



Happy Hollow

Christian Academy

Student and Parent Handbook

2020-2021

Every Child is a Gift!
Every Child is **Gifted!**

Welcome!

We would like to take this opportunity to welcome you and your family to Happy Hollow Christian Academy. The purpose of Happy Hollow Christian Academy is to provide safe, high-quality care and education to families with infants through school age.

Family is very important to us at Happy Hollow. We understand that leaving your child in the care of others can be a difficult decision. Our highly-trained and dedicated staff will nurture and care for your child to help facilitate a smooth transition to HHCA.

This manual outlines what you may expect from our school and what we expect from you in return. We hope it will be helpful. Feel free to contact the Director with any questions in relation to our policies and procedures.

We hope your family's time at Happy Hollow Christian Academy will be an enriching and delightful experience!

Lindsey Attaway (Director)

Lindsey McKinley (Assistant Director)

Facility Contact Information

Lindsey Attaway, Director
Lindsey McKinley, Assistant Director

478-946-0063

Email

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Physical Mailing Address

Happy Hollow Christian Academy
156 East Main Street
Irwinton, Ga 31042

Website:

happyhollowca.com

Facebook Page

Happy Hollow Christian Academy

Community Resources:

Local Fire Department	946-3463
Local Police Department	946-2811
East Wilkinson County Public Library	946-2778
Wilkinson County Department of Family and Children's Services	946-2005
Wilkinson County Health Department	946-2226
Children's Medical Services	478-751-6253/ 478-751-6117

Vision

Our students will become Christ-like generational change agents in minds, hands and feet. In minds, through holistic learning; in hands, through hard work; in feet, through holistic community development.

Mission Statement

HHCA will provide a safe, healthy, and loving environment that promotes Christ-centered, age appropriate, culturally relevant spiritual growth while also equipping students to excel academically as they progress to higher levels of education.

Core Values

Safety

“So, the wall was completed on the twenty-fifth of Elul, in fifty-two days. When all our enemies heard about this, all the surrounding nations were afraid and lost their self-confidence, because they realized that this work had been done with the help of our God.” Nehemiah 6:15-16

Compassion

“When he saw the crowds, he had compassion on them, because they were harassed and helpless, like sheep without a shepherd.” Matthew 9:36

Christian Character

“You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven.” Matthew 5:14-16

Integrity

“For we are taking pains to do what is right, not only in the eyes of the Lord but also in the eyes of man.” 2 Corinthians 8:21

Community

“And over all these virtues put on love, which binds them all together in perfect unity.” Colossians 3:23-24

Academic Excellence

“Whatever you do, work at it with all your heart, as working for the Lord, not for human masters, since you know that you will receive an inheritance from the Lord as a reward. It is the Lord Christ you are serving.” Colossians 3:23-24

Life

“For you created my inmost being; you knit me together in my mother's womb. I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well. My frame was not hidden from you when I was made in the secret place, when I was woven together in the depths of the earth. Your eyes saw my unformed body: all the days ordained for me were written in your book before one of them came to be.” Psalm 139:13-16

Statement of Faith

1. We believe the Bible is the inspired, true, inerrant and authoritative Word of God. It is the ultimate authority for all matters of belief and behavior. 2 Tim 3:16, 2 Peter 1:19-21
2. We believe in the One True God, Creator of all things, eternally existing in three persons: Father, Son and Holy Spirit. Gen 1:1, John 1:1-3, Deut 6:4, Matt 1:23, Matt 28:18-20, John 4:24, John 10:30, 2 Cor 13:14
3. We believe in the deity of Jesus Christ (fully God), His miraculous conception by the Holy Spirit, His virgin birth (fully man), His sinless life, His substitutionary death on a cross, His bodily resurrection, His ascension to the right hand of God the Father, and His personal, imminent return in power and glory as King of kings and Lord of Lords. John 1:1-3, Matt 1:18-23, 2 Cor 5:21, 1 Cor 15:3-4, Heb 10:11-13, Eph 1:15-21, Acts 1:19-11, Rev 19:11-16, Titus 2:11-14
4. We believe that man and woman were created by and for God, but through disobedience, became alienated from God, resulting in both physical and spiritual death. Consequently, all people are sinners by nature, separated from God and unable to attain life by their own merits or works. Gen 1:27, Isaiah 43:7, Col 1:15-17, Gen 2:16-17, Rom 3:23, Eph 2:1-3
5. We believe that God, being rich in mercy, and because of His great love for us, sent His Son to die for us, even while we were still sinners. Salvation, or eternal life with God, is available as a free gift from God for any who confess Jesus as Lord and believe that God raised Him from the dead. In fact, there is no other name (Jesus) by which we are saved, and no other way to the Father except through the Son. Rom 5:6-11, Eph 2:4-9, Rom 10:8-11, Acts 4:11-12, John 14:6
6. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life. John 14:15-17, John 16:7-15, John 7:37-39, Acts 1:8, 1 Cor 3:16-17, Gal 5:16-25
7. We believe in the resurrection of both the saved and the lost; the saved unto eternal life and the lost unto eternal punishment. Matt 25:46, 1 Thes 4:15-17, Rev 20:11-15

Core Principles

1. All children are created in the image of God, are uniquely special and have purpose in life.
2. Children should be given a foundation in Christ and God's Word to facilitate their understanding of God and their efforts to come to know Him in a personal way through faith in Jesus Christ. This foundation should also help them to mature into responsible and disciplined adults who show the love of Christ in their lives.
3. We believe the right and responsibility to train children belongs primarily to the parent(s) and that we are here to support the parent(s) in their efforts to raise a Godly child.
4. We are committed to teaching children all academic subject matters not only with excellence, but from a biblical worldview. We believe it is important for a child to develop not just knowledge of various subjects, but the wisdom to know how to apply what they learn.
5. We believe that all staff members should behave in a Christian manner so that their influence on children is positive and leads them to a better understanding of who God is and how they can come to know Him in a personal way.

Personnel Standards and Certification

It is the intent of Happy Hollow Christian Academy for all its employees to be dedicated Christians that serve the Lord in their lives and at School. All our teachers will meet certification and degree requirements to maintain their educational and professional development. All classroom teachers will have, at minimum, a Bachelor Degree in Education or related field.

School History & Future

Happy Hollow Christian Academy, Inc. (HHCA) was founded in 2010, as a childcare center named Happy Hollow Daycare. The center was established by Keith and Lynn Mills and their daughter, Lindsey Attaway. It began as a program that wanted to provide high quality care and love to the community of children in Wilkinson County and surrounding counties. For 7 years the business reached many families and helped to raise up children knowing and seeing the love of Jesus Christ. In June of 2016, the Director of School began the process of transitioning the child care center to a private Christian School.

In June of 2017, the daycare became a non-profit organization and private Christian School. We now provide care for infants through third grade with a Biblical based education from a Christian worldview. We believe that students need a foundation of biblical knowledge to shape their view of the world around them. At HHCA, we want to teach students how to analyze and evaluate how the Bible is relevant to the subjects they study and the daily experiences they have in life. It is important to the staff, as we continue each year to add grade levels up to fifth grade by August

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of 2023, that all our children are provided with a curriculum that has a strong biblical integration and academic excellence at its core.

School Website

You will want to be familiar with our facebook page (Happy Hollow Christian Academy) and the HHCA website happyhollowca.com. It is very easy to use and will become a good source of information for the HHCA family. Here are some things you can find on the website.

- Academic Calendar
- Announcements/Important Reminders for parents
- Documents, Forms, and Handbooks
- Photos

Upon registration there is a photo release page in the enrollment packet that you can check “No” on. If you wish to change this status, you must provide written notification to the administration. The request will not be retroactive in nature but will apply to all future photo opportunities.

Schedule

School opens for care of children at 6 AM. School Aged children will begin their school day at 8:00. If they would like breakfast, they should arrive by 7:30. Breakfast is served in the classrooms from 7:30-8:00. The school day ends for HHCA students at 2:45. Our school is open for After School care from 2:45-6:00pm.

Statement of Policy

Happy Hollow Christian Academy reserves the right to make changes, amendments, and corrections to the rules and policies in the School at any time. Any changes that take place, will be provided to parents and staff in writing and posted to our webpage.

Statement of Purpose

HHCA’s purpose is to operate a school for infants/toddlers, preschool, and elementary aged students. The School’s employees shall train and teach the children in accordance with our mission statement and core beliefs in preparation for secondary levels of education and beyond. Students will be taught the principles of the bible and how it applies to daily life.

Policies & Procedures

Admission Requirements

- The applicant or applicant's guardian poses no threat to the ministry of the school and has no behavioral or emotional needs that cannot be met within the program. HHCA does not generally accept an applicant who has a history of behavioral problems or has been under serious discipline at another school.
- The applicant does not have academic needs that cannot be met within the program of the school. We will admit children with special needs if services can be provided with reasonable accommodations.

All applicants must submit necessary documents stated on the enrollment application such as Registration and Curriculum Fee, Immunization record (Form#3231), hearing and vision screening (Form#3300), birth certificate, and any prior academic files from a previous school record. Application to Happy Hollow Christian Academy does not guarantee acceptance. Acceptance will be based upon the availability of classes and ability of the teacher and staff to meet the student's needs.

A child must be 4 years old on or before September 1 of the school year in which the child is entering Pre-Kindergarten.

To enter Kindergarten, a child must be 5 years of age on or before September 1 of the year entering Kindergarten. To enroll in Kindergarten, a child must meet the following Personal Care Requirements: Potty trained and able to use the restroom independently. (pull-ups are not allowed).

Attendance

Attendance is valued because of the educational content being provided to each student. Students are expected, therefore, to be present for class. Any absence or tardiness must be documented in writing.

Absences

Each absence falls into one of the following 2 categories: excused and unexcused.

Student absences may be excused for only the following reasons:

- personal illness (confirmed by a doctor's excuse)
- doctors' appointments (confirmed by a doctor's excuse)
- death in family (confirmed by a note from parent)

A student will have 3 days to present the necessary written documentation for their absence. Students must be in school from 8:00 – 12:00 or from 11:00 to the end of the day to be considered present for the day.

Due to Compulsory Attendance laws students who miss more than 20 days in a school year may be subject to truancy proceedings by the school and local authorities. Any student who exceeds 20 absences (excused or unexcused) during the year may be retained in the same grade for the following school year. Exceptions are made for medical reasons as confirmed by a physician, or justifiable circumstances as determined by administration. Every six unexcused tardies or dismissals equal an absence.

Tardies

Students must be signed in by a parent/guardian or approved adult of 18 years or older. Excused tardies include illness and medical/dental appointments. All others will be considered unexcused. Students are to be in their classrooms by 8:00 am. The penalties are cumulative throughout the year. Six unexcused tardies and each subsequent six unexcused tardies will result in an unexcused absence.

All tardies and absences (excused and unexcused) are included in your child's record and on the report card. A student with 6 or more tardies cannot receive a perfect attendance certificate. Communication will be made by the school for excessive absences and/or tardies.

Authorized Pick-up

Students will not be allowed to leave School with anyone other than their parents or someone designated by their parents as an authorized pick up upon registration. Those authorized must be listed in the student's file.

Curriculum

Happy Hollow Christian Academy uses a curriculum from BJU Press. As Christians, we have a greater purpose in education than simply gathering knowledge. The curriculum is written with the ultimate goal to train each child to see God's hand in math, science, history, literature, and fine arts. BJU Press materials support the teacher with materials and lessons that give a Biblical perspective on events, people, literature, science, and language. Teachers have a variety of materials and activities that bring academic rigor to learning. The resources have clearly defined learning objectives, questions that promote critical thinking, and assessments. Please visit our website happyhollowca.com for more information and also www.bjupress.com for the program goals.

HHCA also uses a phonics curriculum called Really Great Reading. This curriculum is research based, interactive, explicit, structured, and multi-sensory. The teachers are provided with materials that are engaging and age appropriate that makes the learning process enjoyable.

Classroom Behavior Management

Classroom management is necessary for the wellbeing of the entire school. It is not possible for students to learn in a classroom unless control and order are maintained. Each teacher is given responsibility to enforce regulations in a manner that supports the philosophy of Happy Hollow Christian Academy.

Classrooms may have different behavior management procedures according to the teacher's personal preference. These procedures will be communicated to the parent.

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Dress Code

Students are expected to dress in a way that is appropriate and modest. We believe clothing has a direct influence on character, conduct, and his/her attitude. The administration will make final decisions regarding issues of dress code. Parental support of these standards is expected.

All t-shirts and sweatshirts should not contain offensive or suggestive language or logos.

Hair- must not come down over the eyes, and not longer than the bottom of the ears for boys. Hair must be neat in appearance for girls and boys with no extreme cuts or styles and colors. Conservative and natural hair coloring is allowed. The term “conservative” will be interpreted by administration.

Shoes- flip-flop style shoes are not permitted. We strongly recommend that all shoes are closed toe or if sandals then a back strap for safety on the playground.

Dresses/Skirts/Shorts/Tops- Dresses should cover the chest, back, and shoulders. Halter tops, strapless tops/dresses, low necklines, or tops that bare the midriff are not permitted. Skirts/Shorts should be below fingertip when hands are down beside body.

Pants- must be worn at the natural waistline, and length should not drag the floor. Tights and leggings may be worn if a longer shirt is worn to cover the backside appropriately.

Hats are not permitted indoors or during the school day. (UNLESS FOR SPECIAL ACTIVITIES)

Discipline

One of the most important lessons a teacher can teach is discipline. The staff requests parental support in helping maintain appropriate conduct in the school. Our aim in discipline is that students learn to make wise choices that honor the Lord. Our discipline philosophy and practice is based on the Word of God.

The goal of all discipline is to develop patterns, habits, and choices, which result in behavior that is pleasing to God. “Train up a child in the way he should go, and when he is old, he will not depart from it”, Proverbs 22:6. We want students to understand the difference between right and wrong, and that God has given us absolute truth by which to live. Our focus is to reward students for the good they do, and use positive reinforcement to correct students that choose not to abide by the standards. It is intended that there will be full communication with the parents/guardians if and when problem situations arise. As part of training in discipline, our staff and administration use various forms of positive reinforcement and recognition.

Discipline is primarily a parental responsibility. It is up to the parents to see to it that the students behave properly. Parents do not relinquish their responsibility to the school. Rather, the school is here to support the parents in their discipline. While we employ various methods, the responsibility for student compliance finally rests with the parents, not with the school. The school reserves the right to dismiss the student and parents due to noncompliance to policy or ungodly conduct on behalf of the student or parents at any time and for any reason.

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Each teacher is the first line of authority and has a classroom management system approved by the administration. This system is used to correct minor behavior issues. To establish guidelines for major student discipline and as a protection for your child and others, unacceptable behaviors at Happy Hollow Christian Academy include (but are not limited to) the following:

- Disobedience
- Interrupting class
- Throwing objects
- Horseplay
- Running in classrooms or hallways
- Hitting, punching, kicking, or other inappropriate uses of hands and/or feet
- Offensive language (i.e. name-calling, teasing, etc.)
- Any distraction that causes a teacher not be able to teach or a student not be able to learn.
- Disrespect is considered to be any words or actions, whether verbal, written, or posted that debase and/or offend a fellow student, adult, and/or school employee.
- Harassment is considered to be any physical, verbal, written, or threatening behavior.
- Bullying is considered to be any persistent physical, verbal, written, or intimidating behavior.
- Fighting is prohibited. No student shall engage in fighting or physical aggression towards others, including (but not limited to): choking, hitting, slapping, shoving, scratching, spitting, biting, or throwing objects at another person in an aggressive, confrontational, or dangerous manner.
- Weapons are defined as any type of guns, knives, bombs, other explosives, or any instrument capable of inflicting bodily injury. None of the above is allowed on campus, whether on an individual, an individual's property, or in an individual's vehicle. Violation of this may be grounds for (but not limited to) disciplinary probation, suspension, and/or expulsion. State Law is a zero-tolerance policy.

Consequences for all the behaviors listed above are as follows:

Step 1: Speak to parent and collaborate as to a solution to change the behavior.

Step 2: If the behavior continues or worsens, parents will be consulted again with both the teacher and the Director present.

Step 3: Parent will be called and, depending on the severity of the behavior, the child may be required to return home for the day.

Step 4: We will do everything we can to provide a positive and safe learning environment for your child, but HHCA reserves the right to revoke a child's enrollment in the case of severe behavioral issues in order to protect our teachers and the other children.

Depending on the severity of these infractions listed above the administration will have the discretion to begin with a consequence at any stage.

Cell Phone/Electronic Device

No electronic devices will be allowed on school grounds unless provided by a teacher for educational purposes. Cell phones, electronic games, laptop computers, or any other devices will not be permitted. If any of the items are found on school campus, the school will confiscate the device and return it to the parents at the end of the day. This will be recorded as an offense listed above.

Telephones in the Main office will be used to reach parents for emergencies or illness of children. Phones in the classroom are for teacher use only. Parents who must reach their child during the school day should contact the office at 478-946-0063.

Emergency Operations

Building Emergency Situations

In case of fire or structural damages, all children will be taken away from the building as quickly as possible. All children will be moved to the next available facility (East Wilkinson County Library). All parents will be notified to pick up their child upon dismissal of officials (emergency personnel/administration). In the event of power failure, parents will be notified if power is not restored in a timely manner. In the event of water outage, gallons of water will be brought to facility and parents will be notified. Happy Hollow will inform parents when the center will reopen.

*We ask that parents not pick their children up until notified that is safe. Students will not be released from HHCA until the “all clear” signal has been given by appropriate authorities.

Fire and Tornado Drills

Happy Hollow will conduct fire drills once a month and tornado drills every six months. Each child is required to participate in our drills. Directions for evacuation are posted in each classroom and are available to parents upon request.

Inclement Weather

Happy Hollow will follow the Child Care Weather Watch chart posted in the main entrance lobby, from Bright from the Start for guidelines for outdoor play.

In the event of inclement weather, (snow, flooding, etc), we will notify parents of closings on local TV stations and the schools Facebook page. Always call ahead to verify if we are open before leaving your home if you are uncertain. If the facility must close during the normal hours of operation, we will call parents immediately to make pick-up arrangements for children.

Lock Down

Level 1- A level 1 lockdown is when an authorized person deems that the campus should be on alert, but the emergency or threat is not imminent or definite. The entire campus will be locked

and outside activities will cease. Movement between building will be allowed but activities on the playgrounds will cease.

Level 2- A level 2 lockdown is when an authorized person deems that the campus population is in immediate danger. The entire campus will be locked and all activity will cease. There will be no movement between buildings and building access will be fully screened.

In the event of an actual lockdown, all parents will be notified as soon as students and staff are safely secured. Students will not be released from HHCA until the “all clear” signal has been given by appropriate authorities.

Field Trips

Field Trips to educational places are taken at various times of the school year. These trips are well planned and will be supervised closely. Parents will always be provided with information concerning field trips. Parents may also be asked to assist as chaperones. Parent chaperones are asked to follow the same standards of dress as faculty and students. In order to participate in a field trip, a student must have a signed permission slip from the parent/guardian and must earn the right to attend according to behavior. Any faculty, with consent of administration, may choose not to take a student who has demonstrated lack of control or that may be a disruption to the trip.

Financial Agreement

Happy Hollow Christian Academy’s primary source of revenue is from tuition payments. Payments can be made by check, cash, money order, credit card, or automatic bank withdrawal. The Tuition and Fee Schedule is available in the School Office. The Annual Registration and Curriculum fee in the amount of \$250 is due with the application. Tuition (\$60) is due the first Monday of each week. If you choose, you may pay ahead monthly or yearly. Families are encouraged to communicate with the Director when their account is approaching delinquency. The Board of Directors reserves the right to withdraw any student that has a delinquent balance if payment arrangements are not being met.

Food/Drinks

For Pre-K, breakfast, lunch, and snack is provided. For Kindergarten through 3rd grade breakfast and snack will be provided. Kindergarten through 3rd grade is required to bring their own lunch each day. Please provide a healthy lunch. We are a peanut free school, therefore please use caution when preparing food. Please be aware of your child’s lunch schedule if you are bringing lunch to HHCA.

Allergies

Nut allergies have increased and are capable of triggering severe, life-threatening reactions in some students. Parents and students are asked not to send in any snacks or food items containing peanuts.

Grading Scale

The following grading scale will be used for 1st grade and 2nd grade:

A	90-100
B	80-89
C	70-79
F	69 and below

The following letter grades will be used for Pre-K and Kindergarten:

(E) Exceeds, (S) Satisfactory, (NI) Needs Improvement, (U) Unsatisfactory

Promotion Requirements

Students must pass all academic subjects with a C or higher. Given any failing grades, students, parents, teachers, and administration will meet in the Spring to discuss promotion/retention.

Health

To decrease the spread of illness among students, any student who is sent home sick, or has become ill at home cannot return to school until:

- He/she has been fever-free for 24 hours without medication
- Physician has cleared the student to return to school
- He/she has been on antibiotics for 24 hours when prescribed by the physician. This is especially important if the student is being treated for strep throat, conjunctivitis (pink eye), or any other highly contagious illness. Any student showing visible signs of the pink eye, including crusting of the eyelids will be sent home until resolved.
- He/she has been free of vomiting or diarrhea for 24 hours. The students should be able to tolerate food and drink without recurrence of vomiting/diarrhea.
- Head lice has been treated and all have been removed. Students with head lice will be sent home for their removal.

It is the policy that sick students will be sent home if they have a fever over 100F, have vomited, or have had diarrhea more than one time during the school day. Students will be sent home for persistent nausea or pain. Please make every effort to send someone to pick up a sick child within 1 hour of being contacted by the school.

Students who show evidence of a communicable health problem will not be admitted to class.

In the case of head lice, upon return to school a student will need to provide a statement from a doctor or the Health Department indicating the student is lice and nit free.

All parents are required to complete the Medical Information section of HHCA's enrollment packet which requests emergency information to HHCA, including all available locations where parents may be reached, other persons to be contacted if parents cannot be reached, names of family physicians, and permission for the School to take the student, if necessary, to the emergency room at the hospital. All prescriptions must be brought to school in its original container and a medication authorization form must be filled out by the parent before staff at HHCA can administer any medicine.

Homework

Homework is an important part of Happy Hollow Christian Academy's academic emphasis and should always be done accurately and on time. Classroom teachers will give homework for specific purposes, and each student is expected to complete assigned homework. Parents are expected to support this activity each day and supervise their child's work.

Instructional Support

Happy Hollow Christian Academy can meet the needs of many students, but not all, particularly those with certain learning disabilities. To accommodate those learning disabilities, requires resources and facilities that the school may not have.

Minor adjustment(s) to the classroom for students with learning disabilities may be done as the teacher and the administration deem appropriate, with the understanding that the accommodation must not interfere with other students' learning or with the normal classroom environment. If the administration determines that the child cannot function in a standard classroom, the school reserves the right to dismiss the child. HHCA has the right to deny admission to applicants that have been diagnosed with special needs or learning disabilities if their needs cannot be met due to financial and instruction support that HHCA cannot provide. HHCA is willing to work with Wilkinson County School Board to partner in providing resources needed for students with special needs if the parents advocate and communicate with the local school system to establish resources needed for their child to attend HHCA.

Internet/Acceptable Use Policy

The school network/Internet will be used to support research and education by teachers and students. The use of the internet is a privilege, not a right. Any inappropriate use will result in a termination of privileges by administration. The administrator and teacher will deem what is appropriate and may revoke or continue privileges at any time.

Makeup Work

PreK-3rd

Parents will be responsible for contacting the teacher to establish what work has been missed if a student has been absent. Parents will be expected to work with their child to complete all work after being absent within 3 days of returning to school. A student must be prepared to take any test upon returning to school.

Non-Discrimination Policy

Admission and advertising materials and student handbooks shall contain language reflecting the following policy:

The School admits students of any race, color, or national or ethnic origin to all the rights, privileges, programs, and activities generally afforded or made available to students at the School. It does not discriminate on the basis of race, color, or national or ethnic origin in the administration of its educational policies, admissions policies, scholarship and loan programs, athletic programs, or other school-administered programs.

Parent Involvement

Parental involvement is a very important part of our program. Parents and children working together with staff members is an important element in a quality school system. Visitation is encouraged by parents and other interested parties who wish to visit the site. A solid relationship with the HHCA employees is built on mutual trust and respect. Keep these tips in mind as you begin to build your relationship:

- Keep the lines of communication open at all times. Let your teacher or directors know if there is something going on in your child's life that may be affecting behavior.
- Be aware of program policies and honor them.
- Get involved with the program. The more you participate, the more dedicated you will feel.

There are bound to be certain topics or situations that are difficult to talk about with HHCA employees. If you have developed an honest, open way of communicating with one another, discussing these issues as they arise will not be as difficult. Things to consider when discussing difficult issues:

- Raise issues when they first develop. If you put off a discussion, it may be harder to bring it up later.
- Avoid confronting HHCA employees in front of other parents or children. Set up a time to speak privately, in person, or over the phone.
- Think about what you want to discuss ahead of time, and even practice how you want to say it.
- Be specific about your concerns. Give examples of things that have happened or observations you have made.
- Never discuss a problem when you are feeling angry or not in control of your emotions.
- Remember that conflicts are normal and part of most relationships. They can usually be resolved when both parties can see the other's views and are willing to compromise.

Help us "stay in tune" with your needs and interests!

- Help us learn about your child's special talents and strengths.
- Tell us when your child needs extra help or support.
- Keep us informed about any important changes we need to know about to serve you well.
- Let us know about your family and cultural traditions.
- Make suggestions when you think we could serve you better.
- Ask questions if you don't understand our policies or procedures.
- Tell us the best ways for you to connect with your child's experience in our program.

Visit whenever you can. You are always welcome! We want to build positive relationships with all our families...help us achieve this goal! Consider joining our schools **Parent Teacher Fellowship (PTF)**. This will allow you to get to know other parents and be aware of what is

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going on around our school. Talk with the Director or your child's teacher to find out how to get involved!

Parents will have a conference with the classroom teacher throughout the school year to communicate the progress of their child (listed on school calendar). The teacher will schedule more conferences with the parent or guardian during the year as needed.

Report Cards

Report cards will be issued at the end of each nine weeks. Report cards must be signed by a parent and returned the following day. Grades given at the end of the semesters are final and recorded on the student's permanent record.

Testing

Happy Hollow Christian Academy will administer end of year standardized tests for the purpose of collecting data and to prepare students for future standardized testing as they prepare for college. We will be able to gather information about the achievements of our students in comparison to national and state norms.

All students in Grades K5-3 will be given the Iowa Test of Basic Skills (ITBS) during the spring of each school year in order to measure achievement as compared to national and state norms. These tests will not be used to determine promotion and retention at this time.

Formative and summative assessments will be used in the classroom by the teacher to evaluate student progress and understanding of instruction.

Textbooks

All textbooks are the property of Happy Hollow Christian Academy and are issued to the student by the teacher. Students must pay for any books damaged or not returned. Grades will be released when books are returned, or fines are paid.

Visitors

In order to maintain a safe and secure school and to limit interruptions to the learning environment, all visitors of the school should sign in at the front desk. HHCA reserves the right to deny or limit visitation if the learning environment is being interrupted by the visitor or if any child(ren) are being negatively impacted by the presence of the visitor.