



**Hillcrest Christian School**  
**Elementary**  
**Student/Parent Handbook**  
**2020/2021**

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# Welcome to Hillcrest Christian School

## A Word from our Head of School

Dear Parents,

Thank you for entrusting us with your children, God's greatest gifts to each of us as parents. They are our legacy for future generations. That is why at Hillcrest Christian School, our faculty and staff have valued the incredible partnership we have with parents from one generation to the next for 44 years to impact your kids' lives and help prepare them for an amazing future.

*"Whatever you do work at it with all your heart as working for the Lord, not for men." Colossians 3:23*

It is our prayer that your children will truly feel the love and care we have for each of them. Even more important is that they will come to know the special plan and purpose God has in store for them as they grow and develop into confident, successful students with God-given talents and abilities.

It is our privilege to walk alongside you to encourage your children to grow in Christian character, Godly wisdom, integrity, and making challenging decisions with grace. As difficult obstacles arise, this is what will prepare them to be successful not only now with school, but also with college and in life.

In the process, our kids will be motivated to excel by some of the most **outstanding faculty** in the nation, by the most **friendly, welcoming students**, and by some of the most dedicated parents in the USA! Hundreds of supportive alumni, pastors, and community members who proudly support the servant leadership of our student body and faculty at Hillcrest Christian School surround this distinctive community.

So be prepared for great things this year, as you prayerfully support the mission of Hillcrest Christian to have an impact on your child and the other hundreds of students we will educate and inspire this year. Be prepared to see God's work as we join with each other to support our programs and commit to make a difference, because your kids and our faculty are so worth it! Believe God for miracles as you pray for our kids to grow in their character and hearts towards Christ and others.

Enjoy the memories as you come out to support the special events and games, because they will only be this age one time. Enjoy this year as parents; enjoy being involved and making a difference. Pray for God's hand of blessing on your child and on our ministry at Hillcrest Christian. It is so much more exciting to become actively involved and enjoy these special years with your child. Relish every experience from preschool through high school. Watch God touch the hearts of our kids at Hillcrest Christian School and create amazing miracles.

Partners Together,

Karen Winter

Head of School

## **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.

## **Expected School-Wide Learning Outcomes**

Our “Expected School-Wide Learning Outcomes” (ESOs) 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

## 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 Christina 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)

## 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.

## 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 socially and academically prepared to pursue the next stage of life.
- Students will be responsible stewards of all that 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.

## 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 meet with the Head of School for an Educational Success Consultation (ESC) prior to submitting the 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. 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 based on 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 School 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

**Theme Verse:** Colossians 3:23 "Whatever you do, work heartily, as for the Lord and not for men..."

### **Arrival**

Elementary students arriving between 6:30-8:10 AM must enter through the front gate of the elementary campus and will be checked-in to extended care. Students arriving after 8:10 AM are to check in through the front gate and go directly to the playground.

Secondary students may arrive no earlier than 7:30 AM to the secondary campus.

### **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. *In secondary, students must be present for a minimum of four periods 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. Planned family vacations must be pre-approved two weeks in advance. Please fill out the Planned Absence Form provided by your classroom teacher as soon as you know about the planned absence. Students will be given required assignments which must be completed and submitted upon return to school.

### **Care of Books**

All non-consumable textbooks must always be covered.

### **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.

### **Extended Enrichment Care**

Extended care for preschool through 8th grades is offered both before and after school during the hours of 6:30 AM-6:00 PM. Please consult the financial policies for fees. Families on a monthly payment plan can change this plan due to mitigating circumstances if needed. 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. Vacation and Summer Camps are offered for an additional fee.

### **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.

### **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 to their homeroom teacher 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**

Elementary and Middle school students who are on campus after 3:15 will automatically be checked in to Extended Child Care and their parents billed a minimum of one hour at the Drop-In rate. The only exception to this is for HCS Staff members, and parents who are volunteering on campus or 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.

### **Graduation (T-K, K, 6<sup>th</sup>)**

All graduations, senior activities and other school functions are considered privileges that may be taken away from students who fail to comply with all academic standards as well as with rules and regulations made by the administration. Student accounts must be current in order to participate in graduation as well as all end-of-year and/or senior activities.

### **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.

**\*Please refer to COVID-19 addendum for additional health guidelines and procedures.**

### **Hillcrest Café**

Snacks and lunch items may be purchased before school, 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 a learning challenge will meet with the Resource Specialist Laurie Hagberg to plan and implement the best strategies for student success. When applicable, both report cards and transcripts will state that grades were earned with accommodations.

Parents must provide current IEP or 504 documentation to the Resource Specialist to receive certain accommodations.

All classroom teachers provide a wide range of differentiation to meet the needs of all students, ensuring that all students are growing and learning successfully

### **Library**

Students can use the school library according to posted hours. Students may use the online resources as well as check out books and other materials. Books and other materials are to be returned on time. If library materials are not returned or are lost, the student's yearbook will be held at the end of the year until the materials are returned or the fee has been paid. Please follow the librarian's rules of behavior so others can enjoy this on-campus resource.

### **Loitering**

No student is to be in the auditorium, classrooms, locker rooms, or lobby either before, during, or after school hours unless under the 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 Main Office. Unclaimed articles will be given to charity at the end of each semester. Please label all jackets and lunchboxes to facilitate returning items to their owners.

### **Lunch Area**

Students must remain seated in the lunch area during the stated times. Students are expected to clean their own area before asking permission to go to the playground. Orderly and respectful conduct is always expected. All food and drinks are to remain in the lunch area and not be consumed on the playground or in the classrooms.

### **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 not appropriate and prohibited on campus. This includes, but is not limited to, prolonged hugging, handholding, kissing, and lap-sitting. Wrestling and rough play are also prohibited.

### **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. The content of all such materials disseminated by Hillcrest Christian School will be consistent 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.

### **Christian Reconciliation**

HCS desires to handle all concerns in a Biblical manner, as per Matthew 18 and Galatians 6. Please help us handle concerns effectively and in a Christian manner by following these scriptural guidelines. We want to satisfactorily handle each problem, and we realize this can only happen through proper communication and support. When these procedures are followed, we are able to effectively build positive relationships and communication.

The parties to the students' education (parent/guardian, school, and student) are Christians and believe the Bible commands them to make every effort to live at peace and to resolve disputes with each other in private (1 Corinthians 6:1-8, Matthew 5:23-24, and Matthew 18:15-20). Upon enrollment of the student at HCS, the parent agrees that any claim or dispute arising out of or related to the students' enrollment shall be settled by biblically-based mediation. Parents agree that these methods shall be the sole remedy for any controversy or claim arising out of a student's enrollment, and expressly waive their right to file a lawsuit against one another in any civil court for such disputes, except to enforce a legally binding arbitration decision.

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

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

### **Social Media, Proper Usage**

As a parent and/or student at HCS, it is expected that you will support your student's school, including our faculty and administrators, as well as all procedures and policies. If you have a problem or concern, please bring it directly to the person involved and not involve others that are not directly part of the solution/situation. Parents are to refrain from relaying concerns, suggestions, or questions through social media. This only serves to spread misinformation and/or incite discord and disharmony at your student's school (Proverbs 10:19). It does not help HCS resolve the situation and only hurts the reputation of your student's school and faculty as well as damages interpersonal relationships and trust among one another. Keep in mind that problems are best handled at the first level. (Matthew 18:15-17). Students and parents should take issues or concerns to the appropriate adult rather than making inflammatory remarks on social media. The following actions are considered serious violations and will result in disciplinary action:

- Flaming: Online fighting, typically in the form of sending abusive messages in a public forum with the intent to enrage the recipient.
- Impersonating: Pretending to be someone else by using that person's online accounts or by creating new accounts using that person's identity, and then posting information or sending messages intended to embarrass, or otherwise trouble the victim.
- Trolling: Posting hurtful, annoying comments on a forum or online discussion area, often anonymously or pseudonymously, with the intent of upsetting the reader.
- Outing: Exposing someone's private information or secrets on the web without permission.
- Spamming: Sending unwanted messages repeatedly to others in order to clog up their page or inbox and catch their attention.
- Polling/Superlatives: Labeling other students as the best at, or most likely to do, something.
- Mashups: Altering a piece of content in such a way as to humiliate the subject.

### **Social Media, Student Usage**

Students may not participate in social media of any type while on campus. Students who access social media off campus should keep in mind that they are still a representative of Christ and HCS. Students are expected to act responsibly and show respect for the rights and feelings of others. Gossip, insults, libelous, demeaning, or derogatory pictures or comments about others, especially students, faculty, staff, and the school are strictly prohibited. Threatening or harassing statements or pictures are also prohibited. Use of anonymous apps are strictly prohibited. Students who are involved in these types of actions may be subject to disciplinary action as deemed appropriate by the administration.

HCS seeks to help our students build a positive legacy. Students should always remember that they live in a digital world and create digital footprints with anything they do online. The internet is permanent. Please keep in mind that college admissions counselors and future employers do check profiles and do make decisions based upon the information they find. Students should be careful about sharing personal information online and the digital reputation they build. HCS expects students to model Christ even through their online activities

### **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. Hillcrest will release student information as compelled by legal action or medical emergency. In addition, in compliance with state law, we will also forward the cumulative folders of former students upon receipt of a written request from the new school. Hillcrest will not release student data to anyone other than Hillcrest personnel without specific parental consent.

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 Head of School.

### **Tardy**

Students are required to be seated in class and ready to work when the tardy bell rings. Promptness is essential to beginning class on time, and it is imperative that every minute of instructional time is used. If a student is on campus

and does not report to class on time, a tardy will be recorded. Students are allowed three tardies per quarter without consequence. Each tardy beyond three in any quarter will result in disciplinary action.

### **Testing, National Standardized**

Hillcrest administers a national standardized test to all students in grades K-11 each spring. Students should make every effort to be at school well-rested, and well-nourished for testing. 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 always to obey school personnel in the parking lots and crosswalks. Please drive slowly and carefully for the safety of everyone. Parents should never leave their vehicles during drop-off and pick-up. All elementary (2<sup>nd</sup>-6<sup>th</sup>) and secondary parents should enter the front parking lot through the Hodencamp entrance and may exit through Wilbur. Kindergarten and 1<sup>st</sup> grade families should enter through the Wilbur Rd. entrance and turn left as they enter through the Early Education Campus. Double parking is prohibited. Do not park in handicapped or reserved parking spaces unless authorized.

### **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 before or after school to support student learning. If additional tutoring is desired, please contact the teacher or the Vice Principal for assistance.

### **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.

**\*Due to the current pandemic, only essential visitors will be granted access to elementary and secondary campuses.**

### **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 directly or check with the PFA at [hcsdfa@hillcrestcs.org](mailto:hcsdfa@hillcrestcs.org). Parents are responsible for logging their hours worked. Families will be invoiced at a rate of \$40/hour for any hours not completed. (See Volunteer section for what qualifies as volunteer hours.)

### **Withdrawal from School**

To withdraw a student during the school year, parents should notify the Registrar in writing and schedule an exit interview. At this meeting, administration will verify that all textbooks, library books, athletic uniforms, and other school property have been turned in. All accounts will be reviewed to determine if there is a balance due, as **students are enrolled for the full academic year and parents agree to pay the entire year of tuition when enrolled.** It is important that the exit interview takes place so that there will be no delay in forwarding records to the student's next school. Please note that tuition will not be refunded for early withdrawal due to disciplinary action or other reasons.

### **Yearbooks**

Yearbooks will be made available for purchase during registration for the school year. 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 together successfully. Teacher/parent emails are communicated through HCS email or RenWeb. Parents/guardians are encouraged to keep their RenWeb information current. Contact Cathy Stueber at [cstueber@hillcrestcs.org](mailto: cstueber@hillcrestcs.org) or 805-497-7501 x 205 to make any changes to RenWeb so that our information is accurate.

### Procedures for Parent Concerns

HCS desires to handle all concerns in a Biblical manner as per Matthew 18 and Galatians 6. Please help us handle concerns effectively and in a Christian manner by following these scriptural guidelines. The complaint procedure is necessary for a successful working relationship between HCS and families. Parent cooperation in using the complaint procedure is vital to your student's placement in our school. We want to satisfactorily handle each problem, and we realize this can only happen through proper communication and support. When this procedure is followed, we are able to effectively build positive relationships and communication.

#### **Step-by-step procedure to follow:**

**Step 1:** All classroom situations should go to the teacher first. Concerns regarding another student should be directed to the teacher. Please do not confront another student. It is for your protection that we implement this policy.

**Step 2:** If the situation is not resolved, be sure to go back to the person a second time; sometimes issues and concerns need clarification and additional follow-up. Sometimes another individual might not be aware that the issue has not been resolved.

**Step 3:** If the situation cannot be resolved after further clarification with the teacher, you will then meet with the Vice Principal who will meet with both you and the staff person involved. The goal of this communication process is to have concerns and complaints resolved at the department level.

**Step 4:** If the situation reaches an impasse after Steps 1, 2, and 3, you may meet with the Head of School to resolve the issue.

**Step 5: Unresolved concerns** may be taken to the Board by requesting a meeting to discuss the issue. A Board response will be forthcoming within 10 days. Because Board of Directors policy delegates authority for operational (student, parent, staff, discipline, curricular) decisions to the HCS Administrator, his/her decision should be considered final and not subject to review by the Board unless a Board policy has been broken or other extraordinary circumstances.

### Contacting Staff by Phone & Email

Each HCS staff member 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-instructional time. 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](mailto: @hillcrestcs.org). An example for Jane Smith would be [jsmith@hillcrestcs.org](mailto: jsmith@hillcrestcs.org).

### Four-Week Reports

Current grades, which are updated each week by the classroom teacher, are always available for parents to see through RenWeb. Four-week reports will be made available on RenWeb for all students in grades K-6 after the first four weeks of each quarter.

### Marketing or Informational Flyers

No flyers or communication material may be distributed on campus or in the HCS parking lot without prior HCS administration approval. Hillcrest events may be promoted in the school e-newsletter, Next Week with HCS, upon administration approval. Please meet the Thursday noon deadline for school e-newsletter publication.

### **Parent Conferences**

Parent conferences are at the end of 1<sup>st</sup> and 3<sup>rd</sup> quarters, and all parents are highly encouraged to attend. Check the school calendar for dates, and watch the newsletter for reminders. If a parent would like to converse with a teacher at another time, he/she should call the school and leave a voicemail message for the teacher. Conferences for parents of elementary students will be at a scheduled time with their teacher. Conferences for parents of secondary students will take place in a designated area on campus for easy accessibility to all teachers.

### **Parent Signatures**

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

### **Parentlink Communication System**

Throughout the school year, you will receive either a text, or a brief, recorded message that will keep you informed about important events at the school or in the case of any emergency situations. This system allows us to contact all our families in a fast and efficient manner.

### **Report Cards**

First and third quarter report cards are reviewed at teacher conferences. Second quarter report cards are available on RenWeb. Year-end report cards will be located in Ren Web for all accounts that are current.

## **Financial Policy**

### **Policies**

HCS charges an annual tuition due in full by the fourth Friday in June or at the time of registration. HCS does offer a deferred payment plan for the annual tuition. You must indicate your method of payment at registration. This contract obligates you to pay the entire annual tuition commitment regardless of any deferred payment plan and regardless of student absence, withdrawal, or dismissal for any reason, at any time during the year. 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. The annual tuition amount includes the following costs: books, materials, activities, and class-specific educational trips.

### **Extended Care Program**

Charges for Extended Care will accrue through the 25<sup>th</sup> of each month. Extended Care payments are due by the 1<sup>st</sup> of the month and are considered late with fees applied on the 5<sup>th</sup>.

### **Monthly Payments**

Tuition is due on the 1<sup>st</sup> of each month and is considered late with late fees applied by the 5<sup>th</sup>. On rare occasions the business office may set up a different monthly due date with late fees still applicable if not paid by that date.

### **Financial Aid**

Financial aid is available based on financial needs as determined by an independent company, FACTS for students in grades K-12. Financial aid requests must be processed by April 1<sup>st</sup> for the following school year; late entrants will be considered based upon the availability of funds. Information is available from the Finance Manager. Parents must agree to volunteer a specified number of hours as agreed with the tuition assistance agreement.

### **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. 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 a family is consistently delinquent, HCS reserves the right to impose appropriate penalties. These may include, but are not limited to:

- Denial of re-enrollment (unpaid tuition from a previous year must be paid in full by August 1)
- Denial of attendance
- Not allowing students to sit for exams
- Dismissal from school
- 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. 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. If a student is not in dress code, they will not be allowed to return to class until they are. Prior purchase of any clothing item will not be an acceptable reason for wearing the item.

### **Condition of Clothing**

Clothing should not be excessively tight or too 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.

### **Accessories**

Hats may not be worn at any time in the building. Any accessory that contains patterns such as skulls, snakes, weapons or any other graphic 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 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 appropriately sized earrings at the discretion of the administration; boys are not allowed to wear any type of earrings or make-up. Tattoos, wallet chains, studded or spiked collars and 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 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. All outerwear without school logo must be solid navy, black, grey, or white.
- Sweatshirts and Jackets: All outerwear without school a logo must be solid navy, black, grey, or white.
- 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 Ugg-type boots. 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 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 for 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 boy 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.

Every grade has a designated set of clothing that must be worn to chapel. All shirts must be worn tucked in to 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 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.
- **K-6<sup>th</sup> Boys:** Navy uniform twill pants or shorts with 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. Sweats, 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.

### **Spirit Dress 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. Sweats, leggings, and short shorts are not permitted. Students who come to school not wearing appropriate Spirit 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 administration at least two weeks in advance. Dresses that are non-returnable should not be purchased without approval. Boys must wear a collared shirt (tie recommended for 8th grade) and no jeans or shorts.

## **Student Conduct & Honor Code**

### **Student Conduct**

It is our sincere desire to provide an environment that is conducive to Christian growth and academic achievement. Students are expected to live by a standard of behavior consistent with the principles taught by the living example of Jesus Christ. The Word of God is our source of truth and our final authority regarding conduct. This standard requires behavior attributes of:

- Honesty
- Self-discipline
- Dependability
- Integrity
- Respect for authority
- Desire to learn
- Modesty
- Courtesy
- Responsibility
- Consideration of others
- Morality
- Cooperative spirit

### **Student Conduct Online**

HCS seeks to help our students build a positive legacy. Students should always remember that they live in a digital world and create digital footprints with anything they do online – the internet is permanent. Please keep in mind that college admissions counselors and future employers do read online profiles and do make decisions based upon the information they find. Students should be careful about sharing personal information online and the digital reputation they build. Hillcrest Christian School expects students to model Christ even through their online activities.

## Hillcrest Honor Code

### **KINGDOM Community Code of Love & Honor**

We, as members of this learning community, agree to abide by and support the following guidelines. We have discussed and developed these guidelines so that together we might achieve a safe environment that is suitable for growing, learning, sharing ideas, and having fun. One main goal of our class is to create an atmosphere that is saturated with ***encouragement, joy, acceptance, courtesy, and respect***. Upon signing this contract, I am agreeing to put forth cooperative effort in creating a positive and effective classroom and campus community. I understand that all students have a right to learn and to feel valued.

***I agree to not participate in the following destructive behaviors in order to support healthy learning:***

- I will not be distracting. (I will not draw inappropriate attention to myself, particularly with technology, through talking inappropriately, or any behavior that inhibits others' learning.)
- I will not talk while others are sharing or leading (unless it is appropriate).
- I will not "put anybody down" – even as a joke.
- I will not be disrespectful to anybody, including using nonverbal body language.

***I agree to do my best in practicing the following actions and attitudes in order to support healthy learning:***

- I will honor others. I will be kind and courteous.
- I will love others. With Christ enabling me, I agree to love others to the best of my ability. I will be patient, I will be kind, I will not envy, I will not boast, I will not be proud, I will not be rude, I will not be self-seeking, I will not be easily angered; I will keep no record of wrongs. I will not delight in evil, I will rejoice with the truth, I will protect, I will trust, I will hope, I will persevere. I believe that this type of love never fails.
- I will encourage, accept, and help others. I will be inclusive.
- I will be prepared, as an individual student and as a group participant. I will work hard and complete assignments - to strive for excellence for Christ.
- I will be polite (respecting authority, being quiet, not talking out, etc.)
- I will "practice what I preach" and think of the consequences before I act or speak.
- I will respect and value others and myself (especially emotionally and spiritually).
- I will be a good listener, actively participating in discussions.
- I will respect each other's and my school's property.
- I will help create a safe learning environment:
  - **Physically** (Protecting others' dignity & 'temple'; no throwing, poking, pushing)
  - **Intellectually** (Respect others' ideas & learning abilities.)
  - **Emotionally** (Be sensitive, supportive and kind - no laughing at others)
  - **Spiritually** (Be loving and understanding toward others and their views, give grace)
  - **Socially** (Build others up - no gossiping or devaluing anyone's identity!)
- I will initiate reconciliation with others when I break the code.
- I will freely offer grace and forgiveness. I will show compassion and acceptance.



# School Discipline

School discipline applied will be recorded in the student's disciplinary record. Discipline records are maintained separately from the student's cumulative folder.

## Guiding Principles for the Exercise of Restorative School Discipline:

- To model Christ-like behavior
- To teach and train students to “walk in a manner worthy of the Lord, fully pleasing to him, bearing fruit in every good work and increasing in the knowledge of God.” (Col.1:10)
- To educate a student to self-discipline
- To educate a student to take personal responsibility for his/her behavior
- To balance justice with grace
- 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
- To be consistent in exercising discipline without neglecting to consider individual circumstances

## Criteria for Disciplinary Action

- Three or more low academic scores.
- Disrupting classes – all students who come to HCS are entitled to a full opportunity to learn in an orderly classroom and with the complete attention of the teacher. Behavior that disrupts the class or distracts the teacher is unacceptable and will not be tolerated.
- Defacing property – any student who defaces or otherwise damages school property, the property of students, staff, or neighboring homes of HCS will be held financially responsible and will be subject to disciplinary action.
- Disrespect to any teacher or staff member or persons placed in authority is unacceptable.
- Lying to teachers or school officials or forging any signatures on notes or official documents.
- Use of foul language or taking God's name in vain. Use of verbal or non-verbal profanity, obscene language, or gestures.
- Inappropriate display of affection, which includes, but is not limited to, prolonged hugging, handholding, kissing, and lap-sitting. Wrestling and rough play are also prohibited
- Possession of pornographic material of any kind. (HCS has the right to determine what is pornographic.)
- Participation in any sexual misconduct (including sexting) that is contrary to a healthy Biblical lifestyle.
- Bully behavior/harassment of another person by word, action or on social media. Consistent bullying behavior may result in expulsion.
- Possession, consumption, or distribution of alcohol, tobacco, vaping, drugs, or drug paraphernalia
- Fighting, regardless of who started it – will result in suspension.
- Verbal harassment.
- Stealing property from the school, faculty or from other students.
- Books, folders, and personal belongings must not depict questionable pictures and slogans, musical groups, or anything considered to be anti-Christian in nature.
- Truancy or leaving campus or class without permission. Students who become ill during the school day must receive permission from a teacher to go to the office or a class truancy may result.
- Possession of matches, firecrackers, lighters of any kind.
- Possession of weapons of any kind will result in immediate expulsion.
- Loitering in restricted areas of the campus.
- Dress code violation.
- Improper use of electronic devices.
- Gum chewing.
- Occult symbols, devices, or activities.
- Harassment of any kind (in person or through social media).
- Refusal to do or neglect to complete schoolwork.

## Minor Infractions

- First Step- Simple Correction/Warning
- Second Step- Conference with Student
- Third Step- Notice to Parents
- Fourth Step- Conference with Vice Principal

**\*At any point in this process, students may also be assigned a consequence such as early morning detention, lunch detention, or after-school detention according to teacher/staff discretion.**

### **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. **A serious violation of the Honor Code, Student Conduct Code or Illegal Substance Policy can result in immediate dismissal.**

### **Saturday School**

Saturday School may be assigned to students according to the discretion of administration. Saturday School will be served from 8AM-10AM (2 hrs.) or from 8AM-12PM (4 hrs.) with a \$20/\$40 fee applied for each occurrence.

### **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 seriousness of the incident/violation and previous history of 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.

### **Disciplinary Probation**

Disciplinary probation is reserved for serious or continued 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. Violation of the terms of probation during this time **may result in further discipline action or student dismissal.**

**In certain cases, the Vice Principal or Head of School may require a six-week session of professional counseling to provide further support to the student and family.**

### **Dismissal Procedures**

Dismissal from school due to disciplinary action does not excuse parents from the full year of tuition payment.

1. Incident reported to the administration.
2. Student suspended until a meeting is arranged.
3. Meeting with the student, parents, and Vice Principal. Student and parents are given an opportunity to be heard.
4. The administration evaluates the situation. The Vice Principal will make a recommendation to the Head of School, 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 Administration can exercise their prerogative to expel the student.

\*Administration reserves the right to discipline or dismiss a student from Hillcrest Christian School for what it considers due cause.

**Students may also be dismissed from the school if the actions of the parent(s) are disruptive or unresponsive to the school.**

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## Elementary School Policies

### Absences

#### Parent Responsibilities

Schedule doctor and dentist appointments and family vacations so that attendance at school is affected as little as possible. An excused re-admittance slip will not be issued to the student without a note or phone call from the parent. If no note is received, the absence will be recorded as unexcused. Should a student be absent, parents are requested to call or email the school prior to 9:00 A.M. and report the absence. Parents may also call or email the school office at that time and request the day's assignments. Every attempt will be made to have all assignments and books available in the school office at dismissal time if parents give enough advance notice. Extended absences should be reported everyday unless previous arrangements have been made.

#### Excused

Absences will be excused with a note or phone call from the parent when due to one of the below reasons:

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

Special circumstances may warrant an absence to be excused upon administration approval.

#### Unexcused

Unexcused absences will be recorded for any reason other than those listed for excused absences. Unless prior arrangements are made with each teacher, all tests and/or quizzes must be taken and 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 homework recovery session and a 10% penalty per day the assignment is late until the third day, at which point no credit will be given.

#### Planned Absence

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.

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. Planned family vacations must be pre-approved two weeks in advance. Please fill out the Planned Absence Form provided by your classroom teacher as soon as you know about the planned absence. Students will be given required assignments which must be completed and submitted upon return to school.

#### Test/Quiz Days

Students who are absent for an announced test or quiz must take the test or quiz within two days of return to school.

**\*Excessive absences due to COVID-19 related illness or quarantine will not result in any disciplinary action.**

### 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 level and ultimately to fulfill God's plan for their lives. As part of our elementary program students also have music, art, Spanish, computer, library, and physical education, taught by specialized 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.

### **Academic Probation/Eligibility**

All HCS elementary students and student athletes are expected to pass all academic subjects with no failing grades. Students who earn a grade of D or F in any quarter are automatically put on academic probation for the following quarter. While on probation he/she may not be allowed to participate in sports or student leadership organizations; however, if the student does raise his/her grades before the end of the probationary quarter, he/she becomes eligible to participate immediately. While on probation, students are expected to attend practices in support of their team but may not participate in games.

Students on academic probation will meet periodically with the Vice Principal and their classroom teacher in order to develop strategies for improvement. Parent involvement is expected as we partner together for the success of the student.

Coaches and/or leadership advisors will regularly monitor the student's academic progress. Participation in sports and activities may be limited if the student is not performing at acceptable academic levels.

### **Academic Integrity**

Cheating and or plagiarism at HCS carries severe penalties. Any sharing or copying of another person's work, inside or outside of class, is highly unethical. Students are prohibited to use online resources to acquire answers or solutions. The following consequences will apply:

- 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: An automatic failure of the assignment, quiz or test will be issued. Student will also be required to serve an after-school detention.
- 3<sup>rd</sup> violation: An automatic failure of the assignment, quiz or test will be issued. Student will also be required meet with the Vice Principal for academic counseling. The student will also be required to serve a one (1) day suspension, depending on the severity of the issue.

### **Classroom Discipline Policy**

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 Honor Code, the following consequence progression will be followed:

- Verbal warning
- Phone call home
- Student/teacher conference
- Shortened recess/lunch detention
- Student sent to administrator

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

### **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.

### **Consequences of Failing Grades**

Any student who fails a subject area will be placed on academic probation and referred to the Vice Principal for academic counseling.

**Sixth grade students who fail one or more semester courses must meet with the Vice Principal and will only be allowed to participate in the 6th grade promotion ceremony contingent upon administration approval.**

### **Field Trips**

Only parents who sign up ahead of time to attend a field trip may do so. Siblings will not be allowed to attend a field trip. This will ensure better supervision of students by the parents and chaperones who attend the field trip. Parents who chaperone or drive must have a copy of their driver's license and current proof of insurance on file with the front office before the field trip. While requests may be made for a child to go with a specific driver, final assignments will be made by the classroom teacher. All chaperones must leave from the school and no stops are to be made coming or going from the field trip.

### **Grade Point Averages**

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.

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.

### **Grading Procedures**

Grades for citizenship, electives, and for history and science in grades 1 and 2 will be indicated as follows:

- "O" = outstanding
- "S" = satisfactory
- "G" = good
- "N" = needs improvement

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 97% or higher. Approved accommodations and modifications will be noted on report cards and transcripts.

### **Homework**

Homework is an essential part of the educational program and students are expected to turn in all assignments and projects on time. Classroom teachers will post weekly homework on RenWeb for student planning purposes.

Homework not turned in on the day it is due may result in a loss of recess time or a loss of homework credit.

### **Homework Scheduling**

<u>Grade</u>	<u>Avg. Amt per Day</u>	<u>Days per Week</u>
K	20 minutes	2
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 (Grades 3-6)**

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

- Head of School Honor Roll 4.0 or better in academics
- Vice Principal's List 3.5-3.9 in academics
- Honor Roll 3.0-3.4 in academics

### **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).

### **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 there is a medical condition that prevents it. Parent requests are honored for up to two days excusing your child from any physical activity. After two days, a doctor's note is required for further non-participation. Elementary students must wear appropriate tennis shoes on the days their class participates in P.E.

### **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. Students are always expected to follow the rules and to respect each other. Good-sportsmanship is always expected, and rough-play/wrestling are prohibited.

### **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. Classroom teachers will provide study guides as a way to develop effective study habits.

### **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.

### **Uniform Violation**

- 1st Offense: Verbal warning
- 2nd Offense: Contact parents to bring appropriate uniform. Review HCS uniform policy.
- 3rd Offense: Possible increased disciplinary action

## **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.

All athletes are required 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 or substance, 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.

### **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

### **Parental Involvement in Sports**

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.

## **School life**

### **Campus Lunch**

Please note that Hillcrest Christian School operates as a closed campus, including during lunchtime. Students will not be allowed to leave campus at any time unless they have been signed-out by a parent through the Main Office.

### **Cell Phone Policy**

Cell phones must remain off and in backpacks or with the classroom teacher while on campus. Phones are not to be used during lunch or passing periods, except with the verbal permission of a staff member. 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 students need to contact their parents.

While on campus, students may not use their phone:

- To play games
- To access or post on social media
- To take pictures or record
- To call or text other students

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**

Elementary classes begin at 8:30 A.M. Dismissal is at 3:00 P.M.

### **Distance Learning**

If for any reason, it becomes necessary to transition to Distance Learning, the HCS Administration and Faculty will continue to provide a high level of academic instruction and student support. A detailed class schedule will be distributed to all K-12 students by Administration, and classroom teachers will begin instruction as soon as possible. Students will be expected to follow all HCS Handbook policies.

If for health reasons, a family personally chooses to transition into Distance Learning while the campus remains open to students, they may schedule a meeting with the classroom teacher, the Vice Principal, and the Head of School in order to discuss the details of the arrangement. These students will have access to live streaming of classroom instruction, discussion, and activities as much as possible.

### **Homework/Late Homework**

Homework is an essential part of the educational program and students are expected to turn in all assignments and projects on time. Classroom teachers will post weekly homework on RenWeb for student planning purposes. Homework not turned in on the day it is due may result in a loss of recess time or a loss of homework credit.

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

### **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.

### **Special Event Participation**

In order to participate in any special event that requires missing classes, students must be in good academic standing.

### **Tardy Policy**

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 class on time, a tardy or unexcused absence will be recorded depending on arrival time. Any student that is more than fifteen minutes late to any 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 Office Assistant
- 4th occurrence - one lunch detention
- 5th occurrence - additional lunch detention
- 6th occurrence - one after-school detention

After the 6<sup>th</sup> occurrence, the administration reserves the right to assign additional disciplinary action, remove privileges, and/or suspend.

### **Truancy**

Truancy is defined as an unauthorized absence from school. Truancy has serious consequences for students that could include suspension. If a student is marked as truant, s/he will not have the opportunity to turn in work or retake assessments missed.

## Daily Schedules

### Elementary (K – 6)

Arrival..... 8:25 AM  
 Dismissal ..... 3:00 PM  
 Half-Day Dismissal ..... 12:30 PM

### Middle School / High School

Arrival..... 8:00 AM  
 Dismissal ..... 2:35 PM  
 Half-Day Dismissal ..... 12:15 PM

### Snack/Recess Schedules

(Thurs. only)

K	10:00 AM – 10:15 AM	10:15 – 10:30 AM
1 <sup>st</sup>	10:00 AM – 10:15 AM	10:15 – 10:30 AM
2 <sup>nd</sup>	10:00 AM – 10:15 AM	10:15 – 10:30 AM
3 <sup>rd</sup>	10:00 AM – 10:15 AM	10:15 – 10:30 AM
4 <sup>th</sup>	10:30 AM – 10:45 AM	10:45 – 11:00 AM
5 <sup>th</sup>	10:30 AM – 10:45 AM	10:45 – 11:00 AM
6 <sup>th</sup>	10:30 AM – 10:45 AM	10:45 – 11:00 AM

### Lunch Schedules

(Thurs. only)

K	12:15 PM – 12:55 PM	12:20 PM – 1:00 PM
1 <sup>st</sup>	12:15 PM – 12:55 PM	12:20 PM – 1:00 PM
2 <sup>nd</sup>	12:15 PM – 12:55 PM	12:20 PM – 1:00 PM
3 <sup>rd</sup>	12:15 PM – 12:55 PM	12:20 PM – 1:00 PM
4 <sup>th</sup>	12:45 PM – 1:15 PM	12:50 PM – 1:20 PM
5 <sup>th</sup>	12:45 PM – 1:15 PM	12:50 PM – 1:20 PM
6 <sup>th</sup>	12:45 PM – 1:15 PM	12:50 PM – 1:20 PM

### Elementary Chapel Schedule

K – 6<sup>th</sup> Thursday 8:40 – 9:20 AM

### Extended Childcare Hours

A.M. 6:30 – 8:10 AM  
 P.M. 3:15 – 6:00 PM

### Secondary Class Period Schedule

Period 1	8:00 AM – 8:50 AM
Period 2	8:55 AM – 9:40 AM
NUTRITION	9:40 AM – 9:50 AM
Period 3	9:55 AM – 10:40 AM
Period 4	10:45 AM – 11:30 AM
LUNCH	11:30 AM – 12:05 PM

Period 5	12:10 PM – 12:55 PM
Period 6	1:00 PM – 1:45 PM
Period 7	1:50 PM – 2:35 PM

Period 7 1:55 PM – 2:35 PM

### Secondary Chapel Day Schedule

Period 1	8:00 AM – 8:35 AM
Period 2	8:40 AM – 9:15 AM
NUTRITION	9:15 AM – 9:25 AM
CHAPEL	9:30 AM – 10:30 AM
Period 3	10:35 AM – 11:10 AM
Period 4	11:15 AM – 11:50 AM
LUNCH	11:50 AM – 12:20 PM
Period 5	12:25 PM – 1:05 PM
Period 6	1:10 PM – 1:50 PM

### Secondary Half-Day Schedule

Period 1	8:00 AM – 8:35 AM
Period 2	8:40 AM – 9:15 AM
Period 3	9:20 AM – 9:55 AM
NUTRITION	9:55 AM – 10:10 AM
Period 4	10:15 AM – 10:50 AM
Period 5	10:55 AM – 11:30 AM
Period 6	11:35 AM – 12:15 PM

### 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, parental involvement fosters a healthy interactive partnership. We recognize that our parents are often our best resource for improving our school and studies show that there is a strong connection between student achievement and parent involvement in their child's school. The 20-hour requirement is a minimum commitment per family, but families who serve more than the minimum requirement will be recognized for their service.

#### 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 choose to serve rather than pay the fee.

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

A. Each family will be given a sheet to record their own hours. All hours must be validated by the school personnel supervising the event.

#### Q. If I do not know how to serve, who would I contact? How would I get started?

A. Many volunteer opportunities are made available to sign up for at Back to School nights, and the PFA hosts a Volunteer Informational/Training meeting during the first month of school. It is also recommended that you 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.**

PFA (Parent-Faculty Assoc.), [hcsdfa@hillcrestcs.org](mailto:hcsdfa@hillcrestcs.org)  
 Athletic Director, Michael Westphal, [mwestphal@hillcrestcs.org](mailto:mwestphal@hillcrestcs.org)  
 Food Service Supervisor, Francesca Turk, [fturk@hillcrestcs.org](mailto:fturk@hillcrestcs.org)  
 Director of Development, Misty Ochoa, [mocha@hillcrestcs.org](mailto:mocha@hillcrestcs.org)

#### 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 note: simply attending an activity does not earn volunteer hours. You must be actively volunteering to earn hours. Preparing food at home for an event does not qualify.

**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 (Volunteer hours from field trips are earned for assisting in the supervision of children in addition to your own, including time driving additional children).

- *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).

- ACSI Math Olympics
- ACSI Science Fair
- ACSI Speech Contest
- 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 (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 helping during the event.

### Fund Raising

- Annual Auction– working, not just attending
- Apex Fun Run (PFA) – working, not just attending
- Box Tops for Education
- Used Uniform

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

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

- Candy Cane Café
- Backyard BBQ
- International Day
- Movie Night

### Other Opportunities

- Athletic work – volunteer coaching, team parent, driving team, (time spent working, not attending games)
- Café Work – serving as a regular volunteer in our café.
- Book Fair – assisting the librarian with assigned tasks
- Library Work – reading to classes, helping check out books
- Spirit Week – making posters and more
- 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. Yes! Any school-wide fundraising you are helping with definitely counts towards your volunteer hours, but any fundraising efforts for your individual benefit do not. 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 or adult family members only, except for high school students on an I-20 visa.

### **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. A bill will be sent to parents who have not completed their required volunteer hours and parents are responsible for paying this fee before the last day of school. Student records, report cards, and transcripts will not be issued if payment is not received.

Thank you so much for considering the volunteer opportunities here at Hillcrest. As discussed, all families are required to serve 20 hours per school year, but volunteering is a great way to get to know the school- the kids, the teachers, the staff. It is a great way to become part of the Hillcrest community as well. So, whether it’s one of the many positions available within the classrooms, or one of the general school volunteer positions, truly there is

something for everyone here. If you are not sure if something applies toward volunteer hours, or if you have questions, please contact the PFA at [hcpfa@hillcrestcs.org](mailto:hcpfa@hillcrestcs.org). We are so excited to serve with you!

# **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 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.

**10. 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— regardless of whether it occurs at school; during school-sponsored events, activities, or functions; or on or off campus —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 the 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. Karen Winter    | Head of School | 805-497-7501, <a href="mailto:kwinter@hillcrestcs.org">kwinter@hillcrestcs.org</a>     |
| 2. Mrs. Jessica Navarro | Vice Principal | 805-497-7501, <a href="mailto:jnavarro@hillcrestcs.org">jnavarro@hillcrestcs.org</a>   |
| 3. Ms. Joni Metcalfe    | HR Director    | 805-497-7501, <a href="mailto:jmetcalfe@hillcrestcs.org">jmetcalfe@hillcrestcs.org</a> |

### 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.

### 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 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.