HHA staff member.

Our risk management strategy involves doing our best to ensure safe trips and excursions for our students and staff. As a school, we make every effort to ensure that insurance, adherence to the law, accepted safety standards, and emergency procedures are in place. If you are ever uncomfortable with an activity, please do not hesitate to contact us immediately and we will discuss these concerns with you. If by the end you still do not feel happy with the risks involved, then it is your right and prerogative to hold your child back from participating.

While on school trips, students are ambassadors for the school. Hickory Hill Academy and its chaperones hold participants to a high standard of behavior and a significant level of personal investment and responsibility is expected from each participant joining the team. When HHA students are on excursions away from the school we expect our students to abide by all school rules.

Parents/guardians may chaperone (though adult seating on the bus may be limited) and must sign an authorization for their children to participate in each field trip. Unenrolled siblings may not attend HHA sponsored trips.

Parents/guardians may authorize in writing a relative, caregiver, etc. (who is at least 18 years of age) to chaperone their children on field trips, in which case the field trip transportation and supervision rules for parents/guardians apply to the chaperone. All chaperones must have a school sponsored background check to volunteer for classroom activities and field trips. If you are interested in chaperoning, please reach out to our Administrative Operations Manager, Bethany Kornacki (bkornacki@hickoryhillacademy.com) for assistance. She will verify that you have an approved up-to-date background check on file or will provide a background check for you to complete.

PART IV: HHA POLICIES

1. CONFIDENTIALITY AND DISCLOSURE OF STUDENT RECORDS

Student records are the property of HHA, which is charged with their safekeeping and security. It is HHA's responsibility to ensure that the confidentiality of the information contained in these files is maintained. While disclosure of information in the school's files may be made to parents/guardians regarding their children's status, disclosures will not be made that would reveal private information about other students and individuals.

A student or parent/guardian of a student is permitted (unless restricted by court order) to:

- examine all student records kept by the school pertaining to that student, while accompanied by a person designated by the Head of School; and
- receive a copy of any student record (the school may charge a fee to cover the costs of copying the document(s)).

Access to student records may also be granted, upon the assurance of confidentiality and with parent/guardians' consent, to professionals who are planning for or delivering education, health, social or other support services to a student.

The professional referred to in this section is required to:

- ensure in writing, to maintain the privacy of the student's family with respect to matters disclosed in the record; and
- not use or disclose the information in the student record except for the specific purposes for which the information was provided.

Access to student records may also be granted without parental consent:

- to school authorities when defending any claim or potential claim against the school; and
- in compliance with a court order.

If a student's parents/guardians are separated or divorced, the Head of School may receive requests from the non-custodial parent for student record information or for visits with the student at school. In these cases, the Head of School or designate will confirm the entitlement of the non-custodial parent to obtain such information or contact with the student. This will include reviewing applicable court orders respecting custody of and access to the students and other relevant documents. The custodial parent should be notified of a non-custodial parent's request for student information or for contact with the student at school. If the Head of School or designate is unsure of the legal entitlement of the non-custodial parent or if there is serious conflict between parents/guardians with respect to the request, then the Head of School will obtain legal advice.

2. APPOINTMENTS

Please try to arrange your child's appointments for after school hours. If this is not possible, please inform their teacher of the appointment time. Parents/guardians are required to check their child out when they are leaving the school and check in when they return. If you are picking up a student for an appointment, please plan to do so before 3 p.m. to help us keep the carline moving.

3. SCHOOL ATTENDANCE

Consistent school attendance and timely arrival each day are crucial for academic and personal wellbeing. Students are expected to attend and participate in all aspects of the school program. The attendance record is a legal document and remains in the student's permanent record. HHA follows State of Wisconsin attendance laws and permits 10 days of parental excused absences. After that, all absences are marked unexcused unless a note from the doctor is provided.

At HHA, we as a school have two types of absences, excused or unexcused. An excused absence is for any time families need their child to miss school for an emergency, any unexpected or unplanned event, or something that is beyond the control of the family. This includes anything medical. An unexcused absence is designated for absences that are voluntary, such as family vacations.

For unexcused absences, please notify the Dean of Students and your child's classroom teachers at least two weeks ahead of time. While some work can be made up at home, class time cannot be recreated, so families are encouraged to think carefully before pulling a student out on school days, and to use great discretion when making these decisions. The school's calendar has been designed with several breaks over the course of the year to provide families with time for travel. Families should plan their personal trips during this time. In unavoidable situations where additional holiday time is necessary, then parents/guardians must inform the Dean of Students in writing before the projected absence. Teachers will not provide an instructional program for unexcused absences. Please note that teachers are not required to

provide homework during unexcused absences. If a student has an excused absence, the teachers and family will work together to establish a plan to make up for any missed work.

A convenient and efficient way for students and families to communicate with teachers during illness is to email them directly to inquire about missed work and to create a make-up action plan. Students and families are responsible for arranging with each teacher to complete all required work and assessment for the period of the absence. Teachers are authorized to establish their own policies regarding a timeline for making up missed class work.

Parents/guardians must call the School Office at (608) 845-3245 and also let the grade level teacher know by 8:00 a.m. on each day a student will be absent, tardy or leaving school early. An email may be sent to the Administrative Coordinator in lieu of calling. If the absence is pre-arranged (i.e. a medical appointment), families are asked to let the teacher know in advance. Families are encouraged to contact teachers via email to make arrangements for any missed work and to request any materials from class.

Students arriving after 8:00 a.m. should report directly to the classroom and the teacher will inform the office of the late arrival. A student is considered tardy if he/she is not in the classroom by 8:00 a.m. In cases when a student is tardy 10+ times per academic year the student's parent(s)/guardian(s) will receive an email and/or call from the school Head of School or designee as a reminder to assist with tending to attendance issues. After 15 tardies, you will receive a call from a Head of School or designee to develop a solution. Excessive absences and tardies of 40 + days can be cause for a student to be retained in the current grade for another year.

4. INCLEMENT WEATHER POLICY

Closure Due to Inclement Weather

HHA will delay opening or be closed in accordance with decisions made by Madison Metropolitan School District (MMSD). However, we may remain open when MMSD closes due to temperature or wind chill factors at the discretion of school leadership. Families will be alerted by 6:00 a.m. via email, Facebook, and the HHA website.

Please note: If Madison schools are to open 2 hours late, HHA will open 2 hours late (at 9:30 a.m.). If Madison schools close early, we will close at the same time. However, if Madison only cancels after-school activities, our After School program typically remains open.

5. HEALTH POLICY

HHA health policies reflect the requirements of Wisconsin's Department of Health, Public Health Madison Dane County (PHMDC), Department of Children and Families (DFC), National Association for the Education of Young Children (NAEYC), and the Department of Public Instruction (DPI).

a. Health Records

HHA requires our parents/guardians to maintain up-to-date health records at HHA. Every student must have up-to-date information on their online medical account, along with an updated immunization record. Note: HHA reserves and acts on the right to refuse care for children while parents/guardians are noncompliant with records requirements.

Immunization Record (IR): This record must be completed for each student. A copy of the record may be

obtained from the child's healthcare provider, through the Wisconsin Immunization Registry or a completed Student or Child Care Immunization Record may be submitted. Parents/guardians may 'waive' requirements, using the IR form. If immunizations are waived for a medical reason, a physician must also sign the IR. The record should be updated anytime a new vaccine is received. A new waiver will be required when there is a new vaccine required per state requirements. Note: The state may require centers to temporarily exclude children who are under-vaccinated if a vaccine-preventable disease for which they are susceptible occurs at the center.

b. Children with Special Health Considerations

All HHA teachers are kept informed of issues identified by parents/guardians on a child's Health History and Emergency Care Plan. Parents/guardians must communicate all special care or medical conditions in writing to the Wellness Coordinator.

c. Food Allergies/Sensitivities Policy

HHA uses a system of checks and balances to protect children with identified food allergies. The Wellness Coordinator will meet with the parents/guardians of each child who has a severe allergy to ensure that the school fully understands the extent of the allergy and the appropriate emergency response. An individualized plan to minimize risk to the child will be created, ensuring that the right people are given the appropriate information (including teachers, substitute teachers, volunteers, non-teaching staff) and that the school has the appropriate permissions from the parents/guardians, including permission to administer any emergency medications. Please contact the Wellness Coordinator with any questions/concerns regarding special care.

HHA is not a nut free campus, but we do provide a safe environment for students and staff with known peanut/tree nut allergies and other food allergies. We provide our staff with annual education and information on preventive measures and treatment in case of a reaction. We understand that each situation is unique and will address each and every student's situation, as needed.

d. Ill Child/Contagious Conditions Procedure

A child with a fever or exhibiting symptoms of a contagious illness such as diarrhea, vomiting, unusual lethargy, sore throat, rash, inflammation around the eyes, eye or ear drainage, significant nasal drainage, or a persistent or hacking cough that interferes with activities, must be kept home unless parents/guardians provide a provider's note indicating that the child need not be excluded from participation in center activities. Any child not well enough to participate in outdoor activities should remain home.

Ill Child at HHA: When a child appears ill, staff will attempt to contact the parent/s. If unable to reach parents/guardians, staff will attempt to contact a parent-authorized individual to pick up the child. An ill child must be picked up as soon as possible but within no more than 1 hour.

Fever: A fever is defined as an internal body temperature of 100.4° F or higher. A child with a temperature of 100.4° or higher will be sent home. A child with a temperature less than 100.4° but who is exhibiting other symptoms of illness that prevents participation in all classroom activities will also be sent home. A child may return when they have been fever-free for at least 24 hours without the use of fever-reducing medications and if their other symptoms have improved so that they are able to participate in all indoor and outdoor activities.

Diarrhea: Diarrhea is characterized by watery, unformed, or an increased number of stools beyond a child's normal pattern. Staff will attempt to contact the parent/guardian at the first indication of diarrhea. A child

who has two or more episodes of diarrhea that is not associated with a change in diet or other known non-infectious cause (i.e. antibiotic usage) will be sent home. In order to return to school, a child must have no episodes of diarrhea for at least 24 hours and be able to tolerate a regular diet.

Vomiting: A child who vomits (unrelated to crying, coughing, gag reflex) must be picked up. Prior to returning to school, the child must have no vomiting episodes for at least 24 hours and be able to tolerate a regular diet.

Skin Rash: A child with a skin rash that is rapidly spreading or of an infectious origin should remain home. Parents/guardians must provide a doctor's note indicating that it is appropriate for the child having a rash to be admitted to the center.

Conjunctivitis, "Pink Eye": Conjunctivitis, or "Pink Eye," is a bacterial or viral eye infection spread from direct contact with an infected person, or through secretions. A child with red eyes and drainage must remain home until the eyes have been free of discharge for 24 hours and the child is well enough to participate in classroom activities or with a provider's note indicating the child is appropriate to attend.

Ear Infections: A child diagnosed with an ear infection must be fever-free for 24 hours, free of any ear drainage and able to participate in all classroom activities before returning to HHA. A child diagnosed with an ear infection but having no ear drainage or fever may attend the center without interruption if the child is well enough to participate in all classroom activities.

Strep throat: A child diagnosed with strep throat should remain home until fever-free for at least 24 hours and at least 24 hours following the initiation of antibiotics.

Head Lice: Head lice are common, particularly among young children. They are not indicative of poor hygiene, and they do not jump or fly but are spread mostly from hair-to-hair contact. If a child is found to have live lice, parents/guardians will be notified on the day of identification. The child will not be sent home early, but parents/guardians will be asked to provide proof of lice treatment prior to the child's next day of attendance. If nits are found in a child's hair, parents/guardians will be notified, but the child will not be excluded from class. Classroom screenings will not take place unless a child is exhibiting symptoms or there is a specific cause for concern.

Other Conditions: For other conditions not specified, the Wisconsin Childhood Communicable Diseases chart produced by the Department of Health Services will be utilized to determine a safe return to school.

e. Communicable Disease Procedures

HHA is required to report to the state any occurrence of certain diseases on campus such as chickenpox, infectious hepatitis, measles, mumps, poliomyelitis, scarlet fever, whooping cough, diphtheria, and meningitis. HHA must provide notification of exposure to reportable communicable diseases, identifying the disease and the number within the local population known to have contracted it. Notifications do not include personally identifying information.

A child with a known or suspected reportable communicable disease (see details, below) must not be present at HHA during the period in which the disease is communicable. The following protocols apply:

- When a child is suspected of having a reportable communicable disease, the local public health officials will be notified.
- If a child is found to have a reportable communicable disease, HHA will observe exposed children for symptoms and inform parents/guardians of exposure and symptoms associated with the disease (staff will not share personally identifying information).

- A child who has contracted a reportable communicable disease may return to HHA with a physician's note approving the return, or once the child has been absent for a period of time equal to the longest usual incubation period of the disease, as specified by the Wisconsin Department of Health.

f. Staff Health Qualifications

Staff members who work directly with children are asked to submit a state health report signed by a medical professional, indicating that the individual is medically sound to work with children. No one whose behavior or symptoms of illness give reasonable concern for the safety of children may be in contact with the children in HHA's care.

g. Universal Precautions

Staff members use universal precautions for dealing with bodily fluids and follow proper protocols when dealing with secretions. Staff members use disposable gloves to avoid direct contact with bodily fluids and immediately wash their hands afterward. Staff clean and disinfect surfaces exposed to bodily fluids.

h. Injuries

Parents/guardians must indicate "yes" in their child's online medical account that HHA is authorized to to seek emergency medical care as appropriate. Staff will inform a parent, as quickly as possible, should their child incur a significant injury or any injury to the head or face.

Treatment Of Injured Child: HHA will have adequate first aid supplies, including gloves, medical tape, and bandages. Superficial wounds will be cleaned with soap and water and protected with bandages. Routine procedures for the treatment of serious but non-life-threatening and minor injuries, as learned in the basic first aid classes, will be followed.

If emergency care is needed, HHA will…

- Call 911 and follow dispatch instructions.
- Request an ambulance or transport the child to American Family Children's Hospital.
- Attempt to contact parent/guardian.
- Attempt to contact parent-designated emergency contact person/s if unable to reach the parent.

Parental Notification: Parents/guardians of enrolled children shall be notified:

- Immediately if the child becomes ill or is seriously injured
- When a child has received any injury to the head or face

i. Concussion/Head Injury

Parents/guardians will be called immediately for every head injury. If a student is knocked unconscious, an ambulance will be called. If a concussion is suspected, the student will be removed from activities until a parent/guardian or emergency contact person is contacted to pick them up and a follow-up evaluation with a medical provider will be recommended. If a diagnosis of a concussion is made, parents/guardians should provide any relevant care instructions from their provider so that the school has an accurate and up-to-date record of all such injuries. A student with a known concussion will not be allowed to participate in school activities (such as PE) until cleared by a note from a provider.

j. Medication

There are numerous state regulations and licensing requirements for keeping and administering over-the-counter products and any medications. It is a considerable task and responsibility of the school and staff to manage these products in keeping with requirements, making parent cooperation a necessary component of the process. If a child requires medication while at school, an appointment should be made with the Wellness Coordinator to review the medication and necessary documentation.

Staff will administer prescription medication with written instructions from a practitioner and written consent from a parent or guardian using the Authorization to Administer Medication form. This form can be obtained from the Wellness Coordinator upon request. According to state law, the medication must be in the original packaging and include the following information in a legible format: name of the student, name of the prescriber, name of the prescription medication, dosage, effective date and directions.

Students who require life-saving medications must have the medication available on campus no later than their first day of attendance. The child will not be allowed on campus without the medication. If the student has a School Emergency Plan, this should be provided to the school as well.

Staff will administer non-prescription medication to a student with written instructions and consent of a parent or guardian using the Authorization to Administer Medication form. This form can be obtained from the Wellness Coordinator upon request. Written parent instructions must match the medication label's instructions. If the medication is to be administered for a prolonged period or in a way that differs from the label or if the label indicates that a healthcare provider should be consulted based on the child's age or weight, written instructions from the child's practitioner must be provided. A practitioner is defined as a physician, naturopathic doctor, dentist, optometrist, physician assistant, advance practice nurse prescriber or podiatrist. The medication must be provided in the original container and clearly labeled with the student's name.

Non-regulated products such as nutritional supplements, essential oils, herbal remedies or homeopathic supplements will not be administered by staff members on campus due to the lack of regulation surrounding these products. If a parent wishes for their child to receive these products, dosing outside of school hours should be considered. A parent may come to campus and administer the product, but they must adhere to our Visitor Procedures.

Visitor Procedures: All visitors are required to use the office entrance and identify themselves and their purpose for visiting to the Administrative Assistant who will allow visitors to enter the building. Upon entrance, visitors are to go directly to the office, to sign in and receive a visitor badge that must be displayed/worn during the visit. Upon leaving, visitors are to go to the office to sign out.

A written record, including the type of medication given, dosage, time, date, and name or initials of the person administering the medication will be made in HHA's medical program on the same day that the medication is administered. Medications are stored in a locked cabinet and/or in the refrigerator out of reach of children. Emergency medications will be kept by teachers while on field trips and on HHA campus. If a dosage is missed or an amount is given in error, parents/guardians will be made aware, and particulars will be noted by the Wellness Coordinator.

k. Non-Medicated Products

Parents/guardians should apply sunscreen and/or insect repellant to their child prior to their arrival in the morning.

6. SAFETY POLICY

HHA has policies in place to help ensure safety for all, but the children of this community are especially dependent upon all of us, staff, parents/guardians, and other caregivers, to work together and to adhere to safety policies and precautions to ensure the best outcomes.

a. Abused Student Procedure

Anyone who has reason to believe that a child has been or is likely to be physically harmed, sexually abused or sexually exploited by a parent/guardian or other person, or needs protection, is legally responsible to report it. Wisconsin law requires all employees of Wisconsin schools to report suspected child abuse and neglect/child maltreatment (mandated reporting), Wis. Stat. sec. 48.981(2)(a)16m.

Per state regulations, HHA ensures that all staff members having contact with children have received training in child abuse and neglect laws, how to identify signs of abuse and neglect, and the process for reporting. Staff members are required by law to report concerns should they know or have reason to suspect that a child has been neglected or harmed. Reports are made to Dane County Social Services. There are several different forms of child maltreatment:

- **Physical Abuse:** non-accidental physical injury inflicted on a child
- **Emotional Damage:** harm to a child's psychological or intellectual functioning for which the child's parent, guardian, or legal custodian has neglected, refused, or been unable to for reasons other than poverty to obtain necessary treatment or take steps to ameliorate the symptoms
- **Sexual Abuse:** inappropriate sexual behavior with a child; sex trafficking and sexual exploitation
- **Methamphetamine** manufacture in a child's home, on the premises of a child's home, in a motor vehicle on the premises of a child's home, or where a reasonable person should have known that the manufacture would be seen, smelled, or heard by a child is considered child abuse
- **Neglect:** failure, refusal or inability on the part of a caregiver, for reasons other than poverty, to provide necessary care, food, clothing, medical or dental care or shelter so as to seriously endanger the physical health of the child. 'Seriously endanger' includes potential as well as actual harm to the child

Parents/guardians who desire more information are requested to meet with the Head of School.

b. Bullying & Harassment Policy

Hickory Hill Academy does not tolerate bullying or harassment. All members of the school community are committed to ensuring a safe, supportive environment based on the school's values of learning, respect and cooperation.

General awareness of issues around bullying and harassment is raised through discussion in the classroom and whenever it fits the natural context of other classes.

The staff as a whole has a responsibility to support and exemplify the policy of the school and to stress the virtues of respect and tolerance, both through their personal relationships and in their teaching.

Parents/guardians are actively encouraged to support the school and accept the school's considered actions when their children are found to be involved in harassment, and to work in partnership with the school toward resolution of these difficulties.

c. Security Locked Buildings

HHA buildings are locked at all hours of the day (with exceptions for some special events). Parents/guardians must ring a doorbell to be let in. Visitors must report to the Administrative Office in The Dahlhouse or K-8th Grade Building, and must check-in and check-out at the office and obtain a name badge.

d. Safety Response Preparedness

HHA conducts drills and inspections in accordance with state statutes. Fire drills are held monthly. Tornado drills are held monthly April-October. Active intruder procedures are reviewed with teachers and staff. Fire extinguishers are inspected annually.

e. Supervision

Staff is required to always know how many children are under their care and must count lined-up children, prior to leaving a classroom for any activity, and again, upon arriving at their destination (playground, bus, etc.), and to keep children within sight and hearing range. Staff members are trained to check all rows of a bus, once children have disembarked, and to check bathrooms and all areas of a classroom when vacating for a drill/emergency.

f. Weapons Policy

A weapon is an instrument designed or used to injure or intimidate another person. This includes items generally understood to be weapons as well as replicas of weapons. Weapons are not allowed:

- In the school
- On school grounds
- On the way to and from school
- At any school-related activity

The school will not readily accept excuses or explanations for being in possession of a weapon or potential weapon. Excuses such as “I forgot I had it” or “It’s not mine” are not acceptable. Violation of this policy can result in suspension or expulsion, according to the circumstances.

7. BEHAVIOR SUPPORT POLICY

At Hickory Hill Academy our community approaches student behavior through a way of teaching that creates a safe, compassionate, and joyful classroom and schoolwide climate for all children. Teachers understand that all of children’s needs—academic, social, emotional, and physical—are important. The teacher creates an environment that responds to all of those needs so that your child can do his or her best learning. The teachers at Hickory Hill take time to model and teach children how to translate classroom expectations into action in a wide variety of situations.

Our school-wide expectations are:

- Take care of ourselves.
- Take care of others.
- Take care of our school.

When students do not follow our expectations, teachers may use a variety of age appropriate strategies to

help children learn to make safe and proper behavioral decisions.

Positive guidance strategies include:

- Teachers use a calm voice and positive, reassuring words when guiding children.
- Teachers are at eye level to the child when talking to children.
- Teachers model positive behaviors and language.
- Teachers foreshadow upcoming transitions.
- Teachers tell a child what they want the child to do, rather than what not to do. Example: "Walking feet please" instead of "Don't run!"
- Teachers give choices whenever possible.
- Teachers use a firm voice when stopping hurting or unsafe behavior. Teachers redirect the child to a safer activity.
- Teachers talk with children about feelings and what to do when they are mad, sad, etc.
- Teachers teach breathing and other calming techniques.
- Teachers encourage prosocial behavior among children and between children and adults.
- Teachers praise children for their efforts to make positive behavior choices.

When unwanted or unsafe behaviors occur, it is helpful to identify possible causes of unwanted behaviors. Behaviors such as refusal to participate, hitting, biting, throwing items, or making unkind remarks have underlying causes. For our very youngest students, they simply have not learned yet what is expected or safe, so they need adults to help them learn. They need opportunities to practice better choices. For some children, causes might include fear, jealousy, loneliness, fatigue, confusion, anger, embarrassment, over-stimulation, curiosity, boredom, hunger, illness, problems at home. When difficult situations arise, teachers use the following strategies: Redirect a child to another activity. Redirect a group to a different activity. Encourage the use of words to solve problems and model ways for children to express themselves effectively. Prompt children to express their feelings, using phrases/questions such as, "You look sad," or, "How did that make you feel?" Encourage them to take a leading role: "What can you do to make it better?" Intervene if a child hits, kicks, or bites, saying, for example, "You may not hit." Depending on a child's age, she/he may have quiet "time away" from the group. After an incident, a teacher will facilitate reconciliation between children.

When a child frequently exhibits challenging behavior, teachers note what precipitates the behavior, in an effort to determine causes, and will work with parents and possibly other support people to identify the best ways for teachers to respond to and to support the child.

For students in our Lower School and Middle School, when deciding how to manage a student who is not following our expectations, we take into account how severe the behavior is, how likely it is to happen again, and how it impacts others.

The teacher may:

- Simply give a reminder or tell the child to do something different.
- Have the child sit closer to the teacher or other adult (often just being closer to an adult helps children remember what they're supposed to do).
- Use "take-a-break" (the child goes to a distraction-free space in the room for a little while to regain self-control).
- Limit the child's choice of activities for a while (for example, playground equipment only at today's recess; try field games like kickball again tomorrow).
- Guide the child in fixing problems caused by his or her mistake (for example, helping the adult/

teacher clean up if she or he made a mess in the bathroom).

When a student needs additional support, HHA staff may:

- Use a buddy teacher “take-a-break” (the child goes to a distraction-free space in another teacher’s room for a while to regain self-control).
- Use a private “take-a-break” (the child goes to a supervised non-classroom place, such as the Head of School’s office, for a while to regain self-control).
- Have the child spend a period of time at home.
- Meet with the child and/or parents/guardians to find other solutions.

A unified approach (partnership) between home and school always helps children learn to make the best decisions in life. With your help, we can have a team approach to help all of the children at HHA to become responsible citizens. Our staff will establish expectations and procedures that promote this positive learning climate.

We at Hickory Hill Academy strongly believe that children want to and can meet expectations. We value partnering with parents/guardians to help students do well in school and feel good about going to school.

Teachers at Hickory Hill Academy never use physical punishment, psychological abuse, or coercion when disciplining a child. Prohibited Actions include:

Examples of physical punishment: Shaking, hitting, spanking, slapping, squeezing, kicking, biting, pinching.

Examples of psychological abuse: shaming, name calling, ridiculing, humiliation, sarcasm, cursing at, making threats, or frightening a child; ostracism, withholding affection.

Examples of coercion: Rough handling (shoving, pulling, pushing, grasping any body part); **physical restraint** (forcing a child to sit down, lie down, or stay down) except when restraint is necessary to protect the child or others from harm.

8. BATHROOM POLICY

HHA is equipped with gender specific bathrooms on both levels of the school. The lower level gender specific bathrooms also house locker room spaces that our middle school students can use to get changed for PE classes. Students are free to use bathroom facilities that support their identity. Each floor is also equipped with a gender neutral bathroom that students can use with permission from teachers. It is students' responsibility to keep these spaces looking as clean as they were when entering. Students are encouraged to report any messes or damages to teachers immediately.

9.. TECHNOLOGY POLICY

Our goal at HHA is to enhance the education of our students by ensuring all students have access to technology. The use of technology in the classroom facilitates meaningful learning experiences for students and creates learners who are actively engaged with learning objectives. Responsible use of this access coupled with student cooperation is critical to promoting good behavior online. The Chromebook that Lower and Middle School students receive at HHA is an educational tool and should be used in that capacity. Students and families agree to the guidelines and procedures outlined and agree to take full responsibility (including financial) for the technology assigned to my student

a. Chromebook Policy

Parents/guardians assume financial responsibility for the equipment assigned to their child. The approximate replacement cost of the technology is $400.

- If the technology assigned to your child is lost, stolen or damaged through negligence, vandalism, or failure to follow the proper care guidelines, then you are responsible for the cost of repair or replacement.

Students are responsible for the general care of their Chromebooks, including the following:

- No food or beverages should be near the Chromebook.
- Cords, cables, and removable devices should be inserted carefully into the Chromebook.
- Chromebooks should not be exposed to extreme temperatures (hot or cold).
- Chromebooks should never be left in an unlocked vehicle or an unsupervised area.
- Protect the Chromebook screen by not leaning on the top of the device when it is closed. Do not place anything on the keyboard (e.g. pencils, flash drive, etc.) before closing the lid. Students should never carry their Chromebooks while the screen is open.
- Clean the screen with a soft, dry cloth or anti-static cloth. Do not use commercial glass cleaners.

Students will agree to the following restrictions on Internet use during the school day:

- No social networking sites (Facebook, Twitter, Instagram, etc.)
- No streaming video (YouTube, Vimeo, etc.)
- No downloading of files
- No video games

In addition, students will agree to the following technology and Internet policies:

- Will use technology and the Internet at school for teacher approved school work only. Will only use the programs, websites, and applications that my teacher has approved.
- Will use technology to interact with others appropriately. Will not use technology to tease, harass, or bully anyone.
- Will not download, view, send, or display inappropriate pictures or messages.
- Will not give out personal information about his or herself or others (such as name, address, or telephone number) on the Internet.
- Will obey the copyright laws and not take credit for someone else's work.
- Will promptly tell an adult if he or she sees or reads something that is inappropriate, dangerous, threatening, or makes him or her feel uncomfortable.

When equipment is taken home by the student, it must be returned to school on the next school day. Failure to return the equipment on time may result in loss of the privilege of taking the equipment home again. It is expected that the equipment will be returned to school with a fully charged battery for use during the school day.

All technology equipment is the property of Hickory Hill Academy. HHA reserves the right to demand the immediate return of the equipment at any time. The equipment should only be used by the student to whom this agreement pertains.

b. Cell Phone and Smartwatch Policy

Smartwatch Policy

Smartwatches may be worn on the wrist, however only used as a watch. Calling, messaging, and other features may not be used during the school day. If the student is caught using a smartwatch for purposes other than checking time, the teacher may request that the student put the device in their backpacks for the remainder of the academic day. If problems persist, the device will be taken by the teacher for safekeeping and returned to the child prior to going home.

Cell Phone Policy

Students can bring a cell phone to school, but it must be stored in their backpack during the instructional day; however, they can ask their teacher to use it to call home or send a message as needed. If a student has a cell phone out during the day, it will be taken by the teacher for safe keeping and returned to the child prior to going home.

c. Privacy

While HHA intends to maintain a secure network environment, E-mail, Web use, and files in student accounts are not guaranteed to be private in our school setting. Activities relating to or in support of inappropriate or illegal activities will be reported to the authorities. The students' use of technology may be subject to periodic checks by HHA faculty. Hickory Hill Academy Technology Services staff have access to student accounts.

d. Software Security

Only HHA staff or those designated by them are to install software on school computers.

e. Vandalism

Vandalism is defined as any malicious attempt to harm or destroy equipment, programs, and/or data of anyone connected to the network or Internet. This includes but is not limited to uploading, creating, or transmitting computer viruses, hacking, theft, and unauthorized intrusion. Vandalism will result in the cancellation of user privileges.

PART V: MISCELLANEOUS POLICIES

1. PARENTS/GUARDIANS RESIDING AT SEPARATE ADDRESSES

If your family needs communication to be sent to multiple addresses, please email an office staff member regarding your specific needs.

2. HOLIDAY POLICY

HHA attempts to celebrate holidays that are celebrated within the HHA community. We encourage families to lead class celebrations of special holidays and traditions which their own family values. Doing so is not only an educationally enriching experience for the children but also for the teachers.

3. SOLICITATION POLICY

HHA has a No Solicitation Policy. We do not post advertisements for products or services unrelated to the operation of HHA.

4. USE OF HHA NAME/LOGO POLICY

Hickory Hill Academy has secured copyright protection for its name and logo. Therefore, it is not legal to attach our business name or logo to any print or verbal entity without our written permission.

5. INAPPROPRIATE LANGUAGE

We must all model respectful behavior. Any adult using inappropriate or threatening language, tone, or body language will be asked to leave HHA premises.

6. GRIEVANCE PROCEDURE

If you have concerns that you feel need to be addressed, please follow these steps:

- Set up an appointment to speak with your child's teachers. State your concerns and ask how the teachers might resolve the situation.
- If you are not satisfied, inform the teachers that it would be helpful to review the situation with the assistance of an administrator.
- Contact the Head of School.

7. RECESS GUIDELINES AND EXPECTATIONS

- Be respectful of teachers, classmates, and the playground space
- No food on the playground; water bottles are for drinking only
- Wood chips stay on the ground and sand stays in the sandboxes
- Only teachers are allowed to go in the storage shed
- No climbing on the outside of slides
- Keep hands and other body parts to self
- When an accident occurs, check on the friend to see if they need help, apologize, and if they do need help tell a teacher
- Feet off the fence
- Ask for permission to exit the playground
- Please ask a friend if they are finished with a toy before taking it from them
- Always be inclusive
- Line up when entering and leaving the playground area
- A 5 minute warning will be given for clean-up. When 2 minutes remain everyone will help pick up the playground toys before getting in line

8. ANTI-DISCRIMINATION POLICY

The school is committed to ensuring that no HHA programs are in existence or are proposed that would,

in theory or in practice, promote or foster doctrines of:

- Racial or ethnic superiority or persecution
- Religions intolerance or persecution
- Social change through violent action
- Sedition

In addition, the school is committed to continuously developing strategies to make students feel valued, respected and connected with the school community. Our priority is the protection of students' physical safety, social connectedness, and inclusiveness including protection from all forms of bullying, regardless of their gender, race, culture, religion or sexual orientation.

9. DRUGS, ALCOHOL, AND TOBACCO POLICY

While under school jurisdiction, it is ABSOLUTELY FORBIDDEN for students to be in possession of, traffic in, or consume any part of any illegal drug, tobacco, or alcohol of any kind. This policy shall also apply to the illicit use of prescription drugs or other controlled substances. This policy includes e-cigarettes, ENDS (electronic nicotine delivery systems), vaporizers, or nicotine gum. Students contravening regulations may be suspended, expelled, and liable for criminal action.