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of 12 | Attendance Policy

Co-op is a year-long commitment and attendance matters. While we do not enforce or penalize student tardiness and excessive absenteeism, we do ask that families arrive on time and give written and/or verbal notice when there is an expected or unexpected absence. Tuition is not refunded, pro-rated, or reimbursed for tardiness or absences.

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of 12 | Cell Phone Policy

We understand parents’ desire to stay in touch with their children. And while we permit students to bring cell phones on campus, the device must be housed in the student’s backpack. Cell phones must not be present or out in the open during class, unless otherwise instructed by the teacher. Students are permitted to make use of their phones only during lunch and recess. However, we ask that students refrain from using apps like Tik Tok and YouTube. Other electronic gadgets such as personal laptops and tablets are welcome in the classroom when used for learning purposes.

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of 12 | Dress Code Policy

HCHC is transitioning to a formal dress code. By the 2025 fall semester, co-op students will be required to wear school uniforms and/or spirit wear.

ELEMENTARY	MIDDLE	HIGH SCHOOL
BOYS	BOYS	BOYS
Maroon polo	Navy polo	Collared shirt and tie
Grey pants	Khaki/Tan pants	Grey/Tan/Navy pants
Blazer**	Blazer**	Blazer**

ELEMENTARY	MIDDLE	HIGH SCHOOL
GIRLS	GIRLS	GIRLS
White polo	White polo	White blouse
Grey pleated skirt*	Khaki/Tan pleated skirt*	Grey/Tan/Navy pleated skirt*
Blazer**	Blazer**	Blazer**

* Girls may wear skirts with or without leggings, shorts, and/or tights.

** Blazers are worn at formal school events, such as advancement ceremonies, specific field trips (e.g., White House), and select social events.

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of 12 | Student Bill of Rights

HCHC students have a right to:

1. Be treated with kindness and respect,
2. Learn in a safe and friendly environment,
3. Receive help and support from caring adults.

HCHC students are expected to:

1. Treat classmates and teachers with respect,
2. Use language free of obscenities and curse words,
3. Complete homework assignments for co-op classes.

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of 12 | Student Discipline

ACTION		CONSEQUENCE	
1	Yelling and/or screaming inside the building	1	Recess privilege may be shortened or revoked.
2	Running and/or chasing inside the building	2	Recess privilege may be shortened or revoked.
3	Rough housing and “horse play” with other students	3	Recess privilege may be shortened or revoked.
4	Inappropriate language and gestures	4	Email correspondence will be sent to parents.
5	Using cell phone during class hours	5	Email will be sent to parents. Phone will be confiscated.
6	Acting “boy/girl crazy” towards another student	6	Email correspondence will be sent to parents.
7	Gossiping and/or maliciously excluding others	7	Treated like an act of bullying. SEE: 06 Bullying Policy
8	Kicking, hitting, spitting, biting, pushing, etc.	8	Treated like an act of bullying. SEE: 06 Bullying Policy
9	Yelling derogatory names or slurs at a student	9	Treated like an act of bullying. SEE: 06 Bullying Policy
10	Getting into a physical fight with another student.	10	Immediate suspension from the program.
11	Lying to, being violent, or disrespectful towards staff	11	Immediate suspension from the program.
12	Leaving the campus or classroom area w/o permission	12	Immediate suspension from the program.
13	Possessing illegal or harmful items on campus	13	Immediate expulsion from the program.
14	Inappropriate physical contact with another student	14	Immediate expulsion from the program.
15	Criminal activity (e.g., vandalizing property, theft)	15	Immediate expulsion from the program.

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of 12 | Bullying Policy

HCHC takes a hard stance against bullying, which includes physical, verbal, and cyber bullying. Unless noted otherwise (based on the degree of harm caused by the assault), first offense students must meet with Head of School for a mandatory parent/teacher meeting. A second incident warrants an automatic 2–4-week suspension. An additional infraction is grounds for immediate expulsion from the program. Tuition is not refunded, pro-rated, or reimbursed when students are suspended or expelled.

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of 12 | **Fighting Policy**

While conflict among students happens, it should never get physical. Students involved in any physical altercation will be expelled from the program and asked to leave the premises immediately. Tuition is not refunded, pro-rated, or reimbursed when students are expelled.

Physical Altercation - a physical confrontation or physical aggression that may or may not result in injury. Physical altercations involve the use of force or violence including (but not limited to) kicking, punching, scratching, spitting, biting, slapping, pushing, or pulling of hair.

08 of 12 | **Student Search and Seizure Policy**

While we respect each student's right to privacy, HCHC reserves the right to search through a student's backpack and/or other personal effects if there is probable cause to believe the student is in possession of something illegal and/or harmful such as illicit drugs, a firearm, matches, or pornography. If a student is found in possession of any such items, they will be expelled from the program. Tuition is not refunded, pro-rated, or reimbursed when students are expelled.

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of 12 | **Health & Wellness Policy**

When attending co-op, please make certain your child does not have a yellow or green mucus filled runny nose, acute cough, or high fever. Please help us lower the spread of contagious viruses, by erring on the side of caution and staying home until your child is healthier. Staff may ask sneezing and/or coughing students to wear masks indoors.

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of 12 | **Drop-Off Policy**

Each family is expected to sign their child(ren) in and out of school upon arrival and departure. HCHC will not release a student to any adult who is not either the parent/guardian or an adult on the approved list set by parents at the time of enrollment. Parents who arrive after 2:15pm to collect their child(ren) are subject to a \$35.00-dollar late fee. Please pick students up on time.

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of 12 | **Substitute Teacher Policy**

Instructors are responsible for securing their own substitute teachers during times of absence, sickness, and/or vacation. When possible, please give Head of School a minimum of 24-hour notice. It's most convenient and easy to select a substitute from HCHC's current faculty.

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of 12 | **Class Dismissal Policy**

[IN-PERSON] Never dismiss students early from class. Instead, dismiss your class at the top of the hour. If your teaching session ends early, maintain students in your classroom in an orderly fashion under your direct supervision until a timely dismissal. This policy is in effect to decrease the amount of idle time allotted to students in between classes.