



Hillcrest Christian School
Elementary
Student/Parent Handbook
2022/2023

Dear Hillcrest Families,

We are thrilled to partner with you and your local church to prepare the next generation to impact the world for Jesus Christ! As the Conejo Valley's K-12 Covenantal Christian School, Hillcrest partners with families who have already established a Christian home, attend a Christian church, and want their children to hear the truth about God, His world, and His word, the Bible, each day at school.

My life verses are Psalm 78:4. "We will tell the next generation the praiseworthy deeds of the Lord, His power, and the wonders He has done." and 3 John 1:4 "I have no greater joy than to hear that my children are walking in the truth." Thanks to your decision to send your children to Hillcrest Christian, we get to live these verses here each day.

I pray you all have a wonderful school year and I look forward to getting to meet and know each one of you.

In Him,

Dan Vande Pol

HCS Head of School

Dear
Parents,

Thank you for being a part of Hillcrest Christian School. As we embark on a new school year together, I am excited to see what God has in store for us. Your children are a precious gift from God. I am humbled to play a role in equipping and developing these young workers in Christ's kingdom. I want their experiences at HCS to be life changing. My desire is for them to one day graduate from Hillcrest with the knowledge of God's purpose for their lives and a passion to fulfill their calling to impact the world for Jesus Christ.

"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work." 2 Timothy 3:16-17

It is my privilege to walk alongside and partner with you as we encourage your children to become honoring, Christ-centered scholars. This handbook is one of our most effective ways of communicating our expectations. Please take time to read this information carefully and discuss it as a family. If you have questions after reading it, please do not hesitate to contact me. We cannot operate without effective communication and support between the home and school.

I want to welcome you to another year at Hillcrest Christian School! I look forward to partnering with you as we all carry out our mission to train up the next generation to impact the world for Jesus Christ. Please know that you and your family are covered in prayer. I look forward to all that God has planned for this school year!

Blessings,

Suzanne Hume

HCS Elementary Principal

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ELEMENTARY SCHOOL STUDENT HANDBOOK

SCHOOL PERSONNEL

Administration

Dan Vande Pol, Head of School 1015

Elementary Administration

Suzanne Hume, Principal.....1007

Jennifer Miller, Office Manager/Executive Assistant..... 1012

Registration

Cathey Stueber, Registrar 1004

Athletic Director & Transportation

Michael Westphal, Athletic Director 1311

Hot Lunch/Campus Cafe

Jennifer Bates.....1319

Student Billing & Financial Aid

Nanci Scully.....1014

Admissions

Lindsay Antioho 1013

Call the School Office x1002 for the following:

Absences for illness

Lost and Found

Tardiness

Contact your classroom teacher for the following:

Classroom difficulties (student)

Classroom difficulties (parents)

Teacher Conference (parents)

Report Cards

HCS 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, and in His personal and visible return in power and glory. He was buried; He rose again bodily; He ascended to God the Father according to the Scriptures. (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, 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 conviction 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)

MISSION AND VISION

Mission: Hillcrest Christian School is dedicated to serving the Christian community by providing high-quality Christian education and discipleship for the development of well-rounded students who will impact this world for the Lord Jesus Christ through Biblical thought and action and a deep-rooted foundation in God's Word.

Vision: Equipping students to impact the world for Jesus Christ.

School Verse: *"All Scripture is God-breathed and is useful for teaching, rebuking, correcting and training in righteousness, so that the servant of God may be thoroughly equipped for every good work."* (2 Timothy 3:16-17)

2022-2023 Theme Verse: *"In the same way, let your light shine before others, so that they may see your good works and give glory to your Father who is in heaven."* (Matthew 5:16)

NON-DISCRIMINATORY STATEMENT

It is and shall be the policy of Hillcrest Christian School in the admission of students or the hiring of employees, not to discriminate on the basis of the applicant's race, color, or ethnic origin and entitle them to all the rights, privileges, programs and activities made available to students and employees at this school.

AMERICANS WITH DISABILITIES ACT

Hillcrest Christian School does not discriminate against qualified applicants, employees, prospective students or enrolled students who are/or become disabled. A qualified person is someone who, with or without a reasonable accommodation, can perform the essential functions of the job or educational program in question. In accordance with the Americans with Disabilities Act, Hillcrest Christian School has adopted a policy that prohibits discrimination against faculty, staff or students with disabilities. The school, however, admits only those students for which the school can provide an appropriate educational program.

OTHER LEGAL DISCLOSURES

REASONABLE SUSPICION OF ABUSE: In accord with state law and school policy, school staff are obligated under penalty of fine and jail term to report the reasonable suspicion of physical abuse, sexual abuse, or child neglect. In this very serious and legally narrow area, the school will not contact parents in advance of making a report to authorities, which would be the procedure followed in most other legal matters. The clear intent of the law, based on the seriousness of the crimes listed above, is to mandate that a report of reasonable suspicion of abuse be made. School staff will make such reports in the best interest of the child and do not, once reasonable suspicion is established, have any legal alternative except to make the report to the proper authorities for their investigation and review.

DISCLAIMER

Nothing in this Student Handbook should be construed as a contract. Any contractual rights are set forth in the Enrollment Agreement. Hillcrest Christian reserves the right to add, delete, or modify any policy in this Student Handbook at any time without prior notice.

INTRODUCTION

It is the purpose of HCS to train and equip students who impact the world for Jesus Christ. Students are taught to fully submit to the inerrant truth of scripture and to live their lives with the knowledge and understanding that as Christ-followers, the Holy Spirit lives inside them and empowers them to live a life that brings glory to God. They are image-bearers of God and His ambassadors. We trust they will learn to do their best, pursue excellence, and develop their interests and God-given abilities and gifts. We also desire that they learn to obey God's instruction, live a life as a child of the King and learn to share His love with others.

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 section of guidelines contains explanations and policies regarding life at the elementary level at Hillcrest Christian. At HCS we desire to maintain a healthy and God-honoring environment for authentic learning. Policies and regulations are necessary in order to maintain the climate we desire. We expect that you will respect and respond properly to the authority over you even when you are not in full agreement. We trust that our guidelines will help maintain a positive atmosphere for everyone to enjoy.

EXPECTATIONS

As a covenantal Christian school we are distinctly unique. 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 socially and academically prepared to pursue the next stage of life.
- Students will be responsible stewards of all God entrusts to them.
- 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.
- Students will be faithful to his/her local church

GENERAL INFORMATION

DAILY SCHEDULES

K-6th:

- Classes begin at 8:30 am (warning bell at 8:25).
 - Students should not be dropped off at school before 7:00 am when extended care begins.
 - Students may play on the yard starting at 8:10 until the morning bell rings. Any student that arrives prior to 8:10am will be checked into Extended Care and parents will be charged via FACTS. Parents are welcome to drive through and drop off their children in either the front or back of the school.
 - Parents should not enter their child's classroom before school. The teachers have a responsibility for welcoming and assisting all of their students as they come in and they have been asked not to use this time to talk to parents. Teachers will assist students in getting ready for the school day. Getting organized and ready for the day is an important skill and the teachers want to work with their students as they learn to be responsible for themselves. Teaching time is very precious and the teachers have

a responsibility to supervise their students as they come in and as they prepare to leave.

- Carpool line starts at 3:00 (2:00 on Tuesdays).
- **All elementary** students are dismissed at **11:45am on school half days.**
 - K-3rd grade students will be dismissed at the front of the school unless they have an older sibling.
 - 4th -6th grade students can be picked up in the back parking area of elementary.
 - If you're going to be late in picking up your child after school, please call the office so we can inform your child and the teacher. Students who have not been picked up by 3:15 pm will be sent to Extended Care. Parents will be billed via FACTS for the cost of supervision.
 - • There is no school playground supervision after school. The playground is reserved from 3:30 to 5:30 pm for the Extended Care program and HCS athletic or intramural teams.
- HCS teachers are available to talk with parents. Texting via ClassDojo and emailing are the most convenient as it allows the classroom teacher to take the message when they are not supervising students. They will get back to you in a timely manner.
- If your child needs to be checked out of school early for an appointment, please notify the classroom teacher 24 hours in advance to allow them time to ensure your child has what they need for the time that will be missed. Please contact the school office to check him or her out before 2:30 pm. Students will not be dismissed between 2:30 pm and 3:00 pm except for emergencies. This allows teachers to conclude their day with no disruptions and to supervise all students as they get ready to pack up to go home.

FOOD DELIVERIES

Any food deliveries that are sent to school will be turned away. HCS will not be liable for any reimbursement for food not received, etc. Parents may still drop off food for their child.

LOST AND FOUND

Most lost articles are turned in at the elementary office or the classroom. Please check the lost and found rack that can be found in the breezeway. The owners of labeled articles will be notified to collect their item(s). All unlabeled and unclaimed items will be recycled or given away if left in the lost and found at the end of each month.

NEWSLETTER

We publish an email newsletter every week that is available online at www.hillcrestcs.org throughout the school year. Please read the newsletter carefully as it contains much useful information.

SCHOOL PICTURES

Individual pictures are taken of students each school year and are available for purchase through the school. Pictures are generally taken in the fall. The specific dates will be given in the newsletter and information packets sent home about a week before picture day.

HEALTH ROOM POLICIES AND PROCEDURES - MEDICATION

Students must be free of all fever and vomiting for 24 hours before attending school. Do not send your child to school if he or she has a fever or vomiting before the school day starts. Do not send your child to school if he or she had a fever or vomited the previous afternoon or evening.

Medication Policy Prescription medication may only be dispensed from its original container and accompanied by a physician's prescription and written parental permission. **If your child needs an over the-counter medication, the student MUST have a physician's prescription and written parental permission as well as be supplied in its original container.** All medication must be delivered to the health room by the student's parent, legal guardian or a previously designated adult. It is against school policy for a student to carry ANY medication on their person without prior approval. All medication must be maintained in the health room. Medication needed on field trips is also covered by this policy and must be administered by an individual designated by the principal.

For your child's safety please remember:

- *Absolutely no medication will be given without written parental permission.*
- *School health room personnel may not administer the first dose of any medication. (Students should be monitored by parent for possible side effects following initial dose).*
- *School health room personnel are legally required to administer only medications with FDA approval.*
- *All PRESCRIPTION medication must be administered as labeled and OTC medications may not exceed package directions.*
- *ALL MEDICATION MUST BE IN THE ORIGINAL CONTAINER. No medication will be given from zip-lock bags or envelopes.*
- *If your child forgets to take a morning dose of medication, school health room personnel are not allowed to give that dose at school. Parents may come to the health room to give the missed dose.*
- *If HCS receives permission from the prescribing doctor and the parent/legal guardian, students with medication prescribed by a health care provider contained in the original packaging and appropriately labeled may carry these medications, may self-monitor and may self-administer these medications. If there is sufficient evidence that unsupervised self-monitoring or self-medicating would jeopardize the safety of the student or others, the school may refuse to allow the student to carry his/her medication.*

Contacting Parents

*If your child comes to the health room and needs to go home, we will contact a parent or legal guardian. We cannot send a student home until a parent has been notified. This is why it is **very important** that we have current information about how to contact you at all times. If your child has an emergency situation or needs immediate care that cannot be provided at school, those contacts you list on FACTS will be called, if we cannot reach a parent first. If this information should change please update FACTS and notify your school health room personnel immediately.*

**** Parents must notify the school of any serious physical handicap and/or medic alert that their child may have.****

SUPPLIES

The school orders and provides textbooks, workbooks and learning aids for elementary students. Supply lists for each grade level will be emailed to parents and posted on our website. Students may be charged for careless use or loss of school-owned textbooks. This charge must be paid before the final report card will be issued.

REPORT CARDS

For students in grades K–6, report cards are posted on FACTS at the end of each marking period. Please go over the report card carefully with your child. If a question arises, please contact your child's teacher.

STUDENT RECORDS

The school maintains a cumulative file for each elementary student. This file contains the student's academic, health, attendance, and behavior records. If a student transfers to another school, the complete file is mailed directly to the new school. Copies of records for elementary students are maintained at HCS for 10 years after withdrawal.

PHYSICAL EDUCATION

Physical education is offered to all children in elementary grades. Students must wear athletic shoes in order to participate safely on PE days. Please see the dress code for specific details.

CLASS PARTIES/INVITATIONS

Class parties at school should be inclusive of all students in the classroom. Several class parties take place throughout the year for special holidays. If invitations are handed out at school to students for off campus, non-HCS parties, invitations should be distributed to all students in the classroom so that all are invited and have the opportunity to participate.

TELEPHONE/CELL PHONE USE

Elementary students may use the classroom teacher's telephone in case of an important need. They must first obtain the permission of their classroom teacher. Requests of this nature must be limited, however, to prevent the interruption of classroom instruction.

Cell phones, smart watches and any other communication devices may not be used or visible while on campus. If you feel your child must have a cell phone, it must remain in their backpack, TURNED OFF while at school. Devices may not be kept in pockets, etc. Texting and videotaping are not permitted anytime during the school day. Failure to follow these guidelines will result in disciplinary action and possible confiscation of the phone. The cell phone may be retrieved by the student or parent at the end of the day. This policy is in effect throughout the entire school day while your child is on the HCS campus. Requests to use the phone or cell phone will be screened by the classroom teacher or administration. Students are to make arrangements for after school BEFORE they arrive at school that day.

- If an electronic device disrupts a class by ringing or vibrating, the student possessing the device will be subject to disciplinary action. Any student who uses an electronic device to threaten or intimidate another student or faculty/staff member through email, social network posting or other electronic messages also will be subject to disciplinary action as determined by the school administration.

HOMEWORK

The amount of homework assigned generally increases with the grade levels. The intended purpose is to have students use some of their out of school time to supplement their school work to prepare them for future demands in the classroom. If you have questions regarding the amount or type of homework given, please contact your child's teacher. The school does expect all homework assigned to be completed to the best of the student's ability.

STANDARDIZED TESTING

The Iowa Assessment is administered to all students in grades K – 6 during the spring of the school year. Results of these tests will be sent home to the parents following the test sessions. Parents are reminded to make sure students are present these days and that they have sufficient rest during this week in particular. It is not always possible for students to make up missed testing sessions.

STUDENT INJURY AND INSURANCE

In case of injury to a student or an unexpected illness, the student will be monitored in the health room. If the parents are not available, a designated relative or neighbor will be contacted. It is the responsibility of the parent to provide health and accident insurance for their children. Please be sure that your child is covered. If parents are leaving their children in the care of other family members or other adults, please leave a **notarized statement** giving them permission to sign for any emergency treatment that may be necessary.

PLEASE NOTIFY THE OFFICE TO LET US KNOW WHO IS RESPONSIBLE FOR YOUR CHILDREN WHILE YOU ARE AWAY. THIS IS VERY IMPORTANT IN CASE OF SERIOUS ACCIDENT OR ILLNESS.
NO ACCIDENTS OR INJURIES ARE COVERED BY THE SCHOOL'S INSURANCE

VISITS TO SCHOOL

Parents are welcome to eat with their child(ren) during the designated lunch time. Parents may eat lunch with their child(ren) in the main entrance breezeway.

Any parent or other adult coming on campus must sign in at the elementary office. If you are dropping off a student who is late, or coming from an appointment, he/she must also be signed in at the office by the responsible adult. If a student is picked up early from school for an appointment or any other reason, he/she must be signed out from the office by an authorized adult.

VOLUNTEERS

HCS is grateful for the many parent and family volunteers who give generously of their time to support the school program. A number of volunteer positions and opportunities are available, such as room moms, tutors, library aids, field trip chaperones, fundraiser committee members, special activity coaches, etc. Please contact your child's teacher or the school's Parent Faculty Association President for more information.

HCS WEBSITE

FACTS and the HCS website (www.hillcrestcs.org) are the primary sources of up-to-the minute information, events and calendars. Please make use of these very valuable school resources.

RENWEB

Your student's academic progress can be viewed at any time by logging on to FACTS. FACTS is our online student and parent website that gives parental access to homework, attendance, conduct, and grade information. Students and parents will each have a username and password which will be established at the start of the school year. Please contact the HCS registrar if you experience any problems with FACTS. Teachers will update their information each week. This does not guarantee that all outstanding assignments will be graded and entered, but it should reflect the expected work for the week. If grade or homework information is incomplete, please email or call the appropriate teacher directly.

COMPLAINTS CONCERNING PERSONNEL

Complaints from students, parents or members of the family association regarding an individual employee should be discussed first with that teacher or staff member, then with the principal or supervisor of the employee concerned. If the complaint cannot be satisfactorily resolved by such a conference, then the matter should be taken to the Head of School and, if necessary, the school board.

PARENT/TEACHER CONFERENCES

The purpose of the parent/teacher conference is to provide a direct means for closer and improved communication between home and school, and to evaluate a student's development together. The success of conferences hinges on maintaining the partnership between the classroom teacher and parents. Conferences are scheduled at any time the teacher or parent believes it is necessary to do so. Scheduled conferences occur after the completion of the first and third quarter. All parents are required and expected to participate in this process. During the school year, teachers are available by appointment before or after the school day and would welcome the opportunity to get to know you in order to better educate your child.

CONFLICT RESOLUTION

As people reconciled to God by the death and resurrection of Jesus Christ, HCS believes that each individual is called to respond to conflict in a way that is remarkably different from the way the world deals with conflict. Conflict provides opportunities to glorify God, serve other people, and grow to be like Christ (1 Cor. 10:21-11:1; Romans 8:28-29, James 1:2-4). Matthew 18:15-18 makes it clear that conflicts within the body of Christ should be handled on an individual basis. As Christians, we are expected to make "every effort to keep the unity of the Spirit in the bond of peace" by being completely humble, gentle, patient, and forbearing (Eph. 4:2-3).

- **GLORIFY GOD** – Instead of focusing on selfish desires or dwelling on what others may do, we will seek to please and honor God by depending on His wisdom, power and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful and forgiving attitude (1 Cor. 10:31; James 4:1-3; Psalm 37:1-6; Phil. 4:2-9; Col 3:1-4; 1 Peter 2:12; John 14:15; James 3:17-18; Rom. 12:17-21, Mark 11:25).
- **SELF EXAMINE** – Instead of attacking others or dwelling on their wrongs, we will take responsibility for our own contribution to conflicts by confessing our sins, asking God to help us change any attitudes and habits that lead to conflict, and by seeking to repair any harm we have caused (Matt. 7:3-5; 1 John 1:8-9; Prov. 28:13; Col. 3:5-14; Luke 19:8)
- **CHOOSE CONNECTION** – Instead of pretending that conflict does not exist or talking to others behind their backs, we will choose to overlook minor offenses and/or will talk directly and graciously with those whose

offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a Biblical manner (Matt. 18:15-20; James 5:9; Prov. 19:11; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; 1 Cor. 6:1-8).

- **GO AND BE RECONCILED** – Instead of accepting premature compromise or allowing relationships to wither, we will actively pursue genuine peace and reconciliation by forgiving others as God, for Christ's sake, has forgiven us, and by seeking just and mutually beneficial solutions to our differences (Matt. 5:23-24; Eph. 4:1-3, 32; Matt. 7:12; Phil. 2:3-4).

By God's grace, we apply these principles as a matter of stewardship, realizing that conflict is an assignment, not an accident. We will remember that success in God's eyes is not a matter of specific results but of faithful, dependent obedience. And we pray that our service as peacemakers brings praise to our Lord and leads others to know His infinite love (Matt 25:14-21; 1 Peter 2:19; Rom. 12:18; John 13:34-35). When a situation arises that requires further review or action, it is always wise to follow these steps to get proper resolution:

- Personal conflicts cannot be avoided in life and are to be viewed as a learning opportunity for all involved.
- When the conflict arises, first take the situation to the Lord to receive His wisdom and to gain proper perspective.
- Remember that the anger of man will never accomplish the righteousness of God (James 1:20).
- The two parties involved are to discuss the issue as soon as possible. Email can be used as the first line of communication, but care should be taken to not use it as an opportunity to vent.
- When a resolution cannot be reached through email, the teacher or parent should request a conference in person to discuss the problem.
- A third party is to become involved only if the conflict cannot be resolved among those directly involved. In the school setting, this will likely be with the teacher/coach/staff and the appropriate principal.
- If needed, schedule additional meetings with the parties and the principal; however, if both sides feel led, arrange a time for all involved to meet with the Head of School to seek his wisdom and insight in light of the school policies and
- guidelines.
- Even if the conflict is never fully resolved, forgiveness must be applied because it is the Biblical example. All confrontations should have the purpose of resolution in mind. An individual's spirit should be one of restitution, not revenge.

Jesus prayed for us to be in perfect unity even as He and His Father are One. The goal of this unity is that the world will see us and believe that Jesus is the Son of God. How we deal with conflict speaks volumes to the world about the difference Christ has made in us.

STUDENTS AND GUIDANCE ISSUES

There are times when students require guidance for a particular instance or event. Initial guidance is given by the classroom teacher to help resolve a particular issue.

If the issue is not, or cannot, be resolved by the classroom teacher it will be brought to the elementary school principal who will work with the student and/or parents to help come to a resolution to the situation. The elementary school principal may enlist the assistance of the campus pastor to help work through the situation.

Educators are required by law to report any suspected abuse or neglect.

MESSAGES FOR STUDENTS

The responsibilities of the school administrative assistants do not allow time or opportunity to bring all messages from parents to students. Emergency messages will always be relayed to students immediately. Teachers can be reached by email, ClassDojo or voicemail, however, teachers only have the opportunity to check these during a break in their schedule. Many emergency messages pertain to transportation after school so please make arrangements for transportation before school if at all possible. If your child is going home with another student

you must contact the school office before 2:30 PM. No student will be allowed to leave with an adult without a school-issued placard or authorized release form issued by the school office.

ATTENDANCE POLICY

Consistent, regular attendance is absolutely essential to the education and well-being of every student. With this in mind, the following guidelines for attendance in the elementary school have been established. Absences from school should be kept to a minimum since they do cause a considerable amount of extra work for both teachers and students. Your cooperation in scheduling family vacations and other outings in relation to the school calendar would be greatly appreciated.

Students who miss more than 10 days in a semester for any reason, may have their semester grade decreased by one letter grade for the course per absence over 10. This includes excused and unexcused absences. Students with failing grades due to absences may be required to withdraw from HCS as the school is not able to serve the student's educational needs or provide a hospital/homebound teacher. Students may appeal the grade reduction or withdrawal with a doctor's excuse to be presented to administration.

Teachers will do their best to work with parents to see that the student is caught up with any missed work due to an absence in a timely manner. It should be noted that the burden for making up work lies with the student and the parents. Teachers are not expected to give all of the assignments in advance for travel and other planned absences; however, in some cases they may do so. Adequate notice is the key factor in this matter.

1. Students are to remain on the school grounds from the time they arrive at school until their dismissal time unless they are on a supervised field trip. Children must have written permission from their parents or inform the school office before 2:30 to go to someone else's home after school.
2. After School care is provided at HCS beginning at 3:15 pm and ending at 5:30 pm. Students who have not been picked up by 3:15 pm will be brought to the Extended care room. Parents will go through the school office to pick up their child(ren) between 3:15 – 5:30 pm
3. Absence slips should be turned into the elementary school office when a student returns from an appointment or if they have been ill. Please notify the classroom teacher when your child is ill.
4. The elementary school office should be notified in advance (if possible) for family trips so arrangements can be made with the classroom teacher.
5. A student may not attend school if he or she has had a fever or vomiting in the previous 24 hours. We ask that if your child is sick that you keep the child home for his/her benefit and the other children at school. Do not give any medication to lower a fever-so that the child can attend school that day. We must prevent the spreading of illness at school and this is the only effective way of doing so. We will emphasize hand washing to all elementary students on a regular basis.

STEP BY STEP ATTENDANCE PROCEDURES

Procedure to follow when a student must be absent:

1. Parents are to contact the school as soon as he or she knows a student is going to be absent.
2. If the absence is for illness, parents are requested to call or email the office **by 9 am**. You may leave a message on the voice mail. (805-497-7501 ext. 1002).
3. Absences that are not covered by a phone call or email from home **will be considered unexcused** and the student will not receive credit for any work completed for the day in question. Unexcused absence issues must be resolved within 1 day of returning to school in order to receive credit for your work.

EXCUSED ABSENCES

Absences for medical or dental appointments and illnesses are considered excused. It is strongly recommended that medical and dental appointments be made outside of school hours however, we realize this may not always be possible. Lost class time can be a detriment if material given during the absence is not made up quickly. Should school day appointments be necessary, prior notification should be given to the elementary school office and teacher, and the student is responsible to make up for any missed work.

UNEXCUSED ABSENCES

Absences not described in the “excused absence” section above are “unexcused”.

SKIPPING SCHOOL

Students who skip school and leave campus without parental and/or school permission will receive a disciplinary consequence. A student who skips a class or classes but stays on campus also will be subject to school discipline.

PARENTAL REQUESTS FOR STUDENT ABSENCES

In order for a student to be absent from school for any reason other than illness, parents must receive prior approval from the principal. A request should be made at least one week-prior to the absence to the elementary school office. The request must state the dates and nature of the absence.

INCOMPLETE OR LATE HOMEWORK – GRADES 3-6

It is important for children to learn to be responsible and accountable for their work. In an effort to encourage character development in this area, the following principles govern homework completion. Homework must be completed by the date assigned by the teacher unless there are extenuating circumstances approved by the teacher prior to the deadline or there is a major, prolonged illness.

All assigned work (except in cases of excused absence) is due on the due date (no matter how minor or major the assignment). When a student fails to hand in homework on the due date, the student will receive a lower grade at the discretion of the teacher. If assignments are not submitted by the end of the marking period because of illness or some emergency situation, the student may receive an “F” on his report card. In such cases, two weeks will be allowed for the work to be submitted. After this time if not completed, the grade will remain an “F” or “I” for incomplete. In case of an excused absence, the student has as many days to make up work as was missed (i.e. 2 days absent, 2 days to make up the work).

TARDINESS

It is very important for students to arrive at school on time each day. This allows students to begin their day promptly and prevents disruptions when they arrive late. It is very disruptive to students and teachers when students come late to school. It is imperative that parents get students to class on time for the academic benefit of all students in the classroom. Teachers will assign disciplinary consequences for students with excessive tardies. In such cases, parents may be asked to meet with the principal.

Students are required to be in class ready to work 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 their classroom by 8:30 AM, a tardy or unexcused absence will be recorded depending on arrival time. Any student that is more than fifteen minutes late to class, will be recorded as an unexcused absence. Students are allowed three tardies per quarter without consequence.

Each tardy beyond three in any quarter will result in detention and the following disciplinary action:

- 3rd occurrence - student and parent notified by the Attendance Office
- 4th occurrence - loss of recess
- 5th occurrence - loss of recess; parent meeting

ACCESS TO SCHOOL RECORDS

The administrators of Hillcrest Christian School will provide access to the educational records of children for parents, guardians and adult students. A verbal or written request to inspect and review educational records shall be made to the appropriate principal.

The enrolling parent must ensure that HCS has up-to-date address and contact information for any other parent who is entitled to access to school records.

DISCIPLINE

DISCIPLINE PHILOSOPHY

Discipline is based upon and guided by the absolute principles of Scripture. The philosophy of Hillcrest Christian School dictates that there is a relationship of trust between the home and the school in all matters including the discipline of students. Scripture clearly indicates that parents are delegated by God to be the authority over their children and this authority is transferred to the people in positions of authority in the child's life.

Hillcrest Christian School is and will be one of the authorities in the child's life. Therefore, it should be noted that defiance of authority, arguing and all other actions which indicate the defiant spirit, will be looked upon by the school as being serious in nature. While many small areas are outlined in this handbook, the most important goal and aim of all discipline is to be able to have students understand what authority is and where it comes from. In doing so, Hillcrest Christian School stands ready to assist parents in bringing up their children to be God-fearing young adults. The school will expect and require support from parents as we work together to develop a culture of respect and honor. We will support the discipline of your home and will expect the same support from you, as parents of children at Hillcrest Christian School.

PARENTS AS PARTNERS

The guidelines set forth in this handbook are essential for an effective partnership with families as we seek to prepare the hearts and minds of God's children for service in His kingdom. However, they will be ineffective if there is no agreement and support between the home and school. When a discipline situation arises, it can be a very emotional time for all involved. If our focus remains on developing Christ-like character in our young people, these situations can be opportunities for tremendous growth. The faculty and staff of HCS are experienced professionals who love each and every child enough to discipline them and will make every effort to fairly and consistently apply the handbook guidelines. If your child is disciplined at school, we would ask that:

- If you have any questions regarding the incident, prayerfully and calmly discuss it with the teacher as well as your child. Remain objective and avoid making premature assumptions.
- Refrain from discussing the matter with others – avoid gossip.
- Remember that children will relate incidents from their own perspective which is almost certainly favorable to them.
- Recognize that the behavior we model sends a powerful message to children. Let your attitude and actions convey support for the teacher.

It is also important to remember that parents are partners even in discipline situations that do not involve their children. We would ask that you help promote a healthy community by refraining from gossip and negative talk about discipline situations. Please display the same restraint and discretion that you would want if your child was involved. School personnel will also keep discipline matters in the strictest confidence and work with you to lovingly restore him or her to good standing. We understand that there may be times that you will have questions regarding a situation, but we ask that you direct them to the appropriate school personnel.

STUDENT RESPONSIBILITY

Establishing and maintaining a positive climate at school is a two-way street. There must be a relationship of mutual respect between teachers and students. Students should respect the authority of the teacher since all authority is delegated by God (Rom. 13:1). Teachers must also avoid abusing authority which results in provoking

the students to anger. Teachers must always bear in mind that each student is an image-bearer of God and, therefore, must be treated with respect and consideration.

It is the desire of the faculty to promote a positive learning environment based upon respect for the student. In order to successfully bring about such a positive learning environment, we ask that you respect the rules in this handbook and that you exhibit behavior which reflects an attitude of respect for the authority of teachers. There are three basic principles which are to guide student behavior in the secondary school at Hillcrest Christian School:

1. Students are to be respectful and honoring of people (peers, teachers, principal, visitors on campus, parents).
2. Students are to show proper respect to all property (lockers, desks, walls, equipment, etc.).
3. Students are to obey and respect the school rules which were established to promote health, safety and orderliness.

Ordinarily discipline is handled by the classroom teacher. The principal may administer discipline if needed. Parents may be contacted about misbehavior at school. If the result of misbehavior is suspension, the event will be recorded on RenWeb.

SECURITY/SAFETY/DANGEROUS ITEMS

HCS desires to maintain a positive learning environment on campus that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. To this end, HCS prohibits the possession, transfer, sale, or use of such materials on its premises. Annoying or dangerous items, such as but not limited to pepper spray, knives, chains, water pistols, matches, firecrackers, firearms (guns), etc. are not permitted on campus. Students who bring such items to school will be subject to disciplinary action ranging from a verbal warning to expulsion as determined by the administration. Possession of any firearm by a student may result in immediate expulsion.

Desks, lockers, and other storage areas are provided for the convenience of students but remain the sole property of HCS. Accordingly, they, as well as any articles found within them, can be inspected by the principal or his/her designated assistant at any time, either with or without prior notice. There is no expectation of privacy.

In an effort to offer improved security, video cameras are used throughout the campus and in the buildings.

PLAYGROUND/HALLWAY BEHAVIOR

Students should play during recess in such a manner that all students enjoy their play time and play is conducted in a safe manner. Hallway behavior should be orderly and not disruptive to other students, teachers or classrooms. Students who do not comply with playground rules may be asked to sit out and/or lose playground privileges for a period of time.

PLAYGROUND RULES

Safety is critical for all playground activity and behavior. Rules have been put in place to provide a safe environment for all students to enjoy their time on the playground. Some of the key safety notes are found listed below.

1. Follow the directions of the playground aides and teachers on duty at all times.
2. Play in the designated play areas.
3. Use playground equipment in designated and safe manner:
 - a. Swings: Sit on swings in the appropriate manner with no jumping from swings or swinging sideways. Students are NOT to stand on swing seats.
 - b. Balls: The only balls allowed on the playground are those provided by the playground supervisor or those designated for a specific game.
 - c. Playground structures: The playground structures should be used and enjoyed as intended and limited by the warnings listed on the signs by the equipment.

All students are expected to show kindness to each other on the playground and respect to the teachers and supervisors on duty. Students are expected to be inclusive of all students in the activities on the playground so no one feels left out. If students have concerns or problems on the playground, they should speak to the supervisor or teachers on duty to help resolve the issue. Recess is a time to burn off some energy and enjoy God's creation outside the classroom.

DRESS CODE

A neat and properly attired student body produces an atmosphere that is conducive to study and good work in a Christian school. The intention of the HCS dress code is for students to be dressed appropriately and professionally to honor our Lord and to prepare students for respecting/honoring the dress code of future employers. The aim is for attire, jewelry, hairstyles, etc. to not be a distraction for the students themselves or for others. Any faculty or staff member may determine if a student is not in compliance with dress code.

Condition of Clothing

Clothing should not appear sloppy and must be kept clean. Clothing may not have holes, tears, or ragged edges. Pants should be worn around the waist with no undergarments visible.

Hair

Boys' and girls' hair must be of natural color, neatly groomed, and clean. Boys' hair must be trimmed at the shoulders, and kept out of the face. Sideburns may not extend below the ear.

Accessories

Hats may not be worn at any time in a building but can be worn outside. Any hat must be HCS logo hat only. Any accessory that contains patterns deemed inappropriate by administration may not be worn to school as it is distracting from the learning environment and may be offensive in nature.

All jewelry, when worn, must be in moderation. Nose rings, tongue piercing studs or other types of body/facial piercing jewelry are not allowed. Girls may wear no more than two pairs of earrings; boys are not allowed to wear any type of earrings. Make-up and acrylic nails are not permitted for elementary students. Tattoos, wallet chains, studded or spiked collars and belts or bracelets are not permitted.

We need parental support to effectively maintain standards of dress for our students. These policies can only be successful and productive when the home and school work together. Parents are encouraged to teach their children to cooperate with the guidelines within the dress code. It has been established so that matters of dress are not a distracting or divisive issue within our community. Please help us with the following:

1. Do not allow your child to "push the envelope." Please help your child stay well within the established guidelines.
2. Do not take dress code infraction incidents personally. School employees try to administer the dress code as consistently and fairly as possible.
3. Help your child to understand the purpose of the dress code and the importance of learning to live within guidelines.
4. Do not allow the inconvenience or frustration of a moment to undercut the vital partnership between the home and school.

KINDERGARTEN – 6TH GRADE STANDARDIZED DRESS

- All K-12 students are required to be in uniform while on campus. Purchase all pants, shorts, skirts, skorts, jumpers, sweaters, blouses, and neckwear may be purchased through Norman's Apparel or through the PFA Used Uniform sales.
- Undershirts must be solid white with no lettering or pictures. Long undershirts must not be worn with short sleeve oxfords or polos.

- Sweatshirts and Sweaters: All outerwear must have a school logo.
- Socks do not have a required color and are permitted to have graphics on them provided there are no inappropriate graphics according to HCS standards.
- Shoes (Elementary): Elementary students should wear laced/Velcro athletic type shoes with socks. Elementary students may also wear boots on non-PE days. All footwear should be in good repair and should have a heel no higher than one inch. Shoes may have characters on them provided there are no inappropriate graphics according to HCS standards. Western boots and Crocs are not appropriate for school. Rain boots are acceptable on rainy days only.
- Students may wear HCS logo clothing from previous years. Any HCS logo shirt, letterman jacket, sweater and sweatshirt are acceptable so long as it meets the minimum standards of good repair.
- All skirt lengths must be no shorter than four inches above the knee front and back. Please allow for student growth when hemming skirts. It is recommended that elementary girls wear leggings or bike shorts under their skirt to ensure modesty on the playground. Wearing leggings under skirts does not change the length requirements.

Chapel Attire

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

All shirts must be worn tucked in into chapel. Students are not required to wear a tie on chapel days, but may elect to wear a tie to special events.

Parents, please read the entire section.

- **K-3rd Girls:** Plaid jumper, peter pan blouse, white polo, or sailor blouse with tie.
- **4th–6th Girls:** Plaid skirt with white polo shirt or white oxford shirt.
- **K-6th Boys:** Navy uniform twill pants or shorts with white polo shirt or white oxford shirt.

Daily Wear Attire

Students may wear any color of Hillcrest polo and either tan, navy blue, or black shorts or pants. In addition, girls may also wear any color Hillcrest skirt or skort.

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

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. Pajama pants, leggings without a long tunic top, 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.

Friday Spirit Dress/Worship Wear Attire

Students are welcomed to participate in Spirit dress on Fridays. To participate, students must wear any Hillcrest athletic shirt, Hillcrest class shirt, or official Hillcrest Spirit shirt with jeans or other appropriate non-uniform bottoms

in good repair. Jeans may not have rips or holes. Pajama pants, leggings, and short shorts are not permitted. Students who come to school not wearing appropriate Spirit wear or worship wear will be issued a dress code violation.

Sixth 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. All dresses must be approved by the classroom teacher at least two weeks in advance. Dresses that are non-returnable should not be purchased without approval. Shoes may not be higher than one inch. Boys must wear a collared shirt and no jeans or shorts.

DETENTIONS

Students may be given detentions for a variety of behaviors that are detrimental to a quality learning environment in the classroom. Detentions may be assigned, but are not limited for the following behaviors: disrespect, defiance, fighting, excessive playground referrals (includes misconduct in hallways before and after recess), profane language, vulgar behavior, possession of nuisance items, cheating, gum chewing, excessive tardies, destruction of property, lying, bullying and any behavior inappropriate in a Christian environment.

OFF CAMPUS BEHAVIOR POLICY

HCS discipline policies apply to students while they are on campus, on HCS operated school vehicles, or at school functions or activities.

Any student who is involved in any serious infraction outside of school may be subject to discipline which may include suspension or the recommendation of expulsion to the school board.

The administration reserves the right to determine appropriate discipline. Students involved in athletics, leadership, and other visible roles may be disciplined for infractions and receive consequences in their area of influence.

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 taking into consideration the seriousness of the incident/violation and previous history of the student. Suspension length is usually for a period of one to five days and may either be in-school or served at home. All work that is assigned on the day(s) of the suspension must be turned in on the day the student returns and will be subject to a 10% deduction. Any missed assessments will be taken the day the student returns to campus.

EXPULSION

The most severe form of disciplinary action is expulsion from Hillcrest Christian School. This is defined as the removal of the student as an enrolled member of Hillcrest Christian School. It is imposed in those rare instances when a student shows persistent and/or seriously inappropriate behavior that threatens the academic and/or spiritual integrity of Hillcrest Christian School. It is also imposed on those students who continually defy the rules and guidelines established for students. Expulsion is an action of the School Board at the recommendation of the administration. Expulsion shall be for the balance of the school year. Admission for re-entry will be based upon a recommendation of the administration, an interview with the Education Committee and approval by the School Board.

All parents and students should be knowledgeable of the causes for suspension and expulsion. It is our desire to never have to utilize these modes of discipline, but students who do not adhere to the rules and regulations will find themselves subject to these means.

PARENT/GUARDIAN & STUDENT COMMITMENT STATEMENT

I/We understand and agree to the following:

1. That as parents/legal or de facto guardians and members of the Hillcrest Christian School (HCS) community, we must not be participating in practices that would be considered illegal, or considered by the school as immoral or inconsistent with a positive Christian lifestyle and commit that we will not provide opportunities for students to be involved in any way with alcohol, vaping, tobacco or drugs. We understand that failure to comply with this would be grounds for immediate dismissal of the family.
2. As parents, we hereby invest authority in and support for the faculty and administration concerning the discipline and all other school related matters associated with our child(ren).
3. HCS students are to show respect in relations with the faculty and staff and in speaking with faculty and staff members.
4. HCS has a zero tolerance policy against any involvement with tobacco, vaping, drugs or alcoholic beverages. Any student who uses, possesses, or is under the influence of a substance while in attendance on or off campus during school hours, while on a school sponsored trip or while attending a school sponsored function will be immediately recommended to the administration team.
5. The use of profanity and sexual immorality on campus before, during, or after school hours at any time of the year are serious violations. These violations of HCS standards will result in disciplinary action.. Repeated off-campus violation of this policy may result in a student not being asked to return to HCS.
6. Students are not allowed to leave the school grounds during school hours without the permission from parents and proper school authorities.
7. HCS is not responsible for the loss of personal property whether the loss occurs by theft, fire, or any other cause.
8. HCS reserves the right to dismiss any student who persistently and willfully neglects his academic work, exercises poor citizenship, and reflects adversely on the Christian principles of the school or is engaged in behavior or lifestyle inconsistent with Biblical guidelines. This policy applies to behavior on and off campus and throughout the calendar year.
9. Consideration of others should be the first rule of conduct at all times.
10. Many individuals have, through their prayers and gifts, made this campus possible. Students should consider it a privilege to attend HCS and therefore, do all in their power to keep the buildings attractive and make the utmost of all facilities. Any student known to deface or destroy school property will be assessed the full cost of the repairs and be subject to disciplinary action, including possible dismissal.
11. A Parent/Student Handbook is available to each family. Parents agree to read it thoroughly and to be knowledgeable and supportive of general regulations.
12. Attire and appearance appropriate to the occasion is expected of all students at all times. Students are expected to adhere to the guidelines as described in the Student Handbook.
13. As parents and students, we sincerely pledge our loyalty to the mission and vision of HCS.
14. As parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions

and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will contact the appropriate principal. The Head of School should only become involved if a satisfactory conclusion has not been reached after contacting the teacher and principal.

15. The Administration has full discretion relative to the placement of students in the proper grade and course.

16. The HCS Family Directory information is not to be used for purposes of solicitation, advertising, or as a mailing list. The Directory is provided as a resource for the personal use of HCS families only.

17. Students that transfer out of HCS to public high school may be required to pass end of course assessments to receive course credit for completed classes.

18. As a HCS student, I give permission for my parents to access all school records and communication.