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# Welcome to Hillcrest Christian School

Dear HCS Students and Parents,

Welcome to HCS – a place for your children to develop into outstanding young people. The goal of Christian education and Hillcrest Christian specifically, is that your child will be able to grow in Christ in the same manner as did Jesus according to Luke 2:52 – “And Jesus kept increasing in wisdom and stature and in favor with God and men.” (NASB)

HCS is an extension of your home. As you and the school strive together, the contents of this handbook become a tool for mutually developing your child’s training ground. Work, home, church, and social clubs all have rules, and a school is no different. Please take the time to read the contents of this handbook with your children and reaffirm your family’s commitment to work within the school guidelines.

As you review the policies with your children this year, make this a discussion that results in mutually agreed upon goals. Each year can be a fresh start for all of us: administration, teachers and staff, and parents and children. “...discipline yourself for the purpose of godliness” (I Timothy 4:7b)

This handbook assists to bring clarity to issues that occur throughout the school year. However, like any handbook, it is unable to cover all of the possible questions that could develop. Feel free to make an appointment, use the telephone, email, or our website at [www.hillcrestcs.org](http://www.hillcrestcs.org) if you need assistance beyond what this handbook provides. Note that in the handbook, we have added a section called “Whom to see about what.” This addition should help you to identify whom to see regarding a variety of topics.

In His and Your Service,  
HCS Administration

## Mission Statement

Hillcrest Christian School exists to serve the Christian community by providing high quality Christian education and training for the development of well-rounded students who will impact this world for the Lord Jesus Christ through Biblical thought and action.

Our “Expected School-Wide Learning Results” (ESLRs) are expressed with the acronym, “A.C.T.S.”

**A** – Authentic Christianity

Discipline

Service-Outreach

Worship

Biblical Integration

**C** – Communication Skills

Essays

Oral Discussions

Presentations

Speech

**T** – Team Building

Group Learning

Study Trips

Peer Tutors

Study Buddies

Student Leadership

**S** – Self-Directed Learning

Research

Technology

## Vision Statement

Our vision is to develop and maintain an accredited, multiple-facility, interdenominational, community-wide, Christian school system for students in grades preschool through twelfth grade. The school system will provide rigorous academic instruction that is faithfully integrated with a God-centered worldview including a wide range of extra-curricular and athletic activities. Our goal is to help students strengthen their personal relationships with the Lord Jesus Christ and develop their talents, abilities, and characters to impact this world for Him.

## Statement of Faith

We believe the sixty-six books of the Old and New Testaments of Holy Scripture (the Bible) to be inspired by the Holy Spirit, the only infallible, authoritative, inerrant Word of God. All Scripture is a testimony to Christ, who is Himself the focus of divine revelation. (2 Timothy 3:15-17; Hebrews 4:12; 1 Peter 1:23-25; 2 Peter 1:21; Acts 4:18-19; Romans 13:1-5)

We believe there is one and only one true and living God existing in three Persons - Father, Son, and Holy Spirit - each a distinct Person, but all of one essence and all having the same nature, perfections, and attributes, and each is worthy of precisely the same worship, confidence, and obedience. (Genesis 1:26; Jeremiah 10:10; Matthew 3:16-17, 28:19)

We believe in the Lord Jesus Christ who is the Son of God, conceived by the Holy Spirit and born of the virgin Mary, His sinless life, His miracles, His shed blood on Calvary as a vicarious substitute and atoning death, He was buried, He rose again bodily and ascended to God the Father according to the Scriptures and in His personal and visible return in power and glory. (Isaiah 7:14; Matthew 1:18-25; John 2:11; Isaiah 53:4-6; 1 Corinthians 15:3-4;

Mark 16:19; Hebrews 4:15, 7:25; Acts 1:11; Revelation 19:11)

We believe that the Holy Spirit is the third Person of the Trinity, very God coexistent with the Father and the Son. The Holy Spirit is the chief agent in regeneration for salvation because of the exceeding sinfulness of human nature, the chief convictor of sin, and the chief comforter of the believer; who indwells Christians uniting them as one in Christ, enabling them to live a Godly life and empowers them to serve in the church and community in the name of Jesus Christ. (Matthew 28:19; John 16:7-11; Acts 5:3-4; Romans 8:9, 13-14; 1 Corinthians 3:16; 6:19-20; 12:12-14, Ephesians 4:1-7,30; 5-18)

We believe the triune God created the universe apart from pre-existing materials and without any evolutionary process as set forth in the first eleven chapters of Genesis. We believe that man is the direct creation of God - body, soul, and spirit - and is made in the image of God. (Genesis 1:26; Genesis 1:1; Matthew 19:4; John 1:1-3; Romans 1:20; Colossians 1:16-17; Hebrews 11:3)

We believe that Adam, the first man, sinned by disobedience. This act resulted in the fall of mankind and incurred both physical and spiritual death for all. We believe that everyone will one day stand before the judgment seat of Christ, and there receive eternal life or death. We believe eternal salvation for the lost comes through faith alone, in Jesus Christ alone, by His sacrifice on the cross alone, is a gift and not as a result of works. Salvation is found in no one else but Christ, for there is no other name under heaven given to men by which we are saved. (Romans 3:10, 23; 5:12; 14:10; 2 Corinthians 5:10; John 1:12; 3:3, 17:17; Ephesians 2:8-9, Titus 3:5; James 1:17; Acts 4:12)

We believe that heaven is the glorious eternal home for those who are saved by accepting Jesus Christ as their Lord and Savior and that hell is the place of eternal separation from God for all who reject Jesus Christ as their Lord and Savior. (2 Corinthians 5:10; Revelation 20:10,15; John 14:1-3; Revelation 7:15-17)

We believe that there is one body, one Spirit, one hope, one Lord, one faith, one baptism, one God and Father of all and that this unity of Spirit in the body of believers through the bond of peace overcomes denominational differences. (Ephesians 4:3-4)

We believe that the local church observes two ordinances - baptism and the Lord's Supper (Communion). We believe that all who have received Christ as Savior and Lord should be baptized in the Name of the Father, the Son, and the Holy Spirit; and that the Lord's Supper should be observed in remembrance of Jesus Christ's

death for our sins until He comes again. (Matthew 26:26-30; 28:19-20; Romans 6:3-6; 1 Corinthians 11:23-26)

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Genesis 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in scripture. (Genesis 2:18-25; Mark 10:6-9) We believe that God intends sexual intimacy only between a man and a woman who are married to each other. (1 Corinthians 6:18, 7:2-5, Hebrews 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that in order to preserve the function and integrity of Hillcrest Christian School and to provide a Biblical role model to students, parents and the community, it is imperative that all persons, employed by Hillcrest Christian School in any capacity or who serve as volunteers agree to and abide by this statement on marriage gender and sexuality. (Matthew 5:16, Philippians 2:14-16, 1Thessalonians 5:22)

## **HCS Ends Policy**

*The purpose of Hillcrest Christian School is to mature students utilizing their God-given gifts to impact the world for Christ.*

Accordingly, the Administration will implement and enforce programs and practices toward the following goals.

- Students will defend and articulate their Christian worldview while having a basic understanding of opposing worldviews.
- Students will be academically prepared to pursue the next stage of life.
- Students will be responsible stewards.
- Students will be resilient against worldly influences.
- Students will personally respond to carrying out the Great Commission locally and around the world in a culturally sensitive manner.
- Students will be well prepared in all academic disciplines.
- Students will appreciate the arts and understand how they express and shape their beliefs.

## **School Life**

### **Philosophy of Education**

The educational philosophy of Hillcrest Christian School is based on a God-centered view of life. This view holds that God created and sustains all things. All things, including man, are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or have a relationship with God on his own. He can do this only by choosing God's gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ. The God-centered view of life also holds that God communicates truth to man through the Bible. The Bible is the inspired, the only infallible, authoritative Word of God and is the standard for all Truth.

Our primary aim is to assist Christian parents in their responsibility for the education and training of their children and to provide an emotionally and physically safe environment. As such, Hillcrest Christian School will provide a rigorous academic instruction and numerous extra-curricular activities that are integrated with a God-centered view of life. The intent is to help students to develop their talents, abilities, and character to impact this world for the Lord.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional aspects of student life. These areas are inseparable and are all influenced by the truth that God is the center of life. Therefore, the Bible will not be taught compartmentally or on the intellectual level alone. Instead, the truth of God's Word will be incorporated throughout the whole curriculum.

This philosophy requires that we promote high academic standards while helping students to achieve skills in creative and critical thinking using the best-integrated curriculum model available. The curriculum will be taught by qualified Christian faculty, who will also serve as role models. The objective of our instructional program is to enable the student to pursue the post-secondary education of their choosing, whether in college, university, or vocational training.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of Hillcrest Christian School.

### **Admissions Philosophy & Procedures**

Hillcrest Christian School is a ministry to Christian families.

For the student to be eligible for admission, at least one

parent or guardian must be a Christian who desires a Christ-centered education and who agrees with and actively supports our statement of faith, guiding principles, and policies. A Christian student who desires to be here but whose parents are not Christians will also be considered.

All families seeking admission to HCS will complete an online application. Families must present report cards, SATs, church reference, and any special education assessments as part of their pre-interview documentation. Families will be provided with a statement of faith and student standards of conduct to review prior to the interview.

After receiving the complete application, the Admissions Director will schedule a student interview and testing with a grade appropriate teacher. The student will take a basic skills test focusing on mathematics, language, and reading comprehension. Once the test is graded, the Admissions Director will schedule a parent interview to answer questions, explain enrollment and financial policies to the parents, and discuss the partnership between Christian parents and the school.

An admissions committee will review all candidates for admission. Applicants will be notified of the decision of the admissions committee in writing.

### **Nondiscrimination Policy**

Hillcrest Christian School admits students of any race, color, nationality, or ethnic origin to all rights, privileges, programs and activities generally accorded or made available to students at the school. Hillcrest Christian School does not discriminate on the basis of race in administration of its educational policies, financial aid program, and other school-administered programs.

## **The School Family**

### **The School as a Community**

Whenever people associate with other people in a public way, such as attending school, they assume responsibility for conducting themselves in a manner that respects the dignity of others. They are expected to eliminate from their behavior those elements that display hostility or reveal a lack of concern for promoting what is desirable in human life. Members of a Christian community are challenged to express in their behavior a genuine love and concern for each other that flows from their faith in Jesus. Each member's own personal behavior should reflect a willingness to grow and mature as a contributing member of the community.

### **The School as a Facility**

Since a school is also a facility which young people use

and share to pursue their education, each member of the school community is responsible for the use and care of the school plant. The situation demands that everyone respect the buildings and the property, so that the school will be attractive in appearance and useful for the good of all who attend here.

### **The School as an Institution**

The administration of the school is charged with the responsibility of assuring conduct in accord with its stated policies.

## **General Information**

**Mascot – Saints**

**Colors – Navy & Gold**

**Alma Mater –**

**Hillcrest, Hillcrest we pledge our loyalty;  
To our dear alma mater, we all sing to thee.  
We are forever faithful to blue and gold.  
Thy name and honor we shall ever uphold  
Hillcrest, Hillcrest, thy strength God shall always  
provide;  
Dear alma mater, He has been thy guide;  
Be forever true to the faith of old,  
God's name and honor we shall ever uphold.**

### **Arrival**

Students arriving after 7:30 are to go directly to the playground through the front or back gates. After 8:00 AM the front gate is locked and students must enter through the back gate (*until 8:25*) or through the front door.

### **Attendance Policy**

Regular school attendance is required by Hillcrest Christian School and is necessary for good scholarship. We expect all parents to support HCS by not allowing students to miss school except for legitimate reasons.

Doctor and dentist appointments should be scheduled for after school. If students must leave school earlier than the normal dismissal time, a parent must sign the student out at the Front Office before leaving campus. *Students must be present for a minimum of four hours to be considered present for the day.*

Absences due to vacation during the school year can seriously affect student grades. We discourage this practice since it can dramatically interfere with student progress and causes extra work and planning for the teacher.

### **Care of Books**

All non-consumable textbooks must be covered at all times.

### **Chapels**

Elementary, middle school, and high school chapels are held weekly. Students are required to wear chapel uniforms unless otherwise announced. Parents are always welcome at chapel.

### **Childcare**

Childcare for preschool through 8th grades is offered both before and after school. Please consult the financial policies for fees. Families on a monthly payment plan are allowed to change this plan due to mitigating circumstances, only one time during each school year. Payment plans are based on an annual fee averaged over the ten-month school year; no adjustments are made for student absences, school holidays, or short months.

### **Classrooms**

Students are to be in classrooms and seated at their desks when the tardy bell rings. Students may not consume food or drinks, in classrooms or hallways. Classroom furniture is to be kept in good condition.

Students are not to be in any classrooms or hallways without proper supervision.

### **College Advisement**

College counseling and information about admissions, financial aid, and college SAT and ACT registration are available through the college advisor. The College Resource Center (room 100) is an excellent resource for tools and materials to assist high school students and parents in the college preparation and selection process. Pertinent information is posted and updated on the college bulletin board. During the second semester, an SAT/ACT preparation course may be offered for a nominal fee.

### **Disaster Preparedness**

HCS stocks emergency supplies to be used in the event of a major disaster in which the students might have to stay at the school for an extended period of time. Each student must also turn in a Disaster Preparedness Kit on the designated date, at the beginning of each school year. Earthquake drills are held at least once a quarter. Fire drills are held once a month. Lockdown drills and Disaster Preparedness drills are also scheduled during the course of an academic year.

Parents are asked to give the school their disaster contact number. The local number is the first number to be called in the event of a school-wide emergency and should be carefully chosen as the contact number where we are most likely to reach someone. Our policy is to first call the disaster contact for all students. If we are unsuccessful in reaching someone with this first round of calling, then we will go back and start calling alternate phone numbers.

**Dismissal**

Students K - 8th grade who are on campus after 3:30 will automatically be clocked in to Extended Child Care and their parents billed a minimum of 1 hour at the Drop-In rate. The only exception to this is for students involved in a supervised, scheduled school activity; however, students not picked up after scheduled school activities will also be sent to ECC. The purpose of this policy is to ensure student safety with proper supervision while on campus.

**Early Check-Out**

Once students have arrived on the school grounds, they are considered “on campus.” Students may not leave campus between arrival and dismissal without being signed out by a parent or other designated adult at the school office. High school student drivers must have written permission to sign themselves out of school. Ninth – twelfth grade students who have valid off-campus lunch passes may go off campus in accordance with the school policies and procedures. Doctor and dentist appointments should be scheduled for after school whenever possible.

**Gum Chewing**

Chewing gum is not allowed on campus during school hours or during extended childcare hours.

**Handbook Policies**

Although every effort has been made to ensure the accuracy and completeness of the information in this handbook, students and parents should note that laws, rules, and policies change from time to time, and these changes may alter the information contained in this publication. This handbook does not constitute a contract or the terms and conditions of a contract between the student or parent and Hillcrest Christian School.

**Health Care**

If a student becomes ill or is injured during the school day, an attempt will be made to reach the parent or the emergency contacts designated by the parent. If a student has to take medication during school hours, a form must be completed and filed in the office. Students may not self-medicate. All medication must be in the original bottle, complete with physician’s instructions, and given to the office for dispensing. Over the counter medication will be dispensed if parental permission has been filed with the office. Cough drops will no longer be provided. If parents want their children to have cough drops at school, they may bring a bag labeled with their child’s name (must be the original package) to the front office to be given to their child when requested.

**Hillcrest Café**

Snacks and lunch items may be purchased during morning breaks, lunch times, and after school. Hot lunches,

including drinks, may be ordered each day. A menu is sent home at the beginning of the year showing the specific hot lunch items offered each day, along with the a-la-carte selections such as sandwiches, chips, snacks, and drinks. Credit accounts for each student may be established directly with the Café; parents will be notified in writing when the credit needs to be replenished. No charges will be accepted.

**Learning Differences**

Students that have learning differences or disabilities are not recognized as such unless they are diagnosed by an educational psychologist or therapist. Such diagnosis must be within the last four years to be up-to-date. With consultation between the parent and the teacher, the Dean of Students in secondary and the principal in elementary will determine to what extent the teacher shall make modifications/accommodations in the classroom.

As in all issues related to their children, parents are the main advocates for their children in terms of what documented modifications/accommodations can be made by the teacher. As advocates, parents shall be proactive to schedule meetings with teacher(s) early in the school year and throughout the school year if recommended modifications/accommodations need to be adjusted. Simply filing documents in the student’s records is insufficient to insure that children will receive modifications/accommodations. Parents must also understand that as a school, resources are limited and it may not be possible that HCS is able to fulfill every requested modification/accommodation. Parents must also understand that even though modifications/accommodations may be requested, a balance must be reached. Teachers shaping the classroom experience to meet their child’s needs must be balanced with the child adjusting to classroom conditions and situations better assuring their continued success in school as they continue to be mainstreamed into the school experience. The extent of modifications/accommodations will be noted on both report cards and transcripts.

**Library**

Students have the opportunity to use the school library from 7:30 A.M. to 4:00 P.M. Monday - Thursday. Books and other materials are to be returned on time so others may enjoy them too. If library materials are not returned or are lost, and they are not paid for, the students may be denied their yearbook at the end of the year. Please follow the librarian’s rules of behavior, so others can enjoy this on-campus resource.

**Locker Area**

Lockers may be used before school, between classes, during nutrition, lunch, and after school. Hillcrest assumes no responsibility for loss of any personal



property due to theft or damage.

Students may only use their assigned lockers and are responsible for keeping them in good condition. Hillcrest reserves the right to search lockers at any time. Students are responsible for all items found in their lockers. Students are also responsible for following all other locker rules in accordance with signed locker contract. Items are to be stored inside the lockers. At no time are personal items to be stored on top of the lockers. Students whose books are damaged due to rain in the lockers must inform the librarian immediately if they wish to avoid end of the year charges.

### **Loitering**

No student is to be in the auditorium, classrooms, locker rooms, or lobby either before, during, or after school hours unless under the actual supervision of a designated faculty member. This applies especially during lunch periods. When students are in the hallways, unnecessary noise, roughhousing, running and/or loitering are strictly prohibited.

Students loitering in any restricted area including bathrooms, parking lots, athletic fields behind the building, and fenced maintenance area are subject to disciplinary action.

### **Lost and Found**

Lost and found articles may be turned in to or reclaimed at the facilities office. Small articles are kept in the Front Office. Unclaimed articles will be given to charity at the end of each quarter. Please label all jackets and lunchboxes, in particular, to facilitate returning items to their owners.

### **Lunch Area**

Students must remain in the lunch area during the stated times. Orderly conduct is expected there at all times. All food and drinks are to remain in the lunch area.

### **Profanity**

Profane, unkind, or offensive language (name calling), or gestures are prohibited and usage of such language or gestures will result in student discipline.

### **Public Display of Affection**

Public displays of affection are inappropriate and will not be tolerated.

### **Publicity Consent**

Students, parents, and other visitors to our campus may subsequently have their likeness used in school promotional materials, the school's website, school publications such as the yearbook and newspaper, and other media. All such materials disseminated by Hillcrest Christian School will be consistent in their content with

the school's mission statement and purpose. Parents may sign a form to request that their image and/or their child's image not be used for this purpose; please see the Registrar for more information.

### **Senior Activities/Graduation**

Graduation, senior activities and other school functions are considered privileges that may be taken away from students who fail to comply with rules and regulations made by the administration, faculty and staff.

### **Skateboards/Bicycles/Scooters/Etc.**

Skateboards, roller blades, bicycles, and scooters are not to be ridden on school grounds. Bicycles may be secured to the bike racks. Hillcrest Christian School is not responsible for theft or damage to personal items.

### **Social Media Use Off Campus**

With the popularity of social media and blog sites, students who choose to participate in these media activities may not do so at school, and should be aware that there can be no expectation of privacy. Therefore personal sites should be monitored and guarded against authorized or unauthorized postings which could be construed as a violation of the student code of conduct.

### **Student Insurance**

Accident insurance is provided for each student as a supplement to the family's own insurance.

### **Student Records & Privacy Statement**

Hillcrest maintains a cumulative record for all students, which includes all academic and health information, as well as registration and emergency information, and suspension and/or expulsion letters. In compliance with state law, we will forward the cumulative folders of former students upon receipt of a written request from the new school.

Hillcrest uses student name, parent name, home address, home phone, and email address in the publication of its annual Family Directory. This publication is distributed only to Hillcrest families, but HCS has no control over how individuals may further use this information. Parents may opt out of the directory by indicating this preference on the student registration form. Similar data may be given to parents for use in organizing school events.

A student and his/her parent or legal guardian may have access to the student's records upon request. A member of the school staff shall be present when the student, parent, or guardian examines the permanent record file. No document may be removed from the student file without the permission of the principal.

HCS will release student information as compelled by

legal action or medical emergency. Otherwise, the above-mentioned situations are the only circumstances in which student data is released to anyone other than Hillcrest personnel without specific parental consent.

### **Tardies and Truancy**

Students are required to be in every class when the tardy bell rings. Promptness is essential in beginning class quickly and on time. If a student is on campus and does not report to class on time, a tardy will be recorded; however, if on campus and more than fifteen minutes late, it will be recorded as a truancy. Students are allowed four tardies per quarter without consequence. Each tardy beyond four in any quarter will result in detention. The only tardies that are excused are doctor or dental appointments accompanied by an excuse slip from the medical office. Excessive tardies will be cause for additional disciplinary action.

### **Terra Nova Testing**

The Terra Nova Test is administered to all students in grades K-11 each spring. Students should make every effort to be at school for standardized testing, well rested, and well nourished. Make-up times are generally not scheduled. Results are mailed to parents with the final report card. Please do not schedule doctor and other appointments/trips during standardized testing. See school calendar for exact dates.

### **Traffic & Parking**

Parents and students are to obey school personnel at all times in the parking lots and crosswalks. Please drive slowly and carefully for the safety of everyone. See Rules of the Road section of the handbook.

When entering through the east parking lot at the rear of the school, parents should never leave their vehicles during drop-off and pick up. In the front parking lot, the center lane should be kept clear for cars to pass. Do not double park in front of handicapped, reserved, or empty parking spaces. Do not park in handicapped or reserved parking spaces unless authorized.

In the front parking lot, do not enter on Erbes or exit onto Hillcrest. Signs are clearly posted for entering and exiting. If you must double park, advise the office manager and return to your vehicle as quickly as possible to prevent delays to other drivers.

Student drivers are to park only in the east parking lot (east side only) at the rear of the school.

See the back of this handbook for more extensive parking/drop-off procedures.

### **Transcripts and Records**

Requests for transcripts and records must be submitted in

writing to the registrar, with a minimum of 48 hours prior notice. Current HCS students will receive copies of their transcripts at no charge. Former students will be charged \$10 for a copy of their transcript.

### **Tutoring**

Teachers are available by appointment for thirty minutes right after school to answer student questions. Frequent, prolonged, or remedial tutoring can be arranged for an hourly fee. Call the office for a list of suggested tutors.

### **Vicinity**

All on-campus rules and regulations are to be observed not only on campus but also within the vicinity of the campus.

### **Visitors On Campus**

All visitors must check in at the school office to obtain a visitor's pass, which must be worn at all times. Students are not allowed to bring visitors on campus during the school day unless written permission has been obtained from the administration one day in advance. Permission will rarely be granted and only for reasons deemed worthy by the administration.

### **Volunteer Hours**

Families are required to complete 20 hours of volunteer service to the school throughout the year. There are numerous opportunities for service in both classroom and school-wide activities. Speak with the teachers, check at the front office, and watch the newsletter for suggestions. Parents are responsible for logging their hours worked at the front office. Families will be invoiced at a rate of \$40/hour for any hours not completed. (See page 26 for what qualifies as volunteer hours.)

### **Withdrawal from School**

To withdraw a student during the school year, parents should notify the Registrar and schedule an exit interview. At this meeting, the Registrar will verify that all textbooks, library books, athletic uniforms, and other school property have been turned in. In addition, we will review all account balances and determine if there is a balance due or if a refund is owed to the family. It is important that the exit interview take place, so that there will be no delay in forwarding records to the student's next school.

### **Yearbooks**

Yearbooks will be made available for purchase. In order to receive a yearbook, students must sign an agreement that they will not damage or write inappropriate comments or pictures in other students' yearbooks. Students who do so will be required to purchase a new replacement book.

## **Communications**

We believe that Christian education is a partnership between the school and the families that we serve. Good communication is one of the keys to working successfully together. Teacher/parent emails are communicated through RenWeb. Parents/guardians are encouraged to keep their RenWeb information current. Contact Cathey Stueber to make any changes to RenWeb so that our information is accurate.

### **Communication Flyers**

Do not distribute school-wide flyers for posting on building walls or cars in the parking lot. Promote your event ahead of time and regularly in the school e-newsletter, Next Week. Please meet the Thursday noon deadline for school e-newsletter publication.

### **Contacting Staff by Phone & Email**

All HCS staff has a voice mailbox – parents are asked to leave teachers a message during the school day, so that teachers can then return calls during non-teaching times. Staff can also be contacted by email. Every staff member has an email address consisting of the first initial of the first name, then the complete last name, then @hillcrestcs.org. An example for Jane Smith would be *jsmith@hillcrestcs.org*.

### **Four-Week Reports**

Four-week reports will be made available on RenWeb for any student in grades 3-12 who is earning a “D” or an “F” in any subject after the first four weeks of each quarter. This is intended as a warning to the parent and the student.

### **In Depth E-Magazine**

The school publication, “In Depth,” is published and emailed to families quarterly. Hard copies are available by request from the front office. A weekly communication of timely events and information entitled Next Week is also emailed to families every Friday to keep parents informed of upcoming events.

### **Parent Conferences**

Scheduled parent conferences at the end of 1<sup>st</sup> quarter are mandatory for all parents. Check the school calendar for dates and watch the newsletter for reminders. Parents of all students will pick up first quarter report cards at the time of the scheduled parent/teacher conferences. If a parent would like to converse with a teacher at another time, he/she should call the school and leave a voice mail message for the teacher. Parents of secondary students will have the opportunity to sign up for ten minute slots with core subject teachers.

### **Parent Signatures**

Any communication sent home for a parent signature must be signed and returned the next day. This may include test reports, conduct reports, permission slips, or any other administrative document.

### **Parentlink Communication System**

Throughout the school year, you will receive brief, recorded messages that will keep you informed on important events at the school and even possibly emergency situations. This system allows us to contact all our families in a fast and efficient manner.

### **Report Cards**

First quarter report cards are distributed at teacher conferences. Second and third quarter report cards are available on RenWeb. Year-end report cards will be mailed home for all students at the conclusion of the school year. Check the school calendar for exact dates.

## **Financial Policy**

### **Policies**

HCS charges an annual tuition due in full by the fourth Friday in June or at the time of registration for those enrolling later in the year. Monthly payment plans are available, but enrollment in a deferred payment plan does not imply any pro-ration of this obligation for the full amount. Fees and tuition are not refundable or prorated for any reason if a student chooses to withdraw. For late entrants, tuition will be calculated based upon the month of entry, with our school year being defined as a 10-month year, August - May. All deferred payments must be completed by May.

### **Tuition Insurance**

Tuition Insurance is available for those families who pay-in-full prior to the fourth Friday in June or at registration; tuition insurance is required for any family using a deferred payment plan. The insurance program, underwritten by A.W.G. Dewar, will pay benefits should the student need to withdraw during the school year, thus assisting the family with meeting its contractual obligation. Benefits are payable under a variety of circumstances, including medical withdrawal, family relocation, change in employment status, voluntary transfer to another school, academic or disciplinary dismissal, etc. See the Registrar for a brochure on the specific benefits or for claim forms.

### **Financial Aid & Discounts**

A limited amount of financial aid is available on the basis of financial need for students in grades K-12. Financial aid requests must be processed by April 1st for the following school year; late entrants will be considered based upon the availability of funds. Information is

available from the Finance Manager.

Hillcrest offers discounts to faculty and staff, and approved full-time pastors.

### **Delinquent Accounts**

It is the responsibility of the person signing the Financial Policy Contract to keep the Finance Manager informed about relevant changes to the family's financial situation or problems that may arise. This is particularly important in families where there are multiple parties paying on the account. This applies to all HCS accounts including but not limited to childcare billing and café accounts.

It is vital that all HCS families understand their financial commitments to the school and faithfully pay all tuition and other fees on time. In situations where this becomes a problem, and alternative arrangements have not been made, the following policies apply:

Families that miss two monthly payments are subject to having their child(ren) dismissed from school.

Families with unpaid tuition from a previous year must pay all balances in full by August 1 or readmission may be denied.

If, on 2 or more occasions, a family has checks returned for NSF or EFT payments which have been rejected, Hillcrest may require all future payments be paid by cash, cashier's check, money order, or credit card. Additional fees may be assessed, as well.

If an account is persistently delinquent or problematic, HCS reserves the right to impose appropriate penalties. These may include, but are not limited to:

- Denial of re-enrollment
- Denial of attendance
- Not allowing students to sit for exams
- Restricting student participation in non-academic and extra-curricular activities
- Withholding of yearbooks
- Withholding of records and transcripts to the extent allowed by law
- Reporting of account history to credit bureaus
- Collections action and other legal remedies

## **Guidelines for Student Appearance ... Dress for Success**

A neat and properly attired student body produces an atmosphere that is conducive to study and good work in a Christian school. God's Word speaks concerning the importance of the beauty of the inner person rather than the individual's eye-catching outward appearance.

Hillcrest students should be clean, neat, and well groomed. While specific regulations for every style of

dress will be judged in relationship to this standard, administrators will be the final authority in questionable cases.

The school does not claim that these standards for dress and grooming are inspired or sanctified. While you may have other preferences, we ask for cooperation with the school in these matters.

### **Condition of Clothing**

Clothing should not be excessively tight or so loose fitting as to appear sloppy. Clothing should be without holes, tears, or ragged edges. Pants should be worn around the waist, with no undergarments visible. Uniforms may not be altered except to make clothes fit in an appropriate manner.

### **Hair**

Hairstyles should not distract from the desired learning environment. Boys' and girls' hair must be of natural color, neatly groomed, and clean. Boys' hair must be trimmed at the collar in the back, not lower than the bottom of the ears on the sides, and kept out of the face. Sideburns may not extend below the ear. Boys may not have any facial hair. Students may be required to shave in order to remain in school that day. Exceptions may be made by the administration.

### **Accessories**

Hats may not be worn at any time in the building. All accessories need to be of a style and color that complements and does not distract from the desired uniform look.

All jewelry and make-up, when worn, must be in moderation. Nose rings, tongue piercing studs or other types of body piercing jewelry are not allowed. Girls may wear no more than two pairs of earrings; elementary girls may only wear studs; secondary girls must wear appropriate sized earrings at the discretion of the administration; boys are not allowed to wear any type of earring or make-up. Tattoos, wallet chains, studded or spiked collars, belts, or bracelets are not permitted.

## **Uniform Policies**

All K-12 students are required to be in uniform while on campus. Purchase all pants, shorts, skirts, skorts, jumpers, sweaters, blouses, and neckwear through Norman's Apparel.

Undershirts must be solid white with no lettering or pictures. Long undershirts must not be worn with short sleeve oxfords or polos. As published in previous handbooks, all outerwear without school logo must be solid navy; however, seniors may wear sweatshirts with college logos daily and freshmen, sophomores, and

juniors may wear sweatshirts with college logos on Fridays.

Only solid navy blue, black, grey, or white socks or tights may be worn with the uniform. Colors should coordinate with the uniform.

Basic shoe color is limited to navy blue, brown, black, grey, or white. One additional hint of color is acceptable. To ensure the safety of all students, shoes must have a closed toe and heel with rubber soles, and they should have a heel no higher than one inch.

Elementary students should only wear laced/Velcro athletic type shoes with socks. All footwear should be in good repair. Shoes should not have characters on them. High-topped boots and western boots are not appropriate for school. During the months of November through March only, high school girls may wear Ugg type boots in the same permitted shoe colors. Rain boots in permitted shoe colors are acceptable on rainy days only.

All students are required to wear the designated chapel attire to chapel. Chapel wear can be worn on other days, if so desired.

Elementary girls must wear shorts under their skirts to ensure modesty when participating in P.E. or when playing on the playground equipment. Secondary girls must wear shorts or “boy shorts” under their skirts to ensure modesty. All skirt lengths must be no shorter than three inches above the knee front and back. Please allow for student growth when hemming skirts. Wearing leggings under the skirts does not change the length requirements. Girls who violate the skirt length rule may be required to wear P.E. shorts and/or lose the privilege of wearing skirts.

Students may wear HCS logo clothing from previous years. Any HCS logo shirt, letterman jacket, sweater, and sweatshirt is acceptable, so long as it meets the minimum standards for good repair.

### Chapel Attire

Every grade has a designated set of clothing that must be worn to chapel. All shirts must be worn tucked in to chapel. *Parents, please read entire section.*

- **K-3<sup>rd</sup> Girls:** Plaid jumper, peter pan blouse, or sailor blouse with tie.
- **4<sup>th</sup>-6<sup>th</sup> Girls:** Plaid skirt with white oxford shirt and uniform tie. (Elementary students may remove their ties after chapel.)
- **K-6<sup>th</sup> Boys:** Navy twill pants or shorts, white oxford shirt, and uniform tie. No corduroy

bottoms on chapel dress days. (Elementary students may remove their ties after chapel.)

- **Secondary Girls:** Uniform skirt, white oxford shirt, and uniform tie to coordinate with skirt.
- **Secondary Boys:** Uniform pants, white oxford shirt, belt, and uniform tie.
- **Secondary students** may only wear the navy uniform v-necked sweater, vest, HCS lettermen jacket, or **approved** athletic wear to chapel. Students are expected to remove hooded sweatshirts for chapel, but may wear them for the remainder of the day. Shirts must be tucked in except during lunch time.

### Free Dress Day Attire

*Students are occasionally allowed free/themed dress days. On these occasions, appropriate themed tops are allowed with jeans or other non-uniform pants. Sweats, leggings, and short shorts are not permitted on any free dress day. Students who come in free dress but are not wearing an appropriate themed top will be issued a dress code violation.*

### Sixth and Eighth Grade Promotion Attire

*Girls' dresses must be no shorter than fingertip length with arms at your side. No dresses revealing cleavage may be worn. Dresses that are strapless, backless, or have spaghetti straps must be worn with a sweater or jacket for the entire promotion event. Boys must wear a collared shirt (tie optional) and no jeans or shorts.*

### Consequences for Uniform Violation

Students out of uniform may be suspended from class until the situation is corrected. A parent or guardian will be notified if a student is suspended from class and will be asked to bring appropriate attire. Upper elementary students will receive a detention after three violations. Secondary students may be issued a detention and/or given a “special substitute” uniform for dress code violations. Multiple violations of the uniform policy constitute defiance of, and noncompliance with school rules. The administration will at that point assign an appropriate consequence.

### Field Trip Uniform

Depending upon the nature of the field trip, students will be directed to wear one of three field trip uniforms.

- Chapel attire
- School polo shirts with appropriate uniform pants, skirts, skorts, or shorts
- Designated attire approved by the administrator depending upon the nature of the field trip

## Honor Code & Student Conduct

To develop a sense of Christian morality, all students, staff, and faculty of Hillcrest Christian School are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. In order to facilitate this commitment, the Hillcrest community has recognized that a campus-wide honor policy is desirable. We believe that students have a duty to be truthful and just. Therefore:

A student submitting work for credit under his/her name must have personally completed the work. (Plagiarism is defined as claiming another person's work and/or ideas as your own.)

A student taking a quiz or test must follow the individual teacher's instructions.

A student's communication and interaction with others must be honest and considerate.

Cheating, dishonesty, and falsification of records are included under "immoral conduct."

### Consequences for Cheating

1<sup>st</sup> violation: An automatic failure of the assignment, quiz or test will be issued. The teacher will notify the student's parent/guardian and the administration.

2<sup>nd</sup> violation: Student will be placed on probation which will include loss of off-campus lunch privileges. Students will be required to make up missed tests and quizzes at Thursday afterschool testing only.

3<sup>rd</sup> violation: Student will fail the entire semester of the class in which cheating is reported.

Additional Violations: The teacher will refer the student to the administration for additional consequences which may include failure of the entire semester class.

Students should always conduct themselves in speech, manner and dress, in a way that reflects a commitment to Christian morality and Christian charity, on or off campus, at all times. Each student will, at all times (24 hours a day, 7 days a week) while registered at Hillcrest Christian School, refrain from any actions which violate basic Christian and civic norms, as well as school rules. The school administration is the final judge of what is unacceptable behavior. The student who does not maintain these standards will be referred to administration for action, and he/she may be suspended or dismissed from the school.

Students are to refrain from vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation. Students are not to argue about tests, grades, and discipline during class, but rather see the teacher after class or at the end of the school day in order to resolve such difficulties in a respectful manner. A prank is defined as, "A mischievous trick or practical

joke." Students are encouraged to not participate in any type of prank. There are no redeeming qualities to pranks, as someone is always humiliated, insulted or injured physically or emotionally. Pranks at school indicate disdain for the school. Students participating in pranks on school property are subject to disciplinary action. This includes, but is not limited to, suspension, expulsion or denial of the privilege of participating in promotion or graduation exercises.

## School Discipline

Guiding Principles for the Exercise of School Discipline:

- To model Christ-like behavior
- To educate a student to self-discipline
- To educate a student to take personal responsibility for his/her behavior
- To balance justice with mercy
- To make decisions based on patterns of behavior and not just isolated incidents, unless the incident is of a serious nature
- To make decisions based on the common good of the whole school community, thereby all contributing to a safe school environment
- To be consistent in exercising discipline without neglecting to consider individual circumstances

## Criteria for Disciplinary Action

Criteria rendering a student subject to disciplinary action:

- Three or more failures or the equivalent (no credit) in the same school year
- Pattern of disruptive behavior in the classroom
- Pattern of defiance or non-compliance with school rules
- Violation of probation or strict probation
- A serious violation of the Honor Code or Student Conduct Code can result in immediate dismissal. For example:
- Inappropriate contact with hands, feet, another object, etc., hazing, or committing any act that injures, degrades, or disgraces a fellow student or person attending the school
- Spitting
- Destruction or defacement of school property; vandalism on school grounds including tampering with locks or locked doors, computer hacking, food fights, and pranks of any kind
- Disrespect toward faculty or staff members, or anything that manifests contempt for school authority
- Serious conduct in speech, writing, or action including cheating, dishonesty, or forging school or legal documents
- Being in possession of, under the influence of, or using drugs, alcohol, vapor pens, or tobacco on

campus, in the immediate vicinity of the campus, at school activities, or school functions; being in possession of drug paraphernalia

- Selling or giving drugs, drug or vaping paraphernalia, tobacco, or alcohol to another member of the Hillcrest student body at any time
- Theft of any school or personal property
- Setting a fire; tampering with fire alarms or fire extinguishing equipment
- Scandalous, illegal, or immoral conduct on or off campus at any time
- Extortion, assault or any threatening behavior, or endangering the well being of any person (e.g. setting off a firecracker, throwing objects, possession of flammable or explosive material, etc).
- Bringing a weapon onto campus or to a school function (The appropriate legal authorities may also be contacted.
- Harassment/ Bullying: e.g. visual, verbal, physical or written intimidation, picking on other students, ethnic slurs, name-calling, prejudicial behavior, making life miserable for others
- Inappropriate content on any electronic devices, school or personal
- Graffiti/Inappropriate pictures and/or comments: Possession of any object (e.g. books, clothing, notebooks, etc.) that is marked with graffiti or inappropriate content

## Minor Infractions

Teachers may take any reasonable disciplinary action for minor violations of the rules. Examples: additional assignments, short lunch detention, keeping student after school with 24 hours notice, etc.

### First Steps

#### Simple Correction/Warning

Teachers and staff will issue a simple correction/warning for minor violations. In addition, classroom teachers will follow the discipline outlined at “Back to School Night.”

#### Conference with Student

The administrator counsels the student in terms of what the student can do to remedy the situation. The counseling may include a warning, a delineation of future consequences, the requirement of specific actions on the part of the student, etc.

**At this point parents should not be overly concerned. No parent involvement is necessary at this point other than to reinforce compliance with school policy.**

## Notice to Parents

Depending on the nature of the incident, the administrator may:

- Notify the parents by email or hand delivery
- Call the parents on the phone
- Set up a conference with the parents

## Teacher/Student Conference

In certain situations the administrator may determine that the best approach to solving a disciplinary situation is to have the student meet in a session with the appropriate teacher(s) and administrator.

## Administrative Discipline Procedures

School employees handle the majority of incidents at the lowest possible levels – teacher to student or teacher to student with parent. The paragraphs below are in regards to discipline referred to the administration.

The following are the procedures to be used at the discretion of the administration based on the stated policies of the school, the nature of the offense, and the current discipline record of the student. Every effort will be made to record disciplinary interactions (even simple warnings) on RenWeb. This will facilitate improved partnership and communication throughout the HCS community. The record in and of itself is designed to be helpful not punitive, especially in light of the many teachers that a child encounters throughout his/her day. RenWeb behavior records are not included in the student’s cum file.

## Detention

Students may be assigned to detention when an administrator deems it appropriate. After school detention is conducted once a week. Notice of one day is always given. No excuses are accepted for missing detention other than a legitimate absence from school on the day of the assigned detention. Work, athletic practices, co-curricular activities, etc... are not acceptable reasons for missing detention; however, coaches may request that a detention be postponed on game days. A student who wants to discuss the detention must see the Administration before the assigned detention. If the student fails to report to an assigned detention, he/she will be required to serve one additional detention (two total). A suspension may be given to a student who fails to report to a second detention.

## Serious Violations

Students guilty of a serious violation of school rules will at the very least be suspended from school and be placed on strict probation. In each case, the administration reserves the right to invoke a more severe penalty including expulsion or required counseling if they judge that the nature of the action or circumstances warrants it.

### **Suspension**

Students are suspended from school for a serious violation of the rules of conduct. The length and type of suspension is determined by the Administration through consideration of the nature and seriousness of the incident/violation and weighing in the disciplinary action previously employed. Suspension length is usually for a period of one to five days. Students will not receive credit for assignments that are due on the day(s) of the suspension.

### **Disciplinary Probation**

Disciplinary probation is reserved for serious violations of school rules. Students are placed on probation for a designated period of time determined by the administration. During this period, the student is expected to demonstrate marked improvement in behavior; any violation of school rules, disciplinary policies, or the terms of probation during this time renders the student subject to dismissal.

### **Strict Probation**

Strict probation is reserved for more serious violations of school rules. Students on strict probation may not attend any school functions outside of school time such as dances or athletic events, nor can they participate in student council, athletic teams, performing arts groups, or any club or organization. They are to be present on campus only during regular school hours. Any violation of school rules or disciplinary policies or the terms of the strict probation during this time may result in the student's immediate dismissal from Hillcrest Christian School.

All the above procedures are entered on the student's disciplinary record when they are invoked. Discipline records are maintained separately from the student's cumulative folder.

### **Dismissal Procedures**

1. Incident reported to the administration.
2. Student suspended until a meeting is arranged.
3. Meeting with the student, parents, and Dean of Students and/or Principal. Student and parents are given an opportunity to be heard.
4. The administration evaluates the situation. The Dean of Students will make a recommendation to the principal, who renders the final decision.
5. If a student is asked to withdraw from school and the parents choose not to withdraw the student, the principal can exercise his prerogative to expel the student.

In addition to the above criteria, the administration reserves the right to discipline or dismiss a student from Hillcrest Christian School for what it considers due cause.

**Finally, students may be dismissed from the school if the actions of the parent(s) are disruptive or unsupportive to the school.**

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## **Elementary School Policies**

### **Absences - Excused**

Excused absences will be recorded for the following reasons:

- Personal illness (or quarantine)
- Medical or dental appointment
- Death in the immediate family

An emergency or special set of circumstances judged as sufficient cause by school authorities.

Schoolwork assigned during an excused absence may be made up within a reasonable time limit (usually one day of extension allowed for each day of absence).

### **Absences - Unexcused**

Unexcused absences will be recorded for any reason other than those listed for excused absences. Many other good reasons for being absent may seem legitimate to parents, but are, nevertheless, classified as unexcused. Unless prior arrangements are made with each teacher, all homework, papers, or projects assigned before or during an unexcused absence must be turned in on the day the student returns to class or the assignment will be counted as missing (zero points).

When parents give teachers notice at least one week in advance that they are taking their child out of school for a family vacation or for any other unexcused absence, then teachers in lower elementary (K-3) will provide a packet of worksheets and assignments on the last day before the absence. All work must be turned in on the day that the student returns to school with the exception of any handouts or assignment changes that occurred during the absence. Students will be given one weekend to complete and return those assignments. Quizzes and tests will be made up according to the arrangements made with the teacher.

In upper elementary, parents will give teachers the one week notice in order for teachers to plan to put more detailed assignments on RenWeb. Parents/students must then check RenWeb for assignments which must all be turned in on the day that the student returns to school with the exception of any handouts that occurred during the absence. Students will be given one weekend to complete and return those assignments. Quizzes and tests will be made up according to the arrangements made with the teacher.

### **Academics**

Hillcrest Christian School is committed to offering the highest level of academic curriculum in order to prepare



students for the challenges of the next grade or division and ultimately to fulfill God's plan for their lives. As part of our program they also have music, art, Spanish, computer, library, and physical education each week taught by various teachers in each field. All curriculum is carefully reviewed by administrators and teaching staff. Each course is taught from a God-centered worldview and Biblical thought is integrated into every subject. A variety of effective teaching strategies are employed to address different student learning styles and multiple intelligences. A variety of assessment methods are employed to monitor student learning.

### **Cell Phone Policy**

Cell phones must remain off and in backpacks from 7:45 AM – 4:00 PM. Phones used as dictionaries, Bibles, or calculators must be in airplane mode and used only with the permission of the teacher. Exceptions may be granted by the teacher when children need to contact their parents.

Violation of this and specific classroom policies that may be put in place by a teacher will result in confiscation of the phone which will only be returned at the end of the day directly to the parent or their designated adult.

### **Class Requests**

Each class is carefully chosen to balance academic ability, behavior, and personality, and therefore, we do not allow parents to request a particular teacher for their child.

### **Class Time**

Elementary students line up to enter the building at 8:25 A.M. and are dismissed at 3:00 P.M.

### **Classroom Discipline Policy**

Each elementary classroom will participate in the school-wide behavioral management discipline plan. The objective of this plan is to produce a progressive discipline that will lead to self-discipline in each student.

Each classroom teacher in the elementary school will establish "Classroom Rules." Teachers will then familiarize the students with these rules through discussions of the desired behavior and activities that enable their understanding.

If a student violates a class rule or a rule in the HCS Conduct Code, the student will be asked to pull his or her card out of the designated slot and move it forward on the chart. Consequences progress as follows with variations dependent upon the students' age and the severity of the violation:

- Verbal warning
- Time working away from the group
- Note or call to parents
- Student sent to administrator

Full details of the program are explained to parents at the Back to School Night held in September. Teachers are required to use this behavior management system as their primary form of discipline, but they may augment it as necessary for the developmental needs of their students.

### **Consequences of Failing Grades in Sixth Grade**

A student who fails any course will be placed on academic probation and referred to the principal for academic counseling. Failure to raise this grade by the end of the semester may render the student ineligible to participate in extra-curricular activities. Sixth grade students who fail one or more semester courses will receive a certificate of completion and not a diploma, but will be allowed to participate in the 6th grade promotion ceremony.

### **Field Trips**

Siblings will not be allowed to attend a field trip unless an administrator designates it as a family friendly event. This will ensure better supervision of students by the parents and chaperones who attend the field trip.

Parents who chaperone or drive should check with the front office before the field trip to be sure your current proof of insurance is on file. Additionally we request that no stops be made coming or going from the field trip. All chaperones must leave from the school.

While requests may be made for a child to go with a specific driver, final assignments will be made by the classroom teacher and all assignments will be made within each teacher's classroom. Only parents who sign up ahead of time to attend, may do so.

### **Grading Procedures**

Grades for music, art, computer, Spanish, and P.E. as well as for history and science in grades 1 and 2 will be indicated as follows:

- "O" = outstanding
- "S" = satisfactory
- "U" = unsatisfactory

Letter grades are given for all other subjects in all grades. The letters are assigned at 10% intervals. 90% and above is an "A", 80%-89% is a "B", and so on. Within the intervals, further classification is as follows, for example: 70%-72% is a "C-", 73%-76% is a "C", and 77%-79% is a "C+". "A+" is 98% or higher. Approved accommodations and modifications will be noted on report cards and transcripts.

### **Homework**

Homework is an essential part of the educational program. After excused absences, students must make up the homework and other assignments they've missed. Teachers will allow the students to have at least one day

to make up work for each day they've missed. Homework assigned and/or due during an unexcused absence must be turned in on the day that the student returns to class unless other arrangements are made with the teacher prior to the absence. Although teachers will not grade those assignments, they will not be counted as missing assignments or zeroes. Students will be allowed to make up tests and major quizzes for which grades will be recorded.

Elementary parents may call the school office and request the day's assignments in the event of a student's illness. Parents should call the office before 9:00 A.M. so that every attempt can be made to have all assignments and books available in the school office at dismissal time.

**Homework Scheduling**

Grade	Avg. Amt per Day	Days per Week
1	20-30 minutes	3
2-3	30-45 minutes	4
4-6	45-60 minutes	5

Parents will have access to the homework assignments by using the Renweb Parents login located on the HCS website. In addition to assigned homework, elementary teachers will require that unfinished class work be completed at home. Please note that the average times per day represents the teacher's best estimation of how much time the homework should take. Individual times may vary. Parents of students who seem to regularly have excessive amounts of homework should arrange a meeting with their child's teacher.

**Honor Roll Requirements**

**Grade 3**

Students have the opportunity to earn Honor Roll distinction for each semester, based on their grades in academic subjects.

"A" Honor Roll                      3.5 or better in academics

**Honor Roll Requirements**

**Grades 4-6**

Students have the opportunity to earn Honor Roll distinction for each semester, based on their grades in academic subjects.

"A" Honor Roll                      3.5 or better in academics

"B" Honor Roll                      3.0-3.4 in academics

**Missing Homework**

Upper elementary – Students are expected to complete and turn in homework on time every day. After three days of missed homework, detention will be given (missed homework is work that was not turned in).

Late work turned in by the end of the day will result in a 10% reduction of the grade. Work turned in the next day will result in a 20% reduction of the grade. Work will not

be accepted after the second day and will result in a zero. Three late assignments per quarter equals one missing homework towards detention. After two detentions in a quarter, the student will be referred to the administration for academic counseling. Parents may keep track of these missing assignments using Renweb.

**Quizzes and Tests**

Students will have no more than two tests and one major quiz on any given day. Tests will always be announced ahead of time in class and on RenWeb. Quizzes may or may not be announced.

**Physical Education**

Hillcrest Christian School is committed to developing a student's mind and body, and desires to maintain excellence in its physical education classes. (Physical conditioning, specific physical skills, game rules and strategies, and sportsmanship are all part of the age-appropriate curriculum.)

All elementary students at Hillcrest Christian are required to participate in physical education to the best of their ability unless some medical condition prevents it. Parent requests are honored for two days excusing your child from any physical activity. After two days, a doctor's note is required for further nonparticipation.

Elementary students do not "dress out" for physical education; the school uniform and required footwear have been selected with consideration for their appropriateness for physical activity.

**Playground Rules**

This handbook does not provide a list of all the playground rules and procedures. Your child's teacher will go over playground rules in detail with the class.

**Tardies**

Elementary students who are tardy to school must go to the Front Office to obtain a tardy slip before attending class.

**Toy Policy**

Toys may not be brought to school unless they are used as part of a teacher created lesson.

Videos and video games may not be brought, played, or watched at school.

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**Secondary School Policies**

**Absences - Excused**

Excused Absences will be recorded for the following reasons:

1. Personal illness (or quarantine)

2. Medical or dental appointment
3. Death in the immediate family
4. An emergency or special set of circumstances judged as sufficient cause by school authorities.

Absences will be excused with a note from the parent when due to one of the above reasons. Students are to bring their absence note with them when they return to school. An excused re-admittance slip will not be issued to the student without a note from the parent. The note must contain the student's name, the date of the absence and the reason. If no note is received, the absence will be permanently recorded as unexcused. The student will have each teacher sign the re-admittance slip and will turn it in to the last period teacher.

Schoolwork assigned during an EXCUSED ABSENCE may be made up. One day of extension is allowed for each day of absence.

#### **Absences - Unexcused**

Unexcused absences will be recorded for any reason other than those listed for excused absences. Many other good reasons for being absent may seem legitimate to parents, but are nevertheless classified as unexcused. Unless prior arrangements are made with each teacher, all homework, papers, or projects assigned before or during an UNEXCUSED ABSENCE must be turned in on the day the student returns to class. Failure to follow these procedures will result in a zero for the assignments.

#### **Absences – Test Days**

Students in grades 7-12 who are absent for an announced test or quiz must take the test or quiz before the end of that reporting period. (A reporting period is from the beginning of each quarter until the end of the 4-week grading period, and from 4-weeks until the end of the quarter.) The student should come to the make-up testing time provided in Rm 120 on Thursdays at 3:30 PM, or the student may arrange with the teacher a mutually convenient time during lunch, study hall, or after school. Either way, any test or quiz that is not made up within that reporting period will automatically receive a grade of zero. The only exception will be for students who miss a test or quiz in the last week of the reporting period. In that case, the test or quiz must be made up as soon as possible. Students have two weeks after a quarter's end to clear incomplete grades. See the school calendar for reporting period dates.

High school students who are absent for more than ten (10) days for any reason, in any one class in a semester, may fail that class and receive no credit. In exceptional circumstances, students may apply to the principal for an exemption. Once the student and parents have been notified, the class will be treated as a study hall and no

further credit may be earned.

#### **Academics**

Hillcrest Christian School is committed to offering the highest level of academic curriculum in order to prepare each student for the challenges of the next grade or division and ultimately to fulfill God's plan for his/her life. All curriculum is carefully reviewed by administrators and teaching staff. Each course is taught from a God-centered worldview and Biblical thought is integrated into every subject. A variety of effective teaching strategies are employed to address different student learning styles and multiple intelligences. A variety of assessment methods are employed to monitor student learning.

#### **Academic Probation/Eligibility**

All HCS students in good standing are expected to maintain an academic grade point average of 2.0 with no failing grades ("F"). A student who earns a grade point average of less than 2.0 in any quarter is automatically put on academic probation for the following quarter. While on probation he/she may be allowed to participate in interscholastic sports; however, if the student does not raise his/her grade point average to at least 2.0 before the end of the probationary quarter, he/she becomes ineligible to participate for the next quarter. Parents and students will receive notification after the end of the grading period.

All student-athletes are required to maintain an overall grade point average of 2.0 with no more than one "F" in order to participate on a competitive athletic team. Athletes who do not meet these criteria may petition the principal for one quarter's probationary status. Students who are not granted one-quarter probation or who fail to meet the academic requirements after one-quarter probation may not compete on any HCS team.

Coaches and/or the Athletic Director will regularly monitor the athlete's academic progress. Playing time may be limited if the student is not performing at acceptable academic levels.

#### **Athletic Programs & Athlete's Code of Ethics**

Athletics is an integral part of the school's total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school's stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following code of ethics is presented.

As an athlete, I understand that it is my responsibility to:  
Place academic achievement as the highest priority.  
Show respect for teammates, opponents, officials, and

coaches.  
 Respect the integrity and judgment of game officials.  
 Exhibit fair play, sportsmanship, and proper conduct on and off the playing field.  
 Maintain a high level of safety awareness.  
 Refrain from the use of profanity, vulgarity, and other offensive language and gestures.  
 Adhere to the established rules and standards of the game to be played.  
 Respect all equipment and use it safely and appropriately.  
 Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids, or any substance to increase physical development or performance that is not approved by the USDA, Surgeon General of the United States, or the American Medical Association.  
 Know and follow all state, section, and school athletic rules and regulations as they pertain to eligibility and sports participation.  
 Win with character; lose with dignity.

**High School Athletic Teams**

- Fall Girls' Volleyball  
 Girls' Cheer  
 Boys' Football  
 Boys' and Girls' Cross Country
- Winter Boys' and Girls' Basketball  
 Boys' and Girls' Soccer  
 Girl's Cheer
- Spring Boys' and Girls' Golf,  
 Boys' and Girls' Track,  
 Boys' Baseball

**Middle School Athletic Teams**

- Fall Girls' Volleyball  
 Boys' Flag Football
- Winter Boys' & Girls' Basketball
- Spring Boys' & Girls' Soccer  
 Boys' and Girls' Golf  
 Boys' Volleyball

**Athletic Fees**

All students participating in competitive athletic teams are charged a participation fee per sport that must be paid prior to the first contest; fees vary depending upon the level of student participation and the fees associated with the sport. In addition, students may be required to purchase specific equipment or athletic gear.

**Participation**

Students must attend tryouts and meet all team requirements.

Middle school teams follow an "all play" philosophy. Due to the competitive nature of high school sports, all players may not play on a regular basis.

**Campus Lunch Privileges (9<sup>th</sup>-12<sup>th</sup> Grades)**

Students in good standing are eligible to leave campus for lunch on the days designated on their lunch pass according to grade level. Students are given an additional ten minutes for lunch on Tuesdays and Fridays and may go to a variety of nearby restaurants. Parents must sign a permission slip authorizing students to exercise their off-campus lunch privileges.

All students must carry an HCS Off-Campus Lunch Pass. This is required by the school and by local law enforcement officials.

Students must show their valid passes before leaving campus. Parents may not issue notes in lieu of a pass as sometimes passes are taken away in school as a disciplinary measure. Students who lose their pass should request a replacement pass from the office. A five dollar replacement fee will be assessed. Students who do not return on time will have their off-campus privileges revoked for the next two eligible lunches.

**Cell Phone Policy**

Cell phones are allowed on campus, but they may only be used before and after school. At no time on campus may cell phones be used for playing games, watching movies or videos, or for social media. Cell phones may not be turned on during instructional, assembly, or passing periods and may not be used during lunch. Students who must use their phones to inform their parents of schedule changes etc. should ask their teacher for permission to do so. Cell phone camera functions are not to be used on campus. Students may not use the phones in the front office, P.E. office, teacher's lounge, etc. without expressed approval.

Violation of this and specific classroom policies that may be put in place by a teacher will result in confiscation of the phone which will only be returned at the end of the day directly to the parent or their designated adult.

**Class Time**

Middle school classes begin at 7:55 A.M. Dismissal is at 3:20 P.M.

High school classes begin at 7:55 A.M. Dismissal is at 2:35 P.M., but may vary depending on the particular student's class schedule.

**Community Service**

Community service provides a practical application that supports our school's mission statement to "develop well-rounded students who will impact this world for the Lord Jesus Christ through Biblical-thought and action." Further, community service is an expectation for students applying to many universities and colleges. Secondary students are required to perform twenty hours per year of community service. Community service projects are

approved by the student's Bible teacher. Five of the twenty hours may be fulfilled with projects at HCS. Community service hours must be voluntary (not for pay) and may not concurrently fulfill requirements for any other school club or organization. Failure to complete community service hours results in a Bible grade reduction as outlined in the class course handout.

### **Consequences of Failing Grades in High School**

If a student earns a failing grade for the semester, one of the following courses of action ensues:

If one subject is failed, that subject may be retaken either in summer school or at HCS (if possible to schedule). In high school, all failed required subjects must be retaken with a passing grade to earn the necessary credit for graduation.

If two subjects are failed, the student will be re-enrolled for the next semester on academic probation. This means that he/she must pass all classes and maintain a minimum 2.0 Grade Point Average for the first quarter of the next semester, or be subject to dismissal. In addition, all failed required subjects must be retaken.

If three or more subjects are failed, the student may not be allowed to return to Hillcrest Christian School.

The failing grade for any class that is subsequently retaken and passed remains on the student's transcript, and is still part of the student's GPA.

### **Consequences of Failing Grades in Middle School**

A student who fails any course on a quarter marking period will be placed on academic probation and referred by the teacher to the Dean of Students for academic counseling. Students who fail to raise this grade by the end of the semester, or who fail additional courses at the end of the semester, may be restricted from participating in extra-curricular activities.

Eighth grade students who fail one semester will receive a certificate of completion or attendance and not a diploma, but they will be allowed to participate in the eighth grade promotion ceremony.

Eighth grade students who fail more than one semester will receive a certificate of completion or attendance and not a diploma, and they will be ineligible to participate in the eighth grade promotion ceremony. The principal may make an exception to this policy if the student has adequate documentation of a learning disability that has been on record with the school during the year and a majority of the student's teachers vote to allow graduation participation (receiving a certificate of attendance) based upon adequate effort and attitude during the year.

### **Finals 9<sup>th</sup>-12<sup>th</sup> Grades**

All students are required to take first semester final exams. Students whose grades cannot be affected either positively or negatively by the second semester final

exam will be notified before finals review and will be exempt from those finals. Students who have earned an "A" in a both semesters will not be required to take the second semester final. All students must take their finals on the specified test dates or receive an "F" as their final exam grade. Exceptions are as follows:

Excused Absence: First semester makeup exams will be scheduled after school. Second semester makeup exams will be scheduled during the summer. Makeup exams may be different from the original exams.

### **Grade Point Averages**

In calculating the grade point average, an "A" earns four (4) points; a "B" earns three (3) points, a "C" earns two (2) points, a "D" earns one (1) point, and an "F" earns no (0) points.

High School Honors courses are graded on a five-point scale. An "A" earns five (5) points and a "B" earns four (4) points. Students who earn a "C" or below receive no additional grade points: a "C" earns two (2) points; a "D" earns one (1) point, and an "F" earns no (0) points.

The Standard GPA includes all courses attempted at HCS; the Academic GPA averages grades from English, science, math, history, foreign language, and Bible courses only – electives and PE are not included. Middle school GPAs include work completed in 7<sup>th</sup> and 8<sup>th</sup> grade; high school GPAs include work completed in 9<sup>th</sup>-12<sup>th</sup> grades.

### **Grading Procedures**

Letter grades are given for all subjects in all grades. The letters are assigned at 10% intervals. 90% and above is an "A", 80%-89% is a "B", and so on. Within the intervals, further classification is as follows, for example: 70%-72% is a "C-", 73%-76% is a "C", and 77%-79% is a "C+". "A+" is 98% or higher. Approved accommodations and modifications will be noted on report cards and transcripts.

### **Graduation Requirements**

Our high school course of study is designed to meet minimum entrance requirements for most colleges and universities. Two hundred forty (240) credits of work from 9<sup>th</sup> through 12<sup>th</sup> grades are required for graduation. Five credits are assigned for the successful completion of each semester of course work. No credit is given for an "F" grade, or for study halls.

Students who have accumulated a minimum of 235 credits will be allowed to participate in all graduation activities; however, their diplomas will be held until all credits have been earned.

Students who are not on track to have accumulated a minimum of 235 units by the end of the third quarter will

not be allowed to participate in any graduation activities including but not limited to Disney Grad Night, the senior trip, and commencement.

The two hundred forty credits must include the following:

1. **Bible For Each Year As A Hillcrest Student** (40 credits)
2. **Four Years Of High School English** (40 credits)  
All English courses include the elements of grammar, literature, composition, spelling and vocabulary. Course offerings include: Introduction to Literature and Composition, World Literature and Composition, American Literature and Composition, and British Literature and Composition.
3. **Three Years Of High School Math** (30 credits),  
Four Years Recommended - Course offerings include Algebra I and II, Geometry, Math Foundations, Business Math, Statistics, Trigonometry/Pre-Calculus, and Calculus. Math placement depends upon testing and scheduling.
4. **Three Years Of Social Science** (30 credits)  
Courses offered are World History, European History, U.S. History, Psychology, and a semester each of U.S. Government and Economics.
5. **Three Years Of Science** (30 credits), including two years of Lab Science – Course offerings include Biology, Marine Biology, Chemistry, Anatomy and Physiology, and Physics.
6. **Two Years Of The Same Foreign Language** (20 credits) - Three years are recommended for students planning to enter a four-year university. Students may choose between Spanish or French. International students and students with documented learning accommodations may substitute 20 approved elective credits.
7. **Two Years Of Physical Education/Health** (20 credits) – All high school students are required to take 2 years of Physical Education classes including 1 semester of health. Participation on a high school sports team may count toward the 2 year requirement.
8. **One Semester of Computer Class or a Successful Challenge of Microsoft Proficiency Exam** (5 credits)
9. **Three Years of “Electives”** (30 credits) - This credit may be earned with academic courses as elected or assigned, and with enrichment courses. Typical course offerings include Computer, Art, Art History, Worship Band, Yearbook, and Teacher’s Aide. Students in ASB may be awarded 2.5 credits per semester.
10. Any student enrolled in individualized educational therapy will receive five credits per semester for successful completion. The credits granted are based on the number of hours per week, the material covered, and the amount of homework required. The course will be listed as “academic skills”, and the

course will be graded as pass/fail.

### **Homeroom Tardies**

Students may have four unexcused tardies per quarter. Additional tardies will be handled in the following ways:  
4th occurrence - student notified by the administration  
5th occurrence - one after school detention  
6th occurrence - one after school detention  
7th occurrence - one after school detention and loss of off campus pass (9-12)

After the 7<sup>th</sup> occurrence, the administration reserves the right to assign additional work-time, remove privileges, and/ or suspend.

### **Homework**

Homework is an essential part of the educational program. Middle school and high school teachers will post weekly homework on RenWeb for student planning purposes.

Field trips, doctor’s appointments, athletic and other special events do not provide an excuse for not turning in homework on the day it is due.

After excused absences, students must make up the homework and other assignments they’ve missed. Teachers will allow the students to have at least one day to make up work for each day they’ve missed.

Students in 7<sup>th</sup> – 12<sup>th</sup> grade should check RenWeb to get the day’s assignments. Parents may stop by school between 3:00 and 3:30 P.M. to get books if necessary. In addition to getting assignments, parents may monitor homework and grades on RenWeb.

### **Homework Scheduling**

Grade	Avg. Amt per Day	Days per Week
7-8	1½-2 hours	5
9-12	1½-2½ hours	5

### **Honor Roll Requirements**

Students have the opportunity to earn Honor Roll distinction for each semester, based on their grades in academic subjects.

“A” Honor Roll	3.5 or better in academics
“B” Honor Roll	3.0-3.4 in academics

### **Honors & Advanced Placement Classes**

Hillcrest offers a variety of honors classes designed to challenge students who have demonstrated exceptional academic promise. Students enrolled in honors & AP classes should expect to have a more rigorous curriculum than regular classes.

### **Honors/AP Classes - Criteria for Admission**

3.0 academic grade point average

Teacher recommendation  
Demonstrated ability in the specific subject area  
(Note: Advanced classes taken in 8th grade do not count toward graduation requirements and are not reflected on high school transcripts)

### **Honors/AP Classes - Criteria for Maintaining Class Eligibility**

Students must maintain an 80% semester average to remain in that honors course.  
Students must miss no more than 5% of all assignments in a semester.  
Students must complete ALL major projects and assignments.  
Students who do not meet these criteria will lose honors designation on their report card even if, due to schedule conflicts, they cannot be transferred out of that course into another section.

### **Incomplete Grades**

Students who have not completed the required course work by the end of a grading period may be eligible for a grade of “Incomplete” (I). Students who do not complete the required work within two weeks of the quarter’s end will receive a zero for all missing assignments and a course grade will be assigned based on the quarter and/or semester average including the zeros.

### **Late Homework**

7th-12th grade students who do not turn in homework when collected will receive a zero for the assignment. Students may also be assigned detention for excessive missing homework assignments.

### **Late Projects**

Long-term projects, such as major reports, will be accepted late with a ten percent (10%) reduction in the grade earned for each day the project is late. For example, if the grade on a paper would have been a “B” but the paper is two days late, the grade will be a “D” instead.

### **Lettering Policy**

Letters are awarded according to school regulations – the Athletic Director and Coach will provide specific details according to the sport. All coaches reserve the right to deny anyone a letter who is in violation of any rules even though the athlete qualifies in every other way. If the team wins a league championship, the coach may letter all team members. Any player who suffers an injury, which prevents him from continuing to participate, can receive a letter at the coach’s discretion.

### **Parental Involvement**

Parents are encouraged to participate in all HCS athletic programs. Parents are frequently needed to help with

transportation, serve as a team parent, or be a member of a booster club to raise funds for sports. Parents are encouraged to attend all competitions.

At least one parent is required to attend an orientation meeting for every sport in which his/her son/daughter participates. Team policies, requirements, schedules, etc., will be discussed at these meetings.

### **Physical Education**

Hillcrest Christian School is committed to developing a student’s mind and body. As with all of its programs, HCS desires to maintain excellence in physical education classes and in its competitive athletic teams. Physical conditioning, specific physical skills, game rules and strategies, and sportsmanship are all part of the age-appropriate curriculum.

High school students may earn physical education credit for participation in competitive sports with the approval of the athletic director and the principal.

### **Physical Education Clothing**

Students in grades 7-10 are required to dress for class unless a parent or physician note specifically requests “not dressing”. Notes to excuse a student because of no P.E. clothes will not be honored. A note from a parent requesting “no P.E. participation” is valid for no more than two days. After two days, a doctor’s note is required for further nonparticipation.

The appropriate clothing for 7th-10th grade P.E. is:

1. HCS physical education T-shirt and shorts/sweats
2. Athletic shoes with laces (tied) and athletic socks.

P.E. clothes must be marked according to the HCS specifications and must be taken home to wash regularly.

### **Locker Rooms**

Lockers are installed in the locker rooms. Two students will share a locker if necessary. It is the student’s responsibility to provide his/her own lock and see that the locker is safely locked at all times. Lockers will be periodically checked for cleanliness.

Any locker found unsecured may result in the contents of the locker being impounded by the P.E. staff and held for safekeeping. Students will be assigned work detention as a consequence for leaving lockers unlocked.

### **Schedule Changes**

Schedules are developed for secondary students on the basis of student need, student choice (when options are available), class size limitations, and instructor

availability. Requests for schedule changes may be submitted to the principal. Students may withdraw from a class during the first two weeks of the semester without penalty. If a student requests a withdrawal within weeks three through twelve of the semester, a grade of “Withdraw Passing” (WP) or “Withdraw Failing” (WF) will be given. A student may not withdraw from a class after week twelve of the semester. Final decisions regarding dropping or adding classes will be made by the administration.

### **Senior Schedules**

All seniors must take a minimum of five classes regardless of excess credit. Students may, with the principal’s approval, enroll in college courses that do not conflict with the five-class minimum schedule.

### **Special Event Participation**

In order to participate in any special event that requires missing classes, teacher permission must be obtained (i.e. Grad Nite, prom, away games).

### **Tardy Policy**

Secondary students who are tardy to school must get a blue or green slip from the office before going to class. **Students who arrive after 8:00 AM, (before the gate is locked at 8:25 AM) and then go directly to class without getting a blue or green slip will receive an immediate detention.**

Students are required to be in every class when the tardy bell rings. Promptness is essential in beginning class quickly and on time. If a student is on campus and does not report to class on time, a tardy or truancy will be recorded. Students are allowed four tardies per quarter without consequence. Each tardy beyond four in any quarter will result in detention. The only tardies that are excused are doctor or dental appointments accompanied by an excuse slip from the medical office. Excessive tardies will be cause for additional disciplinary action.

### **Tests and Quizzes**

Students will have no more than two tests and one major quiz on any given day. Tests will always be announced ahead of time in class and on RenWeb. Quizzes may or may not be announced.

### **Transfer Credit**

For high school students, Hillcrest will recognize credits earned at other accredited secondary institutions only for the purposes of fulfilling graduation requirements. Exceptions to this are rare and will be reviewed by the administration. Courses taken at the college level will be awarded twice the number of college credit hours. These courses and credits will be listed on the student’s transcripts, with a notation made as to where they were

earned. Under no circumstances will the grades earned at other institutions be included in the student’s official grade point average.

### **Truancy**

Truancy is defined as the unauthorized absence from school or arrival to any class after the first 15 minutes of class. Truancy has serious consequences for students that could include suspension.



## Daily Schedules

### Elementary (K-6)

Arrival .....	8:25 A.M.
Dismissal .....	3:00 P.M.
Half-Day Dismissal .....	12:30 P.M.

### Middle School

Arrival .....	7:55 A.M.
Dismissal .....	3:20 P.M.
Half-Day Dismissal .....	12:15 P.M.

### High School

Arrival .....	7:55 A.M.
Dismissal .....	2:35 P.M.
Half-Day Dismissal .....	12:15 P.M.

### Elementary Café Break & Lunch Schedules

	Break	Lunch	Lunch (Thurs. only)
K	10:30 – 11:00	12:00 – 12:50	
1 <sup>st</sup>	9:30 – 9:45	12:10 – 12:50	12:20 – 1:00
2 <sup>nd</sup>	9:30 – 9:45	12:10 – 12:50	12:20 – 1:00
3 <sup>rd</sup>	10:00 – 10:15	12:10 – 12:50	12:20 – 1:00
4 <sup>th</sup>	10:35 – 10:55	12:45 – 1:15	12:50 – 1:20
5 <sup>th</sup>	10:30 – 10:50	12:45 – 1:15	12:50 – 1:20
6 <sup>th</sup>	10:35 – 10:55	12:45 – 1:15	12:50 – 1:20

### Elementary Chapel Schedule

K – 6th	Friday	8:40 – 9:20
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### Childcare Hours

A.M.	7:00 – 8:00
P.M.	3:00 – 6:00

### Secondary Class Period Schedule

Period 1	8:00 – 8:50 A.M.
Period 2	8:55 – 9:40 A.M.
Nutrition	9:40 – 9:50 A.M.
Period 3	9:55 – 10:40 A.M.
Period 4	10:45 – 11:30 A.M.
LUNCH	11:30 – 12:05 P.M.
Period 5	12:10 – 12:55 P.M.
Period 6	1:00 – 1:45 P.M.
Period 7	1:50 – 2:35 P.M.
Period 8	2:40 – 3:20 P.M.

### Secondary Chapel Day Schedule

Period 1	8:00 – 8:35 A.M.
Period 2	8:40 – 9:15 A.M.
Nutrition	9:15 – 9:25 A.M.
Chapel	9:30 – 10:30 A.M.
Period 3	10:35 – 11:10 A.M.
Period 4	11:15 – 11:50 A.M.
LUNCH	11:50 – 12:20 P.M.
Period 5	12:25 – 1:05 P.M.
Period 6	1:10 – 1:50 P.M.
Period 7	1:55 – 2:35 P.M.
Chapel 7-8	2:40 – 3:20 P.M.

### Secondary Half-Day Schedule

Period 1	8:00 – 8:35 A.M.
Period 2	8:40 – 9:15 A.M.
Period 3	9:20 – 9:55 A.M.
NUTRITION	9:55 – 10:10 A.M.
Period 4	10:15 – 10:50 A.M.
Period 5	10:55 – 11:30 A.M.
Period 6	11:35 – 12:15 P.M.

## Q & A/Guidelines for Volunteer Hours

Thank you for volunteering at HCS. The volunteerism that exists at HCS has, over our school's history, done much to transform the school, improving your child's experience and educational environment.

### **Q. Why does HCS require 20 hours per year, per family?**

A. At Hillcrest, we are in partnership with parents. Parental involvement fosters a healthy interactive partnership. We recognize that our parents are often our best resource for improving our school. The 20-hour requirement is a minimum commitment per family. Many parents go well above 20 hours each and every year. Studies show that there is a strong connection between student achievement and parent involvement in their child's school.

### **Q. Why does the school charge for hours not served?**

A. HCS charges \$40 per hour not served – a part of the fee agreement that each parent must sign to have children at HCS. This charge indicates our strong commitment to parent involvement. This fee is not a fundraising tool, but rather a motivation to serve. If families are unable to serve, paying the annual charge is simply a substitute for the hours; however, most families opt to serve rather than pay the fee.

### **Q. How do I record my volunteer hours?**

A. There is a volunteer notebook located in the main office. Locate the page (or create one on a blank sheet) with your family name to log the hours that you serve. If you have any questions about the logbook, our office manager will be glad to assist you.

### **Q. If I don't know how to serve, who would I contact? How would I get started?**

A. We regularly post volunteer opportunities in the weekly emailed newsletter, *Next Week @ Hillcrest*. Become familiar with various parent-support groups as well as administrators, teachers, and room parents.

### **Connect with people. Listed are key people/contact information regarding volunteering.**

#### Employees:

Athletic Director, Brady Day, 805-497-7501, ext. 251; [bday@hillcrestcs.org](mailto:bday@hillcrestcs.org) (High School athletics)

Asst. Athletic Director, Brandon Gross, 805-497-7501; [bgross@hillcrestcs.org](mailto:bgross@hillcrestcs.org) (Gr. 5-6 & 7-8 athletics)

Café Supervisor, Dee Covany, 805-497-7501 ext 206; [dcovany@hillcrestcs.org](mailto:dcovany@hillcrestcs.org)

Librarian, Mrs. Thurman – 805-497-7501, ext 213; [jthurman@hillcrestcs.org](mailto:jthurman@hillcrestcs.org)

#### Volunteers:

HCS Board President, Mark Wiemann, [n2devo@aol.com](mailto:n2devo@aol.com)

PFA (Parent-Faculty Assoc.) President, Jenni Schweizer, [hcsdfa@hillcrestcs.org](mailto:hcsdfa@hillcrestcs.org)

Fundraising Chairperson

Other individuals include committee chairmen, teachers, coaches, and K-12 principal

### **Q. What qualifies as volunteer hours?**

A. There are many forms of service and opportunities from which to choose. Many are listed below; however, please do not confuse simply attending with volunteering.

## **Typical activities/tasks (and some guidelines) that can qualify for volunteer hours**

*(Each activity may have more specific guidelines that are given by event/organizational leaders.)*

### Field Trips/Retreats

- Field Trips – Volunteer hours from field trips are earned for assisting in the supervision of children in addition to your own, including time driving additional children.
- High school and middle school retreats – Parents are rarely requested to attend these events.

### Major Trips

- *Sacramento – 4<sup>th</sup> Grade* – When parents attend and supervise just their own child, no hours are earned. If parents attend and chaperone an additional child, it is possible to record 20 hours of service.
- *Outdoor Education – 6<sup>th</sup> Grade* - Parents are rarely requested to attend this trip.
- *Catalina – 7<sup>th</sup> Grade* – Parents are rarely requested to attend this trip.
- *Washington, D.C. – 8<sup>th</sup> Grade* – When parents attend and supervise just their own child, no hours are earned. If parents attend and chaperone an additional child, it is possible to record 20 hours of service.

### Academic Competitions

- Preparing your own child for a competition does not qualify for volunteer hours. Hours qualify only if you are asked to attend and work the event.

Events and coordinators are:

- ACSI Math Olympics – Mrs. Hume
- ACSI Science Fair – Mrs. Barkett
- ACSI Speech Contest – Mrs. Thurman
- ACSI Spelling Bee –

### Teacher-Led Tasks

- Bulletin board displays
- Classroom help – must have teacher’s approval
- Working at specific class events (example – 4<sup>th</sup> grade “Patty Reed Day”)
- Teaching – as a volunteer when arranged by teachers with administrator approval
- Teaching (assisting) with drill and practice (flash cards), grading papers, Bible verse memory work, etc.
- Class parties – Hours that apply are for set up, clean up, and for cooking for this (example – Thanksgiving Day Feast)

### Fund Raising

- Annual Auction (Auction Chairperson) – working, not just attending
- Garage Sale – Sorting, pricing, and working the event.
- Apex Fun Run (PFA) – working, not just attending
- BoxTops for Education
- Used Uniform Sale
- Pancake Breakfasts – Working, not just attending

Leadership - Time served as a leader in PFA, Athletic Boosters, and HCS Board of Directors

### Social Events (Working, not just attending)

- Candy Cane Café, Teacher Appreciation Week (PFA)
- International Day
- Movie Night

### Other Opportunities

- Athletic work – volunteer (unpaid) coaching, team mom, driving team, (time spent working, not attending games)
- Food making for events (one hour for every 3 doz. cookies – must be homemade)
- Café Work – consider being a regular volunteer in our café. The hours open each week are from 11:00 AM to 1:00 PM for lunch and 2:30 to 3:30 PM for snack. Hours must be scheduled with staff.
- Book Fair – assisting the librarian with assigned tasks
- Library Work – as per Librarian's permission and direction
- Spirit Week – making posters and more
- Chapel – leading in worship/teaching
- School musicals – choreography, set production, assisting director with costuming
- Graduations – assisting with details as assigned by administration

### **Q. Does fundraising count as volunteer hours?**

A. To do fund raising well requires many hands and, of course, it qualifies as volunteerism at HCS. Keep in mind that all fundraising projects, appeals, and initiatives must be approved by the Head of School. Also, while we do charge a fee for un-served hours, having made a donation during the year is not a substitute for the required volunteer hours.

### **Q. If you have served over your 20-hour requirement, can I apply or give the extra hours to another person? Also, who can serve the required hours?**

A. Our goal is to have everyone involved; therefore, giving someone else your volunteer hours would not be permitted in our program. The required hours can be served by the parents only, with the exception of high school students on Saturday volunteer workdays.

### **Q. What exactly is the purpose of the Volunteer Office that is located on campus?**

A. Room # 132 is labeled as a volunteer office. Most volunteer tasks do not require the use of this office. However, it is for the purpose of volunteerism in general. All parents should refrain from leaving personal items in this office. Parent support group leaders and major fund raising leaders will need to use this office for the use of computers and printers and the storage of related items. Some other basic guidelines for the room are: (1) Do not let your children and their friends hang out in the room. (2) Do not use this room for personal items such your own children's snacks, food, etc. (3) This room needs to be kept secure due to the storage of used uniforms. (4) Have respect and cooperation for all others who are allowed to use this room. As space is at a premium, no one individual and/or group can monopolize or restrict others. The Head of School should be consulted if there are any conflicts resulting from the use of this room.

### **Q. How and when will I be billed for any un-served hours?**

A. Required volunteer hours must be served and logged by May 31. Hours served or logged after May

31, will apply to the next school year. Prior to June 1<sup>st</sup>, the hours are tabulated from the logbook and a bill is sent to parents who choose to not serve their volunteer hours. Parents are responsible for paying this fee before the last day of school. Fees for un-served volunteer hours do need to be paid up before the last day of school. Student records, report cards, transcripts, and yearbooks will not be issued if payment is not received.

Thank you for taking the time to read these guidelines. If you are not sure if something applies toward volunteer hours, or if you have questions, please contact the Head of School if the Office Manager or another leader is not able to answer your question. Consider taking initiative. If you have a new idea of something that you want to do through volunteerism, discuss it with the Head of School, the K-12 Principal, the Preschool Director, or a volunteer leader.

Please have fun while volunteering. Sometimes when volunteering there is a process of trial and error before volunteers discover the projects and people who are the best fit for them. There are plenty of projects to go around, so try something new. Remember that little eyes are watching adults as they serve. Getting a job done (the product or result) is important; yet, equally important is the way the job was completed (the process). Honor the Lord in all that you do. Work to form positive relationships with other parents. Seek unity in all things. If you are not sure what to do, then seek the advice of someone in authority such as the lead volunteer overseeing a project or an administrator. As you help us, we are here to help you. Thank you for the significant difference you each make in a Hillcrest education!

## 2016-2017 Staff Directory

**Hillcrest Christian School**  
**384 Erbes Road**  
**Thousand Oaks, CA 91362**  
**hillcrest@hillcrestcs.org**

**Phone: (805) 497-7501**  
**Main Fax: (805) 494-9355**  
**Finance Fax: (805) 497-0282**  
**Childcare Phone: (805) 795-7671**

### Administration

<b>Ext. Staff Member</b>	<b>Responsibilities</b>	<b>Room</b>
227 Horan, Kathy	K-12 Principal	136
267 Penny Hawkins	Dean of Students	115
204 Malcolm, LuAnn	Admissions Director	02
251 Day, Brady	Athletic Director	P-3
203 Geller, Sharon	Finance Manager	101
205 Stueber, Cathey	Registrar; Activities Director	04
258 Metcalfe, Joni	Director of Human Resource	109
200 Matheson, Gail	Office Manager	Front Office
207 Meza, Jesse	Facilities & Maintenance	M2
307 Reyes, Santo	Facilities & Maintenance	M2
206 Covany, Dee	Manager - Café	Café
213 Thurman, Julie	Librarian	Library
268 Yoon, Candice	Private Satellite Program/Online Academy	127
209 Conference Room		140
266 ELD Office	Farah, Katherine	118
215 Staff Lounge		103

### Elementary School

<b>Ext. Staff Member</b>	<b>Responsibilities</b>	<b>Room</b>
227 Horan, Kathy	<b>Principal</b>	136
214 Jones, Bonnie	Teacher - Kindergarten	104
231 Ochoa, Misty	Teacher – First Grade	102
236 Gonzales, Joann	Teacher – Second Grade	113
243 Pavlovich, Natalie	Teacher – Third Grade	112
249 Hawkins, Penny	Teacher – Fourth Grade/Dean of Students	130
	Teacher – Fourth Grade	126
241 De La Rosa, Deeann	Teacher – Fifth Grade	129
260 Hume, Suzanne	Teacher – Sixth Grade	116
237 Antiojo, Lindsay	Teacher – Sixth Grade	114
211 Altschuler, Jon	Teacher – Music, 6 <sup>th</sup> Grade Spelling	118
250 Duenas, Rob	Teacher – Art	120
266 Farah, Katherine	Teacher – Spanish	111
259	Teacher – Computers	124
251 Day, Brady	Teacher – P.E., Athletic Director	P-3
257 Gross, Brandon	Teacher – P.E. Asst. A.D.	P-3
257 Thatcher, Julie	Teacher – P.E.	P-3

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## Middle & High School

227	Horan, Kathy	Principal	136
267	Hawkins, Penny	Dean of Students	115
251	Day, Brady	Athletic Director, Teacher – P.E.	P-3
239	Barkett, DeeDee	Teacher – Science	P-6
266	Farah, Katherine	Teacher – ELD	111
253	Gilchrist, Kristin	Teacher – Math	P-3
256	Trude, Cecilia	Teacher – Science	117
262	Rossi, Ellie	Teacher – Math, Science	124
247	Johnson, Seth	Teacher – Bible/Social Studies	132
248	Leming, Scott	Teacher – Bible/English	P-2
255	Navarro, Jessica	Teacher – Spanish, Math	131
261	Blumenthal, Nancy	Teacher – French/History/Drama	105
245	Murphy, Bridget	Teacher – English	P-5
252	Horan, Kaitlin	Teacher – Social Studies	P-4
250	Duenas, Rob	Teacher – Art/Yearbook	120
229	Barbour, Anne	Teacher – High School/Middle School Worship Band	108
258	Metcalfe, Joni	Teacher – Home Economics	109

## Daycare (Elementary / Middle School)

258	Metcalfe, Joni	Childcare Coordinator	109
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# **Anti-Harassment Policy Addendum**



# Hillcrest Christian School Anti-harassment Policy

The policy of Hillcrest Christian School (“HCS”) is to provide an academic environment that is free from all forms of harassment, intimidation and exploitation that are actual or perceived and whether they are based on sex (gender), race, color, national or ethnic origin, age, or disability. We promote an environment where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. HCS is prepared to and shall take action to prevent and correct any violations of this policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

HCS does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Any administrative personnel who receive a complaint of harassment shall immediately notify their immediate supervisor and/or take prompt action to investigate the allegations. Should such administrative personnel fail to appropriately report it or take corrective action pursuant to this policy, they too shall be subject to disciplinary action, up to and including discharge.

## I. Definitions and Prohibited Acts

**1. Sexual Harassment.** “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through HCS.

**2. Unwelcome and Offensive Behavior.** The fact that a student may not openly object to others’ actions or words does not alone mean that they were acceptable. Under the law, a student does not have to openly object to others’ actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, everyone including employees, staff, volunteers, and students should be sensitive to the feelings of others whether they object or not.

**3. Verbal Harassment.** Prohibited statements include, but are not necessarily limited to, the use of derogatory descriptions of a student or group of students based on race, gender, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, gender, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, HCS does not tolerate such comments on its premises or during working hours.

Examples of prohibited statements include, but are not necessarily limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's physical anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean men or women.

**4. Physical Sexual Harassment.** Prohibited actions include, but are not necessarily limited to, touching in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done.

**5. Sexual Harasser.** A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on gender.

**6. Race, Color, National or Ethnic Origin, Age, and Disability Harassment.** Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic performance, or of creating an intimidating, hostile, or offensive educational environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through HCS.

**7. Electronic Harassment.** Harassment may occur through a number of mediums or means, including electronic communications. The anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not necessarily

limited to, Internet, email, cell phones (including picture phone or text messaging as well as voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive, and the policy is intended to cover other types of electronic communication.

**8. Physical and Visual Harassment.** Prohibited actions include, but are not necessarily limited to, the following:

Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, gender, color, national or ethnic origin, age, or disability.

General harassment, pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, gender, color, national or ethnic origin, age, or disability.

**9. Definition of Bullying or Intimidation.** "Bullying or intimidation" means any written/visual, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether visual, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

**11. Examples of Harassment, Bullying, or Intimidation.** Unwelcome conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual or other nature. Among the types of conduct that would violate this policy are the following:

Unwanted sexual advances or propositions

Offering academic benefits in exchange for sexual favors

Making or threatening reprisals after a negative response to sexual advances

Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters

Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability

Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age, or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations

Physical conduct such as touching, assaulting, impeding, or blocking movements

Any conduct that has the effect of insulting or demeaning a student or group of students in such a

way as to disrupt or interfere with HCS' educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.

## **II. Application of Anti-harassment Policy**

The anti-harassment policy applies to HCS hours; to any HCS-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on HCS property or at HCS-leased facilities; or at any other time when the event or activity has any school recognition. Additionally, as a Christian school, HCS has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ-like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

## **III. Prohibited Actions**

- 1. Employee-Student Harassment, Bullying, or Intimidation.** Employee-student harassment, bullying, or intimidation of any type is prohibited.
- 2. Student-Student Harassment, Bullying, or Intimidation.** Student-student harassment, bullying, or intimidation of any type is prohibited.

## **IV. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation**

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to any adult on campus or one of HCS' officials designated below. Likewise, students who observe conduct of a harassing, bullying, or intimidating nature are also encouraged to report the matter to an adult on campus or one of the HCS' officials designated below. All complaints will be promptly investigated.

## **V. Where to Report Harassment, Bullying, or Intimidation**

The following individuals are specifically authorized to receive complaints and to respond to questions regarding harassment:

- |                       |                  |                        |
|-----------------------|------------------|------------------------|
| 1. Mrs. Kathy Horan   | Principal        | 805-497-7501, ext. 227 |
| 2. Mrs. Penny Hawkins | Dean of Students | 805-497-7501, ext. 267 |
| 4. Mrs. Joni Metcalfe | HR Director      | 805-497-7501, ext. 258 |

## **VI. Confidentiality**

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, HCS reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate government officials as the circumstances warrant.

## **VII. Protection Against Retaliation**

It is against HCS' policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently HCS learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, HCS reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

## **III. Procedure for Investigation of a Complaint and Taking Corrective Action**

When one of HCS' officials designated in this policy receives a complaint, he or she shall immediately inform the [principal/administrator]. The [principal/administrator] will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct may be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances.

## **Parking Procedures**

## “Whom to See About What”

<b>SECONDARY (7-12)</b>		
<b>Attendance</b>	Cathey Stueber (x205)	
<b>Academic Advisement</b>	Kathy Horan/LuAnn Malcolm (x227, x204)	
<b>Advanced Placement Tests (AP &amp; College Entrance SAT/ACT)</b>	Kathy Horan and LuAnn Malcolm (x227, x204)	
<b>Athletic Director</b>	Brady Day (x251)	
<b>High School ASB</b>	Kaitlin Horan (x252)	
<b>Middle School Leadership</b>	Julie Thurman (x213)	
<b>CA Class Scholastic Federation (CSF/HS)</b>	Cathey Stueber (x205)	
<b>Chapel</b>	Anne Barbour (x229)	
<b>Senior Class Advisor</b>	Kaitlin Horan (x252)	
<b>Schedule Changes</b>	Kathy Horan (x227)	
<b>College Placement/Applications/Admissions</b>	Kathy Horan (227), LuAnn Malcolm (204)	
<b>Curriculum Adoption/Guides</b>	Kathy Horan (x227)	
<b>Grades and Report Cards</b>	Kathy Horan (x227) Cathe Stueber (x205)	
<b>Community Service</b>	Bible teachers	
<b>Department Heads</b>		
	Bible	
	Computers	
	English	Kathy Horan (x227)
	Foreign Language	Jessica Navarro (x255)
	Math	Kristin Gilchirst (x253)
	Science	
	Social Science	Kathy Horan (x227)
<b>Discipline</b>	Penny Hawkins (x267)	
<b>Dress Code</b>	Kathy Horan (x227)	
<b>Lockers</b>	Gail Matheson (x200)	
<b>National Honor Society</b>	Nancie Blumenthal (x261)	
<b>Online Academy</b>	Candace Yoon (x268)	
<b>Private Satellite Program</b>	Candace Yoon (x268)	
<b>Science Fair</b>	Dee Dee Barkett (x239)	
<b>Teacher Assistants (students)</b>	Kathy Horan (x227)	
<b>Transcript Requests</b>	Cathey Stueber (x205)	
<b>ELEMENTARY (K-6)</b>		
<b>Attendance</b>	Teacher	
<b>Academic Advisement</b>	Kathy Horan (x227)	
<b>Achievement Tests (Terra Nova)</b>	Kathy Horan (x227)	
<b>Chapel</b>	Anne Barbour (x229)	
<b>Curriculum Adoption/Guides</b>	Kathy Horan (x227)	
<b>Dress Code</b>	Classroom teacher	

<b>Discipline</b>		Penny Hawkins (x267)
<b>Extended Day Care</b>		Joni Metcalfe (x258)
<b>Homework Requests</b>		Gail Matheson (x200)
<b>Math Olympics</b>		Suzanne Hume (x260)
<b>Report Cards</b>		Classroom teacher/Cathy Stueber (x205)
<b>Speech Competition</b>		Julie Thurman (x213)
<b>Spelling Bee</b>		
<b>Student Council</b>		
<b>OPERATIONS</b>		
<b>Admissions</b>		LuAnn Malcolm (x204)
<b>Auditorium Usage</b>		Annie Barbour (x229)
<b>Communications</b>		
	Facility Requests	Sharon Geller (x203)
	Fliers and Fundraising requests	Committee chairman/Kathy Horan (x227)
	Master Calendar	Gail Matheson (x200)
	Staff Nametags	LuAnn Malcolm (x204)
	Newsletters and articles	LuAnn Malcolm (x204)
	Staff Telephone List/Extension/Voice Mail System	Gail Matheson (x200)
	Website and Webpages	LuAnn Malcolm (x204)
<b>Registrar</b>		Cathey Stueber (x205)
<b>BUSINESS OFFICE</b>		
<b>Accident Insurance</b>	Students	Sharon Geller (x203)
	Staff	Joni Metcalfe (x258)
<b>Accounting</b>		Sharon Geller (x203)
	Payables/Receivables	
	Payroll	
	Purchasing Supplies	
	Tuition	
<b>Facility Rental</b>		Sharon Geller (x203)
<b>Maintenance and Facilities</b>		
	Cafeteria/Food Service	Dee Covany (x 206)
	Keys	LuAnn Malcolm (x204)
	Maintenance Requests	
<b>Human Resources</b>		Joni Metcalfe (x258)
	CPR Training	
	Employee Benefits	
	Employment & Credential Verification	
<b>Technical</b>	Audio/Visual Equipment	Anne Barbour (x229)
	Technical Requests	Rick Stabile (x242)
<b>GENERAL</b>		
<b>Activities Director</b>		Cathey Stueber (x205)



<b>Board of Directors</b>		Mark Wiemann (Chairman – Volunteer)
<b>Community Resources</b>		Gail Matheson (x200)
<b>Emergency Preparedness</b>		Jon Altschuler (x211)
<b>Library</b>		Julie Thurman (x213)
<b>Performing Arts</b>		
	Elementary	Jon Altschuler (x211)
	Secondary (MS & HS class)	Anne Barbour (x229), Nancie Blumenthal (x261)
<b>PE Uniforms</b>		Brady Day (x251)
<b>Photography</b>	School Portraits	Cathey Stueber (x205)
	Senior Portraits	Bennett Photography (805) 529-1240
	Sports Portraits	Kristin Gilchrist (x253)
<b>PFA (Parent-Faculty Association)</b>		Jenni Schweizer
<b>Safety/Disaster/Fire - Overall</b>		Jon Altschuler (x211)
<b>School Uniforms</b>		Norman's Uniforms (310)832-8342 normansuniforms.com (code 384) Joni Metcalfe (x258)
<b>Textbooks Ordering/Purchasing</b>		
	Elementary	Kathy Horan (x227)
	Secondary	Kathy Horan (x227)
<b>Trips</b>	4 <sup>th</sup> grade Sacramento	Penny Hawkins (x249)
	7 <sup>th</sup> grade trip	Dee Dee Barkett (x239)
	8 <sup>th</sup> grade Washington D.C.	LuAnn Malcolm (x204)
	Europe Trip	Kathy Horan (x227)
	Senior Trip	Kaitlin Horan (x252)
	Senior Grad Night	LuAnn Malcolm (x204)
<b>Tutoring Information</b>		LuAnn Malcolm (x204)
<b>“Whom to See About What” (compiling)</b>		LuAnn Malcolm (x204)
<b>Work Permits</b>		Cathey Stueber (x205)
<b>Work Room (S.O.N. Room)</b>		Misty Ochoa (x231)
<b>Yearbook</b>		Rob Duenas (x250)

