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of 12 | **Attendance**

Co-op is a year-long commitment where attendance is important. While we do not enforce penalties for student tardiness or excessive absenteeism, we kindly request that families arrive on time and provide written or verbal notice for both expected and unexpected absences. Please note that tuition is not refunded, pro-rated, or reimbursed due to tardiness or absences.

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of 12 | **Late Pick-up Fee**

We kindly request that parents ensure timely pick-up of their children. While the use of the playground facilities after school is permitted, we encourage parents to pick up and sign out their children by the end of the school day. If children are not picked up by 2:15 PM, a \$35.00 late charge will be automatically assessed and added to the Jumbula school account on file.

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of 12 | **Lunch Card**

At the beginning of each semester, students are provided with a pizza card valued at \$25.00. During the lunch hour, students can use this card to purchase a pizza lunch, which includes a slice of pizza, a side item (e.g., applesauce or potato chips), and a beverage. Unless parents specify otherwise, students will not be turned away when requesting lunch. If your child does not have a pizza card and is served lunch, a \$25.00 charge for an additional card will be automatically applied to the Jumbula school account on file.

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of 12 | **Cell Phones**

We understand the importance of parents staying in touch with their children. While students are permitted to bring cell phones to campus, the devices must be kept in the student's backpack. Cell phones should not be visible or used during class unless otherwise instructed by the teacher. Students are allowed to use their phones only during lunch and recess, but we request that they refrain from using apps like TikTok and YouTube. Other electronic devices, such as personal laptops and tablets, are welcome in the classroom when used for educational purposes.



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of 12 | **Parent Volunteerism**

HCHC operates as a traditional co-operative, expecting enrolled parents to volunteer in person on campus twice per semester. During these mandatory volunteer hours, parents are welcome to sit in on classroom activities with their children, in addition to fulfilling their assigned duties.

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of 12 | **Dress Code**

We require that all participants wear field trip orange T-shirts during excursions. This policy is in place for several important reasons, including ensuring safety and fostering a sense of community and belonging. Visit the [school store](#) to purchase an official school FTO tee.

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of 12 | **Student Discipline**

ACTION		CONSEQUENCE	
1	Yelling and/or screaming inside the building	1	Recess privilege may be shortened or revoked.
2	Running and/or chasing inside the building	2	Recess privilege may be shortened or revoked.
3	Rough housing and “horse play” with other students	3	Recess privilege may be shortened or revoked
4	Inappropriate language and gestures	4	Email correspondence will be sent to parents.
5	Using cell phone during class hours	5	Email will be sent to parents. Phone will be confiscated.
6	Acting “boy/girl crazy” towards another student	6	Email correspondence will be sent to parents.
7	Gossiping and/or maliciously excluding others	7	Treated like an act of bullying. SEE: 06 Bullying Policy
8	Kicking, hitting, spitting, biting, pushing, etc.	8	Treated like an act of bullying. SEE: 06 Bullying Policy
9	Yelling derogatory names or slurs at a student	9	Treated like an act of bullying. SEE: 06 Bullying Policy
10	Getting into a physical fight with another student.	10	Immediate suspension from the program.
11	Lying to, being violent, or disrespectful towards staff	11	Immediate suspension from the program.
12	Leaving campus without supervision/permission	12	Immediate suspension from the program.
13	Possessing illegal or harmful items on campus	13	Immediate expulsion from the program.
14	Inappropriate physical contact with another student	14	Immediate expulsion from the program.
15	Criminal activity (e.g., vandalizing property, theft)	15	Immediate expulsion from the program.



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of 12 | **Bullying & Harassment**

HCHC maintains a strict policy against all forms of bullying, including physical, verbal, and cyberbullying. Unless otherwise noted based on the severity of the incident, the first offense will result in a mandatory meeting with the Head of School, parents, and the involved teacher. A second offense will lead to an automatic suspension of 2-4 weeks. Any further infractions will result in immediate expulsion from the program. Tuition is not refunded, pro-rated, or reimbursed in cases of suspension or expulsion.

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of 12 | **Physical Altercation**

While conflicts among students are expected, they should never become physical. Students involved in any physical altercation will be suspended and/or expelled from the program and required to leave the premises immediately. Please note that tuition is not refunded, pro-rated, or reimbursed in cases of expulsion. Physical attacks include, but are not limited to, kicking, punching, scratching, spitting, biting, slapping, pushing, and hair pulling.

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of 12 | **Search & Seizure**

While we respect each student's right to privacy, HCHC reserves the right to search a student's backpack and other personal effects if there is probable cause to believe the student is in possession of illegal or harmful items, such as illicit drugs, firearms, matches, or pornography. If a student is found in possession of any such items, they will be expelled from the program. Please note that tuition is not refunded, pro-rated, or reimbursed in cases of expulsion.



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of 12 | **Health & Sickness**

When attending co-op, please ensure that your child does not have a yellow or green mucus-filled runny nose, acute cough, or high fever. To help reduce the spread of contagious viruses, we ask that you err on the side of caution and keep your child at home until they are fully recovered. Staff may request that students who are sneezing or coughing wear masks indoors.

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of 12 | **Withdrawal**

Parents who enroll their students at HCHC for the entire academic school year are making a full year's commitment. Unless your child is expressly asked to leave the program due to an administrative decision (excluding suspension and expulsion), you are required to honor your full contractual obligation with the school. Tuition will continue to be billed until the end of the academic school year.