



2025 - 2026

FAMILY HANDBOOK

Great Hearts Christian Academy - Gilbert

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LETTER TO FAMILIES

Dear Families,

Welcome to Great Hearts Christian Academy - Gilbert!

We are honored that you have chosen our academy for your family and eager for you to join us in the pursuit of the truth, goodness, and beauty.

Parents/guardians, please take the time to read through our entire handbook. We encourage you to read pertinent portions with your students, such as the mission statement and honor code. Please note that we will revise and improve the handbook annually, so re-reading is important for returning families as well. The following pages clarify many of the essential details that a family must understand to participate fully in our community. In effect, knowing the handbook helps your family to join the larger Great Hearts Christian Academy and Great Hearts families as we share common values and expectations of one another. When you have finished reading the handbook, parents/guardians and students should complete and submit the mandatory signature page.

The center of our school is the classroom and the mentoring relationship between the teacher and the student. Every family supports and participates in this relationship by shepherding children through homework after school. Yet our community needs to extend beyond the classroom to reach its full potential. As such, I urge every parent/guardian, student, and teacher to become wholeheartedly involved in at least one Great Hearts Christian Academy activity. For a parent/guardian, this might mean volunteering in the classroom, leading or serving on a PSO committee, or chaperoning a field trip; for a teacher, coaching a sport or organizing a club; and for a student, playing a sport or being a leader in an extracurricular arena. Through work and friendship, let's continue to build up each other's spirits and develop our community.

Addressing the saints in Philippi, Paul and Timothy encouraged them to look to Christ's example of humility as they endeavored to work as a community and bring light to the world.

"So if there is any encouragement in Christ, any comfort from love, any participation in the Spirit, any affection and sympathy, complete my joy by being of the same mind, having the same love, being in full accord and of one mind." (Philippians 2:1-2)

As we partner with you to nurture the hearts and minds of our students and bring light to our community, let us keep this ideal of Christian unity in our hearts. Furthermore, let us "be doers of the word and not hearers only" (James 1:22) as we serve each other in the coming year and strive to make our school a better place - one of truth, goodness, and beauty - for those students, parents/guardians, and teachers who will follow us.

Warmest regards,

Kayla Blasi

Dean of Campus – Great Hearts Christian Academy Gilbert

OUR MISSION

The mission of Great Hearts Christian Academy is to cultivate the minds and hearts of students through the pursuit of truth, goodness, and beauty.

We exist to **glorify God** by cultivating students who are intellectually, morally, and spiritually free.

We believe a Christian Classical education uniquely integrates **faith and reason to know reality**.

We strive for students to love:

- Christ, with all their heart and mind
- Their Parents, the first teachers
- Living virtuously in community
- Holy Scripture
- Learning about created reality
- Western Culture and the tradition of Christian thought.

Students completing the Great Hearts Christian Academy course of study will be well established on the path to developing scholarly habits and noble virtues. In addition to Biblical study, they will receive a comprehensive foundation in language through stories, poetry, a foreign language, and music; in thought and expression through grammar, composition, mathematics, and visual art; and in knowledge of the world around them through science and history. This course of study comprises the first steps along a rich and fulfilling academic journey that includes study at a Great Hearts Preparatory Academy ("GHPA"). As a graduate of a GHPA, the student is prepared for every career, every course of advanced or specialized study, and every kind of leisure. In short, the GHPA graduate is ready to live the lifetime of learning that is possible for a human being.

Great Hearts Christian Academy will fulfill its mission by the following means:

- Service to a rigorous, core liberal arts curriculum rooted in the Western tradition that is the same for all students.
- Small teacher-to-student ratio.
- Dedicated, enthusiastic, and intellectually excellent teachers who serve as models of learning and of character.
- Detailed student evaluation, with an emphasis upon narrative evaluation of learning and growth rather than upon grades and percentages.
- Regular and meaningful homework assignments.
- High standards of personal conduct and polite behavior for students.

Though the curriculum is rigorous and expectations of students high, Great Hearts Christian Academy is not an exclusive school. Great Hearts Christian Academy provides an environment that allows all students who are curious and diligent the opportunity to fulfill their potential.

STATEMENT OF FAITH

The Great Hearts Christian Academy statement of faith, which has been signed by all faculty and staff, reflects the ecumenical purpose of the organization. Our Christian academies hold a foundational commitment to advancing the unity of all Christians, which is at once an intrinsic good and a witness to the Father's plan to unite all things in Christ. In commitment to Christian unity, we cultivate habits of prayer, worship, and scriptural study that a wide range of Christian believers can support without compromising denominational distinctions. Great Hearts Christian Academy is designed to support families in raising Christian children, and we recognize that parents hold the ultimate responsibility for faith formation according to the beliefs and traditions of their chosen denomination or church.

Nicene Creed:

We see the statements set forth in the Nicene Creed as the essential articles of the Christian faith.

The Trinity:

There is only one God existing as three persons: Father, Son, and Holy Spirit.

Christ and The Kingdom of God:

Jesus alone is Savior, Lord, and King. His earthly ministry, culminating in the cross, has ushered in the Kingdom of God.

Salvation and Resurrection:

Christ's cross is the means of atonement and salvation. Furthermore, Christ's resurrection from the dead ensures the bodily resurrection of all He saves.

Inerrancy of Scripture:

The Bible is the infallible, inspired Word of God; its authority is ultimate, final, and eternal.

Sanctity of Human Life:

Humans are fearfully and wonderfully created by God in His image. The incarnation of Christ demonstrated God's love for humanity and elevated human dignity.

Traditional Christian Morality:

Scripture provides the guidelines and standard for marriage, family, and all matters concerning relationships between the two sexes: man and woman.

Christian Unity:

It is the desire of Christ that His church be unified and thereby show the world God's love.

OUR AFFILIATIONS

Great Hearts Christian Academy is an LLC under the nationally acclaimed Great Hearts America non-profit 501c3 organization. Great Hearts America supports Great Hearts Christian Academy schools with curriculum, data management, faculty orientation and professional development, human resources services, business management (such as accounting), special education services, standard policies and procedures, and the development of funding and facility opportunities.

Great Hearts Christian Academy is proud to be affiliated with the Arizona Christian Education Coalition and the Society for Classical Learning.

Great Hearts Christian Academy is accredited through Great Hearts America's national relationship with Cognia.

COMMUNICATION

The **President** of Great Hearts Christian Academy is Daniel Scoggin. He reports to the Great Hearts America CEO and Board of Directors.

The **Executive Director** of Great Hearts Christian Academy is Toyin Atolagbe. She reports to the President and Great Hearts America Board of Directors. She is responsible for overseeing the day-to-day operations of the school. She directly oversees the implementation of the Great Hearts Christian Academy curriculum and has sole authority to manage all teachers and staff.

The **Dean of Campus** is Kayla Blasi. This position oversees areas relating to the curriculum, teacher support, and supports discipline and daily operations.

The **HR Partner New Regions** is Rachele Holcomb. This position oversees and manages faculty and staff.

The **Director of Operations** is To Be Determined. This position manages the front office and works closely with the Executive Director and Dean of Campus in communicating information to the families. They also assist families with records and school business unrelated to enrollment and tuition.

The **Exceptional Student Services Team** will oversee programs for all students with learning plans and be responsible for screening incoming students for special needs and conducting evaluations for special education when necessary.

The **504 Coordinator** is Kayla Blasi. She is responsible for overseeing the programs of students with Section 504 plans, including screening for, and evaluating student needs for 504 accommodation plans.

Questions or concerns about **curriculum** should be directed to the appropriate teacher or Dean of Campus.

Questions or concerns about **student conduct or discipline** should be directed to the Dean of Campus.

General questions regarding the school may be directed to the Office Manager or school office.

OFFICIAL SCHOOL CALENDAR

The official school calendar for each academic year is posted on the school website and distributed to each family prior to the start of school. Any updates and revisions will also be found on the web version of the calendar, which is updated as needed. This calendar should be carefully coordinated with each family's

own calendar and should be consulted on a regular basis throughout the year. The calendar identifies school holidays, and half-days.

OFFICIAL GREAT HEARTS WEBSITE

Great Hearts Christian Academy' websites are an important tool for communication. Families are encouraged to visit websites regularly to view communiqués, faculty contact information, updates on athletic and extra-curricular schedules and locations, and other school related events and information. Great Hearts is committed to making websites usable by all people, including those with disabilities.

PARENT INVOLVEMENT

The primary way that parents/guardians are involved in the school is by supporting their students in their journey through Great Hearts Christian Academy. Parents/guardians will want to have an established plan for listening to and then encouraging their students when they are working hard. Likewise, parents/guardians may want to communicate frequently with their student's teachers, so the parents/guardians can develop an understanding of Great Hearts Christian Academy' expectations of how a Christian classical education form habits of learning. Also, parents/guardians should contact the teachers to share important information on how their student approaches the curriculum at home, and if they are experiencing difficulty. Great Hearts Christian Academy students invest a great deal in their education, and thus teachers and parents/guardians should be unanimous in their support of the students and one another.

The teachers of Great Hearts Christian Academy are honored by the great trust that parents/guardians have placed in them. This trust between the parents/guardians and the school must be maintained not only by ongoing communication, but by a mutual understanding of the "big picture": what a Great Hearts Christian Academy education will offer young people in the long run. It can be difficult for both young people and adults to maintain a focus on the long-term benefits that a Christian classical education offers. Likewise, students, especially younger students, may not fully sense the extent of their own spiritual and intellectual growth over time. When students are applying themselves on a particular part of their journey, they will look to their parents/guardians and their teachers for a reaffirmation that their investment is yielding positive gains. As such, mutual trust between parents/guardians and teachers is essential to convincing students that we have an achievable plan in place for them that is also in their best interest.

Great Hearts Christian Academy offers a core curriculum in which each of the grades builds on previous grades over the student's tenure. All parents/guardians and students should maintain a vision of what Great Hearts Christian Academy' fifth grader will look like at graduation. Great Hearts Christian Academy graduates will be confident, articulate, and prepared to enter a Great Hearts Christian Academy middle school. They will be confident readers, active participants, and accurate calculators. They will have been exposed to some of the best classical children's literature and will possess the foundational knowledge needed for further studies at the middle and high school levels. Of course, a liberal arts education is not one that can be completed hurriedly or with a sense only of its immediate benefit or material value. The

formation of students' characters and imaginations involves an exposure to great works and thinking over time, and it is not complete even at graduation from high school.

TIME, TALENT, AND TREASURE

Great Hearts Christian Academies is a non-profit organization dedicated to serving your family. As such, we depend on ongoing support from our families to thrive as a school community. We ask parents to volunteer their time throughout the school year. We recognize parents as partners and desire that they use their knowledge and expertise to bless our school community.

We also strongly encourage parents to give to their campus by making a monthly pledge to our annual Community Blessings campaign. These funds stay on our campus to make sure our small, classical academy has the extras it needs to thrive.

Parents/guardians are enthusiastically encouraged to volunteer at Great Hearts as Great Hearts Christian Academy believes that education must involve the student, the teacher, and the parent/guardian. At the request of the teacher, they are welcome to come into the classroom to read, tutor, or help with clerical duties. They may also offer to help in other areas of the school. Volunteers must undergo a background check before volunteering.

Great Hearts Christian Academy encourages every adult—parents/guardians, stepparents, grandparents, aunts, uncles, and community members—to take a special interest in the lives of Great Hearts Christian Academy' students, to act as mentors and tutors, and to instill in every student a love of learning. Volunteers work in conjunction with the faculty to ensure the most effective education possible for their students. To this end, volunteers are responsible for knowing and understanding the contents of Great Hearts Christian Academy' family handbook and are encouraged, but not required, to participate on school committees and provide other volunteer services. As indicated on the Great Hearts Christian Academy Volunteer Agreement, volunteers may be removed for conflicts of interest or violation of confidentiality. Volunteering is a privilege. The privilege of volunteering may be removed by the Dean of Campus if it is believed to be in the best interest of the school.

VOLUNTEERING IN THE CLASSROOM

Volunteer activities in the classroom are coordinated by the teacher. The teacher's individual teaching style sets the tone for the classroom. Volunteers who wish to volunteer in the classroom need to learn the teaching style of the teacher they wish to assist. If the teaching style conflicts with a volunteering style, volunteers will need either to adjust their style or find a more compatible setting within Great Hearts Christian Academy to volunteer. The teacher has primary responsibility for student learning in the classroom. Any grievance or concern a volunteer has with a classroom or a teacher will be handled by the procedures defined in this handbook. Under **no circumstance** is it ever acceptable for a volunteer to confront a teacher about an issue when students are present.

VOLUNTEER CONFIDENTIALITY POLICY

Volunteers often inadvertently have access to sensitive information. Any information about students, grades, faculty, etc. is to remain confidential. Volunteers may observe situations of a sensitive nature. These are also to remain confidential. If a volunteer has a concern involving something that is witnessed, observed, or overheard, it may only be discussed with the faculty member, Dean of Campus, or Executive Director. If a volunteer disregards this policy, the privilege of volunteering may be revoked.

Great Hearts Christian Academy asks that volunteers not post pictures taken in the classroom on social media without the express consent of all the students' parents and/or guardians in the picture or blurring/blocking faces.

VOLUNTEER BACKGROUND CHECK

All volunteers shall undergo a yearly criminal background check and be approved before volunteering. Volunteer status must be renewed after July 1st each year. This process can be completed online by going to <https://www.GreatHeartsamerica.org/volunteer/> and filling out an application. The system checks applicants for sex offender status and compiles criminal background results which are reviewed and approved by the school, usually within 48-72 hours. The cost for the application is \$5.00. Once approved, the volunteer status will be acknowledged by the Raptor system with a state issued ID, and a sticker with the date and location will be issued each time. Reach out to Lyn Music, Vice President of Operations at lyn.music@greathearts.org with any questions and concerns. ☐

VOLUNTEER AGREEMENT

The success of our volunteer program depends very much on our ability to keep confidences and remain impartial. Maintaining confidences and avoiding conflicts of interest are required of all who volunteer at Great Hearts Christian Academy. In doing so, we accomplish these two purposes:

- Fairness to all students, faculty, staff, volunteers, and visitors
- Protection of Great Hearts Christian Academy's reputation, which in turn impacts the future of our school

While not all volunteering involves activities of a confidential nature, matters of confidentiality and potential conflicts of interest can arise at any time when a volunteer may be present. Therefore, volunteers are expected to follow the guidelines listed and maintain confidentiality at all times. Possible situations are too numerous to specify individually. Common expectations include:

- Not discussing the names or any other information regarding students, teachers, staff, or other volunteers with anyone other than the volunteer's specific supervisor.
- Not participating in discussions about suspected wrongdoing by students, teachers, staff, or other volunteers.
- Participating in discussions regarding confidential information only in settings where such confidences can be maintained and not jeopardized (1 to 1 with volunteer supervisor or in writing to the Dean of Campus).
- Exercising judgment in situations where public statements of personal opinion may be detrimental to the reputation of Great Hearts Christian Academy and its members.
- Maintaining the confidential status of information obtained as "confidential forever".
- Wearing appropriate attire for volunteering at Great Hearts Christian Academy is required. (Revealing, skin-tight clothing such as spandex or yoga exercise clothing, any shorts 2 inches or more above the knee, is insufficient). Our preferred attire for volunteering is spirit wear shirts and appropriate bottoms.
- Leaving student discipline to faculty and staff.
- Not using volunteer time as extra quality time with your own child.
- Not grading or evaluating your own child's work.
- Full cooperation with your supervisor regarding but not limited to following specific directions, making judgments regarding "fairness" or "appropriateness" of assignments given, classroom management, or equity in treatment of individual students. If concerns arise, these must be submitted in writing to the volunteer supervisor or the Dean of Campus.
- While volunteering in the classroom, no discussion of the volunteer's student may occur. If a discussion is necessary, a separate appointment must be scheduled.

All persons volunteering must agree and abide by our statement of faith, which includes our stance on Traditional Christian Morality.

Volunteers at Great Hearts Christian Academy must be prepared to interact supportively and positively with students, faculty, staff, and other members of the parent community. Volunteers are required to uphold standards of dress and comportment.

I have read this agreement, understand it, and have asked any clarifying questions necessary. Based on this, I agree to maintain confidentiality and understand the consequences of not doing so.

Signature: _____ Printed Name: _____ Date: _____

MATERIAL SUPPORT OF GREAT HEARTS CHRISTIAN ACADEMY: TIME, TREASURE, AND TALENT

Charitable support is thus encouraged from our parent/guardian community and volunteerism is strongly encouraged. Great Hearts Christian Academy humbly asks for each parent/guardian's time, talent, or treasure. Great Hearts Christian Academy asks each family to consider making all of the following a part of their tenure at Great Hearts Christian Academy:

1. Volunteering regularly to assist in the school office and/or on campus and/or through serving on the Parent Service Organization board or one of its committees.
2. Supporting Great Hearts Christian Academy's material structure through donation of a unique talent or service, and
3. Providing financial assistance to Great Hearts Christian Academy via participation in our annual giving campaigns—as family resources allow.

Since Great Hearts Christian Academy does not receive direct funds from the state, all donations are absolutely vital to the health of the school. These donations directly address the reality (the bottom line) that Great Hearts Christian Academy is not a public school, but a unique institution that relies on the partnership with our families to help provide our students with a unique and worthwhile education.

The Great Hearts Christian Academy Parent Service Organization (PSO) helps in the planning and management of school community events. The PSO supports aspects of the community through periodic events and activities, and through many acts of kindness and school spirit.

ECUMENICAL SENSITIVITY

The Great Hearts Christian Academy statement of faith reflects the ecumenical purpose of the organization. Our Christian academies hold a foundational commitment to advancing the unity of all Christians, which is at once an intrinsic good and a witness to the Father's plan to unite all things in Christ. In commitment to Christian unity, we cultivate habits of prayer, worship, and scriptural study that a wide range of Christian believers can support without compromising denominational distinctions. Great Hearts Christian Academy is designed to support families in raising Christian children, and we recognize that parents hold the ultimate responsibility for faith formation according to the beliefs and traditions of their chosen denomination or church.

TUITION

TUITION POLICIES

Once accepted, families sign annual enrollment agreements obligating them to pay tuition in return for the school's educational services. Signing and returning the agreement, accompanied by the one-time new student deposit (entering students only), secures a spot for your child.

Please refer to your current contract for deposit information, rates and fee schedule. Note that this information is subject to change; the most current information about tuition and scholarships is available through the Director of Operations. Families of students needing specialized services or instruction associated with a 504 or an Individualized Education Plan (IEP) should consult with the Director of Operations regarding tuition.

SCHOLARSHIP TUITION ORGANIZATION (STO'S)

The purpose of an STO is to assist children in receiving an Arizona tuition scholarship to attend the private school of their choice. Scholarships are given from the contributions of AZ taxpayers who use the tuition tax credit program. Some suggested STO resources:

TOPS for kids- www.topsforkids.com

Arizona Scholarship Fund-www.azscholarships.org

Arizona School Choice Trust-www.asct.org

The STOs with which Great Hearts Christian Academy has worked are the Arizona Leadership Foundation, Arizona Christian Schools Tuition Organization, and School Choice Arizona. If funds become available through a tuition organization, the amount will then be credited forward to the outstanding tuition balance. It is the policy of STO's that we do not refund money to families. Parents are responsible for knowing the rules pertaining to the school tuition organization they choose to use and complying with the policies pertaining to that particular organization.

EMPOWERMENT SCHOLARSHIP ACCOUNTS (ESA)

The ESA allows parents to withdraw their children from public district or charter schools and receive a portion of their public funding deposited into an education savings account with specifically defined, multiple uses that include private school tuition.

If you qualify for the ESA program, please note that the deposit due at the time of enrollment is the responsibility of the family. A copy of the qualifying letter will be placed in the student's file. Due to the debit card system currently being used by the ESA, Great Hearts Christian Academy is set up with a merchant credit card machine. Please note that the fees associated with the credit card machine are shared with the families. Great Hearts Christian Academy families are responsible for \$100 per transaction (quarterly). The balance remaining after the allocated Great Hearts Christian Academy funds are used is the sole responsibility of the family. Payment arrangements can be made to pay the balance remaining either monthly (over 10 months), quarterly, or at the beginning of the school year. For information pertaining to the ESA program, please visit the Arizona Department of Education's website.

Please note: Families that participate in the ESA program cannot request additional scholarship funds from an STO. Great Hearts Christian Academy is only providing the names of other scholarship organizations as a courtesy for families not receiving the ESA. Great Hearts Christian Academy is not affiliated with any of the above organizations.

REGISTRATION AND RECORDS

In order to complete the registration process, parents/guardians must complete the Request for Student Records Form to allow records to be transferred from the student's previous school to Great Hearts Christian Academy. This documentation should include the student's immunization history and a copy of their birth certificate or other legally acceptable identifying documents, as well as their complete academic and disciplinary records, including any special needs or information. The Request for Student Records Form may be obtained at the school office. Official transcripts should be mailed to Great Hearts Christian Academy directly by the previously attended school or, if hand delivered, the transcripts should arrive sealed with a signature across the back of the envelope. If the student was home-schooled, a signed description of the curriculum and course content mastered must be submitted to Great Hearts Christian

Academy. A more complete explanation of the documents that may be submitted is included in the Enrollment Policy which is part of this handbook.

Additionally, in order to complete student registration or re-enrollment, a parent/guardian must provide proof of Arizona residency. This proof must be re-submitted annually; acceptable forms of residency verification are listed in the enrollment packets issued by the school and described in detail in the Enrollment Policy which is part of this handbook. Parents/guardians have the right of access to the records of their student. The school reserves the right to have a **72-hour waiting period** in order to maintain the smooth flow of school business, although there may be an additional delay during certain times of the year when administrative staff is involved with other tasks, and to charge a reasonable fee for the cost of copying records. Non-custodial parents/guardians also have the right of access to records, unless the school has received a court document to the contrary. Please review the FERPA notification which follows for more information regarding access to and disclosure of student information.

OFFICIAL RECORDS

To request student records, please submit a request to the school's Office Manager. Please make note of whether an unofficial or official record is needed. Unofficial records are given directly to the parent/guardian. However, official records will be sent directly to the requesting educational institution. Exceptions may be made in extenuating circumstances, but official student records are usually requested to be sent directly from the school.

ACADEMIC EXPECTATIONS, EVALUATION, AND STUDENT PROMOTION

ACADEMIC EXPECTATIONS

Great Hearts Christian Academy' mission is to provide an environment that allows every student who wants to learn the opportunity to engage with the subjects, ideas, and great works of our curriculum, the practice of which will prepare them to lead rich and fulfilling lives. To exclude any student from this opportunity would cause Great Hearts Christian Academy to fall short of its mission; though the curriculum is rigorous, and expectations of students are high, Great Hearts Christian Academy is not an exclusive school. Great Hearts Christian Academy is for students of all aptitudes or capacities.

A key philosophical assumption Great Hearts Christian Academy holds is that every student can learn. All human beings have an equal capacity to learn and grow. But this equality in capacity cannot be confused with equality of capability, and certainly not with equality of academic results. Just as individuals differ in their physical gifts and characteristics, students all have different gifts and challenges in the subjects of learning. Great Hearts Christian Academy is committed to helping all students learn and grow as much as they can. To employ a metaphor Great Hearts Christian Academy seeks to pour the same "rich cream" of a Great Hearts education into all vessels, no matter their size, shape, or appearance. True excellence across the curriculum is a rare and worthy achievement – to be admired by all, but not to be unreasonably expected of all, or even most, students.

A student's willingness and desire to learn and grow (the curiosity and perseverance of each student) is the key to the pursuit of excellence and fulfillment at Great Hearts Christian Academy. While the school understands that some students are more talented than other students in certain subjects, all students who have passed the appropriate prerequisites, are genuinely curious, and apply themselves diligently on

a daily basis will succeed at Great Hearts Christian Academy. Success is measured as a student's growth in maturity, accomplishment, and understanding over the course of years at Great Hearts Christian Academy, to be demonstrated in character as a senior and graduate; a truly impressive young man or woman.

STUDY MATERIALS

In order to do well at school, the student must be prepared with the proper tools. Supply lists are available for each grade level on our website.

TEXTBOOKS

Textbooks will be issued to each student for use during the academic year, but they remain the property of the school. If a student misplaces a book, they will be charged for the full replacement cost of the book, which is significantly more than the per-book deposit amount of \$25-\$35. (Students may also be charged a return fee by the reception desk to return assigned textbooks found by staff on the campus.).

LITERATURE CONSUMABLES

Each student's class will utilize classic works of literature during the upcoming school year. At Great Hearts Academies, it has always been the tradition for students to develop a personal library of books that they mark in, keep, and return to during their time at Great Hearts, and treasure for years to come. We call these books "Classics to Keep." Each student's class will utilize these classics during the upcoming school year. Parents/guardians and students are strongly encouraged to purchase these books for their own personal collections, so that they can mark them and keep them, allowing students to develop their own impressive personal library of classics over the course of their academic career with Great Hearts. Financial assistance is available in certain circumstances. Please speak with the Dean of Campus or School Office staff for information.

WORKBOOK CONSUMABLES

Each student's class will utilize workbooks, that involve writing and marking in them extensively. While Great Hearts Christian Academy encourages parents/guardians to consider contributing to offset the cost of these consumable workbooks that have to be purchased each year, a full set of workbooks will be provided to all students during the first week of school. Contributions can be made online. Financial assistance is available in certain circumstances. Please speak with the Dean of Campus or School Office staff for information.

ALTERNATE VENDORS

Families may purchase books and other school supplies from whichever vendor they choose, although we have partnered with particular vendors as a convenience for families. Please check with the school office for vendor information. All books must match the ISBNs listed on the website. This ensures that students can all follow along on the same page when reading and discussing in class.

HOMEWORK

Research provides strong evidence that the right kind and quantity of homework benefits student learning. Too much homework, or the wrong kind, can be counterproductive to learning. No homework, or too little homework, does not maximize student learning.

The homework assigned at Great Hearts Christian Academy will have the following characteristics:

- Purposeful: Homework may involve practicing a skill students can do independently but not yet fluently, may be designed to deepen, extend, or apply a student's knowledge of content covered in class, or may introduce new content to be discussed in an upcoming class.

- **Appropriate Level of Difficulty:** Homework will be manageable and “completable” (usually independently) with a good effort on the part of the student. The independent reading students do at home will be at the “just-right” reading level as identified by the teacher.
- **Limited and Important Parent/Guardian Involvement:** Parents/guardians are involved in reading, Spalding, and listening to students recite or explain content, but should not do the homework or act as teacher. In most cases parents/guardians should help students set up systems that assure their success in monitoring their own homework completion/correctness. Students make the subject and learning their own and develop personal time-management skills. (As important as homework completion is for school success, the family ritual of reading together each night is even more important. Studies show an extremely high correlation between school learning success and students whose parents/guardians read to or with them regularly.)
- **Carefully Monitored by Teachers:** Teachers have exercises in the classroom to help them determine quantity and kind of homework assigned. Teachers welcome parent/guardian input on how students are doing on homework and how teachers and parents/guardians working together can help the student be successful in completing appropriate quantity and quality of homework each night. Two major assessments will not occur on the same day nor will two major projects/essays be due on the same day.

Students will need to make up missed homework after any excused absence, planned or due to illness, in a timely manner. Parents/guardians or the student should contact teachers (not the school) to inquire about assignments, handouts, and materials needed but not received due to absence.

Official “R and R” (Rest and Relaxation) weekends (usually one a month) are listed on the school calendar. These are schoolwide no-homework weekends. Teachers will not assign homework over these weekends, and tests and quizzes will not be administered on the first day following an “R and R” weekend. It may be the case that a long-term or multi-day project is given well before and due a few days after an “R and R” weekend; students will need to stick to a disciplined work schedule so as to enjoy the “R and R” time off.

Homework success goes a long way toward assuring school success and student growth in virtue, knowledge, and academic skills.

EVALUATION

At the end of each quarter, each student’s academic progress will be thoroughly evaluated, and a report will be sent home. Once a year, a longer narrative semester evaluation will be emailed home. If the evaluation is required in an alternative format, please notify the school office or Dean of Campus. One required parent/teacher conference will be held each year. Students do not attend these conferences. A liberal arts education requires a special kind of evaluation – one that offers a narrative account of the student’s development in sense of wonder, depth of inquiry, specific areas of mastery and needs for improvement, and dispositions toward learning and others. The narrative evaluation is much more meaningful than the assignment of a single letter grade or a percentage.

For its own internal assessment of student growth and educational effectiveness, Great Hearts Christian Academy will also administer other assessments at different points in the year. None of the results of these tests have any bearing upon student grades at the school. No individual students’ test scores will be released to any third parties.

Teachers at Great Hearts Christian Academy do not merely crunch numbers to determine grades. It is true that there can be tests, etc., where there are clear right and wrong answers that can be tallied in an unambiguous and indisputable fashion. Which grade to assign to such results is still, however, a judgment of the teacher and takes into consideration such things as the goals of the course, the way in which the

material has been taught, the right expectations from this class, etc. These are not to be understood as “subjective,” as if they represent personal whim or feeling. Great Hearts Christian Academy has full confidence in the ability of teachers to assess the performance of a student relative to the goals of the class and then to assign an accurate grade. This is precisely what any teacher should be able to do, namely, to make the correct judgment about this specific student in this specific class and not simply to reiterate numerical scores and averages.

Students found to need academic support, as evidenced by a progress report, may be referred to tutoring before or after school. This is a free tutoring service offering up to one hour of tutoring per week with teachers from Great Hearts Christian Academy. Participation in this tutoring service is by invitation of the teacher only.

DETERMINATION OF GRADE PROMOTION AND RETENTION

In making the determination of both promotions to the next grade and retentions, Great Hearts Christian Academy teachers weigh not just the academic ability of the student but also social and developmental. Just as Great Hearts Christian Academy’ liberal arts education strives to enlighten students in mind, body, and spirit, decisions concerning the promotion of students from one grade to the next, as well as determinations of retention, account for the “whole student” and the ability to thrive and access the rich curriculum found at Great Hearts Christian Academy. Foremost in this decision process is the well-being of the student.

Determinations of retention and promotion are not taken lightly; factors which influence these decisions include, but are not limited to:

- Age, social maturity, and academic and task independence of the student relative to grade level peers.
- Level of effort across the curriculum in all academic exercises.
- Performance in Language Arts and Mathematics which support success in all academic disciplines.
- Performance on standardized tests and recognized assessments such as MAP and DIBELS.
- Quality, quantity, and completion of assignments across the curriculum including in-class assignments, homework, and projects.
- Reading achievement and the ability of the student to access the rich and rigorous literature.
- Student engagement and participation in a variety of subjects, lessons, and assignments.
- Behavior as it impacts the student’s ability to access the curriculum.
- Attendance (Please refer to the attendance policy).

The determination of retention is made by the Dean of Campus in consultation with the student’s classroom teachers.

FAMILY-TEACHER ACADEMIC PARTNERSHIP

As a preparatory school, Great Hearts Christian Academy believes that students should strive to be the primary agent in their education. Great Hearts Christian Academy’ first priority in this regard is to encourage student responsibility by establishing an open line of communication between students and their individual teachers. Timely and effective communication between teachers, students, and parents/guardians is essential in fostering academic growth. If required communication is needed and in accessible format, please notify the School Office or Dean of Campus.

COMMUNICATION ROLES

Student: Student capacity for communication will expand rapidly during their years at Great Hearts Christian Academy. Beginning in Kindergarten, students are responsible for listening and following directions, including tracking assignments and communicating honestly with their teachers and parents/guardians.

Teacher: Teachers are responsible for clearly communicating student expectations. Teachers are also responsible for notifying parents/guardians when their student is struggling considerably with the material or is not performing as expected. See Progress Reports below.

Parent/Guardian: Parents/guardians are responsible for clearly communicating with teachers any conditions that may affect their student's ability to learn and focus in class. Parents/guardians must conduct themselves in a civil manner—towards Great Hearts Christian Academy faculty, towards students, and towards each other. Screaming, vulgarity, and other forms of uncivility, will not be permitted on campus, including in the parking lot. Uncivil adult behavior undermines the community and will not be tolerated.

MATTHEW 18

As we work together in a faith community, conflicts will inevitably arise, and we find guidance in the gospel of Matthew:

¹⁵ “If your brother or sister sins, go and point out their fault, just between the two of you. If they listen to you, you have won them over. ¹⁶ But if they will not listen, take one or two others along, so that ‘every matter may be established by the testimony of two or three witnesses.’ ¹⁷ If they still refuse to listen, tell it to the church; and if they refuse to listen even to the church, treat them as you would a pagan or a tax collector.

We encourage all members of the community to resolve conflict at the most local level, avoiding the damage to the community that gossip can yield. A parent who disagrees with a teacher is strongly encouraged to address that conflict with the teacher before introducing the Dean of Campus or Executive Director into the discussion.

Similarly, a student who disagrees with another student is encouraged to address the issue civilly with their peer before enlisting a teacher.

PROGRESS REPORTS

When a student falls into the D or F range for a subject, a Progress Report will be emailed home by the teacher. If the evaluation is required in alternative format, please notify the school office. It is the responsibility of the parents/guardians to respond to the teacher as soon as possible. Great Hearts Christian Academy encourages parents/guardians to talk with the teacher as soon as they think their student might be having difficulty. The earlier a problem is recognized, the easier it is to resolve. If a parent/guardian wishes to talk with their student's teacher by phone or to make an appointment for a conference, please email the teacher directly or call the school office. The teacher will respond within 24 business hours.

It is never appropriate to stop by the classroom (before, during, or after school) or to stop a teacher on campus without making an appointment first. Please see the Faculty and Staff Directory on the school website for contact information.

STUDENT-TEACHER RELATIONSHIPS: ON AND OFF CAMPUS

Great Hearts Christian Academy highly values the working relationship between teachers, staff, and students. This is a relationship best characterized as a professional friendship grounded in mutual respect. Teachers will treat each student as a unique individual and will serve the student with a heart of charity. Students, for their part, are to treat each teacher with the respect properly accorded their role as an authority figure and leader. With this in mind, students should address teachers by their formal title, i.e. Mrs., Ms., Mr., Dr., Instructor, and their last name.

Great Hearts Christian Academy' faculty and staff will maintain a proper professional boundary between themselves and the students. They will not be overly familiar with the students or involve themselves in the details of their personal lives. (If a teacher senses that a student requires counseling for a social or family issue, that issue will be referred confidentially to the Dean of Campus and/or parents/guardians). The faculty and staff of Great Hearts Christian Academy will insist on maintaining appropriate physical boundaries and will not meet in a room alone with a student with the door closed. It is also Great Hearts Christian Academy policy that faculty and staff do not transport students in their personal vehicles. This is excepting, of course, when transporting their own student(s), or when acting in some other capacity (for example as a camp counselor or community leader) and parental permission for such transportation is explicitly granted.

Many of Great Hearts Christian Academy' faculty and staff live in the same neighborhoods as Great Hearts Christian Academy students hence it is important to offer a word regarding off-campus relationships. The same professional rules governing on-campus relationships apply to off-campus relationships or chance meetings between students and faculty.

It is not appropriate for students and teachers/staff to interact as anything other than students and teacher/staff, regardless of the location, time, or day of the week. Furthermore, students should not contact or visit teachers or staff members off campus unless the teacher or staff member has spoken with the parents/guardians and explicitly invited such contact, nor should teachers or staff contact students off-campus (other than phone calls regarding academics or school-sponsored extra-curricular activities), unless such contact has been approved by the parents/guardians.

Parents/guardians, students, and Great Hearts staff are advised that once an employee has separated from employment, the separated employee no longer represents Great Hearts in any personal, professional, or political activities or relationships.

ATTENDANCE, ILLNESS, AND TARDINESS

ABSENCES

Regular attendance and prompt arrival at school are vital to a Great Hearts Christian Academy student's attitude and subsequent success as a serious student.

Great Hearts Christian Academy, alongside all Great Hearts Academies, recognizes an excused absence is an absence due to illness, doctor appointment, bereavement, family emergencies, religious observances, appearances in court when required by law, and out-of-school suspensions. All other cases of absence, whether reported by the parent/guardian or not, shall be considered unexcused. Arizona state law (15-802.A, 15-803.E) requires every child between the ages of 6 and 16 to attend school while it is in session unless the student is ill. The state considers a student "habitually truant" when they have accumulated five or more unexcused absences or an accumulation of more than ten percent of the required number of school days of excused and unexcused absences. Failure to attend school 90% of the time could result in a

citation being issued. (Students who are chronically ill should request a Chronic Illness form to be completed by the student's doctor). An unexcused absence of ten consecutive days or longer may result in the withdrawal of the student from Great Hearts Christian Academy. In the instance of an unexcused absence, it is at the discretion of the teacher to provide classwork or homework in advance.

It is the responsibility of the parent/guardian to call or email the school before 9:00 a.m. to report an absence by leaving a message on the attendance line. Students will be recorded as having an unexcused absence if no message is left. (The administration will not usually attempt to contact parents/guardians in the event of a message not being left.) Please be sure the school office has current telephone numbers on file. Whenever possible, if a student absence is anticipated, it is recommended that the parent/guardian notify the school office and teachers to request the assignments prior to the absence.

It is the responsibility of the student to make up all missed assignments in a timely manner after an excused absence from school. If a student is unable to attend school and seeks their assignments, the student or parent/guardian should contact the teacher. Each grade level teacher will have an established make-up policy, including appropriate deadlines, for missed work. Parents/guardians may receive a detailed attendance report upon request from the school office.

VACATIONS

Since regular attendance is essential to a student's success at Great Hearts Christian Academy, and numerous absences are also damaging to student morale, all vacations should be scheduled during school breaks. Absences due to vacations will be considered unexcused absences and missed work may not be provided either prior to or after a student's return.

ILLNESS

If a student has a fever, is throwing up, and otherwise ill, keep the student at home, rather than send the student to school where others may be exposed to infection. Students who come to the school with a fever will be sent home. Students must be fever-free for at least 24 hours without the aid of fever reducing medications before returning to school. Each student should have emergency contacts on file.

A doctor's note may be requested for absences due to illness of 3 or more consecutive days.

TARDINESS

Students who arrive after the beginning of school must report directly to the school office for a late pass in order to be admitted to class. If a student is late, the parent/guardian must sign the student in at the school office on arrival.

Following the distinction between excused and unexcused absences described above, Great Hearts Christian Academy makes a distinction between cases of excused tardiness (e.g., due to a doctor's appointment, illness, or other family business) and unexcused tardiness (e.g., due to oversleeping, transportation problems, or some other reason).

The school disapproves of the accumulation of unexcused tardiness, irrespective of the circumstances. Persistent tardiness is highly disruptive of instruction and undermines student morale. On the 5th occasion of unexcused tardiness in a quarter, parents will be contacted at the discretion of the administrator. For each subsequent unexcused tardy in the quarter, a detention will be issued. Excessive tardiness and/or absences may result in retention.

ANTIDISCRIMINATION POLICIES AND PROCEDURES

NON-DISCRIMINATION POLICY

Great Hearts Christian Academy does not discriminate on the basis of race, color, national origin, immigration status, sex, disability, or age. The following person has been designated to handle complaints regarding the non-discrimination policies:

Disabilities:

Tom Doebler
Exceptional Student Service Director
Great Hearts Arizona
701 N. 44th Street
Phoenix, Arizona 85008
thomas.doebler@greathearts.org

All Other:

Rachele Holcomb
HR Business Partner New Regions
Great Hearts Christian Academy
830 West Glenrosa Ave.
Phoenix, Arizona 85015

POLICY FOR HARASSMENT, INTIMIDATION, OR BULLYING OF STUDENTS

Great Hearts Christian Academy prohibits acts of harassment, intimidation, or bullying of students. "Harassment, intimidation, or bullying" means any gesture or written, verbal, or physical act toward a student that takes place on school property or at a school-sponsored activity and that:

1. Is motivated by any actual or perceived characteristic of the student, such as race, ethnicity, religion, ancestry, sex or sexual orientation, socio-economic status, or disability; and
2. Harms the student or damages the student's property or threatens personal harm or damage to their property; or
3. Insults, demeans, or intimidates the student or a group of students in such a way as to substantially interfere with the student or students' educational or social activities at school or cause a substantial disruption of the orderly operation of the school.

The school expects students to conduct themselves in keeping with their levels of development, maturity and demonstrated capabilities with a proper regard for the rights and welfare of other students and school staff, the educational purpose underlying all school activities, and the care of school facilities, and equipment.

The Dean of Campus is the first person responsible for receiving complaints alleging violations of this policy. All school employees are required to report alleged violations of this policy to the Dean of Students. All other members of the school community, including students, parents/guardians, volunteers, and visitors, are encouraged to report any act that may be a violation of this policy. Oral reports also shall be considered official reports. Reports may be made anonymously, but formal disciplinary action may not be based solely on the basis of an anonymous report.

The Dean of Campus will determine whether an alleged act constitutes a violation of this policy. In so doing, the Dean of Campus shall conduct a prompt and thorough investigation of the alleged incident. The Dean of Campus may conclude that the alleged violation occurred or did not occur, or that the evidence is inconclusive. If the Dean of Students concludes that the alleged violation did not occur or that the evidence is inconclusive, no written report of the matter will be maintained in a student's file.

In ascertaining the appropriate response to students who commit one or more acts of harassment, intimidation, or bullying, the Dean of Campus will consider the following factors:

- The developmental and maturity levels of the parties involved.
- The levels of harm, the surrounding circumstances.
- The nature of the behaviors, past incidences or past or continuing patterns of behavior.

- The relationships between the parties involved, and
- The context in which the alleged incidents occurred.

Concluding whether a particular action or incident constitutes a violation of this policy requires a determination based on all of the facts and surrounding circumstances. It is only after meaningful consideration of these factors that an appropriate consequence should be determined, consistent with the school's policies and applicable law.

Consequences and appropriate remedial action for students who commit acts of harassment, intimidation or bullying may range from positive behavioral interventions up to and including suspension or expulsion. Some acts of harassment, intimidation or bullying may be isolated incidents requiring that the school respond appropriately to the students committing the acts. Other acts may be so serious that they require a response by law enforcement officials. Any act of harassment, intimidation, or bullying that may constitute sexual abuse or any other form of child abuse, and threats of violence against students, teachers, or staff, shall be reported to law enforcement officials as required by state law.

The school prohibits retaliation against any student who reports an act of harassment, intimidation, or bullying. The consequence and appropriate remedial action for a student who engages in reprisal or retaliation shall be determined by the Dean of Campus after consideration of the nature and circumstances of the act, in accordance with applicable school policies and law.

POLICY FOR HAZING

Hazing, solicitation to engage in hazing, and aiding and abetting another person who is engaged in hazing is strictly prohibited. A person is considered a "student" who has enrolled, who has been accepted for enrollment, or intends to enroll within the next 12 calendar months. This policy applies to all students until graduation, transfer, promotion, or withdrawal from the school.

"Hazing" is defined as any intentional, knowing, or reckless act committed by a student, whether individually or with others, against another student, and in which both of the following apply:

- The act is committed in connection with an initiation into, an affiliation with or the maintenance of membership in any organization that is affiliated with Great Hearts Christian Academy; and
- The act contributes to a substantial risk of potential physical injury, mental harm or degradation or causes physical injury, mental harm, or personal degradation.

"Organization" means an athletic team, association, order, society, corps, cooperative, club or other similar group that is affiliated with Great Hearts Christian Academy and whose membership consists primarily of students enrolled at that educational institution. Violations of this policy do not include customary athletic events, contests or competitions that are sponsored by Great Hearts Christian Academy or any activity or conduct that furthers the goals of a legitimate educational curriculum or legitimate extracurricular program.

It is no defense to a violation of this policy if the victim consented or acquiesced to hazing. All students, teachers, and staff shall take reasonable measures within the scope of their individual authority to prevent violations of this policy.

Students and others should report hazing to the Dean of Campus but may also report hazing to another faculty and staff member. It is the responsibility of the faculty/staff member to submit a report of the incident to the Dean of Campus within 1 school day. The faculty/staff member shall respect the confidentiality of those involved, disclosing the incident only to those with a need to know or as required

by law. Any incident of hazing that includes possible violation of state or federal statutes shall be treated as required by statutory requirements and reported to law enforcement.

All violations of this policy shall be treated in accordance with the discipline procedures and penalties in effect for violation of Great Hearts Christian Academy' Behavior Code and Discipline.

If an organization knowingly permitted, authorized, or condoned hazing activity, its permission to conduct operations at Great Hearts Christian Academy may be revoked or suspended.

POLICY FOR ANONYMOUS REPORTS OF SUSPICIOUS ACTIVITY

Parents/guardians or students who would like to provide an anonymous report to the school regarding bullying, illegal activity, or suspected abuse can do so via school website or by mailing a note to the school, addressing it to the attention of the Dean of Campus. Anyone who has such concerns is encouraged to report them, either anonymously or in person.

POLICY ON SOCIAL MEDIA

Great Hearts Christian Academy reserves to itself the right to investigate allegations of bullying, harassment, intimidation, and other threats that occur on social media venues and are directed at or which disrupt the learning environment of the school. Not everything said or done by students online is the school's business, but actions and words directed against fellow students, parents/guardians, or school employees will be considered as such. The school will also notify law enforcement when credible threats of violence are detected.

STUDENT IDENTIFICATION AND RESTROOMS

All students entrusted to a Great Hearts Christian Academy are to be educated with exactly the same level of care and respect for their dignity.

Student enrollment and identification

1. Great Hearts Christian Academy will record and identify each enrolled student according to his or her biological sex and the birth certificate submitted at enrollment.
2. Great Hearts Christian Academy will record and report the legal name of the student as recorded in enrollment documents submitted by the parent/guardian. Faculty and staff will (upon request) refer to the student by a variant name or nickname sanctioned by the student and both custodial parents/guardians.

Use of School Facilities

1. Students and employees will use the restrooms or locker rooms aligned to their biological sex, as listed on their birth certificate, and not enter a facility for the opposite sex.
2. This section shall not apply to a person or persons who enter a facility for purposes of
 - a. Maintenance
 - b. Providing medical assistance
 - c. Protecting students from a threat to good order or safety
 - d. Shelter in an emergency

Participation in school activities

Students are eligible to participate in athletic activities as based on their biological sex per the birth certificate submitted at enrollment.

ADDITIONAL POLICIES AND FORMS

To request information about other applicable policies, procedures, and forms, please contact the Great Hearts Christian Academy Director of Operations. Below is a list of some of the policies that are available on request.

- Chronic Illness Policy
- Head Lice Policy
- Foreign Exchange Policy
- Medical and Health Policy
- Orthopedic Device Protocol
- Transportation and Travel Policy

BEHAVIOR CODE AND DISCIPLINE

VIRTUE AS OUR FOUNDATION

The Virtues at Great Hearts Christian Academy

Christian education places a strong emphasis on the moral and spiritual development of students, instilling virtue. This is fostered in the classroom and during interpersonal relationships daily and as a way of life. At Great Hearts Christian Academy, we aim to develop virtuous habits in a constant **spirit of humility**, aware of the soul-corrosive risk of moral arrogance. We derive our focal virtues from two sources: the three theological virtues and the four Cardinal virtues.

The Cardinal Virtues: Wisdom, Justice, Courage, and Temperance

The Latin word *cardo* means hinge. So, the Cardinal virtues are the hinge virtues, the habits that turn us toward the good, toward right action. Plato, Aristotle, and Plutarch wrote about these four virtues, grounding them solidly in the classical tradition, and they recur frequently in the Bible. It is right, then, that we embrace them in the classical, Christian educational approach.

- **Wisdom**, or Prudence, is the ability to discern what is right or good.
- **Justice** is the ability to deliver to an individual what they are due.
- **Courage** supplies us with the ability to take the right action, even in the face of difficulty.
- **Temperance** is the right exercise of the will, the ability to refrain from what is harmful or base, even when (or especially when) we feel tempted by our appetites to do otherwise.

The Theological Virtues: Faith, Hope, and Love

There are multiple biblical allusions to these three virtues. In Thessalonians 1:3, Paul references "...your work of faith and labor of love and endurance in hope." In 1 Corinthians 13, he emphasizes love above the others: "So faith, hope, love remain, these three; but the greatest of these is love."

- **Faith**: though we may strive for understanding, we recognize that there are things that transcend our understanding and are nevertheless real and true, such as the infallible word of God. In these matters, we exercise faith. In Thessalonians, Paul encourages us to "put on the breastplate of faith." (5:8)
- **Hope**: in difficult times, we reject despair, and we embrace hope for the will and assistance of God and for ultimate redemption. In Thessalonians, Paul encourages us to "put on the ... helmet of hope." (5:8)
- **Love**: we cherish God above all and man in whom God resides. In Corinthians, Paul tells us that love "bears all things, believes all things, hopes all things, endures all things."

BEHAVIOR

A student's behavior plays a central role in forming their character. Great Hearts Christian Academy takes the moral formation of students seriously and works earnestly to assist their growth and

development of good habits of thought, word, and deed. Great Hearts Christian Academy views students as young persons who need role models and encouragement, as well as clear boundaries to promote virtuous conduct.

Students desire trustworthy boundaries, both for their own sense of security as well as their sense of justice. Students need boundaries to support them in their moral and intellectual development as well as to preserve the classroom for those students who are ready to learn. All students will make mistakes or bad choices and test boundaries as they progress along the path toward living virtuously. This means they are human, not bad students. The faculty and staff of Great Hearts Christian Academy are committed to assisting the growth and well-being of each student with an eye toward their good, including upholding and enforcing boundaries of behavior with fairness and consistency.

Many student misbehaviors are minor in nature and will be addressed in the moment. These smaller instances of correction from teachers fall in line with the normal course of building good habits and will not be communicated home. Students speaking out of turn in class, needing reminders to walk in line properly, or choosing not to follow instructions are typical examples. Other situations will require more time for the teacher or Dean of Campus to determine the proper course of action. In the case of more serious or escalated misbehavior, such as disrespect towards an adult, defiance of authority (including persistent, willful, low-grade misbehavior), lying to an adult, cheating on exams or academic assignments, fighting, forging a parent/guardian's signature, theft, willful destruction of property, etc., the parent/guardian will be contacted and informed of the disciplinary measures taken.

The framework and implementation of behavioral expectations and consequences is established by the Dean of Campus. Corrective actions may include, but are not limited to:

- Suggestion or encouragement
- Redirection
- A brief and discrete conversation
- Being addressed directly
- Making a verbal or written apology
- Loss of a privilege
- Standing or sitting at the back of the room or in the hallway
- Being sent to speak with the school administrator who oversees disciplinary matters
- Detention
- Suspension
- Recommendation for Long-Term Suspension or Expulsion

The school reserves the right to exercise reasonable judgment as individual circumstance may dictate. A student may be disciplined for misconduct while in the neighborhood of Great Hearts Christian Academy or in the use of social media.

Threats of violence and physical, verbal, or sexual harassment are illegal and will result in parent/guardian contact and, depending on the nature of the offense, may result in other disciplinary measures, including notification of law enforcement authorities, suspension, and recommendation of long-term suspension or expulsion.

Natural consequences often attend misbehaviors and bad decisions. Just as lower comprehension and weak classroom performance are natural consequences of skipping one's homework, misbehaviors often result in natural consequences apart from given consequences. For example, students who insult others may naturally find themselves with fewer playmates at recess in addition to a corrective action from the teacher.

SUSPENSION

The Executive Director or other school administration may suspend a student for up to 10 school days for serious cause, including, but not limited to the following:

- Defiance of authority of Great Hearts Christian Academy staff
- Disregard or disobedience of school rules and regulations as outlined in the handbook
- Verbal abuse of adults or students
- Disruptive or disorderly behavior
- Violent or threatening behavior
- Bullying or harassment
- Fighting
- Destruction or theft of school property or personal property
- Truancy
- Persistent absenteeism that is not due to certifiable medical illness or disability
- Persistent tardiness
- Excessive accumulation of infractions

The school officials involved shall make reasonable efforts to verify facts and statements prior to recommending a discipline.

In cases of suspension from school, the parent/guardian will receive a formal written notice of suspension identifying the reasons and evidence and be provided an informal opportunity to respond. Depending on the severity of the offense, the student's past behavior, and other circumstances, Great Hearts Christian Academy may choose to impose in-school or out-of-school suspension. There is no right to appeal a short-term (less than 10 days) suspension imposed by Great Hearts Christian Academy. There will be no corporal punishment of students at Great Hearts Christian Academy, though staff may use reasonable, necessary force to restrain a student who is harming themselves or others.

If Great Hearts Christian Academy is unable to contact the parents/guardians to inform them of a suspension, a suspended student will be held at school until the end of the day. The parent/guardian shall be held liable for all damages caused by the student.

LONG-TERM SUSPENSION AND EXPULSION

The Executive Director may recommend to the Disciplinary Hearing Committee, as assigned by the Governing Board of Directors, long-term suspension (more than 10 days) and/or expulsion of a student for serious cause. The parent/guardian will be notified of the school's intent to long-term suspend or expel the student, and a hearing shall be held in accordance with Great Hearts Christian Academy's policies and procedures. Great Hearts Christian Academy has the right to deny admission of a student who has been expelled or is in the process of being expelled from another educational institution.

STUDENT SOCIAL LIFE

Healthy friendships between students help the health of Great Hearts Christian Academy as a whole. Great Hearts Christian Academy encourages relationships between students that are noble and supportive of their overall moral and intellectual growth. *However, in distinction to many other schools, Great Hearts Christian Academy does not view the formal organization of and sponsoring of social events as one of its primary jobs.*

The PSO works with school administration to coordinate and plan social events for students and families during the year.

POLICY FOR STUDENT TRIPS

Students will have the opportunity to take field trips from time to time. Some trip guidelines for parents/guardians and students are:

1. All students must have a signed permission form on file before the student travels.
2. Field trip fees must be paid.
3. All students must have the proper insurance and have submitted proof of that insurance to the trip director prior to leaving campus; and
4. The student must follow all the rules established by Great Hearts Christian Academy.

Great Hearts Christian Academy will maintain the safest travel conditions possible and provide appropriate supervision by the chaperones. On all trips, Great Hearts Christian Academy maintains a reasonable student/teacher chaperone ratio.

POLICY FOR CAMPUS LEAVE AND VISITORS

Great Hearts Christian Academy has a closed campus. This means that students are not permitted to leave the campus for any reason during school hours or during after-school activities, unless accompanied by an authorized adult. Parents/guardians may come to the school and sign their student out and accompany them off-campus for lunch. Parents/guardians who do so must then accompany their student back to school and sign them in at the office.

Non-custodial parents/guardians who wish to pick up a student during or after school must have a signed statement from the custodial parent/guardian for each occasion or custody papers on file with the office granting permission. Please be sure any other adults authorized to pick up a student is recorded with the school office.

Students' friends from other schools are never permitted to visit the campus socially before, during, or after school. All persons who come onto campus without official business are considered to be trespassing. Official signs are posted that prohibit trespassing, stating that visitors must come directly to the school office, where they must sign in and obtain an official school visitor's pass to wear visibly on their outer clothing. Former Great Hearts Christian Academy students who transferred out or otherwise did not graduate are also not permitted to visit the campus before, during, or after school hours. Alumni/graduates of the school may visit the campus before or after school hours but must still sign in at the school office. Alumni are not permitted to drop onto campus during the school day without an appointment.

POLICY FOR FOOD AND DRINK ON CAMPUS

At Great Hearts Christian Academy, it is the responsibility of the parent to provide a lunch for their children. Students are permitted to bring nut-free food/snacks into classrooms to be consumed during the designated snack time. For the safety of students with nut allergies, a nut-free lunch table is offered.

There are water stations available on the campus for student use. Students are encouraged to bring personal labeled water bottles into classrooms. All water bottle stickers should be school appropriate. As a precaution against sickness, students should not share water bottles.

CELL PHONES AND PERSONAL TECHNOLOGY

The use of **cell/smart phones and smart watches** during the school day is prohibited. The reason for such a prohibition is to promote an uninterrupted academic environment. Because phones and social media encourage detachment from real persons and conversations, Great Hearts Christian Academy has

a compelling interest in keeping students not just physically present on campus, but mentally and emotionally present as well. The ways in which technology can aid and abet academic dishonesty are a growing concern for college and high school educators nationwide, and while a great many schools, districts, and institutions of higher education have entirely given up on restricting personal tech use in any venue, Great Hearts Christian Academies hold that it is essential to the proper formation of the young to place limitations on it.

While the ubiquity of personal technology is a given, the following restrictions/allowances apply at the school:

1. A student should keep a cell phone turned off (not merely silenced, but off) and cell phones must be stored in their locker or backpack during the school day. Cell phones may not be brought in pockets or purses into classrooms.
2. Cell phone use is permitted on campus after school to facilitate transportation.
3. If a student needs to phone a parent/guardian during the school day, the student must come to the school office to use one of the school's phones. In rare cases in which parents/guardians need to get an emergency message to a student before the end of the school day, they should call the school's main telephone line and ask for a message to be delivered. Parents/guardians should be mindful that texts or other messages that they send directly to the student during the school day are to be picked up only after school dismissal.
4. Violation of the above restrictions will result in confiscation of the cell phone and disciplinary action. Cell phones will be turned into the school office and released only to parents/guardians after confiscation.

ELECTRONIC DEVICES AND OTHER PROHIBITED ITEMS

iPods or other portable music players, cameras, electronic games, iPads/tablets, laser pointers, skateboards, roller blades, wireless/Bluetooth earbuds, and other toys that are not part of the academic or extracurricular program are prohibited on campus. Students may be disciplined, and such items will be confiscated and returned only at the parent/guardian's request.

Tobacco and other legally controlled substances, lighters, matches, pocket-knives, weapons of any kind, and sexually explicit materials are also prohibited on campus at all times. Possession of these items will result in immediate disciplinary action.

UNIFORM AND DRESS CODE

Great Hearts Christian Academy has a primary objective of developing a "community of learners," dedicated to the highest standards of academics and deportment. As such, a distinctive uniform is a unifying factor within the school community. It is also a visible signature of Great Hearts Christian Academy to the larger community, an indicator of the unity and pride of purpose. This is one of the most important functions of a uniform: it identifies its wearer as part of a distinctive group with a distinctive purpose. It is a reminder to its wearer of that purpose and of one's responsibility to that group.

The uniform is the basis of a dress code with a "professional," business-like standard. Students should dress their best, look their best, and do their best. All clothing must be clean, neat, reasonably pressed, and in properly fitting condition. If a student is deemed to be wearing inappropriate attire, the parent/guardian will be notified, and a change of clothing may be required for attendance that day. If in doubt about the appropriateness of an article of clothing, check with the school office before purchasing. Good judgment exercised at home will be a learning activity for the student that will help to avoid embarrassment or wasted time at school. Decisions about the appropriateness of apparel may be

referred to the Dean of Campus, whose judgment will be final. The Dean of Campus may make specific exceptions to the dress code, as demanded by particular religious or cultural customs.

If a student insists on rebelling by trying to beat the dress code, it will quickly become obvious to the faculty and Dean of Campus. Great Hearts Christian Academy' desire is not to squash students' individuality, but to secure their commitment to a community of learners whose purpose, while at school, is not faddish coolness, or outlandishness, but scholarship and character development. Great Hearts Christian Academy asks not only for the student's commitment to this concept, but for the parent/guardian's as well. The uniform and dress code of Great Hearts Christian Academy supports and reinforces our academic goals. The uniform assists Great Hearts Christian Academy in staying focused on the true individuality offered by healthy dialogue and the development of the life of the mind for each student.

Other than the dress code requirements for school, there are special requirements for periodic, special events throughout the year, such as the "semi-formal" dress code for concert participation and the all-school awards ceremony. Please see Semi-Formal Event Dress Code for an exact definition of how Great Hearts Christian Academy defines "semi-formal" attire.

Students must stay in uniform whenever they are on campus (including the parking lot) during a school day. This means arriving on campus fully in uniform and leaving campus fully in uniform (correct shoes, shirts tucked in, etc.). Students may only change out of uniform after school with teacher/coach permission to participate in an approved curricular or extracurricular activity that requires an immediate change in dress.

Optional Face/Mask Coverings

No messaging permitted on face/mask coverings (with exception of academy-related messages). Varied Colors and patterns are permitted.

Boy's Uniform and Dress Code:

Boy's Shirts

- a. Short or Long sleeve polo with school crest
- b. Color: White, Light Blue, or Navy
- c. Fit: Shirt must always remain tucked in
- d. Vendor: Dennis Uniforms

Boy's Pants

- a. Color: Navy-blue
- b. Style: Flat or pleated front dress pants, no jeans or cargo pants, with belt loops and a solid, dark belt
- c. Fit: Pants should reach the shoe but not drag on the ground. No excessively baggy or tight-fitting pants will be permitted. Pants should be worn at the waist with no undergarments visible.
- d. Vendor: Any as long as pants are indistinguishable from the approved vendor pants

Boy's Shorts

- a. Color: Navy-blue
- b. Style: Flat or pleated front walking shorts. Shorts should fall mid-thigh and not be longer than the knee, with belt loops and a solid dark belt
- c. Fit: No excessively-baggy or tight-fitting shorts will be permitted. Shorts should be worn at the

waist with no undergarments visible.

- d. Vendor: Any as long as the shorts are indistinguishable from the approved vendor

Boy's Shoes

- a. Color: The shoes should be solid white OR solid black - this includes sole and shoelaces
- b. No colors on the shoes or soles (black shoes must have black soles and white shoes must have white soles)
- c. No neon or bright colored shoelaces (black shoes must have black laces and white shoes must have white laces)
- d. Style: Athletic (tennis, Keds) shoes.

Boy's Socks

- a. Color: Black, Navy, or white
- b. Length: Ankle socks or crew socks

Girl's Uniform and Dress Code

Girl's Shirts

- a. Short or Long sleeve polo with school crest
- b. Color: White, Light Blue, or Navy
- c. Fit: Shirt must always remain tucked in
- d. Vendor: Dennis Uniforms

Girl's Shirts with Jumper (K-2 Grade Girls) Short or Long sleeve Peter Pan collar blouse with jumpers

- a. Color: White
- b. Fit: Shirt must always remain tucked in
- c. Vendor: Dennis Uniforms

Girl's Pants

- a. Color: Navy-blue
- b. Style: Flat or pleated front dress pants, no jeans or cargo pants, with belt loops and a solid, dark belt
- c. Fit: Pants should reach the shoe but not drag on the ground. No excessively baggy or tight-fitting pants will be permitted. Pants should be worn at the waist with no undergarments visible.
- d. Vendor: Any as long as pants are indistinguishable from the approved vendor pants

Girl's Shorts

- a. Color: Navy-blue
- b. Style: Flat or pleated front walking shorts. Shorts should fall mid-thigh and not be longer than the knee, with belt loops and a solid dark belt
- c. Fit: No excessively-baggy or tight-fitting shorts will be permitted. Shorts should be worn at the waist with no undergarments visible.
- d. Vendor: Any as long as the shorts are indistinguishable from the approved vendor

Girl's Jumper and/or Skort (K-2 Grade Girls)

- a. Color: Navy-blue or school approved plaid
- b. Length: The skirt hem may be no higher than just above the knee, both in front and in back. Skirts must be worn at the waist
- c. Dark spandex tight-fitting shorts must be worn under the jumper
- d. Vendor: Dennis Uniforms

Girl's Skort and/or Skirt (3-5 Grade Girls)

- a. Color: Navy-blue or school approved plaid
- b. Length: The skirt hem may be no higher than just above the knee, both in front and in back. Skirts must be worn at the waist
- c. Dark spandex tight-fitting shorts must be worn under the skirt
- d. Vendor: Dennis Uniforms

Girl's Shoes

- a. Color: The shoes should be solid white OR solid black—this includes sole and shoelaces
- b. No colors on the shoes or soles (black shoes must have black soles and white shoes must have white soles)
- c. No neon or bright colored shoelaces (black shoes must have black laces and white shoes must have white laces)
- d. Style: Athletic (tennis, Keds) shoes. (No slip-ons or dress shoes)

Girl's Socks, Tights or Leggings

- a. Color: Black, blue, or white
- b. Length: Ankle or knee-high socks
- c. Leggings: must reach the ankle and be the same color as the socks

If the cost of the uniform presents a financial hardship for your family, please contact the school office for assistance.

Hair, Jewelry and Makeup

Girl's Hair: Hair should be neatly combed or styled. Neat small bows, barrettes, headbands, and hair ties are permissible so long as they coordinate with the uniform. Hair must be natural looking and conservative in its color and cut (no unnatural streaking/highlighting, no artificial jet-black coloring, and no unnatural colors). Accommodations for religious reasons are permitted.

Boy's Hair: Hair should be neatly combed or styled. Hair must be above the top of the shirt collar. Hair should be styled so that it does not fall below the eyebrows or past the midpoint of the ear. Hair must be natural looking and conservative in its color and cut (no unnatural streaking/ highlighting, no artificial jet-black coloring, and no unnatural colors). Accommodations for religious reasons are permitted.

Jewelry: Girls may wear small studded earrings. No loops or dangling earrings are permitted. Boys may not wear earrings. No other body piercings are permitted. Boys and girls are permitted to wear one watch. This may not be a smart watch. Bracelets, rings, and necklaces are not permitted unless for religious reasons.

Makeup/Nail Polish: Students may not wear makeup of any kind. Students may not wear colored nail polish.

Additional Guidelines

Hats and sunglasses may only be worn outside and must be removed when the student enters the building.

Student's skin should be free of any painted or ink drawings or tattoos of any kind. Students should not draw on themselves or on others. Temporary or permanent tattoos are not permitted; to include pen and ink drawings on the skin.

If an item of dress or appearance is deemed incongruent with the standards of Great Hearts Christian Academy by staff, the student must alter their dress or appearance in accordance with staff's directive. Uniform items must be size appropriate, neat in appearance and free of stains, tears, or excessive wear. Temporary or permanent tattoos are not permitted; to include pen and ink drawings on the skin.

NON-UNIFORM DRESS CODE FOR SPECIAL EVENTS

Athletic Practice and Outdoor Field Day Dress Code

Just as Great Hearts Christian Academy provides guidelines for dress code in the classroom, it is important to project the image of professionalism in our athletic attire as well.

All shirts worn for athletic practices and field day should be modest, loose fitting, in good repair (no holes, torn sleeves, etc.), should be worn either tucked in or well over the waist of the pants/shorts if not tucked in. No midriffs may be shown. T-shirts are preferred—no tank tops, camisoles, or sports bras may be worn as outer-garments. Sleeveless shirts may be worn if modest.

Pants/shorts should be modest and in good repair (no holes, torn sleeves, etc.) No short-shorts or long baggy shorts may be worn. No boxers or undergarments may be visible.

Attire should be free of inappropriate messages. Sports team logos (e.g., Diamondbacks, Notre Dame), and apparel brand names (e.g., Adidas, Nike) are acceptable, provided they do not make inappropriate allusions. These guidelines also apply to sweatshirts and jackets that students may wear. Footwear should be athletic in nature: no sandals, open-toed, or platform shoes. Hats and sunscreen may be appropriate if the students will be in the sun. Hat styles should follow the same guidelines as above.

Semi-formal Events Dress Code

There are specific, semi-formal dress requirements for special events, including periodic fine arts concerts and the end-of-year ceremonies (such as commencement and graduation).

Concert dress: Boys wear white collared dress shirts with blue pants and black uniform or dress shoes. No ties. Girls wear a white blouse with blue skirt or blue dress pants and black uniform or dress shoes (open-toed shoes and reasonable heels are permitted.)

The **semi-formal dress code for boys** is as follows: dress pants (no jeans or patched pocket pants), a collared dress shirt, dark socks, dress shoes (no sneakers or sandals). No dyed hair or hats. Hair should be trimmed appropriately.

The **semi-formal dress code for girls** is as follows: modest-length skirts or dresses with hems that approach the knee, or appropriately fitting dress pants; bare midriffs are not acceptable. Modestly-cut sleeveless tops/dresses are allowed; ladies may not wear strapless, spaghetti-strap, or tank tops. Girls should wear dress shoes. No flip-flops. Hair should be styled appropriately.

BACKPACKS

Students may bring backpacks and lunchboxes to and from school. These items must be stored on the designated shelving units in the classroom during the school day. Due to small storage spaces, rolling backpacks are not permitted without a doctor's note. Backpacks and lunchboxes should be free of icons of pop culture (peace signs, cartoon characters, tie-dyed patterns etc.) as well as messages that are offensive or inappropriate to Great Hearts Christian Academy' environment.

Great Hearts Christian Academy staff may search and seize property when there is reason to believe that some material or matter is present that is detrimental to the health, safety, or welfare of students.

BASIC SCHOOL INFORMATION

SCHOOL OFFICE AND STUDENT HOURS; CAMPUS ACCESS

The school office is open from 7:30 a.m. - 3:45 p.m. every day that school is in session. Hours may vary during half days, holidays, breaks, and will be closed during parts of the summer. The school phone number is (602) 322-5083. Messages may be left on voice mail any time the phone is busy. Messages left after hours will be returned within 24 business hours. Also, parents/guardians may contact the administration via email (please see the Faculty Directory on the website).

School starts daily at 8:00 a.m. and ends at 3:05 p.m. for all students.

(see <https://GreatHeartsChristianAcademy.greatheartamerica.org/>). For safety reasons, students should not arrive on campus earlier than 7:45 a.m. nor stay later than 3:20 p.m., unless they are attending an organized, adult-supervised program associated with the school. The parent/guardian will be charged a fee of \$20 if their student has not been picked up by 3:30 p.m. If a student is not picked up by 4:00 p.m. and after a call to a parent/guardian, the appropriate authorities will be notified.

Outside of scheduled school activities, students and parents/guardians should not enter the campus after hours, during holidays and breaks, or on weekends. For example, the school's outdoor athletic and playground facilities are not open to general student or family use except in the context of a school activity or event. Unauthorized presence of this kind may constitute trespassing.

The Academy has a closed campus. During the school day, with the exception of official school activities such as field trips and athletic contests, a student may not leave the campus except under parental supervision. Students may also not receive any peer or adult visitors to the campus during the school day, including before school, during lunch, and after school. Parents/guardians, however, are permitted to take their student off campus for lunch but will need to sign them out and back into school using the Raptor System located in the front office.

OBSERVATIONS

At Great Hearts Christian Academy we believe that parents/guardians should have the opportunity to visit and observe in their student's classroom. Please feel free to schedule a time to observe in the student's classroom with the teacher. Please limit the visit to no more than 45 minutes and do not bring other children into the classroom. Parent/guardians may visit the student's classroom once per quarter.

An observation form should be picked up at the school office and filled out during the visit. A copy should be made for the teacher and the Dean of Campus. During an observational visit, as opposed to volunteering, there should not be any interaction with students or the teacher by the parents/guardians visiting. Great Hearts Christian Academy wants to limit the distractibility this may cause in the classroom. Visits will be allowed from September through March.

EXTRA-CURRICULAR ACTIVITIES

Great Hearts Christian Academy believes that students are happier and more successful at Great Hearts Christian Academy if they are involved in one or more extra-curricular activities. The creative and/or physical outlet provided by such participation promotes a well-balanced life. Extra-curricular participation also builds teamwork and school spirit among the community of learners. Still, Great Hearts Christian Academy recognizes that students must show a special commitment, especially for athletics, in attending events/practices/games and also completing homework. There is a range of supervised activities to select from. From activities to sports, etc. Parents/guardians are encouraged to work closely with the teachers and administration in supporting superb extra-curricular offerings for students.

It is important to continue to set forth new approaches which allow for the management and safety of students while on campus. For all extra-curricular activities, students should be picked up at the time the extra-curricular activity ends. Siblings are not allowed to be on campus during extra-curricular activity times unless they are also registered in an extracurricular activity. As the school office closes at 3:45 p.m., they will not be able to assist after that time. Great Hearts Christian Academy encourages parents/guardians to schedule ahead of time if it is known that a student needs to be picked up early. If school is not in session or it is a half day, student's extra-curricular activity will not take place. For questions, please confirm with the teacher.

Fees

Fees for various activities Great Hearts Christian Academy offers beyond the classroom, such as clubs and field trips are required. Great Hearts Christian Academy, of course, never seeks to profit from any of the special services it offers.

Please see the more detailed information elsewhere in this handbook on textbook deposits and consumable book donations as well as the information below on fees for extracurricular participation. Each extracurricular activity will have a fee associated with it, commensurate with the cost per participant to operate the program. The fee must be paid prior to the student joining the extracurricular program. In case of financial hardship, please contact the school office.

Extra-Curriculars/Athletics Fees

Exact fees range are to be determined by Great Hearts Christian Academy's administration, in conformity with the annual approved budget, based on local expenses and circumstances. Fees will vary from sport to sport, for instance, based on operational expenses.

Paid fees enroll students for the duration of the activity and cannot be refunded. No discount will be given if a student joins later in the school year.

SAFETY AND EMERGENCIES

STUDENT/ACADEMY SAFETY

It is Great Hearts Christian Academy's goal to maintain the safety of students, faculty, and staff at all times. In light of this goal, every potential threat or rumor of a potential threat of harm against others or against the school will be taken seriously, investigated, and addressed through the Great Hearts Threat Assessment Protocol. Such threats or rumors of threats may include verbal, physical, direct, and indirect challenges to the safety or well-being of an individual, group, school, or persons in general. The Threat Assessment Protocol provides a standardized procedure to determine the level of severity of a threat, what (if any) immediate safety responses are required, and the need for a long-term recovery plan. While there may be instances in which a student utilizes threatening language or gestures in a transient manner (such as an inappropriate expression of frustration that can be resolved), Great Hearts Christian Academy's response to the threat will remain the same. *This uniform and established reporting procedure follows guidelines set forth by the Department of Education and The United States Government school safety resources (<https://www.schoolsafety.gov/prevent/threat-assessment-and-reporting>).*

If a parent/guardian, student, or employee hears of a potential threat, this information should be reported immediately by calling the Dean of Campus directly to share the information or use the "report a problem" button in the side bar on the school's webpage. If the situation is an emergency or requires immediate investigation, please call 911 or local Police Department.

Additional information regarding a student experiencing suicidal ideation, should be reported to the Dean of Campus. If the situation requires immediate assistance, call 911/Police Department. Please do not report suicidal ideation on the "report a problem" webpage.

CRISIS MANAGEMENT PLAN

Great Hearts Christian Academy has an established Crisis Management Plan that is maintained and updated by the facilities and operations staff at Great Hearts academies. The plan outlines emergency procedures for natural disasters, violent situations, medical emergencies, and fires. Great Hearts Christian Academy faculty and staff are trained in and drilled on the plan throughout the school year.

SCHOOL SITE MAP AND LOCATIONS

LOST AND FOUND

Great Hearts Christian Academy maintains a lost and found near the front office and items of value are stored at the receptionist's desk. It is strongly recommended that all personal items be marked with the student's name. Uniform clothing should have the last name on the inside label; calculators should have the name etched on them, and student-owned consumable books should have the student's name prominently displayed either on the front cover or on one of the four sides of the book. All unidentified clothing, lunch boxes, etc. not claimed within one week may be donated.

TRAFFIC FLOW FOR DROP-OFF AND PICK-UP

Students who walk or bicycle to school should always obey the traffic lights and Walk/Don't Walk signals. Students may lock up bicycles at the bicycle racks near the entrance, but all bicycles must be removed at the end of the school day; no bikes should be left on campus after hours or on weekends. Great Hearts Christian Academy is not responsible for any bicycles or other personal property left on the campus after hours or on weekends.

Students will not be released to leave school with any adult except the parent, or by written permission of the student's parent. If another adult will be picking up your student to drive home after school, please file permission with the office through required annual enrollment or re-enrollment documents.

Great Hearts Christian Academy does not provide bus transportation to/from school.

Great Hearts Christian Academy students are not permitted to leave campus in any car driven by someone other than the parent unless explicit written permission from the parent is on file with the school office.

It is school policy that Academy faculty/staff do not transport students in their personal vehicles.

Once a student is on campus, he/she may not leave except under parental supervision or under the supervision of an authorized teacher or coach.

Students may only be dropped off in the drop-off zone at the northeast end of the parking lot. Parents who are parking to walk their children in should park at the west end of the building to maintain a safe distance from the pickup/dropoff traffic. Adult supervision for K - 7th grade students will not be available before 7:45 a.m. Students must be picked up in carline after school.

Please see the map on the next page for information about where to drop your student off and pick them up. Note that modifications to the dropoff and pickup map are sometimes made during the school year, so the most up-to-date information will always be available on the school's website.

Safety and Efficiency

For maximum safety and efficient traffic flow, parents in the carpool line are asked to place their name card with student grade level /grade levels and section number on the windshield and drop off or pick up along the curb across from the field. It is very important that cars continue to pull forward. Do not park or leave your car in the carpool line. Do not get out of line to move around temporarily stationed vehicles unless your student does not enter your vehicle within about one minute or you are directed by staff to move around the vehicle in front of you. If your car is holding up the line, move to the parking space as directed by the carline attendant. You should be assisted by a staff member on duty to help locate your student.

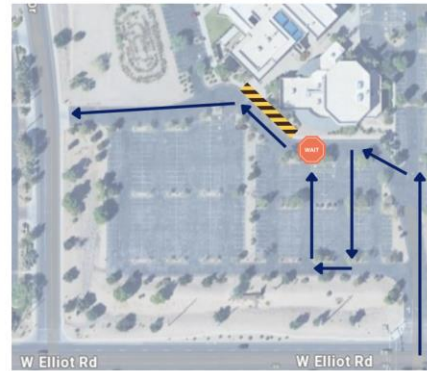
Traffic Flow Directions



CARLINE DROP OFF AND PICK UP



DROP OFF
7:45 - 8:00am



PICK UP
3:05 - 3:20pm
12:30 - 12:45pm (Early Release)

Students may only unload and load in marked area.

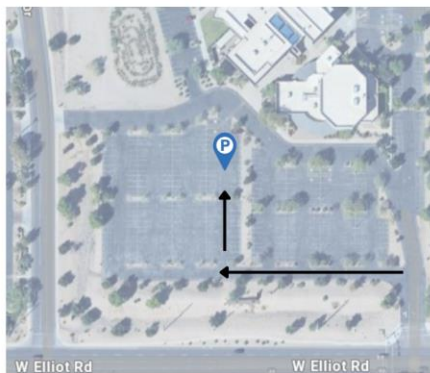
All students and parents must use the front office after 8:00am (late drop off) and before 2:30pm (early pick up).
Please reference Park and Walk map.



Please stay off cell phones during drop off and pick up for the safety of our staff and scholars.



PARK AND WALK DROP OFF AND PICK UP



Please park in the designated area.



Use the cross walk.



For safety, parents cannot pass gates.

All students and parents must use the front office after 8:00am (late drop off) and before 2:30pm (early pick up).
Please reference Park and Walk map.



Please stay off cell phones during drop off and pick up for the safety of our staff and scholars.

SIGNATURE PAGE

Thank you for taking the time to read the Great Hearts Christian Academy Family Handbook. For questions or comments about this handbook, please contact the school office. Please sign and return this Signature Page to the school office. All parent/guardians must sign.

Parent/Guardian signature

By signing below, you indicate that you have received, reviewed, understand, and accept the handbook and abide by the rules, guidelines, and procedures outlined in the handbook.

By signing below, you further agree that an electronic signature will have the same legal weight and binding effect as a hard copy signature.

Parent Name: _____ Signature: _____ Date: _____

(one completed Signature Page per Great Hearts Christian Academy family)

This document is provided online in PDF ADA Accessible format. If you require additional accommodations, please contact your ACA.