



HCHC Leadership Academy

2025–2026 School Policies

These policies exist to ensure student safety, shared responsibility, and a respectful learning environment. Enrollment constitutes agreement to all policies outlined below.

1. Attendance

HCHC operates as a year-long co-op. Consistent attendance is expected.

- Please notify administration of all absences, whether planned or unexpected.
- Early dismissals must be communicated in advance.
- Tuition is not refundable, pro-rated, or reimbursed for absences or tardiness.

2. Late Pick-Up Policy

- School ends at **2:00 PM**.
- Pick-ups after **2:15 PM** incur a **\$35 late fee**, payable via PayPal.
- Habitual lateness may result in administrative follow-up.

3. Prepaid Items & Punch Cards

Supplies

- Proof of purchase for uniforms, curriculum, and punch cards must be shown at in-person Parent/Student orientations and Open Houses or within the first week of school.
- Items may be mailed to the address on file and/or issued on-site.

Lunch Cards

- Each student receives one lunch card at the start of the year.
- Replacement or additional cards must be purchased by parents.
- No child will be denied lunch. Unpurchased cards result in a **\$25 replacement fee**.



4. Electronics

- Cell phones must remain in backpacks and may only be used during lunch, recess, or emergencies.
- Apps such as TikTok and YouTube are strongly discouraged.
- Laptops and tablets are permitted for educational use only.

Violations

- Devices may be confiscated and parents notified.

5. Parent Support Lead & Volunteer Requirement

HCHC operates as a shared-responsibility cooperative. Parent participation is a **required condition of enrollment**.

Parent Support Lead Requirement

- Each family must serve as **Parent Support Lead once per month**.
- This is a full-day commitment from **9:30 AM–2:15 PM**.
- Two parents serve together each co-op day.

Responsibilities include:

- Morning set-up (tables and chairs)
- Student bathroom and campus supervision
- Sprout class snack support at 10:45 AM
- Lunch and recess supervision
- End-of-day clean-up
- Assisting in the Sprout classroom during downtime

Scheduling is completed in advance using the school's designated system.

Cancellations & Replacement

- Cancellations must be made at least **48 hours in advance**.
- Parents are responsible for securing a replacement.
- Day-of cancellations or no-shows are considered non-compliance.



Volunteer Support Fee ([Buy-Out Option](#))

- Families unable to fulfill the requirement may opt into the **Volunteer Support Fee**.
- Fee: **\$97 per family, per semester**.
- Payment must be submitted in advance or immediately upon cancellation.
- This fee supports campus supervision staffing.

Failure to complete the role or submit the fee results in non-compliance.

6. Dress Code

- Required uniform: School polo with khaki or dark-colored pants.
- Girls may wear khaki or dark pants, or khaki pleated skirts with tights.
- Field trips require designated field trip orange (FTO) t-shirts.

Non-compliance may require a clothing change and parent notification.

7. Discipline & Safety

HCHC maintains a zero-tolerance policy for bullying, harassment, and physical aggression.

Behavior & Consequences

- Minor disruptions (yelling, running): loss of recess
- Inappropriate language or device misuse: parent notification
- Gossip, exclusion, aggression: bullying protocol applies
- Physical fights, leaving campus, dishonesty: suspension
- Illegal or harmful items or criminal activity: expulsion



Bullying & Harassment

- First offense: meeting with administration and parents
- Second offense: 2–4-week suspension
- Further offenses: expulsion

Tuition is non-refundable in disciplinary removals.

8. Health & Illness

Students should remain at home if they experience:

- Fever
- Acute cough
- Colored nasal discharge

Symptomatic students may be asked to wear a mask.

9. Withdrawal & Termination

- Medical or military withdrawals require official documentation.
- All other withdrawals incur a **\$450 termination fee**.
- Tuition is non-refundable.
- Outstanding balances may be sent to collections.

10. Tuition & Outstanding Balances

- Late payments may be resolved through PayPal or Partial.ly.
- Accounts unpaid for more than six months may be sent to collections.
- Families with outstanding balances may be denied future enrollment.

11. Search & Seizure

HCHC reserves the right to search student belongings if there's reasonable suspicion of illegal or harmful items.



Possession of drugs, weapons, matches, or explicit material will result in immediate expulsion. Parents will be notified.

12. Media & Photography Release

With parental consent, HCHC may use student photographs or videos for:

- Newsletters
- Social media
- Promotional materials

Parents may opt out in writing.

13. Technology Acceptable Use

Students using personal or school computers, laptops, and tablet devices or networks must use technology responsibly, respectfully, and for educational purposes only.

14. Special Needs & Accommodations

While HCHC values diversity in learning styles and personalities, our staff is not equipped to provide specialized or clinical support for significant learning disabilities, autism support services, or behavioral intervention plans. HCHC does not offer IEP services.

15. Field Trips & Excursions

All school rules apply during off-campus activities. Parents and teachers are welcome to serve as chaperones.

16. Inclement Weather & Closures

Families will be notified of closures via phone text, our website, and social media posts. Make-up days may be scheduled at the school's discretion.