Hillcrest Christian School

Secondary

Parent/Student Handbook

2024/2025

Dear Hillcrest Families,

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

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

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

In Him,

Dan Vande Pol

HCS Head of School

Dear Parents,

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

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

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

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

Blessings,

Suzanne Hume

HCS Secondary Principal

TABLE OF CONTENTS

ASSISTANCE DIRECTORY	4
STATEMENT OF FAITH	5
SPIRITUAL LIFE	9
ACADEMICS	10
ATTENDANCE	14
DISCIPLINE	16
GENERAL INFORMATION	22
ATHLETIC DEPARTMENT POLICIES	30
PARENT / GUARDIAN & STUDENT COMMITMENT STATEMENT	36
SECONDARY HANDBOOK ACKNOWLEDGEMENT FORM	37

SECONDARY SCHOOL STUDENT HANDBOOK

ASSISTANCE DIRECTORY

The list below indicates the personnel to contact for your most frequent questions and problems:

Absences for illness..... Front Office 1002
Change of Address..... Registrar ext. 1004
Classroom difficulties (student) .....Classroom teacher then Secondary School Principal
Classroom difficulties (parents) .....Classroom teacher then Secondary School Principal
College Information ..... Guidance Office ext. 1004
Contributions & Donations..... Head of School ext. 1015
Discipline ..... Secondary School Principal ext.1006
Dropping courses or schedule changes ..... Registrar ext. 1004
Illness during a school day ..... Front Office ext. 1002
Lost and Found..... Front Office ext. 1002
Registration ..... Admissions Office ext. 1013
Tardiness..... School Office ext. 1003
Teacher Conference (parents) ..... Classroom Teacher
Transcripts, Records, Report Cards ..... Registrar ext. 1004
Tuition, Fees, Billing Statements ..... Finance Office ext. 1014

SCHOOL PERSONNEL

Administration
Dan Vande Pol, Head of School 1015

Secondary Administration
Suzanne Hume, Principal…….……1007

Guidance
Cathey Stueber, HS Counselor/Registrar 1004

Athletic Director & Transportation
Michael Westphal, Athletic Director 1311

Hot Lunch/Campus Cafe
Patti Medrano……..1319

Student Billing & Tuition Assistance
Nanci Scully……..……1014

Admissions
Lindsay Antioho 1013

HCS Statement of Faith

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

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

We believe in the Lord Jesus Christ who is the Son of God, conceived by the Holy Spirit and born of the virgin Mary; His sinless life, His miracles, His shed blood on Calvary as a vicarious substitute and atoning death, and in His personal and visible return in power and glory. He was buried; He rose again bodily; He ascended to God the Father according to the Scriptures (Isaiah 7:14; Matthew 1:18-25; John 2:11; Isaiah 53:4-6; 1 Corinthians 15:3-4; Mark 16:19; Hebrews 4:15, 7:25; Acts 1:11; Revelation 19:11).

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

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

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

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

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

We believe that the local church observes two ordinances - baptism and the Lord's Supper (Communion). We believe that all who have received Christ as Savior and Lord should be baptized in the Name of the Father, the Son, and the Holy Spirit; and that the Lord's Supper should be observed in remembrance of Jesus Christ's death for our sins until He comes again (Matthew 26:26-30; 28:19-20; Romans 6:3-6; 1 Corinthians 11:23-26).

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

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25; Mark 10:6-9). We believe that God intends sexual intimacy only between a man and a woman who are married to each other (1 Corinthians 6:18; 7:2-5; Hebrews

13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

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

Mission and Vision

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

Vision: *Raising up the next generation to impact the world for Jesus Christ.*

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

2023-2024 Theme Verse: "*So if there is any encouragement in Christ, any comfort from love, any participation in the Spirit, any affection and sympathy, complete my joy by being of the same mind, having the same love, being in full accord and of one mind." (Philippians 2:1-2)*

HCS Expected Student Outcomes (ESO's): Hillcrest students are *Honoring, Christ-Following, Scholars*:

Honoring:

-I understand that God created the world and I value the resources and opportunities that I've been given. I strive to steward these good gifts appropriately.

-I understand that I have been made in the image of God and my body is a temple of the Holy Spirit. I strive to honor my body through my choices and decisions.

-I value all people as God's dearly-loved image-bearers. I strive to treat them in a way that reflects their true worth.

-I accept legitimate authority-figures in my life as positioned or permitted by God. I strive to respect their roles and rules, even when I disagree with them.

Christ-Following:

-I understand that God created the world and I value the resources and opportunities that I've been given. I strive to steward these good gifts appropriately.

-I understand that I have been made in the image of God and my body is a temple of the Holy Spirit. I strive to honor my body through my choices and decisions.

-I value all people as God's dearly-loved image-bearers. I strive to treat them in a way that reflects their true worth.

-I accept legitimate authority-figures in my life as positioned or permitted by God. I strive to respect their roles and rules, even when I disagree with them.

Scholars:

-I understand that God created the world and I value the resources and opportunities that I've been given. I strive to steward these good gifts appropriately.

-I understand that I have been made in the image of God and my body is a temple of the Holy Spirit. I strive to honor my body through my choices and decisions.

-I value all people as God's dearly-loved image-bearers. I strive to treat them in a way that reflects their true worth.

-I accept legitimate authority-figures in my life as positioned or permitted by God. I strive to respect their roles and rules, even when I disagree with them.

AMERICANS WITH DISABILITIES ACT

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

OTHER LEGAL DISCLOSURES

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

DISCLAIMER

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

INTRODUCTION

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

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

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

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

maintain a positive atmosphere for everyone to enjoy.

EXPECTATIONS

As a covenantal Christian school we are distinctly unique. Accordingly, the Administration will implement and enforce programs and practices toward the following goals:

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

CONFLICT RESOLUTION

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

- GLORIFY GOD – We will seek to please and honor God by depending on His wisdom, power and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful and forgiving attitude (1 Cor. 10:31; James 4:1-3; Psalm 37:1-6; Phil. 4:2-9; Col 3:1-4; 1 Peter 2:12; John 14:15; James 3:17-18; Rom. 12:17-21, Mark 11:25).
- SELF EXAMINE – We will take responsibility for our own contribution to conflicts by confessing our sins, asking God to help us change any attitudes and habits that lead to conflict, and by seeking to repair any harm we have caused (Matt. 7:3-5; 1 John 1:8-9; Prov. 28:13; Col. 3:5-14; Luke 19:8)
- CHOOSE CONNECTION – We will choose to overlook minor offenses and/or will talk directly and graciously with those whose offenses seem too serious to overlook. When a conflict with another Christian cannot be resolved in private, we will ask others in the body of Christ to help us settle the matter in a Biblical manner (Matt. 18:15-20; James 5:9; Prov. 19:11; Gal. 6:1-2; Eph. 4:29; 2 Tim. 2:24-26; 1 Cor. 6:1-8).
- GO AND BE RECONCILED – We will actively pursue genuine peace and reconciliation by forgiving others as God, for Christ's sake, has forgiven us, and by seeking just and mutually beneficial solutions to our differences (Matt. 5:23-24; Eph. 4:1-3, 32; Matt. 7:12; Phil. 2:3-4).

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

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

- Even if the conflict is never fully resolved, forgiveness must be applied because it is the Biblical example. All confrontations should have the purpose of resolution in mind. An individual's spirit should be one of restitution, not revenge.

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

Family Service Requirement

Families are required to complete 10 hours of volunteer service to the school throughout the year. There are numerous opportunities for service in both classroom and school-wide activities. Please check with the PFA at hcspfa@hillcrestcs.org for more information about how to get involved and share your gifts and talents with our community! Parents are responsible for logging their service hours on their FACTS account. Families will be invoiced at a rate of $40/hour for any hours not completed.

Severe Weather and School Closing

HCS will generally follow school closings of the public schools. HCS will air special school closings through text alerts and/or emails and will be posted on our website and social media.

Spiritual Life

Spiritual Instruction

Hillcrest Christian School endeavors to provide spiritual instruction through its atmosphere, curriculum and staff. However, HCS's efforts are not a substitute for personal faith, church involvement or spiritual instruction in the home. We strongly encourage each family member to strengthen their personal faith through individual Bible study, active involvement in a Bible-teaching church, and spiritual instruction in the home. We require each family to be regularly worshiping and actively participating in a local Christian church.

Chapel/Discipleship

Chapel is a time for praise and worship and focused Bible teaching. Attendance is mandatory for both faculty and students. We include students in every possible facet as a means of preparing them for service in their local churches. Parents are encouraged to join us for chapel in the HCS Tent each Wednesday from 9:50AM-10:35AM. Small groups are held immediately after chapel from 10:40-11:10. Attendance in both chapel and small group is required as part of our discipleship program.

Bible Curriculum

Hillcrest Christian School has endeavored to develop an in-depth and well-rounded Bible curriculum. We require each student to complete 4 years of high school Bible in order to graduate. Courses are designed to prompt students toward a deeper, personal relationship with Jesus Christ. We are proud of the achievements of our students in all areas, but our deepest desire is to see each and every student walking closely with the Lord.

Male-Female Relationships

God designed male-female relationships to be unique and wonderful. We desire that these be wholesome and God-glorifying. We recognize that the main responsibility for modeling and teaching male-female roles and relationships rests with the parents. As an extension of the home, however, we seek to reinforce certain values. In respect for our school and to honor the Lord, public displays of affection are not permitted on school grounds, during school hours, and during school-sponsored activities. Specific examples include, but are not limited to, holding hands, sitting on laps, cuddling, kissing, romantic embraces, and intimate contact.

ACADEMICS

GRADUATION REQUIREMENTS

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

The 240 credits must include the following:

1. **Bible for Each Year as a Hillcrest Student** (40 credits)
2. **Four Years of High School English** (40 credits)- All English courses include the elements of grammar, literature, composition, spelling and vocabulary. Course offerings include: Introduction to Literature and Composition (English 9), World Literature and Composition, American Literature and Composition, British Literature and Composition, and AP Language and Composition.
3. **Three Years of High School Math** (30 credits), Four Years Recommended - Course offerings include Algebra I and II, Geometry, Business Math, Statistics, Trigonometry/Pre-Calculus, and Calculus. Math placement depends upon testing and scheduling.
4. **Three Years of Social Science** (30 credits)- Courses offered are World History, European History, U.S. History, Western Civilization, and a semester each of U.S. Government and Economics.
5. **Three Years of Science** (30 credits), including two years of Lab Science: One Biological, One Physical – Course offerings include Biology, Marine Biology, Chemistry, Anatomy and Physiology, Earth Science, and Physics.
6. **Two Years of the Same Foreign Language** (20 credits) - Three years are recommended for students planning to enter a four-year university. Students may choose between Spanish or French. International students and students with documented learning accommodations may substitute 20 approved elective credits if approved by the resource specialist and the secondary principal.
7. **Two Years of Physical Education** (20 credits) **–** All high school students are required to take two years of Physical Education classes. Participation on a high school sports team may count toward the two-year requirement. Two sports played per year equals one year of the Physical Education Requirement.
8. **One Semester of Health** (5 credits).
9. **One Semester of Computer Class or a Successful Challenge of Microsoft Proficiency Exam** (5 credits)
10. **Two Years of "Electives"/Fine Arts** (20 credits) - All high school students are required to take three years of electives including one year of fine arts as required by university standards (Art, Drama, Worship Band).'

(Note: Some advanced classes taken in 8th grade do not count toward high school graduation requirements and are not reflected on high school transcripts)

Students who have not accumulated 240 credits but have a minimum of 235 credits will be allowed to participate in all graduation activities; however, their diplomas will be held until all credits have been earned. Students who are not on track to have accumulated a minimum of 235 units by the end of the third quarter may not be allowed to participate in special graduation activities including but not limited to Disney Grad Night, the senior trip, and commencement.

HONOR ROLL REQUIREMENTS

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

High Honor Award	4.0 or better in academics
Honor Roll	3.5-3.9 in academics
Merit Award	3.0-3.4 in academics

HONORS/AP CLASSES (REQUIREMENTS FOR ADMISSION)

Teacher recommendation that student has demonstrated ability in the specific subject area
Prerequisite courses (when applicable)

Honors/AP Classes (criteria for maintaining eligibility)

Students must maintain a 75% semester average to remain in that honors course.
Students must complete ALL major projects and assignments.
Students who do not meet these criteria will lose honors designation on their report card.

Dual Enrollment

See instructor regarding college-level expectations.

Drop/change Deadline

Students who wish to drop or change a class must do so by the current Drop/Change deadline posted by the Registrar (4 weeks after the start of each semester).

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).

Tests and Quizzes

Students will have no more than two tests and one major quiz on any given day. Weekly memory verse and vocabulary quizzes do not count as major quizzes.

Extra Credit

Students may have the opportunity to earn a maximum of 5% extra credit for the semester.

Transfer Credit

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

HCS Hybrid Program/Online Classes

Students in 7th-11th grade who are enrolled in our HCS Hybrid program must be enrolled in a minimum of three on-campus classes per semester. High school ASB members who are enrolled in our HCS Hybrid Program must be enrolled in a minimum of four on-campus classes per semester. **All senior students must take a minimum of four on-campus classes per semester and are not considered to be hybrid.**

We require that all students attend chapel and small group sessions as these are an integral part of our spiritual development program.

HCS offers online class options through Edgenuity and SevenStar which both offer accredited Christian curriculum programs. These online class options are offered in conjunction with our on-campus classes as part of our HCS Hybrid program or as credit recovery for students who need to make up credits needed to meet graduation requirements.

Consequences for failing grades in Middle School

A student who fails any course on a quarter marking period will be placed on academic probation and referred by the teacher to the principal for academic counseling. Students who fail to raise this grade by the end of the semester, or who fail additional courses at the end of the semester, may be restricted from participating in extracurricular activities. **Eighth grade students who fail one or more courses in a semester must meet with the principal and will only be eligible to participate in the eighth grade promotion ceremony contingent upon administration approval.**

Consequences for failing grades in High School

A student who fails any course on a quarter marking period will be placed on academic probation and referred by the teacher to the principal for academic counseling. **In order to receive credit for the semester, students must earn at least a 70% in the course**. If a student fails to earn credit for the semester, that course must be retaken at HCS (if possible to schedule) or through Hillcrest Online Academy at the student's own expense. A passing grade must be earned to receive the necessary credit for graduation.

If two subjects are failed at the semester marking period, the student will be re-enrolled for the next semester on academic probation. This means that he/she must pass all classes and maintain a minimum 2.0 Grade Point Average for the first quarter of the next semester or be subject to dismissal. In addition, all failed required subjects must be retaken. If three or more subjects are failed, the student may not be permitted to return to Hillcrest Christian School.

Service Component

HCS views service as a vital component of a student's school experience. Because of the importance and benefit to the community and students, each student is required to complete the following hours of service per school year according to the following schedule:

Middle school:
7th Grade (8 hrs.)
8th grade (10 hrs.)

High School:
Grades 9-12 (25 hrs.)

Service hours are to be performed for a non-profit organization. Students must complete the Service Hour Verification Form and submit it to the Guidance Counselor in order for the hours to be verified and credited. Credit for service hours will begin the summer prior to the school year.

FACTS

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

Homework

Homework assignments are posted on FACTS. Students and parents should develop a habit of checking FACTS daily for updated assignments and current grades.

Incomplete or Late Assignments

It is imperative for students to learn to be responsible and accountable for their class assignments. All assignments

must be completed by the date assigned by the teacher unless there are extenuating circumstances approved by the teacher prior to the deadline or there is a major, prolonged illness.

All assigned work (except in cases of excused absence) is due on the due date. When a student fails to hand in an assignment on the due date, the student will receive a "zero", unless the teacher receives an excused absence slip from the student. Late assignments will not be accepted.

Major projects or essays may be submitted late with the following deductions:
1 day late: 20% grade deduction
2 days late: 50% grade deduction
3 days late: no credit given

If assignments are not submitted by the end of the marking period because of illness or some emergency situation, the student may receive an "F" on the report card. In such cases two weeks will be allowed for the work to be submitted. If not completed by the end of the two-week grace period, the grade will remain an "F".

In the case of an excused absence, the student has as many days to make up work as was missed (i.e. 2 days absent, 2 days to make up the work).

In the case of an unexcused absence, assignments, tests or quizzes that were given during the absence must be made up the day the student returns. For instance, if a student is only absent on Tuesday and a test was given in a class on Tuesday, the student will be expected to take the test on Wednesday.

Excessive Missing Assignments

Students who fail to submit three assignments in any class during a quarter marking period will receive a lunch detention and their parent/guardian will receive notification via phone or email from the classroom teacher.

Final Exams

Final exams are given at the end of each semester. It is vital that students be in attendance at school during exams. Students will not be permitted to take the final exam if they arrive more than 20 minutes late to the exam. The exam dates are clearly indicated on the school calendar each year. Families should never plan family trips during these times. Any student that does not take an exam during the designated exam days due to a trip, will not be permitted to take the exam. Students who wish to leave campus early on exam days must be checked out via phone call or in person through the main office by a parent or guardian.

Students taking AP courses are not required to take the AP exam. However, students who do not take the AP exam will not receive college credit for the AP course taken and will be required to take a final exam prepared by the teacher.

Semester exams can count up to 10% (grades 7-10) or 20% (grades 11-12) of the overall semester average for a course. Students will be provided a review/study guide for each class by the teacher. If the final exam is a project, the students will be provided a detailed rubric.

It is vital that students be in attendance at school during exams. The exam dates are clearly indicated on the school calendar each year. Families should never plan family trips during these times. Any student that does not take an exam during the designated exam days due to a trip, will not be permitted to take the exam.

Plagiarism

Plagiarism is a serious violation of our student expectations. It is taking someone's words (defined as three or more words), projects, or ideas (paraphrased) and using them in a paper without citing the source. Using any work generated by AI/chatbot is considered plagiarism. Students will receive detailed instruction as part of their computer and English classes regarding digital citizenship. A *first offense* will result in a zero on the assignment and detention. A *second offense* will result in a zero on the assignment and a suspension. A *third offense* may result in expulsion from HCS, according to the discretion of the administration. The consequences for plagiarism are cumulative during their time in the secondary school (7-12).

CHEATING

The work you do should be an indicator of what you have learned. Copying another student's homework or classwork is considered cheating just as much as cheating during a test or quiz. Parents and the Administration will be notified immediately of cheating.

The *first offense* will result in a zero on the assignment and a detention. A *second offense* will result in a zero on the assignment and a suspension. A *third offense* will result in an "F" for the semester, immediate withdrawal from the course, and a longer suspension. Subsequent cheating offenses will result in expulsion from HCS. The consequences for cheating will be cumulative during your time in the secondary school (7-12).

AI

Hillcrest Christian School is committed to using Artificial Intelligence (AI) technologies in an ethical, transparent, and responsible manner. We acknowledge that AI technologies have the potential to enhance student learning and engagement, but we also recognize the importance of protecting student privacy and ensuring that the use of these technologies is consistent with ethical considerations. AI is an emerging and rapidly changing technology and the guidelines on its use at HCS will certainly need to be revised over time.

The use of AI technologies at HCS aligns with our purpose of providing an education that prepares our students for success. AI technologies have the potential to support personalized learning and help teachers identify areas where students need extra support. They can also support research and writing activities and provide opportunities for students to develop skills related to critical thinking, problem-solving, and digital literacy.

While AI tools can contribute to brainstorming ideas, exploring possible responses to questions or problems and creatively engaging with class materials and ideas, it is the expectation that all assignments will be fully prepared by the student. Developing strong competencies in the skills associated with each course will prepare students for success at HCS and beyond. Each teacher is responsible for giving clear instructions on the acceptable use of AI in their class(es). It is the responsibility of each student to clearly cite the use of any AI tools anytime they are used. The use of AI without permission and/or the uncited use of AI will be treated as plagiarism.

ATTENDANCE

STEP BY STEP ATTENDANCE PROCEDURES

Procedure to follow when a student must be absent:

1) Parents are to contact the school as soon as he or she knows a student is going to be absent.
2) If the absence is for illness, **parents are requested to call or email the office by 9 am**. You may leave a message on the voice mail. (805-497-7501 ext. 1002).
3) Absences that are not covered by a phone call or email from home **will be considered unexcused** and the student will not receive credit for any work completed for the day in question. Unexcused absence issues must be resolved within 24 hours of returning to school in order to receive credit for your work. **Unexcused absences or tardies may not be excused after the 24 hour period.**

EXCUSED ABSENCES

HCS reserves the right to not excuse an absence if it appears that this policy is being abused.

Absences will be excused with a note or phone call from the parent **by 9:00am the morning of the absence** when due to one of the below reasons:

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

Special circumstances may warrant an absence to be excused upon administration approval. HCS reserves the right to not excuse an absence if it appears that this policy is being abused.

Class time missed due to a school function (i.e. athletics, music trips, field trips, etc.) will not count as an absence. Once a student goes home during the school day due to illness they are to remain home for the rest of the day.

It is strongly recommended that medical and dental appointments be made outside of school time as lost class time can be a detriment if the material given is not made up. Should appointments be necessary, a note from the doctor's office must be submitted to the Attendance Office. **Students will have the same amount of days as they were absent to make up missed assignments. For example, if a student is absent from Monday-Wednesday (three days), all of their make-up work for all classes missed will be due to their teachers on Tuesday the following week. If they do not have certain classes on the day the work is due, it is the student's responsibility to submit the work either directly to the teacher or to the main office.**

UNEXCUSED ABSENCES/TRUANCY

Absences not described in the "excused absence" section are "unexcused". Students must submit all missed classwork and take missed quizzes/tests the day they return to campus. It is the student's responsibility to make arrangements with the teacher to make up exams either before or after school. Students who are truant, (that is, being absent without prior parental and school permission), will be given an unexcused absence for the class missed while truant and an out-of-school suspension equal to twice the time of the absence period. A student that leaves campus for any reason without prior school and parental knowledge or knowingly skips a class but stays on campus will be subject to a minimum of 1 day out-of-school suspension.

TARDINESS

Students are expected to be to class on time, enabling teachers to begin their lessons promptly. Students who are tardy to class will be marked "tardy" by the classroom teacher (unless they have presented the teacher with an acceptable pass). **Students are allowed 2 tardies per quarter without consequence. Each tardy beyond 2 in any quarter will result in the following disciplinary action:**

- **3rd occurrence - Wednesday lunch detention**
- **4th occurrence - 30 minute Tuesday morning detention (7:15am-7:45am)**
- **5th occurrence - 1 hour Tuesday morning detention (7:00am-8:00am)**

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

***If a student fails to report for their scheduled detention, they will lose their off-campus lunch pass until the detention has been served.**

Students who miss more than 20 minutes of a class will be considered absent unexcused for that class, as well as tardy.

Class time missed due to a school function (i.e. athletics, music trips, field trips, etc.) will not count as an absence. Once a student goes home during the school day due to illness they are to remain home for the rest of the day.

EXCESSIVE ABSENCES

High School students who miss more than 10 periods of any class in a semester will have their semester grade decreased by one letter grade for the course per absence over 10. This includes unexcused absences

only.

High school students who accumulate a total of 15 absences (unexcused and excused combined) in a semester, will fail the class and not receive credit for the semester.

Illness Policy

If a student becomes ill during the day, you will be called to pick him/her up from school. Your responsibility is to come as soon as possible. If your student is able to drive themself home, they may do so after the main office receives verbal permission from their parent/guardian.

Your child's health is of major importance. For your protection, Hillcrest Christian has adopted the following regulations:

1. NO CHILD WILL BE PERMITTED TO ATTEND SCHOOL WHO SHOW ANY OF THE FOLLOWING SYMPTOMS: red or pink discharging eyes, a temperature of 100.0° and above (99.0° during cold/flu season), nausea or vomiting, diarrhea, rashes, signs of listlessness, weakness, drowsiness, flushed skin or chills.
2. If your child has had a fever during the night, he/she will not be permitted at school until a full 24-48 hours after his/her temperature has returned to normal with no medication.
3. If your child is sent home from school with any symptoms in #1, he/she will not be permitted to return to school the next day.
4. A written doctor's clearance from the doctor's office will be required before a child can return to school if he/she has had or has been suspected of having any communicable/infectious condition or in cases of prolonged illnesses of five days or more. This must include the name of the condition/illness, any medication being given, and assurance that the child is not contagious to other students.
5. If your child is hospitalized for any reason, the child MAY NOT return to school without a note from their doctor clearing them to return to school.
6. Parents are required to notify the school if their child is exposed to a communicable/ infectious disease so that the health needs of the other children and families at the school can be protected.

College Visits

Juniors and Seniors will be given additional absences to visit prospective colleges, as long as the college visit is documented in writing to the school office prior to the absence. Juniors may have one college visit day and Seniors may have two per semester.

Attendance Eligibility

A student must attend a minimum of two full classes (in accordance with the block schedule) in order to be eligible to participate in any extracurricular, athletic, or social activity after school or that evening. A student who misses more than twenty minutes of a class will be marked absent for that period. An allowance will be made for students who miss class due to an appointment with a doctor's note. Student-athletes are required to be at school, on time during school days following games. A student absent on Friday may participate on Saturday. A student on any kind of suspension may not participate in that sport or activity for the day(s) of suspension.

Student-Athlete Missed Work

A student-athlete is required to turn in work due to the teacher of classes he/she will miss due to early dismissal because of games **prior to leaving for the game**. A student who chooses not to turn in work prior to leaving will not earn credit for the assignment.

Student-athletes who must miss class due to a travel tournament or competition will be considered "absent excused" and will be required to turn in all assignments upon their return to school.

Each athlete is responsible to communicate with each teacher of classes missed, due to early dismissal, to make prior arrangements for turning in work due, and taking scheduled tests and quizzes.

Early Dismissal

Any student who needs to leave school early must submit a note from their legal guardian, stating the reason and time of the early dismissal. This note must be brought to the office before school begins. If students leave early last period without a note turned in before school, they will be counted absent for the entire period.

Parental Requests for Student Absences

In order for a student to be absent from school for 3 days or more for any reason other than illness, parents must contact and notify each classroom teacher via email in advance of the scheduled absence. Except for absences due to organized athletic tournaments/competitions or family emergencies, the student will be marked as “absent unexcused”, and all work assigned during the scheduled absence will be due upon the student’s return to class.

Discipline

Discipline Philosophy (Hebrews 12:11)

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

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

Parents As Partners

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

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

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

To The Student

Establishing and maintaining a positive climate at school is a two-way street. There must be a relationship of mutual respect between teachers and students. Students should respect the authority of the teacher since all authority is delegated by God (Rom. 13:1). Teachers must also avoid abusing authority which results in provoking the students to anger. Teachers must always bear in mind that each student is an image-bearer of God and, therefore, must be treated with respect and consideration.

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

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

Ordinarily discipline is handled by the classroom teacher. The principal may administer discipline if needed. Parents may be contacted about misbehavior at school.

Code of Conduct

Authority is necessary in all areas of society to assure our safety and well-being. The authority and direction of the home and school are preparations for our yielding to God's loving leadership in our lives. It is our desire that each student discover the joy of allowing the Holy Spirit to guide each area of his or her life and that the student will look to the principles of God's Word for guidance. Ideally, the school is a community of believers seeking the education of the student in a Biblically oriented setting. Students will be expected to contribute to this atmosphere along with faculty members and parents. Any student or parent who counteracts the goals and purposes of the school by overt acts or indifference, may be asked to seek his/her education elsewhere. Failure to observe any of the regulations will result in appropriate action by the faculty and administration. Severe or habitual infractions may result in suspension or expulsion. In some instances the student may be placed on probation. While on probation, a student may lose certain privileges, such as but not limited to holding office, participating in interscholastic activities, field trips and ASB events. A student on probation will also be required to have a weekly meeting with the principal or guidance counselor to discuss their progress.

Because our bodies are the dwelling place of the Holy Spirit, we feel it is appropriate to clarify that the use of tobacco, nicotine, alcohol, drugs, vaping and other practices harmful to one's body and spiritual growth are not permitted.

We encourage students to carefully select literature, television programs, movies and music according to the guidelines of Philippians 4:8: "Finally, brothers, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is commendable, if there is any excellence, if there is anything worthy of praise, think about these things." We are interested that all areas of your life, in school and out, are helping to build your Christian character and that godliness will become a way of life. We are representatives of Christ and Hillcrest Christian School at all times, on and off campus.

Discipline Policy

The home, church, and school partnership can only succeed when there is clear communication and mutual agreement regarding student behavior. The goal of this section is to outline and highlight Hillcrest Christian School's expectations in the area of student behavior. Our standards of behavior are based on the pillars of Christian character, mutual respect and common courtesy. Disruptive and disrespectful behavior in and out of class is unacceptable. In order to deal with such behavior, the following policy was adopted and will be enforced:

- Students who are disruptive will be given a verbal warning or reprimand and then will receive a demerit.
- Students who are disrespectful or grossly disruptive may be given detention without any prior warning.

• Students who are excessively and repeatedly disruptive and/or disrespectful will be sent, at the teacher's discretion, to the principal's office.
• Students must make a verbal contract with the teacher before re-entering the class.
• The student may be suspended and placed on probation.
• This suspension may be from one to ten days.

Students who are disrespectful or disruptive outside of class will be sent to the office and proceed through the above stated policy.

Off Campus Behavior Policy

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

For infractions which occur outside of these guidelines: Any student who is involved in any gross infraction which may cause life and safety concerns or puts HCS in a negative light will be subject to discipline which may include suspension or expulsion.
The Administration reserves the right to determine appropriate discipline. Students involved in athletics, leadership, and other visible roles may be disciplined for infractions and receive consequences in their area of influence.

Behavior Notices (Middle School)

Behavior notices are issued by teachers, administrators or other school staff members for behavior issues that are detrimental to the proper function of the school without approaching the level of a detention. Behavior notices can be given for showing disrespect, disrupting class, dress code violations, and other infractions. Students who reach four behavioral notices will receive detention. Students who reach seven behavioral notices in a quarter will be required to meet with the principal and their parents to discuss their behavior and any issues that may be leading to their continued disobedience.

Demerits (High School)

Demerits are issued by teachers, administrators or other school staff members for behavior issues that are detrimental to the proper function of the school without approaching the level of a detention. Demerits can be given for showing disrespect, disrupting class, dress code violations, and other infractions. Students who reach three demerits will receive detention. Students who reach seven demerits in a quarter will be required to meet with the principal and their parents to discuss their behavior and any issues that may be leading to their continued disobedience.

Detention

Detentions are a serious matter that should be looked at as such by parents and students alike. Detentions can be given to a student via several different tracks:

• Three (or more) tardies, missing assignments, or reporting to class unprepared (without required materials)
• Three (or more) demerits or four (or more) behavior notices
• Behavior that warrants an immediate issuance of a detention

Detentions are held Tuesday mornings from 7:00-7:50 and during lunchtime on Wednesdays for both middle and high school students. Students will receive an email reminder the day before their scheduled detention. Escalated detentions are held for middle and high school students on designated Saturday mornings from 8:00 am-10:00 am.

Students who are given any detention must serve the detention no later than the date posted on the detention notice. They may opt to serve it on an earlier scheduled detention date with approval from the principal. Any student who fails to show for a detention will receive an additional detention. If the same student fails to attend a subsequent detention, they will receive a 1 day suspension. All detentions must be served before the next grading period. ***If a student fails to report for their scheduled detention, they will lose their off-campus lunch pass until the**

detention has been served.

Detentions may also be given for more serious offenses, such as but not limited to: defiance of authority, disrespect, offensive language, repeated or flagrant dress code violations and being in an undesignated area. Parents will be notified by email each time a detention is assigned. A one day suspension will result when a student has already served 3 detentions and receives a 4th detention in the same semester. The detention policy will run with the semester schedule. **Each semester begins with a clean record.**

An accumulation of school detentions within a **semester** will result in the following actions:

Detention #	**Result:**
1-2	None (grace)
3	Saturday morning detention ($25 fee assessed through FACTS account)
4	1 day suspension
5	1 day suspension and placed on probation status
6	2 days suspension
7	Recommended expulsion

PROBATION

As a result of consistently poor behavior, GPA below a 2.0, and/or conduct problems, a status of “probation” may be assigned to students. Students who are placed on probation will be evaluated each quarter while on probation. At the end of each semester the student will either be removed from probation, continue probation status, or may be dismissed from HCS for failure to meet the school’s conduct standards.

Probation Steps for Poor Conduct/Behavior
Detentions (Per Semester):
5 Detentions: Student will be placed on “Probation Status”
6 Detentions: 2 Day suspension and final warning
7 Detentions: Student will be recommended for expulsion
Suspensions (Per Year):
2 Suspensions: Student will be placed on “Probation Status”
3 Suspensions: Student will be recommended for expulsion.

SUSPENSION

Suspension is defined as removal of a student from participating in the normal course of school activities, ranging from 1 to 10 days. A record of suspensions is kept in the student’s file. Instances of severe or repeated violations of school rules will result in suspensions. A student may be suspended from school for receiving multiple detentions, for multiple removals from class due to disrespect or disruption, fighting, or for other situations determined by the Administration to warrant suspension.

There is one kind of suspension: "out-of-school". A second suspension during the course of a year will result in the student and parents being required to meet with the Administration. This meeting must occur in order for the student to continue classes. The Administration will decide if the student should be reinstated. Students who are suspended will receive a “zero” for the assignments due the day of their suspension, however they may make arrangements with their teachers to take any missed quizzes/tests either before or after school the day they return to campus. Students on suspension are not permitted on campus or at any school function during the time of suspension. They must also meet with the Principal upon their return to school.

EXPULSION

Expulsion from HCS represents the most extreme form of disciplinary action. It is defined as the removal of the student as an enrolled member of HCS. It is imposed in those rare instances when a student shows persistent and/or seriously inappropriate behavior that threatens the academic and/or spiritual integrity of HCS. It may be imposed in the case of a parent whose actions seriously undermine or go against the efforts of the school. It is also imposed on students who continually defy the rules and guidelines set forth for students. Expulsion is an action of the Head of School at the recommendation of the Administration.

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

Alcohol and Drug Policy

The HCS Administration has adopted the following policy for alcohol and drug abuse:

"Hillcrest Christian School will not tolerate any involvement whatsoever with tobacco, nicotine, drugs, alcoholic beverages or vaping. Any student who uses, possesses or is under the influence of a substance while on or off campus during the school day, while on a school sponsored trip or while attending a school sponsored function, will be recommended for expulsion by the Administration. Students may be required to submit to drug screens, blood alcohol tests, Breathalyzer tests and medical examinations if:

- A student is suspected of attending school or school-related activities with the substances listed above in their system.
- A student's involvement with drugs or alcohol occurring away from school or on weekends becomes known to the school.

The school is interested in helping the student in all areas of his/her life, whether that help is directly involved with occurrences at school or away from school. Students who have received help and have exhibited by their behavior their refraining from the use of drugs/alcohol will be considered for readmission to the school."

Parents who receive information of alcohol use by a HCS student off-campus, after school hours are encouraged to directly contact the parents of the student suspected of alcohol and/or drug abuse, to communicate their concern. Should a student be suspected of drug or alcohol involvement, the school Administration may require said student, at the parent's expense, to submit to drug and/or blood alcohol test procedures. If off-campus behavior of any kind becomes an on-campus issue, due to the action of the student in question, Hillcrest Christian School may treat the actions as if they occurred on campus during school hours. This includes all social media that is brought to the attention of HCS Administration. One of the requirements for attendance at Hillcrest Christian is continued adherence to our admissions requirements and statement of belief. Students who show a pattern of negative behavior either on or off-campus may not be allowed to continue their education at HCS.

Sexual Immorality/Student Pregnancy Policy

We are instructed in 1 Corinthians 6:18-20 to "Flee from sexual immorality. All other sins a man commits are outside his body, but he who sins sexually sins against his own body. Do you not know that your body is a temple of the Holy Spirit, who is in you, whom you have received from God? You are not your own; you were bought at a price. Therefore honor God with your body." Hillcrest Christian School endeavors to guide students to a life of purity that is honoring and pleasing to God. To that end, HCS has established the following policy to guide the school's role in situations where sexual immorality has occurred in the school family.

Should a student engage in sexual immorality on campus or at a school activity or function, the Administration will recommend that student for expulsion. Our campus should be a haven from such activities and the burden of the school's supervisory responsibility warrants a strong consequence from the school if this type of behavior was to occur. The Administration would also recommend expulsion for any student who was found to be involved with illegal sexual activity on or off campus at any time.

Should the school become aware of a student who has engaged in sexual immorality outside of the conditions listed above, the student, having shown evidence of remorse and repentance, would be suspended, removed from any leadership position and receive spiritual counseling toward the goal of restoration. A student who failed to show remorse and repentance would reveal a deeper and darker heart issue and would be recommended for expulsion.

If sexual immorality results in pregnancy, HCS will seek to balance the needs of the student body with the special needs of the student(s) involved. Our goals in this situation will be to love and support God's children through the difficult consequences of their actions, to continue to provide a developmentally appropriate environment for the

student body and to avoid giving any motivation to the student to pursue an abortion. Either (or both) male and female students who are involved, cannot be in attendance at HCS for the duration of the pregnancy from the time of discovery by the school. Students are not developmentally ready to understand the responsibility and appropriately respond to the attention that a pregnancy would bring. The students involved with the pregnancy must live with parent(s) or legal guardian(s), or in an approved home for pregnant mothers approved by the parent(s) or guardian(s). The school may deny continued enrollment to a student whose living arrangements are, in the judgment of the school, inconsistent with a Christian lifestyle. HCS does not enroll married students.

HCS will provide homebound academic instruction during this imposed period of absence from normal school attendance. This service is only provided in this specific case and should not be construed to represent an option for any other circumstance. The goal and desire is to not send the students in question out to the public system at the time that they need our support the most. During this time, they cannot participate in or attend extracurricular activities of any kind. They would also not be able to walk at graduation, if it was to occur during the pregnancy. If the student(s) has returned to regular attendance at school, he or she would be allowed to participate in the graduation ceremony. Female students who become pregnant as a result of rape or incest will be cared for in a matter deemed appropriate by the school.

STUDENT DIGNITY – HARASSMENT & THREAT POLICY

HCS desires to offer its students and employees an environment that is free of offensive behaviors and threats. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions, because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity and is not permitted.

A threat is considered an action, written (on paper or online) or verbal communication which has announced or communicated danger, evil, injury or damage. Threats are considered real. All threats will be viewed with utmost seriousness and not be considered as jokes.

HCS does not condone or allow threats and/or harassment of others whether engaged in by employees, students or others who may be present on our campus. Teasing, harassing or bullying, along with verbal, written or any intentional threat of violence of a personal nature toward students, teachers, staff or HCS property is prohibited. All reports of threats and harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report, and will result in an immediate investigation by the Administration. Any act which would be defined as a crime under California law may be referred to law enforcement.

Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion. Any person suspected of violating this policy may be immediately removed from school until an investigation can take place. Any person who creates a legitimate fear and indicates violence is imminent will be subject to disciplinary action, up to and including expulsion from school. This would include any discussion of the existence or communication regarding a real or implied “hit list”. Law enforcement officers may be called to assist in further investigation.

GENERAL INFORMATION

DRESS CODE

All clothing and personal appearance must be neat, clean, in good repair, modest in fit and length, and appropriate to a Christian educational environment. Dress, hairstyle or makeup should not call undue attention to the individual or be distracting. **This code applies during any school day from the time of arrival until the time of exiting campus**. There will sometimes be special considerations made for certain field trips. These considerations will be communicated on the permission slip.
HCS has adopted a campus wide Uniform/Dress Code Policy. The purpose is to:

1) Have our dress reflect pride in our school
2) Address modesty issues
3) Have a fair, consistent and objective dress code
4) Have a campus wide plan that works toward the goal of training our students in appropriate dress.

As the school is an extension of the home, appropriateness of dress is first of all the responsibility of the home. We need and expect parental support to effectively maintain standards of dress. Parents are encouraged to teach their child to submit to the guidelines within the dress code. It has been established so that matters of dress are not a distracting or dividing force within our community.

DAILY WEAR ATTIRE

HCS students may wear any color of Hillcrest polo and either tan, navy blue, or black shorts or pants. Jeans are not permitted. In addition, girls may also wear any color Hillcrest skirt. Skirt length must be no shorter than four inches above the knee front and back. Please allow for student growth when hemming skirts.

Undershirts must be solid white with no lettering or pictures.

All sweatshirts must have a Hillcrest school logo. **Senior students may wear college sweatshirts on Fridays.** Students may wear a plain white, gray, navy, or black undershirt instead of the HCS polo if they choose to wear the HCS logo pullover sweatshirt/hoodie all day. (removing the HCS logo outerwear would result in a dress code violation)

CHAPEL ATTIRE (WEDNESDAYS)

Secondary Girls: Plaid, navy blue, or black uniform skirt or uniform pants with a white oxford shirt or white Hillcrest polo tucked in.
Secondary Boys: Navy or black uniform pants or shorts with a white oxford shirt or white Hillcrest polo tucked in.

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 or daily wear attire
- School polo shirt with blue jeans in good repair
- Designated attire approved by the administrator depending upon the nature of the field trip

FREE DRESS/DRESS DOWN DAY ATTIRE

Students are occasionally allowed free dress/dress down/themed dress days. On these occasions, appropriately themed tops are allowed with jeans (no rips or holes) or other non-uniform bottoms. **Pajama pants and leggings are not permitted, but sweats are allowed.** When standing with arms at the sides, length of shorts must reach the tips of the fingers at minimum.

FRIDAY SPIRIT/WITNESS WEAR DRESS ATTIRE

Students are encouraged to participate in spirit dress on Fridays! To participate, students must wear any Hillcrest athletic shirt, Hillcrest class shirt, official Hillcrest Spirit shirt, or any shirt that depicts scripture or praise to the Lord, with blue, black, gray or white jeans/bottoms. Athletic/warm-up pants and basketball shorts may also be worn. Pants must not have rips or holes. **Pajama pants, leggings, and sweats are not permitted.**

OTHER DRESS CODE FOR BOTH GIRLS AND BOYS

1) Clothing, jewelry, cosmetics, or other items that refer to, symbolize or enhance a culture of secular music groups, gangs, New Age Movement, racial prejudice (i.e. – Confederate flag), drugs, alcohol, satanism, death/skulls, violence, immorality, or any other item that contributes an inappropriate theme for a Christian school as determined by the Administration, is not permitted at any school function on or off campus.
2) Clothes are to fit well and not be tight or baggy. Undergarments are not to be visible.
3) Hair must not cause a distraction (i.e. – mohawks, shaved messages, multicolored hair, unnatural hair colors, etc.). Decisions on the appropriateness of hairstyles are at the sole discretion of the Administration. Students are encouraged to seek clarification before making a change to their hairstyle. A student may be asked to leave school until a situation with a hairstyle is resolved. Boys' hair is not to be worn over the eyes or touch the shoulders. If a male student has longer hair, it must be pulled back.

4) Male students may not wear earrings to school or school functions. If a male student has ear piercings, clear stud earrings must be worn at all times to school or school functions.
5) If a student has a facial piercing, clear stud jewelry must be worn at all times to school or school functions.
6) Footwear must be worn at all times. Slippers and slides are not permitted.

While students are not required to wear the standardized dress code to after school activities, they are expected to be modest and appropriate in their attire. Students who come to an event in questionable attire will be asked to leave until the situation is corrected.

HEALTH ISSUES/MEDICATION

Students who bring prescription medications to school must leave the medications with the school health aid or front office personnel with an authorization to take the medication. No prescription and/or non-prescription drugs are to be in a student's possession while on campus. Inhalers used to treat asthma are exempt from this policy if their medical release form indicates as such.

Upon registration for this school year, each family was required to complete a Student Health & Medical Information Form. This form contains important information regarding student allergies, medications, and conditions. In addition to completing the required health forms, parents are requested to notify the school and teachers of any serious physical handicaps, allergies or illnesses that their student may have.

LOCKERS & BACKPACKS

Students will be assigned a locker at the beginning of the school year. Students are not to switch lockers unless approved by the office. Only one student per locker, and it will be his/her responsibility to keep it clean. Stickers, posters or pictures are not allowed on or in the lockers. No tape of any kind is to be placed on the outside of the lockers.

Student lockers may be inspected periodically and without notice to be sure a level of cleanliness and decency is being maintained. The principal or her designee retains the right to inspect the locker and its contents to ensure use in accordance with its intended purpose, and to eliminate hazards, maintain sanitary conditions, attempt to locate lost or stolen items and to prevent storage of dangerous materials. Your locker should be considered a public rather than private space in regards to the rights of the school to random and unannounced searches. A student's person and belongings (backpack, gym bag, etc.) may be subject to searches by the principal or her designee as well if there is reasonable suspicion of an infraction. Such searches may be conducted without the student's or parent's permission. Registration at HCS constitutes parental consent for such searches.

The school assumes no responsibility for lost or stolen items. While a concerted effort will be made to recover them, the school does not assume responsibility for these items. Each secondary student is assigned a lock as well as a locker. Lockers are to be closed and locked at all times. Any attempts by a student to disable a lock will be viewed as an act of vandalism. Students should not divulge their combination to other students and should keep all their belongings in their locker unless in use.

LOST AND FOUND

Items are placed in lost and found when they are left in hallways, on the shelves or outside of lockers overnight. Lost and found items will periodically be purged. Students are notified in announcements when lost and found is going to be emptied. It is their responsibility to heed these announcements and retrieve their items. All items will be placed in the lost and found located in the main school breezeway.

TEXTBOOKS

Each year families are charged a book fee. Unless otherwise noted, the school will issue text books that will be signed out to your student on book day at the beginning of the school year. Each text book has an assigned number. Your student is responsible for the care of his/her assigned books. Mismanagement or misplacement of assigned textbooks will result in up to a 100% replacement charge. All non-consumable textbooks must always be covered. Teachers may have periodic book checks for missing books. Textbooks must be returned to the classroom teacher during finals week. Not returning books on time will result in late fees. Students in middle school and high school will

not receive their final report cards if they have outstanding fines or overdue books.

Posting of Signs

Any and all signs placed at HCS must receive approval by the principal. Signs of any kind posted without the permission of the principal will be removed and disposed of.

Food & Drinks

Food and drink (other than water) in the classroom are not allowed unless otherwise specified by the teacher. Students are responsible to properly dispose of all trash and will be responsible for any damage or cleanup from spills. No food or drinks are allowed in the computer lab.

Food Deliveries to School:
Students may not have food delivered to the school. When applicable they may use their off campus pass, they can order from the cafeteria, or they can pack a lunch. Items delivered to the school will not be given to the student. **Any food deliveries that are sent to school will be turned away. HCS will not be liable for any reimbursement for food not received, etc. Parents may still drop off food for their child.**

Physical Education

The following criteria shall govern physical education at HCS:

1. Students who are enrolled in PE classes and are in attendance in school are required to participate in physical education activities or satisfy this requirement through playing a sport at HCS.
2. Students wishing to be excused from physical education must have a note from a parent stating the specific reason. If your child is sick or has been sick, it is better for him/her to be prepared to participate in some way rather than not to participate at all. Excessive requests (more than 3 days) must be accompanied by a note from a medical doctor.
3. Required dress for PE: athletic shoes and HCS PE uniform. Failure to wear proper physical education clothes and athletic shoes is a violation of the dress code and will adversely affect their PE grade.

Parental cooperation is imperative in this part of the school program. Check on the clothing of your child to make sure he/she comes to school with the proper clothing for physical education. In physical education, grades are based on dressing out, being on-time, participation and effort/sportsmanship displayed in class and the ability to perform the skills taught in each unit.

Basketball Court/Athletic Field Use

Any use of the basketball court or athletic fields must be cleared by the Athletic Director. Only students given permission and under the direct supervision of a coach, teacher, or school official may use the basketball court and/or any athletic facility.

Sportsmanship Reminder to the HCS Family

In the excitement and enthusiasm of athletic events, it is easy to forget principles of good sportsmanship. Good sportsmanship applies to both players and fans. Showing displeasure with the officials, over-reacting to mistakes of players, booing or hissing opponents and acting in a discourteous manner are all unacceptable.
The most important thing is that a good Christian testimony be maintained at all times. As Saints fans, our job is to cheer and support the efforts of the players and teams – it is never to intimidate or ridicule the opposing players, coaches or officials. Students, parents or fans who choose to not uphold these standards will be asked to leave the event whether it is home or away. Repeat offenders may be barred from further attendance at any HCS athletic events. It is our utmost desire to have a positive testimony for our Lord and our school as we take part in athletic competition. This will best be exemplified when we pull for our team and not against our opponent.

Sportsmanship Guidelines for Spectators:

- Remember that you are a spectator at a contest to support our team and to enjoy the skill with which God

has blessed the athletes on both teams. It is not to intimidate or ridicule the opponent.
- Remember that school athletics are designed to allow students to develop their God-given potential and they will fall short of perfection. Spectators should lift up and encourage the athletes as they seek to improve themselves to the glory of God.
- Learn the rules of the game, so that you can more fully understand the various situations that may occur.
- Remember to treat opposing players, coaches, spectators, and support groups as you would want to be treated. We will often compete in the presence of individuals that do not know the Lord. We must be Christ's ambassador even during the heat of athletic competition.
- Remember to respect the office, integrity, and judgment of game officials. As a spectator, one must always remember that their willingness to take part in the athletic contest is essential. While they are compensated for their time and effort, this does not entitle anyone to verbally assault or berate them. They should notice a distinct difference in how they are treated by fans of Hillcrest Christian School.
- Give proper recognition to outstanding plays by either team. These are young men and women who will be molded and shaped by their experiences on the court. Take this as an opportunity to encourage and support the next generation.
- Remember to only use cheers that support and uplift the teams involved. Cheer for your team, not against the opponent.
- Seek out opportunities to complement the efforts of school officials as they strive to provide a positive and productive environment for students to exercise their athletic talent.
- Competitive activities provide great opportunities to demonstrate Christian character. While we want to "play to win," the final result of the game is not the score, but the extent to which we please our Lord.

DRIVING

- **Students are NOT permitted to go to their car at any time during the day**. Students who go to their car during the day, without permission, will receive a detention.
- Driving during school hours without the permission of the administration can lead to disciplinary action up to and including suspension.
- HCS reserves the right to search an automobile at any time when there is a reasonable suspicion that a particular search will reveal evidence that the student has violated or is violating either the law or the rules of the school.
- Driving to school is a privilege which will be taken away if abused.

PARKING

High school students who drive cars to school must park in front of the elementary school building. Students should park towards the far right end of the parking rows when facing the school building. High school students who do not drive a car to school, who have younger brothers or sisters and are picked up in the same car, should go to the front of the elementary building to wait for their ride. **The area along the curb is reserved for active loading and unloading ONLY. Parents and students are not to park in these areas at any time during the school day.** Students who are asked to move their vehicle because of improper parking may be subject to discipline.
Parents: Also, please **DO NOT** wait in parking spots in front of the school building when dropping off students in the morning. Student drivers have a difficult time finding parking spots and getting into school before the morning bell rings. Your cooperation is greatly appreciated.

LEAVING SCHOOL

Should a student need to leave campus for any reason (illness, appointment, open class period, etc.), they must receive permission from the office manager and must have a parent sign them out before leaving. A student's departure for any reason other than illness will require a note or phone call from the parent or guardian. Students are required to remain on campus during school hours with the exception of lunchtime provided they have a current off campus lunch pass. **Students may only leave campus at lunchtime if they have an off campus pass and it is their permitted day/s.**

Junior and Senior students who have a reduced on-campus schedule may receive special permission to sign themselves out with the main office without the presence of their parent/guardian. Both the parent and the principal

must sign the HCS student sign-out agreement which will be kept on file with the main office.

All students should be off campus by 3:15 PM unless permission is given by faculty/administration. If they remain on campus after hours, students must check in with the main office to receive a Raptor sticker stating they have permission to be on campus and the location they are expected to be.

Off-Campus Lunch

High school students in good standing may have the privilege of going off campus for lunch on various days per week depending on their grade level. Both the student and the parent must sign the HCS off campus lunch agreement and the students will be issued a pass. Holding an off-campus lunch pass is a privilege. Students who fail to arrive on time to their class may lose their pass for one week.

Seniors: Monday-Friday

Juniors: Monday, Wednesday, Friday

Sophomores: Wednesday, Friday

Campus Visitors

Student visitors who are considering enrolling in HCS may schedule a day to visit through the Admissions Office. All visitors must be in acceptable attire in order to attend. Students from other local schools and other friends may not visit the campus for any reason, although exceptions may be made for HCS alumni who wish to visit staff and faculty after school hours. This includes before and after school and during lunch. All guests must report to the office to receive a Raptor sticker to be worn while on campus.

Cell Phones & Portable Electronic Devices

It is the goal of HCS to partner with parents in teaching responsible use of electronic devices. We believe it is imperative to create an environment where students are focused on their academics and building healthy personal relationships while at school. Because of this, we have adopted an “Away for the Day” cell phone and smartwatch policy.

Cell phones, smart watches, earbuds, headphones and any other communication devices may not be used or visible while on campus. Middle school students will be required to turn in their device(s) every day during homeroom, and may pick them up after school. High school students MUST keep their device(s) in their locker, turned off. Phones are not to be used during lunch or passing periods, except with the verbal permission of a staff member. High school students may quickly check their phone for important messages while at their locker during lunch only. 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.

Students who go off campus for lunch may use their device during lunch only. Devices must be TURNED OFF upon return to campus and placed in their locker. Devices may not be kept in pockets or in backpacks. Failure to follow these guidelines will result in disciplinary action and possible confiscation of the phone. If the cell phone is confiscated, it may be retrieved from the principal by the parent or their designated adult at the end of the day. This policy is in effect throughout the entire school day. Students are to make arrangements for after school BEFORE they arrive at school that day.

Any student who uses an electronic device to threaten or intimidate another student or staff member through email, social network posting or other electronic messages also will be subject to disciplinary action as determined by the school Administration.

Students should not have an assumption of privacy regarding the contents of cell phones or other portable

electronic devices.

TEACHER'S LOUNGE

Students are not allowed in the teacher's lounge for any reason. Students found in the teacher's lounge, unaccompanied by a teacher, will receive detention.

TECHNOLOGY USE AGREEMENT

7th-12th grade students have the opportunity to check out a school-issued tablet to use for the school year. High school students may choose to bring their own device from home if they prefer. Middle School students are not permitted to bring personal devices from home.

Any HCS student who desires to use any school computer must have completed the Technology/Computer Acceptable Use Agreement Form that was included in the registration material. This contract must be signed by at least one parent and the student. This agreement is kept in the student's file and applies to all computers, tablets, cell phones or other portable electronic devices.

The following guidelines have been established by Hillcrest Christian Administration. If any user violates these guidelines or fails to report any violations by other users, his or her access to computers and electronic information services will be terminated and all future access could possibly be denied. Some violations may lead to disciplinary action, and if a criminal offense is committed, to prosecution under state or federal laws. If you have any questions about these guidelines, please contact the school Administration.

1) Because of our belief that students and faculty are to be accountable as Christians and are to have a lifestyle that is guided by Biblical principles, acceptable use of computers and network and internet services are activities which support learning and teaching not only at Hillcrest Christian School but also off campus.
2) Unacceptable use of computers and network and internet services, by students or teachers either on or off campus includes but is not limited to:
    a. Using profanity, obscenity, harassment or any language, content or media which may be offensive to another user or which is not consistent with Biblical standards;
    b. Copying software or other copyright protected material in violation of copyright law;
    c. Using the computers or internet or network services for illegal activity;
    d. Using the computers or network to destroy or change information belonging to others or claiming such information as their own;
    e. Using the computers to spread computer viruses deliberately or to import or install files from unknown sources;
    f. Copying personal communications to others without the permission of the originator of such communication;
    g. Using the computers or network for private business purposes on campus;
    h. By-passing or attempting to by-pass the network or local computer security policy or settings;
    i. Accessing a computer or the network with another user's security credentials or sharing your username and password with anyone else;
    j. Installing and/or downloading any software or files on a school computer without the expressed permission of your local administrator;
    k. Attempting to connect to the Internet by any means other than the approved Internet firewall;
    l. Viewing inappropriate material on any computer, *cell phone or other electronic device*. While HCS does employ the latest in internet filtering software, no system is perfect. If objectionable material is viewed, the student or employee should remove the material from the screen and immediately report the incident to the administration.
3) The school has the right to review the contents of any and all email or documents created or stored on school equipment.
4) The school is not liable for misplaced, deleted, or corrupted data contained on your personal computer or on any HCS local computer. The school also accepts no liability for any computer virus that may infect or attack any of your computer's software or hardware by any interaction with our systems.
5) The school is not responsible for any charges you may incur to connect to the Internet.

Should a student commit any violation or in any way misuse the HCS computer network and the Internet, access privileges may be revoked and disciplinary action may be taken. Financial reimbursement for any damage (hardware or software) and/or service required to repair such damage will be the responsibility of the student.

VANDALISM

A **minimum** charge of $25.00 will be assessed to students who damage school property (buses, buildings, etc.). Any student who vandalizes or attempts to vandalize school property, any site owned or occupied by an employee of the school or a site used in connection with any school function, will be subject to severe discipline up to and including expulsion. All offending individuals will be expected to make restitution for any damage.

UNAPPROVED ACCESS TO THE SCHOOL GROUNDS

Any student who attempts to enter any school building after hours without proper supervision or permission or comes on campus after hours for the purpose of vandalism or a prank, may be subject to a minimum suspension of 5 days. Should this occur at the end of a school year and there is no time to serve the out-of-school suspension, the suspension will be enforced with the appropriate reduction in the student's grades (10% points for that quarter). Permission for school entry for the purposes of a prank cannot be given by any school personnel. The students involved will be punished regardless of how they gained entry. Severe acts of vandalism or pranks by seniors may result in a student not being able to take part in graduation ceremonies.

SECURITY/SAFETY/DANGEROUS ITEMS

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

Desks, lockers, and other storage areas may be provided for the convenience of students but remain the sole property of HCS. Accordingly, they, as well as any articles found within them, can be inspected by the principal or her designate at any time, either with or without prior notice. In an effort to offer improved security, video cameras will be used throughout the campus and in the buildings.

ORGANIZATIONS & ACTIVITIES

Student organizations and activities help enrich the curriculum and/or enrich a student's interest in future vocational and professional interests. All of these activities and organizations are important aspects of the total school program. Some of the most important learning experiences in a student's middle school and high school career will result from participation in school activities. It is our hope and prayer that each student will find some activities of special interest.

SCHOOL SPONSORED ACTIVITIES

Parents should always be aware of the activities their students attend after the normal school hours. Not all activities held after school hours are school sponsored. HCS is not responsible for private, non-school sponsored activities. These activities are not faculty chaperoned or held with the full knowledge of HCS.

School sponsored activities will have sponsor and administrative approval. Prior notification of activities such as these will come through the school office to home. School chaperones, locations, and times of events will be given by the school.

Supervision at after-hour school functions is limited to the area in which the event is occurring. Students are expected to stay in the supervised location. Events such as student council activities and athletic contests are

voluntary events, and students are not always expected to remain for the duration of such events. Parents should be aware that students do not always need the permission of a school official to leave such an event.

STUDENT GOVERNMENT (ASB)

HCS offers ASB leadership positions for High School students. Students desiring to become an ASB member or an officer must be enrolled in a minimum of four on-campus classes per semester. Officers are elected by the student body in the spring of the year for the upcoming school year. Students interested in running for an office must meet the following criteria:

1. Hold a minimum cumulative GPA of 3.0
2. Have excellent attendance
3. Be a student in good standing in regards to student conduct
4. Have shown evidence of spiritual growth
5. Complete & submit a nomination form and letter of recommendation to the ASB Advisor by the proper deadline

The Associated Student Body is committed to fostering a Christ-centered and spirit filled environment for all students that brings glory to God through leadership and service. ASB activities include planning dances and all-school spirit rallies, fundraising events and serving as student representatives both on campus and in the community.

In order to be considered for ASB, students must show strong and positive leadership capability. The qualities of a godly leader include honesty, service, trustworthiness, strong work ethic, humility, respect for both adults and fellow students, and school pride.

Over the years, HCS has been blessed with creative, dedicated, and respected ASB leaders, representing Hillcrest Christian School as Christian role models and disciples for our school and our community.

GRADUATION

Graduation is a culmination of much work and effort, not only on the part of the student, but also of the parents, faculty and staff. Students should be respectful of the ceremony and those in attendance. It is expected that behavior from each graduate be proper, remembering that all that is said and done should bring glory to the Lord. **Seniors are required to participate in graduation rehearsal in order to walk during the ceremony**. Graduation rehearsal will take place the morning of Graduation. All tuition must be paid prior to graduation day in order to receive your diploma.

NHS

HCS is blessed to have a high school chapter of the National Honor Society. The purpose of our honor society is to advance Christian scholarship, challenge Christian leadership, honor Christian character, and stimulate Christian service. Members must maintain a 3.5 cumulative GPA (on an unweighted 4.0 scale) to be inducted into and remain a member of the society. Membership in the National Honor Society is a privilege which students may forfeit because of scholarship, deportment, or any other standards used for their selection as deemed by the administration. An induction ceremony is held for National Honor Society (NHS) members. The NHS induction ceremony is held in the fall of each school year. Student honor society leaders take an active role in the ceremony itself. Society members select service projects such as peer tutoring to fulfill their service requirement. At the graduation ceremony, senior high honor society members are provided with a special honor stole to wear to honor their achievement

ATHLETIC DEPARTMENT POLICIES

PHILOSOPHY

The program of interscholastic athletics at Hillcrest Christian School is designed primarily to develop within each athlete Christian values and Christian attitudes toward his fellow man. It allows for the development of physical skills in individual and team sports and for proper health habits to aid in the development of these skills. The ultimate goal is to give glory and honor to God through the exercise of the talents and abilities He has given.

MIDDLE SCHOOL ATHLETICS PARTICIPATION PHILOSOPHY

At the Middle School level, students are learning concepts such as cooperation, team unity, and school spirit as well as the basic fundamentals of the sport. We recognize that God gives certain abilities and talents to everyone. This is especially true in regards to sports. Although every effort will be made at the Middle School level to play every athlete as much as possible, NOT every athlete will get to play an equal amount in each game. In games that will determine the team's postseason eligibility or in tournament play, it is possible that not every athlete will play every game. We never want to put a weaker athlete in a situation that may result in undue pressure to perform. We appreciate the support and understanding of parents as we endeavor to fairly apply this policy.

SENIOR HIGH ATHLETIC PARTICIPATION PHILOSOPHY

We endeavor to put the strongest team on the field or court at all times. While we continue to endeavor to allow all athletes to experience the joy and fulfillment of athletics, we are striving to achieve excellence at all times. There is no guarantee of equal playing time or starting position based on experience or seniority. It is the difficult job of our coaching staff to strive to develop all of our athletes while ensuring the optimal success of our teams.

ATHLETIC DEPARTMENT OBJECTIVES

- To recognize that each individual student is a unique creation of God, and to provide the opportunities for maximum participation for all students in a variety of activities and play.
- To develop within each athlete the individual and team skills necessary to compete successfully and reach for that individual's God-given potential.
- To develop strong team spirit and loyalty to the school within each athlete.
- To teach good sportsmanship.
- To provide opportunities for athletes which encourage self-confidence, sociability, initiative, and a feeling of belonging.
- To promote an understanding of body growth and development and the importance of good health habits in aiding that growth and development.
- To provide the leadership, rules, and disciplines necessary to assist each athlete in attaining all of these objectives.

GENERAL BELIEFS

- Hillcrest Christian School believes that athletics are an integral part of our total educational program.
- We believe that the whole program is important.
- We believe that each sport provides an activity through which students may express themselves physically, emotionally, spiritually, and mentally.
- We believe that coaches have the unique opportunity to direct and encourage students in the development of their life.
- We believe that the head coach is the "department head" of the sport for which he/she has been selected. The head coach is responsible for the organization of the staff associated with his/her sport. He/she must work closely with the athletic director and principal.

The Athletic Director has been assigned by the principal to administer the athletic program. Head coaches are directly responsible to the athletic director and are charged with the supervision of those coaches related to their program.

ADMINISTERING THE ATHLETIC PROGRAM

- Athletics are to be closely coordinated with the general instructional program and properly communicate with other departments of the school.
- Athletics are to be conducted under the rules of the California Interscholastic Federation, of which Hillcrest Christian School is a member.
- Athletics should be amateur competition in procedure and in spirit. Students should consider participation as recreational and should play for the joy of the game rather than for anticipated material awards.
- They should always play to win, but winning should not overshadow spiritual or educational goals.
- It is of vital importance to the entire department, as well as to the boys and girls, that professional loyalty exists on the highest levels.

Organization and Administration

HCS is a member of the California Interscholastic Federation (CIF). “This association shall supervise and control all of the interscholastic activities which its member schools may engage in.”

Limit of Practice Days and Times

Coaches are to hold practices when they deem them necessary. Saturday practices are at the coach’s discretion but should be held to a minimum. No Sunday practices are allowed on the campus by any team or organization.

Hillcrest Christian Interscholastic Activities

Hillcrest Christian interscholastic program is the program of athletics in the school which involves competition with other schools. Presently Hillcrest Christian fields the following teams in interscholastic activities.

FALL	**WINTER**	**SPRING**
BOYS	**BOYS**	**BOYS**
Football	Basketball (all grades)	Baseball (all grades)
Flag Football (5th-8th)		Track & Field
		Golf
GIRLS	**GIRLS**	**GIRLS**
Volleyball (all grades)	Basketball (all grades)	Track & Field

Transportation of Athletes

Coaches may release their athletes to a parent after an athletic event after receiving a release form from the parent stating they are taking responsibility for their son or daughter. The form must be signed and dated. Student-athletes may only be released to their parents if the coach is previously provided with a signed and dated form from the parents stating that their child may be released to another adult.

Due to the fact that they practice off campus, various teams may ride with other students or parents to practices provided that the school has the appropriate release form completed and on file (student transportation waiver).

Athletic Discipline Policy

The purpose of this Athletic Discipline Policy is to assist coaches in regard to discipline procedures and standards for students participating in extracurricular activities, and who may violate school rules either at school or at a school sponsored activity.

Disciplinary action in regard to all extra-curricular activities will follow the Hillcrest Christian School Handbook and Code of Conduct Handbook for Hillcrest Christian Athletics.

ATHLETIC TRAINING RULES

The following training rules apply to all interscholastic athletes and each athlete is to adhere to this code and will share the contents of this code with his/her parents. Athletes may be required to follow additional rules established by individual coaches. Any member of the coaching staff may report a violation of the rules. A coach may personally observe a violation or can be convinced by the circumstances that a violation has occurred. All violations will be reported to the Athletic Director, who will take appropriate action. Appeals will be directed to the Principal.

Rules:

1. Alcohol/Tobacco/Nicotine/Vaping - Student-Athletes represent the school in a very public manner and are, therefore, held to a higher standard of behavior. The following consequences will be cumulative over the student-athlete's career at HCS.

a. First Violation: Minimum two-week suspension from practice and games

b. Second Violation: Minimum season suspension. An unrepentant attitude on the part of the student or family could result in a lifetime suspension from HCS athletics.

2. Drug Use - Suspension from athletic participation for the balance of the season for the first offense. Any appeal for reinstatement at the conclusion of that season would be based only on the family having sought professional counseling to deal with the athlete's chemical use/abuse. Any subsequent incidents would result in removal.

3. Practice Sessions - Athletes are expected to attend all practices. Athletes must be excused in advance by the coach for any practices missed. Injured athletes who are able to attend practice sessions shall be expected to do so. A violation of this rule results in suspension from the next contest following the violations.

4. Language - Profanity will not be tolerated in any form. A violation of this rule will be dealt with by each coach and the athletic director depending upon the circumstances.

5. Absence from school - The student may not participate in practice or in a contest on a day that they are absent from school, unless excused by an administrator. A student-athlete must attend at least half the day of classes to be eligible for practice or contest.

6 Appearance - Students involved in interscholastic athletics are required to follow the school's guidelines for proper appearance as well as any additional requirements from the coach.

7. Disciplinary action - Students having received disciplinary penalties by the administration must satisfy these obligations as assigned before they may return to practice or competition.

8. Quitting without coach's consent - Suspension for rest of the season, and the next sport season. Athletes are to fulfill their obligations.

9. Missing of a contest - If a student has to miss any game or contest he/she must notify the coach at least one week in advance. If it is an excused absence, no penalty will follow.

10. Transportation - Players must ride school transportation to and from all away games. They may be released to their parents only after a game, if the coach has a signed release form from the parents. A signed form, given to the coach, would be needed in order to release a student to some adult other than the parent or guardian. Due to the fact that they practice off campus, various teams may ride with other students or parents to practices provided that the school has the appropriate release form completed and on file. On occasion, parents may need to drive students to practices or contests and will need to fill out proper forms for transportation clearance.

11. Future eligibility of an athlete who is dropped from a squad for disciplinary reasons not contained in the rules listed above will be determined by the Athletic Director and the Principal.

12. Outside Team Participation - Any athlete who makes a commitment to a team at HCS must understand that their commitment to their school team takes priority over other city, league or club teams.

13. Award Banquet Eligibility - Any student-athlete that quits or is removed from a team for any reason during the season or is no longer in attendance at HCS will not be recognized with the team at the awards banquet.

Notes:
Suspension definition: Athlete may not participate or dress in a scheduled game. The coach may require the athlete to participate in practice due to the type of suspension passed down.
Season definition: A season begins on the official opening day, as designated by the CIF, and ends at the conclusion of the Hillcrest Christian season. The "scheduled" season includes regular season games, matches, meets, plus guaranteed tournament games, matches and meets.

Athletic/Activity Conflict Policy

This policy is to be adhered to in the event of a conflict between school activities for a student participant. All students participating in extracurricular activities should be advised of the procedure that will be followed in the event of a conflict. This should occur prior to the beginning of the season or the activity. The sponsors or coaches shall meet with the principal and athletic director to identify anticipated conflicts before they occur. Additional meetings may be called at the discretion of the sponsors/coaches. The purpose of these meetings will be to determine possible conflicts and to resolve them by using the following criteria:

- District, conference, sub-district, regional, sectional, semifinal, or state activities/ competition should have priority. If two similar events occur on the same date, the participant will perform in the event which has the greatest importance toward the team, group, or individual event or outcome. If both events are of equal importance to both parties then the decision will be left up to the student.
- Consideration should be given as to how the loss of the individual will affect the group or team concept and the total function of the program before a decision is made.
- Regularly scheduled contests or performances take precedence over any type of practice session. If a student is participating in two sports simultaneously, the student-athlete must meet with the Athletic Director and coaches prior to the start of the season and make commitments to an appropriate number of contests for each team. Both coaches will sign the approved schedule and a copy will be given to all parties. Should schedules change during the season and conflicts subsequently arise, the Athletic Director will determine a suitable resolution.
- Decisions should be made by the sponsors/coaches (when possible) prior to getting students involved.
- A student may not be penalized in the event a conflict still exists after all options have been exhausted by the sponsors and the student makes the choice.
- Disagreements pertaining to student conflicts will be handled by the principal and shall be final.

CIF Athletic Eligibility

The California Interscholastic Federation and Hillcrest Christian School Rules and Policies govern the eligibility of all athletes.

- Each coach will be responsible for checking the above rules and regulations which affect the eligibility of his/her athletes.
- Eligibility must be certified under CIF rules.
- Permits and agreements - Before a student is permitted to draw equipment, practice, or play in a contest, he/she must have registered on Homecampus.com/clearance and upload proof of insurance and medical examinations. Parents must fill out and return all parent packet forms to the Athletic Department.
- Health Insurance - All participants in the athletic department must be covered by insurance. Parents should acquaint themselves with an insurance agency that covers athletic injuries. HCS will not be responsible for the payment of fees resulting from medical treatment of an athlete in case of injury.
- Physical Examination Requirement - A student shall not be permitted to engage in practice or play in an interscholastic athletic contest unless they have on file, an approved certificate of physical fitness issued by a competent physician.

Parents and students are encouraged to go to www.CIF.org for more information.

ELIGIBILITY RULES

In order to represent Hillcrest Christian School in any interscholastic athletic competition, a student must meet the following eligibility requirements which include or exceed those of the California Interscholastic Federation.

A student:

- who turn 19 years of age as early as June 15th and have passed a physical examination administered by a licensed physician, which is valid for one calendar year from the date of the practitioner's signature, is eligible for participation.
- who receives a failing mark for a quarter is ineligible for the entire quarter following his or her failing grade.
- must maintain a cumulative unweighted GPA of 2.0 to remain eligible for participation. Student GPAs will be checked at the end of each quarter and any student whose GPA is below 2.0 will be ineligible for one full quarter.
- who is eligible for a grade period shall continue to be eligible during the period of vacation between periods provided he/she meets all eligibility requirements.
- status of eligibility will change (ineligible to eligible or vice versa) once grades are posted and the student has begun the new quarter.
- who has an incomplete, shall not participate until the incomplete is made up or satisfactory arrangements have been made.
- must attend school at least half day (in attendance in all classes with the exception of scheduled appointments) in order to be eligible to participate in any extra-curricular, athletic or social activity after school or that evening. A student absent from school on Friday is eligible for extracurricular activities on Saturday.

GUIDELINES FOR STUDENT ATHLETE AWARDS & RECOGNITIONS

ATHLETIC AWARDS

1) The individual coach of each sport shall be responsible for the granting or withholding of awards.
2) It is the coach's responsibility to notify all athletes prior to the season of the criteria set for students to earn an award for the sport.
3) Requirements- " to recognize effort and participation"
    a) Regular attendance at practice and games.
    b) Genuine effort at improving one's playing ability.
    c) Constructive team membership.
    d) Finish the season on the team.
4) Awards
    a) Middle School Teams – Certificates and trophies
        i) Certificates – Given by the coach after the last game
        ii) Trophies – MVP, Saint's Award or Most Improved
    b) Junior Varsity Teams – Certificates and trophies
        i) Certificates – Given by the coach after the last game
        ii) Trophies – MVP, Saint's Award or Most Improved
    c) Varsity Teams – Letter/Pin Award, Certificates and Trophies
        i) Certificates – Given by the coach after the last game
        ii) Varsity Letter and Pins
            (a) 1st Year- Letter, pin & certificate for each sport
            (b) Bar and Certificate for each subsequent year in the same sport
        iii) Trophies – Most Valuable Player, Most Improved, Saint's Award

ATHLETIC FEES

All students participating in competitive athletic teams are charged a participation fee per sport that will be charged through the family's FACTS account two weeks after the first practice; fees vary depending upon the level of student participation and the fees associated with the sport. After the first two weeks, athletic fees will not be reimbursed if a

player decides that he/she does not want to play or becomes academically ineligible. In addition, students may be required to purchase specific equipment or athletic gear.

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.

Parent/Guardian & Student Commitment Statement

I/We understand and agree to the following:

1. That as parents/legal or de facto guardians and members of the Hillcrest Christian School (HCS) community, we must not be participating in practices that would be considered illegal, or considered by the school as immoral or inconsistent with a positive Christian lifestyle and commit that we will not provide opportunities for students to be involved in any way with alcohol, vaping, tobacco or drugs. We understand that failure to comply with this would be grounds for immediate dismissal of the family.

2. As parents, we hereby invest authority in and support for the faculty and administration concerning the discipline and all other school related matters associated with our child(ren).

3. HCS students and parents are to show respect in relations with the faculty and staff and in speaking with faculty and staff members.

4. HCS has a zero tolerance policy against any involvement with tobacco, vaping, drugs or alcoholic beverages. Any student who uses, possesses, or is under the influence of a substance while in attendance on or off campus during school hours, while on a school sponsored trip or while attending a school sponsored function will be immediately recommended to the administration team.

5. The use of profanity and sexual immorality on campus before, during, or after school hours at any time of the year are serious violations. These violations of HCS standards will result in disciplinary action. Repeated off-campus violation of this policy may result in a student not being asked to return to HCS.

6. Students are not allowed to leave the school grounds during school hours without the permission from parents and proper school authorities.

7. HCS is not responsible for the loss of personal property whether the loss occurs by theft, fire, or any other cause.

8. HCS reserves the right to dismiss any student who persistently and willfully neglects his academic work, exercises poor citizenship, and reflects adversely on the Christian principles of the school or is engaged in behavior or lifestyle inconsistent with Biblical guidelines. Parents and students may also be dismissed due to unsupportive, undermining, or harmful behavior toward the mission, vision, policies, or the Administration of HCS. This policy applies to behavior on and off campus and throughout the calendar year.

9. Many individuals have, through their prayers and gifts, made this campus possible. Students should consider it a privilege to

attend HCS and therefore, do all in their power to keep the buildings attractive and make the utmost of all facilities. Any student known to deface or destroy school property will be assessed the full cost of the repairs and be subject to disciplinary action, including possible dismissal.

10. A Parent/Student Handbook is available to each family. Parents agree to read it thoroughly and to be knowledgeable and supportive of general regulations.

11. Attire and appearance appropriate to the occasion is expected of all students at all times. Students are expected to adhere to the guidelines as described in the Student Handbook.

12. As parents and students, we sincerely pledge our loyalty to the mission and vision of HCS.

13. As parents, we agree, in accordance with the principle of Matthew 18:15-17, to bring any and all questions and criticisms to the person most directly involved. If we have a question about a specific classroom action or procedure, we will contact the appropriate teacher. If a satisfactory conclusion is not reached, we will contact the appropriate principal. The Head of School should only become involved if a satisfactory conclusion has not been reached after contacting the teacher and principal.

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

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

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

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

Hillcrest Christian School

Secondary Handbook Acknowledgement Form

**The 2024-2025 HCS Parent/Student Handbook can be found at www.hillcrestcs.org.*

I, _____ (student's printed name), have read through the 2024-2025 Hillcrest Christian School Parent/Student Handbook. I understand and will comply with the policies and procedures within the handbook. I understand that noncompliance can result in disciplinary action.

Student Signature _____ Date: _____

I, _____ (parent's printed name), have read through the 2024-2025

Hillcrest Christian School Parent/Student Handbook. I understand and will comply with the policies and procedures within the handbook. I understand that noncompliance can result in disciplinary action.

Parent Signature _____ Date: _____