



## HCA Student Protection Policy

1. Purpose: The purpose of this document is to publish the Homeschool Christian Academy's (HCA's) policy and procedures to ensure the accountability and safeguarding of HCA students while those students are under the cognizance of HCA.
2. Applicability: This policy applies to all persons participating in an HCA event while at SAYSF Bible Church (SAYSF). The protection applies only to HCA students while they are participating in an HCA event at SAYSF. For HCA events (e.g., field trips) that are conducted away from SAYSF, each student's parents/guardians are responsible for the student's accountability and protection. Note that although SAYSF Bible Church owns the facilities and property that HCA uses for its classes, HCA is a separate and distinct entity; therefore, HCA is ultimately responsible for HCA Student Protection.
3. Primary Enforcers: The primary enforcers of this policy are: (1) HCA Supervisor(s); (2) Teachers; and (3) Parent Assistants (PA).
  - a. HCA Supervisor:
    - (1) Oversees daily operations
    - (2) Supervises PAs
    - (3) After the beginning of first period, conducts students' check-ins
    - (4) Prior to the end of last period, conducts students' check-outs
    - (5) Provides assistance to teachers while teachers are conducting classes (e.g., if a student sustains an injury while in class, the teacher may obtain assistance from the Supervisor to contact parents/guardians, emergency personnel, and SAYSF personnel to address the student's injury)
    - (6) Maintains student documents relevant to this policy such as each student's Pick-Up Permission Form and Medical and Emergency Information Form
    - (7) Monitors hallways and restrooms
    - (8) Assists PAs in study hall when necessary
    - (9) Oversees lunchroom operation
    - (10) Locks up HCA areas at end of day
    - (11) Liaisons with SAYSF
    - (12) Maintains First Aid Kit
    - (13) Ensures Incident Report Forms are completed and incidents are reported to appropriate personnel in cases where there is a real or apparent breach of student accountability or safeguarding (Blank forms are posted at [www.homeschoolchristianacademy.org](http://www.homeschoolchristianacademy.org))
  - b. Teachers:
    - (1) Protect/safeguard class students
    - (2) Oversee classroom operations
    - (3) Maintain attendance records
  - c. Parent Assistants
    - (1) Protect/safeguard study hall, lunch and recess students
    - (2) Oversee study hall, lunch, and recess operations
4. Procedures for Maintaining Accountability of HCA Students During HCA Class Days

- a. Official Time: The official time is the time indicated on cell phones.
- b. Student Check-In: Each student shall be accompanied by a Parent/Guardian or Authorized Person (indicated on the student's Pick-Up Permission Form on file with the HCA Supervisor) at check-in.
  - (1) First Period
    - (a) Parents/Guardians/Authorized Persons shall not check-in students prior to 8:30 a.m.
    - (b) Each student shall be checked in with his first period teacher or first period study hall PV.
    - (c) Students will gather in the Great Room for the pledge of allegiance and prayer. Afterward, teachers/PA will escort students to respective first period classrooms.
  - (2) After First Period
    - (a) Parents/Guardians/Authorized Persons shall check-in students with the HCA Supervisor not earlier than five minutes prior to the start of class.
    - (b) After check-in: Parents/ Guardians/ Authorized Persons shall escort students to class
- c. Classes
  - (1) Class duration is 55 minutes
  - (2) Teachers/PAs shall take attendance at the outset of each class. Teachers/PAs shall obtain HCA Supervisor assistance to investigate and resolve problematic student absences (e.g., at time of taking attendance, a student is absent that was in attendance at the class immediately preceding the class)
  - (3) Teachers/PAs are responsible for timely dismissal of students from classes.
  - (4) Teachers/PAs are responsible for the safety and accountability of students during the times between classes to include monitoring hallways and stairways.
- d. Lunch
  - (1) Lunch duration is 40 minutes.
  - (2) PAs shall oversee student activities during lunch
  - (3) PAs shall take attendance at the outset of lunch. PAs shall obtain HCA Supervisor assistance to investigate and resolve problematic student absences (e.g., at time of taking attendance, a student is absent that was in attendance at the class immediately preceding lunch)
  - (4) The 1<sup>st</sup>-8<sup>th</sup> grade students will be divided into two lunch groups. One group will spend 20 minutes at recess while the other group has lunch. Then the groups switch places.
  - (5) 9<sup>th</sup>-12<sup>th</sup> grade students will sign-in on the roster as they enter the Study Hall room for lunch. Students will wipe down the tables. After the wipes are also thrown away, a student will take the lunch trash to the kitchen and replace the study hall trash bag. Students will sweep or vacuum the floor to pick up anything that may have dropped.
  - (6) 9<sup>th</sup>-12<sup>th</sup> grade students may eat lunch outside on nice days. They must sign in and stay together at one of the picnic tables. All trash will be deposited in the kitchen at the end of the lunch period.
  - (7) Food and drink consumption (except authorized water breaks) is to occur only during lunchtime and only in the designated lunch area.
  - (8) Spills need to be reported immediately so that they can be cleaned.
  - (9) Students may play during recess only in areas within observation and supervision of a PA.
  - (10) PAs are responsible for timely dismissal of students from lunch.
  - (11) Teachers/PAs are responsible for the safety and accountability of students during the times between lunch and classes to include monitoring hallways and stairways.
- e. End of Day Clean Up: The HCA Supervisor and PA are responsible for the accountability and safeguarding of students participating in clean up activities.

- f. Student Check-Out: Each student shall be picked up by a Parent/Guardian or Authorized Person (indicated on the student's Pick-Up Permission Form on file with the HCA Supervisor) at check-out.
- (1) Prior to Last Period, Parents/Guardians/Authorized Persons shall check-out students from the HCA Supervisor
  - (2) Last Period (End of Day): Parents/Guardians/Authorized Persons shall check-out students from the students' last period teacher/PA. All students will be gathered in the Great Room for pick-up.
  - (3) Students under the age of 13 will not be allowed to check-out themselves or wait outside to be picked up.
  - (4) Students 13 years or older, are eligible to check themselves, and their siblings, in and out of HCA following the same procedures as listed immediately above, and those listed here.
    - The teen must be mature and responsible enough to follow HCA's Arrival & Dismissal policies, acting in place of the parent to supervise themselves and/or siblings.
    - The teen is included in the family's Pick-Up list.
    - The teen must proceed directly to their vehicle or their ride's vehicle. If the ride has not arrived, they must either sit at the picnic table nearest the side entry doors or return inside to the lobby.
    - If a non-driving teen is signing out younger siblings, then teen will go first go alone to the parking lot to check if their ride has arrived. If not, they and their siblings will wait in the lobby until the ride arrives.
    - HCA asks that teens in their first year of driving, park in the far section of the Fellowship Center gravel lot near the basketball hoops.
    - HCA reserves the right to revoke this privilege if the teen is observed not following HCA supervision policies or is not acting responsibly and safely.
- g. Restrooms
- (1) Groups: Students are permitted to take restroom breaks as a group under the supervision of a teacher, PA, Supervisor or designated teenaged HCA student of the same gender
  - (2) Individuals: A student is permitted to use a restroom individually so long as he obtains permission from a teacher, PA or Supervisor.
- h. Injuries and Illnesses
- (1) The HCA Supervisor shall be contacted for assistance in cases of student injuries and illnesses. The HCA Supervisor shall take appropriate action as to contacting parents, emergency personnel, and SAYSF personnel as well as administering basic first aid.
  - (2) While a student is under the care of the HCA Supervisor, he shall not be alone with the Supervisor. Either another student or adult shall be present.
- i. Student Discipline: Student discipline must be administered in accordance with the HCA Code of Conduct (published at [www.homeschoolchristianacademy.org](http://www.homeschoolchristianacademy.org)).
5. Procedures for Maintaining Accountability of HCA Students During HCA Activities at SAYSF Other Than Class Days: The same principles and intent implied by the above Paragraphs 1 through 4 apply during HCA activities at SAYSF other than class day activities.
6. Prohibited Activities/Locations. Students are not permitted:

- a. to be in the kitchen unsupervised.
- b. to handle sharp knives and sharp utensils.
- c. to use stoves, refrigerators, and microwaves.
- d. to climb or stand on furniture such as chairs and tables.
- e. to wander around SAYSF buildings and property by themselves.
- f. to go to the nearby pond, dock area, woods, or children's playground.
- g. to access the kitchen pantry or kitchen restrooms.
- h. to be on the Great Room stage unsupervised.