

**Hill Country Academy**

<http://www.hillcountryacademy.org>

## **School Day Procedures**

### **In the mornings:**

- Please do not arrive more than 15 minutes early. Though we would rather students be early than late, we simply do not have the staff to supervise students before classes begin at 9:00am.
- Parents need to enter the building with their children and sign them in for the day. The Director will maintain a Sign-In Sheet at the front desk with all member families listed. There is a Comments area to indicate any special instructions or alternate phone numbers for the day.
- The Director is available for parents to discuss any special instructions or concerns after 9:15am.
- Students are responsible for putting their lunch on the designated table outside the kitchen, taking care of any personal needs, and being seated in their first class on time and ready to begin.

### **Between classes:**

- Students will have a couple of minutes between classes to quickly take care of any personal needs before the next class.
- **Drinks (including water) and snacks are not permitted in class.** Please drink plenty of water and have quick snacks in the kitchen if needed during the time allotted between classes.
- Remain inside the building.
- Walk, don't run to classes. Our building is not that big.

### **During lunch periods:**

- Junior High to High School students have 45 minutes to eat, visit/play and take care of any personal needs before afternoon classes begin. Students are allowed to play and visit with the remainder of the lunch period either in the gym or outside. Outdoor play area is limited to in and around the fenced playground and not beyond the trees, around the back or the other side of the building. Students must obtain permission from the Director and wait for supervision before heading outdoors.
- No students are permitted upstairs during lunch.
- For Elementary and Middle School, students will have a time to eat, and then have supervised recreation.
- Please eat first then play. Tables and chairs are available in the designated lunch area of the Gym. No food or drinks are permitted in the Gym (other than the designated lunch area) or on the outdoor playground.

- Please clean up your lunch area when you've finished eating. Throw all trash away, return lunch bag to the kitchen, and wipe up any spills.

**In the afternoons:**

- Parents please arrive at least 5 minutes prior to dismissal times listed below. We will not have staff available to supervise students beyond these times.

Early Dismissal – 3:15pm

General Dismissal – 4:40pm

- Students please collect all book bags, lunch items, other class materials and personal belongings and find your parent. Students will not be allowed to leave the building without their parent or assigned guardian for the day as we do not have staff available after school to watch children outside.
- Parents need to sign their children out for the day and verify that they have collected all personal and lunch items. Please take time to check the lost and found area in the teacher workroom for any misplaced items.

**For the day at Hill Country Academy ...**

**All students must bring sufficient water, snacks and lunch for the day.** Water and lunch containers should be labeled with student's name. For lunch storage and preparation, refrigerator and microwave are available, but please bring any necessary plates/bowls, utensils and napkins.

**Conserve Water!** The building operates on a rainwater collection system and has a limited water supply. Please remind your children to be mindful of conserving water throughout the day. When washing hands water should be turned off while soaping and faucets should not be turned on to full when rinsing. **Please send sufficient drinking water for your child for the entire day.** There is one drinking water cooler but that is also a limited supply.

**Students will need paper, writing utensils and folders** for handouts along with a backpack or book bag for these and other personal belongings. **Please label folders, notebooks, spirals, and books with the student's name. Remind students to put their name on all class handouts and to collect all their papers before leaving each class.**

**Electronics Policy - Cell Phones, Cameras, iPods, MP3 players, hand held electronic games, or other -Please Read Carefully.**

- Students may bring these items for use only during lunch. Electronics must be turned off and put away during classes. Teachers have the authority to collect items being used during class and return them when class is finished. They will also notify the Director of students who consistently disregard this policy.
- Hill Country Academy is not responsible for the security or safety of these devices, so bring them at your own risk.
- Please ensure that all content is appropriate for our school environment as failure to do so will result in the student's privilege being revoked.
- No uploading of any pictures or videos without consent of parents of all students involved. Please respect a student's right decline either their image being captured or it being uploaded to the Internet.

### **Dress Code:**

Hill Country Academy does not generally have dress code issues, but there are just a few basic guidelines. Please pass these along to your kids, and keep them in mind as you prepare for school on Mondays. These guidelines apply to all students, teachers, and staff.

- Dress Modestly -No visible undergarments. Shorts and skirts must be finger tip length or longer. No strapless dresses, blouses, tank tops or spaghetti straps allowed unless covered with a jacket or sweater at all times. No muscle shirts or "wife-beaters" style tank tops.
- Dress Neatly -No inappropriate or offensive text or graphics on shirts.
- Dress Uniquely -Hats, scarves, and other accessories are allowed. \*\* Please respect fellow students' right to wear these items. No "stealing", even in play.
- Consequences for Dress Code Violations: A t-shirt will be offered for cover-up to students without one and/or parents will be called to bring appropriate dress for the day or take the student home.
- Gym Classes-All clothes worn for gym classes must comply with the dress code.

**Code of Conduct:** There are four general themes that cover much of what students need to be mindful of to make sure everyone has a positive and fun experience at Hill Country Academy. Please see the Academy Discipline Policy for more details.

- Show respect to everyone at all times. Respect thoughts, feelings, personal space and property of others.
- We are all friends at some level, and we definitely don't have any enemies here.
- We can work just about anything out if we communicate, cooperate and compromise with one another. Remember that communication involves speaking and listening. Communication also includes asking for help when you are unable to resolve something on your own.
- Follow the rules, and be a good role model.

**Medications:** If your child will need medication during the school day you must contact the Director and fill out paperwork before any medicines will be given. All medications should be given to the Director in the morning; students should not keep them in their personal belongings. Hill Country Academy stocks the following medications for students to take with parental approval: ibuprofen, acetaminophen, Benadryl. There is no need for students to have medicines in their possession at school.

### **Hill Country Academy Contact Information:**

**Email:** hillcountryacad@gmail.com **Website:** <http://www.hillcountryacademy.org>

**Director and School Day Contact:** Holly Urbach, 512-545-1804 (voice/text)  
For fastest response, please send Holly a text. Phone calls are usually returned within 24 hours. If you do call, please leave a detailed message so I can be prepared when I return your call.