

*GRADES TK-5*

# PARENT/STUDENT HANDBOOK

*2020-2021*



**THIS BOOK BELONGS TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Grade \_\_\_\_\_ Teacher \_\_\_\_\_

# HERITAGE CHRISTIAN SCHOOL

## NORTH CAMPUS (GRADES TK-5) PARENT/STUDENT HANDBOOK Acknowledgement Form 2020-2021

The handbook has been compiled for the benefit of both parents and students. Though not exhaustive, it contains major expectations for students at Heritage Christian School.

In order to be properly informed, please review carefully with your student each section including Appendix A and Appendix B. Discuss, and stress the importance of abiding by the rules established for the efficient operation of the school community.

Please sign the acknowledgement form and return within 10 school days of the commencement of the school year (**one for each student**) to the homeroom teacher. Failure to return the acknowledgement provided below signed by all parents or guardians with parental rights may cause the student to be suspended until received. Please keep the handbook for constant reference during the year.

Thank you for your cooperation.

Dr. Esther Choi  
Elementary Principal

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### Acknowledgement Parent/Student Handbook 2020-2021

We have carefully read the Parent/Student Handbook including Appendix A and Appendix B. We have discussed its importance with our child and agree to abide by the rules, regulations, and policies contained therein. We acknowledge that these rules, regulations and policies are subject to change and agree to be bound thereby upon written notification.

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent's/Guardian's Signature\*

\_\_\_\_\_  
Student's Printed Name

\_\_\_\_\_  
Parent's/Guardian's Signature\*

**\*Both/all parents/guardians must sign.**

**PARENT/STUDENT HANDBOOK  
2020-2021  
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## MISSION STATEMENT

Heritage Christian School's mission is to glorify God by providing a rigorous academic program from a Biblical perspective, and by partnering with parents to provide their children with a firm spiritual foundation to impact the world for Christ.

## HISTORY

Hillcrest Christian School began in 1976, under the direction, leadership, and ministry of the dedicated members of Hillcrest Christian Church, who, with a vision to serve the needs of the church and community, began the implementation of a quality academic program for grades K-3. Within a few years, the school had increased its enrollment significantly, encompassing grades K-6.

In 1983 the school added grades 7-9. This was later adjusted to grades 6-8 and the middle school model was adopted. Several years later, in 1985, The Discovery Program was added allowing teachers to minister to the needs of learning challenged students.

Growth continued throughout the end of the 1980's. Planning for more growth, in 1996 the church relocated to larger facilities in Porter Ranch. This is important because Hillcrest Christian Church deeded the property at 17531 Rinaldi Street to the school. At this point, HCS became an independent corporation. That same year, the decision was made to add grades 9-12. Four years later the first senior class graduated with 28 students.

After 14 years of searching for a location for the high school, the property on the South Campus (formerly Los Angeles Baptist Middle/High School) was acquired; the two schools combined starting with the 2012-2013 school year.

A preschool (West Campus) for ages 2 to 5 was established in 2012. Transitional Kindergarten through 5th grade remains on the North campus (formerly Hillcrest Christian School). TK was introduced in 2015 and a North campus preschool was added in 2016.

Los Angeles Baptist Middle/High School (LAB) was founded in 1962 by the Los Angeles Baptist City Mission Society, an association of American Baptist Churches that provides services to the churches of the Los Angeles area. From its beginnings, LAB focused on offering young people a challenging college preparatory education, interwoven with explicitly Christian religious and spiritual values. LAB's first commencement exercise was held on June 9, 1967, when 28 seniors were graduated.

Over the years, the school's facilities grew, with three additional building phases adding a locker room and fine arts core, a gymnasium with classrooms, and a library/classroom building, as well as improvements to the grounds and athletic facilities. Enrollment also grew, reaching a peak of 978 students in 2003. LAB held its 46th annual commencement on May 26, 2012.

The initial vision has continued to become a reality and is reflected in all aspects of the school. The student body continues to grow, not only in numbers, but academically, and spiritually, as well. On July 1, 2012, the new school became official and is now known as Heritage Christian School.

## ACCREDITATION

Heritage Christian School is a member and is accredited by the Association of Christian Schools International (ACSI) and is also accredited by Western Association of Schools and Colleges (WASC). The Discovery program is recognized by National Institute of Learning Development (NILD) as a program of excellence.

## DOCTRINES AND POLICIES

The Parent Student Handbook is intended to provide policies and guidelines for the students and their parents. Heritage reserves full discretion to add to, modify, or delete policies of this handbook at any time.

### Doctrinal Statement of Faith

1. We believe the Bible to be the inspired, and the only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ.

### Statement on Marriage, Gender, and Sexuality

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. (Gen 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. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 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 any form of sexual immorality

(including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Heritage Christian School.

These statements of faith do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Heritage Christian School's faith, doctrine, practice, policy, and discipline, our Board of Trustees is the final interpretive authority on the Bible's meaning and application.

### **Non Discriminatory Policy**

Heritage Christian School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally allowed or made available to students at the school. The school does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of its educational policies, admission policies, financial aid, or athletic and other school administered programs. Our mission is to serve our community at large by providing a Christian based education to students of all religious backgrounds.

### **Non Immigrant Students**

The school is authorized under Federal Law to enroll non immigrant students.

### **Purpose and Philosophy**

The ultimate purpose of Heritage Christian School is to glorify God. Excellent education – academically, spiritually, socially/emotionally, physically, and culturally – is provided from a Biblical point of view to assist parents as they raise their children in the nurture and admonition of the Lord. The school strives to assist its students to develop a relationship with God through Jesus Christ.

Our areas of focus are the following:

1. Spiritual development – The school's emphasis is to teach the Word of God, to exalt Jesus Christ as Savior and Lord, and to facilitate students' spiritual growth by leading them to place God at the center of their lives.
2. Intellectual development – The school provides a carefully planned educational program with a goal of preparing students to be lifelong learners.
3. Physical development – Combinations of programs and activities are designed to meet age appropriate skill levels through physical education classes and after-school sport activities.

4. Emotional/Social development - Emotional/Social development – The school offers the students an environment in which they will be positively influenced in the areas of self-confidence, social development, and Godly values.
5. Cultural development - Various opportunities are provided to students to develop appreciation of the arts and the many different cultures throughout God's world.

### **Expected School-Wide Learning Results (ESLRs)**

The student will do the following:

1. Demonstrate knowledge of Jesus Christ as Lord and understand God's redemptive plan as revealed in the word of God.
2. Become a lifelong learner who demonstrates problem solving collaboration and the ability to evaluate information based on Biblical truth.
3. Develop a Biblical understanding of health, fitness, and nutrition.
4. Understand their identity in Christ and relate to others accordingly.
5. Learn to develop an appreciation and respect for God's beauty and creativity as expressed in various cultures.

### **Campus and Grounds Policy**

Heritage Christian School is a private Christian educational institution. The school campus is private property. Access is by permission only. Any child not enrolled in our school is not allowed on the playground or in a classroom for parties (including siblings from another grade or class) or activities. All persons coming on to the property are considered invitees. Heritage reserves the right to deny access, or revoke permission to anyone, at any time, and for any reason. Persons who are under the influence of drugs or alcohol, or who, in the sole judgment of Heritage, present a threat to the health and safety of students or other invitees on campus, or who interrupt or interfere with student instruction and campus tranquility will be excluded from the campus. Any dispute or disruption of the campus by any person after being denied access or being asked to leave the campus will result in an immediate request for assistance from the Los Angeles Police Department.

### **Family Support and Cooperation Policy**

Heritage Christian School's educational mission involves working with school families in the overall Christian education of students. The school requires parents to cooperate and support the school and its ministry.

If at any time Heritage Christian School determines, in its sole and absolute discretion, that the actions of a parent or school family are not supportive of the school ministry, or reflect a lack of cooperation and commitment to the school and to the working relationship between the school and the home, the school has the right to discontinue enrollment of a student.

Heritage Christian School's biblical role is to work in conjunction with the home to mold students to be Christlike in character. On occasion, the atmosphere or conduct within a particular home may be in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, sexual immorality, holding, exposing or advocating beliefs which are contrary to Christian principles, or an inability to support the moral principles of the school. ( Lev. 20:13a, Romans 1:27, Matthew 19:4-6) In such cases, the school reserves the right, in its sole and absolute discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### **Volunteer Policy**

Heritage encourages parents to be involved in the educational life of their children. However, for the protection of all students, we require that all parents complete a Volunteer Information Form prior to volunteering for field trips, assisting/visiting in the classroom, or assisting in after-school activities. It is recommended that this form is submitted in August. All volunteers will be screened through the State of California office of the Attorney General, Megan's Law Division. No other background information is accessed.

Any volunteer at Heritage who has direct, repeated contact with students must have a certificate on file in the School Office indicating they have been screened and found to be free of tuberculosis (TB) within the past four years.

### **Parent Action Team (P.A.T.)**

All parents are encouraged to become involved in the Parent Action Team, parents who are willing to volunteer time and support to various projects which will aid the school and teachers in improving our school. Specific information will be sent to parents periodically. Parents working directly with students are required to fill out a Volunteer Information Form.

### **Appointments With Teachers**

Parents are encouraged to discuss any problems concerning their children with their teacher. Personal appointments with teachers must be scheduled in advance. Please consider that the teachers may have extra-curricular duties, including supervision duty, faculty meetings, administration appointments, tutoring, and coaching.

### **Email**

Teachers and other staff at Heritage have email addresses. The addresses are on our web page ([www.heritage-schools.org](http://www.heritage-schools.org)). There may be times when contacting a teacher by email is quicker than making contact by telephone. Parents will be able to contact teachers to ask for conferences and/or student progress.

### **Conferences**

There will be times when the teacher may request a conference and contact parents to set up a time to meet. A parent may also request a conference with the teacher. In addition, a week will be designated for parent

conferences. Since our teachers have responsibilities during their school hours and have other obligations after school hours, appointments with them must be scheduled in advance.

### **Custody Policy**

Heritage Christian School has adopted and strictly adheres to a custody policy for students who are subject to shared custody. This Custody Policy is available in the school office. Any school family affected by custody orders should obtain and review the custody policy and complete the Custody Information Sheet. If available, copies of custody papers must be submitted to the school office for our files. Adults who do not have custody must complete the Authorization to Act as Custodial Parent Form.

Upon occasion, a parent may request information from a school staff member regarding situations involving the other parent in order to assist the inquiring parent with a custody issue. Staff members are not allowed to discuss, or provide written information, in such instances. Please refer such requests to administration.

### **Child Abuse Protection and Reporting Policy**

Heritage Christian School has adopted a policy for the protection of our students from child abuse. Heritage Christian School provides each of its employees with a Child Abuse Procedures Manual for the purpose of educating and informing its personnel of their responsibility under the policy. This policy is structured to prevent child abuse through screening, education, training, awareness, and reporting. This policy and state law require that we report any instances of suspected child abuse concerning our students, whether such an instance involves Heritage personnel, students, parents, or others. This policy is strictly followed. This policy is reviewed with all Heritage personnel on an annual basis.

In the event parents or students suspect that child abuse, in any form, has taken place on campus, or at any school activity, the incident should be immediately reported to school administration.

All reports of suspected child abuse are taken seriously by the school and will be investigated, and if substantiated, appropriate action will be taken.

### **Protocols for Interviews of Students by Governmental Agencies**

There may be times when law enforcement or the Department of Children and Family Services need to interview students during school hours. Heritage Christian School has developed the following policies when this situation arises.

- The person requesting to interview a student will be properly identified (i.e. badge number and name) and their business card will be requested for the file.
- The person must state the reason for the visit.
- The student will be given the option of having a staff member present during the interview.
- In accordance with the California Education Code



section 48906, the school will take directions from law enforcement and notify parents when appropriate.

Heritage Christian School suggests that parents and students discuss this policy and parents give specific directions to their student according to your wishes.

### **Complaints and Criticism Policy**

Heritage Christian School administration and teachers welcome constructive criticism, suggestions for improvement or information regarding problems of which the school may not be aware.

It is the policy of the school that classroom problems, criticisms, and suggestions be first taken up with the teacher, and then, if not resolved, be shared with the Administration (Refer to Matthew 18:15-18). Issues not concerning the classroom can be shared directly with the Administration.

All communications with school administration, teachers, and staff should be conducted respectfully. It is never acceptable to be rude, abrasive, or to use language or conduct which would be insulting, embarrassing, or in opposition to Christian principles. Raising one's voice in anger, yelling or speaking in a threatening, insulting or aggressive manner is strictly prohibited. Making physical contact without consent, or engaging in behavior which creates a public disturbance or presents a negative role model to students is likewise prohibited. Parents are entitled to the same respect from the staff of Heritage Christian School.

### **Other Relationships with Staff**

Heritage strongly encourages its teachers and staff not to enter into other employment relationships with Heritage families which could present a conflict of interest. Heritage is only responsible for any activities of its teachers and staff conducted within the course and scope of their employment. Activities outside the course and scope of this relationship, such as baby-sitting, housesitting, etc. are not condoned or supervised by Heritage and Heritage accepts no responsibility for such activities.

### **Enrollment and Re-Enrollment Policy**

Heritage Christian School desires that both the parents and students must understand and sign an agreement stating that each student will abide by the policies, rules, and spiritual commitment of the school. The Administration is solely responsible for the placement of students.

All students entering Heritage Christian School are assessed to determine academic readiness.

Immunizations must be up to date for enrollment and re-enrollment. Also, an Emergency Treatment Authorization Form, and health history for re-enrolling students or application for admissions form for enrolling students must be on file.

Enrollment and re-enrollment at Heritage Christian School are by invitation only. Enrollment and attendance at Heritage Christian School do not guarantee or create a right of re-enrollment for subsequent school years. Academic progress, promise, purpose,

disciplinary history, effort, and family support and cooperation are among the factors considered in determining the admission of an applicant.

### **Disclosure of Medical History and IEP Information**

All students, parents and guardians are required to disclose to Heritage Christian School all psychological or psychiatric counseling prescribed or received by the applicant student, any prescribed program of medication in connection therewith, or any involvement with the law enforcement or juvenile authorities (this includes arrests, detention or conviction) and suspension or expulsion from other schools. Parents are required to provide the school with copies of IEPs listing special needs and copies of educational testing administered by educational psychologists. This information must be submitted at enrollment. Failure to disclose this information may, in the sole and absolute discretion of Heritage Christian School, result in the denial of admission of an applicant or the disenrollment of an enrolled student.

### **Academic Support Center/Discovery Program**

The Discovery Program in the Academic Support Center is designed to meet the needs of students in grades 3 through 12 with average to above average intelligence who are unable to perform to their full potential due to a deficit in the processing of information. This is an educational therapy program conducted one-on-one with a specially trained therapist. Techniques are used to stimulate the deficit areas in perception and thinking. To help fulfill this purpose, the program has been established for students who learn differently.

Educational therapists are trained to provide educational assistance to learning disabled students. Therapists are not licensed health care professionals, psychologists, psychiatrists, family or marriage child counselors or clinical social workers. Neither Heritage Christian School nor its educational therapists diagnose learning disabilities or render medical or professional advice. Only students whose results from a battery of tests indicate their need for a modified school plan will be considered for admission to the Discovery Program. There are additional costs for the Program. Parents with interest in the Discovery Program should contact the school office for further information.

The Discovery Program is recognized by the National Institute for Learning Development (NILD), a program of excellence.

### **Search and Teach**

The Search and Teach Program is designed for early elementary students to prevent learning failure and its emotional consequences through early identification and educational intervention.

Search is an individual test given to kindergarten and newly enrolled first grade students to identify individual strengths and weaknesses in reading skills necessary to reading success.

Teach is a one-on-one student educational intervention program developed to address the needs revealed by

Search. (There is a fee for Search and Teach)

### **Enrollment in the Academic Support Center/ Discovery Program/ Search and Teach**

In some cases, participation in the educational therapy through the Search and Teach Program in the Academic Support Center is a condition to acceptance and/or continued enrollment at Heritage Christian School. In such cases, disenrollment from this Program, whether voluntarily, or involuntarily, may result in disenrollment from Heritage Christian School.

### **Disenrollment Policy**

As a Christian School it is important that a healthy, cooperative and respectful relationship be maintained with each school family. This is necessary to promote and maintain the Christian environment necessary to achieve our mission. For this reason, certain conduct and attitudes from our staff, as well as our school families are expected. The conduct and attitudes required are set forth in policies contained in this Parent-Student Handbook.

A student may be disenrolled for violation of the following:

- The Family Support and Cooperation Policy
- The Complaints and Criticism Policy
- The Academic Standing, Achievement, and Attendance Requirements
- The Conduct Standards
- The Dress Code Regulations
- Failure to make payment of tuition and other fees
- Failure to disclose medical or behavior history on enrollment
- Failure to disclose a history of learning difficulties or submit an IEP

Disenrollment from Discovery where Discovery is a condition to enrollment at the school.

This is not an exhaustive list but is intended to provide examples of policies, rules, and regulations the violation of which can result in disenrollment of a student.

Disenrolled students will not be enrolled for the following school year.

### **Transferring to Another School**

To leave Heritage Christian School during the school year, a withdrawal form must be submitted. There is a withdrawal fee per student.

The student must check in all school property, such as textbooks, library books, and clear out his/her desk and cubby. All financial obligations such as tuition, replacement cost of lost textbooks, and assessments must be paid at the time of withdrawal.

Students who leave school before the end of the school year will receive grades to date. In these cases, students must be formally checked out through the school office.

### **Financial Policies**

Heritage Christian School has established financial policies for enrollment and attendance. These policies are strictly enforced and are set forth in the Parental

Contract and The Tuition Information Packet provided at the time of enrollment or re-enrollment.

### **Delinquent Tuition**

School families are required to comply with the school's tuition payment policy as set forth in the Parental Contract and on the Tuition Information sheet.

In the event payment of a student's tuition becomes delinquent and is not brought current after notice, the student may be suspended until tuition is brought current. The financial office shall notify the responsible parent, guardian, or caretaker of the student of the suspension and the steps required before the student may resume schooling.

Once a student has been suspended, failure to bring the delinquent tuition account current, may, in the sole and absolute discretion of Heritage, cause the student to be disenrolled. Special circumstances will be considered by the Business Office/Administration on an individual basis.

### **Internet Conduct**

Heritage Christian School provides computers and Internet access for student's use at school.

Students must read the Code of Conduct Agreement in Appendix A. Parent and student signatures on the acknowledgement section indicate student compliance.

In today's age of technology, more and more students maintain web pages and/or post personal information to other internet sites. Information and postings to sites not protected by a secure password are considered to be in the public domain and are therefore subject to the rules of conduct set forth in this manual, and most particularly the conduct standards in this handbook.

### **Internet Usage**

Parents are strongly urged to monitor their student's online usage particularly in regard to social media.

### **Student Class Placement**

The school does not accept parent requests for a student to be placed in a particular teacher's class or with another student. Student transfers to another class are not permitted during the school year.

### **Biblical Guidance**

In the course of Christian education, Heritage Christian School and individual members of the Heritage staff provide Biblical guidance and counseling to students. Counseling involves direct interaction with students for the purpose of addressing personal issues which include counseling from a Biblical perspective on moral, social, and spiritual needs. All counseling at Heritage is Biblically based and consists of traditional Christian principles and resources such as prayer, teaching, Bible study, and appropriate discipline, where necessary.

Heritage Christian School staff members are not health care professionals, therapists, marriage or family counselors, clinical social workers, psychiatrists, medical doctors, or clinical psychologists and therefore does not provide psychological counseling or any

counseling of a professional nature. In the event Heritage Christian School determines that a student has psychological or medical needs, the student may be referred to an appropriate professional or with the parent's informed consent, referred directly to a health care professional for consultation, evaluation, and treatment. In some cases, Heritage Christian School may require a student, with the parent's informed consent, to be referred to a health care professional as a condition to the student's admission or continuing enrollment at Heritage Christian School.

In an emergency, Heritage Christian School may refer a student to a health care professional when Heritage Christian reasonably believes the student's health, welfare, safety, or well being is in danger.

Heritage Christian School does not comment on professional or medical advice or care, including, but not limited to, the use of prescription or non-prescription drugs.

By signing the Parent Contract and Mediation and Arbitration of Disputes Agreement, parents are agreeing to the terms and conditions of this handbook, including, the Biblical guidance and counseling described herein, and the policies Heritage Christian School may establish to carry out this guidance and counseling.

#### **Dress Code Policy**

(See Conduct Standards Section)

#### **Harassment Policy**

(See Conduct Standards Section)

#### **Substance Abuse Policy**

(See Conducts Standards Section)

#### **Weapons and School Violence Policy**

(See Conduct Standards Section)

### **ACADEMICS**

#### **Common Core Information and Heritage Christian School Position on Common Core State Standards**

Heritage Christian School will adopt aspects of the CCSS only as needed to prepare students for tests used as criteria for college admission, namely the SAT and ACT. Heritage Christian School already meets or exceeds many of the CCSS through our teaching methods and curriculum offerings. Heritage Christian School will use the common core standards "as a ground floor and not a ceiling" for our academic success and we will do so without compromising our Christian testimony. Heritage Christian School students will not participate in the same state CCSS assessment tests that public schools will administer.

#### **Fifth Grade Culmination**

Students who satisfactorily complete fifth grade may participate in the Fifth Grade Culmination ceremony.

The ceremony is semi-formal. Girls are to wear a modest dress or a skirt/top. Boys are to wear a collared shirt and slacks. Dress shoes are appropriate. It is recommended that the girls' shoes have heels less than

1½" high.

#### **Grading and Grade Reporting**

Students in grades 1-5 are graded on the following scale: 100-90 A; 89-80 B; 79-70 C; 69-60 D; 59-0 F.

Students in TK and Kindergarten receive the following marks:

G for good; S for satisfactory; N for needs to improve; and U for unsatisfactory.

Work habits and citizenship are graded as follows:

O for outstanding; G for good; S for satisfactory; N for needs to improve; and U for unsatisfactory. This category may include, but is not limited to the following to evaluate a student's work habits: completion of assignments, following directions, quality of work, capability of students, make-up of missed assignments due to absence, neatness, use of time, etc. Following the rules, behavior notices, and referrals are considered in the citizenship grade.

Discovery students may be graded on a specialized scale and if so are not eligible to be on the Honor Roll or Principal's List.

Grade reports are available on Renweb for all students at the end of each grading period. Reports are mailed at the end of the school year indicating the student's final grade in each course. Students receiving "F's" at any reporting period may be placed on academic probation. The school works with parents and students who have academic problems, but it must be remembered that Heritage Christian School must maintain academic standards; therefore, students are expected to achieve acceptable grades to remain in school. Students who remain on academic probation after the initial probationary period may be disenrolled from school.

It is strongly recommended that elementary students who receive an F second semester in Language Arts or Math get summer remediation at the summer academic program at Heritage Christian School or attend an approved program.

#### **Parent Access to Student's Grades**

Parents can view their student's grades online. Teachers will post grades regularly.

#### **Student Retention**

Student retention in the same grade level is solely at the discretion of the Administration. The school does not retain students in the same grade based upon parental requests.

#### **Extra Credit Assignments**

Extra credit work may be offered at the discretion of the teacher. Please do not request extra credit work from the administration. Whatever is assigned by the teacher for extra credit must meet the teacher's criteria of grading, be averaged into the grade average, and be made available to all the students.

#### **Academic Awards and Recognition**

Special awards are given for achievement in academics. Students in grades 1-5 are also recognized in the following areas:

End of Year Special Awards

Principal's List - All A's  
Honor Roll - All A's and B's (Principal's List and Honor Roll) for each semester will be sent home at the end of each semester.

Students in Discovery and Search and Teach are not eligible for the Principal's List or Honor Roll.

### **Academic Probation**

Students will be placed on academic probation if they receive more than one F and/or two D's.

Once a student is placed on probation and does not show improvement, the student may be disenrolled from school.

### **Extra Curricular Activities**

The administration reserves the right to exclude a student from extra-curricular activities when the staffing for any event is insufficient or in cases pertaining to special health needs of a student (seizures, severe diabetes, etc.).

### **Homework**

Homework is one of the methods used to reinforce concepts taught, to promote progress, and to teach good work habits and responsibility. It may be in the form of daily assignments, long term and group projects, reading, studying, exam preparation, and reviewing of classwork. Projects, book reports, research, long term projects, or term papers, etc., will be assigned at least two weeks in advance of the due date.

All homework is not necessarily graded. Classwork is the best indicator of what the students can do on their own, and it tells the teacher what is needed in planning for the future and when it is time to test.

If a student is present but does not turn in an assignment that is due, the assignment is considered late. 50% credit for the late assignment will be given only if it is turned in by 3:00 the following day. After that, no credit is given.

If a student is absent, it is the student's responsibility to find out what he/she needs to do and when the work must be turned in. If the parent checks Renweb or emails the teacher and requests the work for the day, the request must be made no later than 11:00 AM.

Homework requested after 11:00 A.M. will not be available until 3:30 P.M. the next school day. Homework information is available on **RenWeb**. Families without internet access may call the school or e-mail the teacher to request homework and materials. Make-up work not turned in within the time limit set by the teacher will be treated the same as work not turned in when present.

If a student is absent on the day a long term assignment is due, he/she must submit the work on the date due to receive a full credit. If the work is turned in the day the student returns, the maximum grade for a long term assignment will be 50% of the earned grade. Make-up tests are scheduled by the teacher.

### **Tutoring**

Parents of students who need tutoring should arrange for tutoring by obtaining a Request for Tutoring form in

the school office. Parents should not contact a teacher directly. Teachers are not permitted to tutor their own students. Heritage teachers and staff are prohibited from entering into private arrangements with parents for tutoring Heritage students outside of the established Heritage tutoring program. All tutoring must be done on the school campus. Unfortunately, there may not be enough tutors available at school and outside arrangements will be necessary. The school does not officially endorse any tutor service or individual tutor.

### **Summer Tutoring/Music Lessons**

Parents of students who desire tutoring/music lessons during the summer make the arrangements with the tutor/teacher. Such tutoring/music lessons will not be conducted on campus. Since the school is not involved in summer tutoring/lessons, financial arrangements and scheduling are made directly with the tutor. Summer tutoring is not considered a school sponsored activity, the parents making such arrangements agree to waive the right to file any legal action against the school.

### **Field Trips**

There is a charge, which includes transportation and the entrance fee, for scheduled educational field trips for grades TK-5 during school hours. Since all educational field trips during the school day are curricular activities, the day is considered a regular school day; therefore, a student not participating in the field trip will be considered absent. Permission slips and medical releases must be turned in. Permission will not be granted by phone, text, email, or fax. Students without them will not go. Students who do not have the appropriate permission slip will not be allowed to contact parents the morning of the trip. Regular school dress code applies. Field trips are restricted to staff members, adult chaperones, and currently enrolled Heritage Christian School students. Students who do not attend will not be able to remain at school as adequate supervision is not provided and their parent or guardian will be called to pick up their student. Students must travel to and from the field trip location with the school provided transportation.

Parents accompanying students on field trips must complete the Volunteer Information Form and return it to the teacher five days prior for a local trip, and as directed by the sponsor on overnight trips in order to participate in the event. Volunteers for overnight trips need administrative approval.

There is also a fee for the overnight fourth grade California Experience trip and the overnight fifth grade Outdoor Education trip. Parents considering letting their student participate in overnight trips are reminded that tuition must be kept current. Consider your financial obligations before signing up for the trip. There will be no supervision at school for fourth and fifth grade students not attending the overnight trips and teachers may assign special projects.

### **Consent to Electronic Signature**

In an effort to streamline student participation in certain academic and extra-curricular activities, Heritage may,

from time to time, require that a parent or legal guardian complete student participation forms online which will require you to consent and sign forms electronically. In such instances, your electronic consent and signature will be legally binding and replace your manual/handwritten and wet signatures.

### **Physical Education**

On elementary P.E. days, students must wear uniform slacks or shorts and appropriate shoes.

### **Temporary Exemption From Physical Education Classes**

Parents may request that a student be temporarily excused from physical activity for a maximum of three P.E. classes per semester or six per year. Such requests should be submitted in writing to the School Office or staff designee, who will give a P.E. excuse to the P.E. teacher. Thereafter, a written excuse is required from the student's health care provider.

Note: When a student is on an activity restriction they are not eligible to participate in any sports program. In addition, some after school sponsored activities may be restricted.

## **ATTENDANCE**

### **Absences and Reporting Procedure**

Education requires regular attendance if the best results are to be expected. If a parent(s) chooses to have a student absent, school notification is necessary in order to avoid being truant. If a student is signed out of school prior to 12:00 p.m. and is absent for the remainder of the day, they will be marked absent. Work must be made up when the student returns to school. Absences are categorized as verified or unverified.

There are two types of absences:

1. Unverified– no note, no parent call
2. Verified– Child is out for any reason and the parent either calls or writes a note regarding their absence or an absence is accompanied by a doctor or dentist note.

### **Procedure for Absence Reporting**

Please call 818-368-7071 or email your child's teacher for each day of absence. A note may also be submitted.

### **Parent Access to Student's Attendance**

Parents are encouraged to monitor attendance on RenWeb.

### **Partial Day Attendance**

Students who leaves school before the end of the day, must be signed out by the person picking them up. Students will be called from class once the authorized person arrives. The person picking up a student must be listed on the emergency card or have written permission from a parent or guardian with custodial rights.

If a student misses one half day or more of school because of illness, or leaves early because of an illness, he/she may not participate in any school or after school function/activity that day including sports games and

practices, performances, etc.

### **Readmittance Procedure**

Students who have been absent must bring to the receptionist a written note from the parent or guardian giving the following information:

- Student's full name
- Date/dates of absence
- Time absent in case of partial day's absence
- Reason for absence
- Parent signature

A readmittance slip will be given to the student to take to the teacher/s.

If the absence is due to illness or injury, the note must be given to the front office. The note must include the above information. The office staff will issue the readmittance slip. Students returning to school after a communicable disease (i.e. chicken pox, measles, lice, etc.) must be accompanied by a parent. (Refer to **Health and Safety Returning to School Following Illness**). The parent must stay with the student until he/she is readmitted to school. In some cases, a doctor's note may also be required. Communicable diseases must be reported to the Health Office even if the student has been treated and has already recovered.

In the event of a prolonged illness, we ask that parents give us the expected duration of the absence. (i.e. following a hospital stay or surgery)

### **Tardiness to School**

A student is considered "tardy" if he/she is not in the classroom at 8:15 (grades 3-5) or 8:30 (grades TK-2).

Elementary students (TK-5) will be allowed five tardies with no consequences per semester. Beginning with the sixth tardy, a parent will be contacted. On the seventh tardy, a parent/student/administrator conference may be required. Excessive tardies will result in an unsatisfactory citizenship rating on the student's report card.

A tardy will be considered an absence when a student arrives to school past 11:00 a.m.

### **Excessive Absenteeism**

Excessive absences are defined to be those which cause a student to be out of school more than 13 days per semester. Students who have excessive, verified or unverified, absences may be placed on probation. In order to be promoted to the next grade, a student must not be absent more than 26 days in the school year unless a waiver is granted by the administration based on special circumstances.

### **Truancy**

A student is considered "truant" from school when he/she is absent from any part of the school day without the knowledge and consent of parents/guardians or administrative approval. Truancy is considered an absence with no opportunity to make up work for credit and the student is also subject to disciplinary action.

## CONDUCT STANDARDS

### Discipline

Heritage Christian School was created and today exists for a unique purpose--to provide students with education from a Biblical point of view. The school's philosophy of discipline is based on the principles found in the 3 R's of our school--Reverence, Respect, and Responsibility. The school realizes the responsibility which the faculty and staff of Heritage have in fulfilling that purpose. It is equally important to realize that students also share in that responsibility. Any behavior that detracts from a favorable learning environment lessens the opportunity for students to benefit from the education, programs, and activities offered at Heritage. Any behavior on or off campus which damages or diminishes the Christian testimony of the school is considered inappropriate and will result in disciplinary action.

### Respect For Authority

All staff members deserve respect, cooperation, and submission to their authority.

Students are to use Miss, Mrs., or Mr. in addressing or referring to all staff members of Heritage Christian School.

### Classroom Discipline

- \* Our teachers have a right to teach.
- \* Our students have a right to learn.
- \* No student may stop our teachers from teaching or stop another student from learning.
- \* Behavior problems in the classroom or under the teacher's supervision are generally handled by the teacher.

The following basic rules also apply in each classroom:

1. Students are not to be in any classroom unless a teacher is present.
2. The teacher's desk, bookshelves, and cabinets are private areas and may not be touched without the teacher's permission.
3. Students must have permission to leave a classroom during class.

Supervision staff will post the rules, rewards, and consequences in the Pavilion.

### Steps of Disciplinary Action

Heritage Christian School follows a policy of progressive student discipline. The severity of the discipline imposed increases with the severity and frequency of the conduct warranting the discipline. Depending on the severity of the conduct, one or more steps may be bypassed in favor of more severe discipline up to recommendation for expulsion. Whether to impose discipline progressively, or which step to impose is within the sole and absolute discretion of Heritage Christian School. The following steps are levels of discipline which will generally be followed:

### Level 1. Teacher Conference With Student Regarding Behavior

Teachers will conduct a conference with a student regarding the misconduct. Teachers may discuss future disciplinary actions should the misbehavior continue.

### Level 2. Detention or Other Discipline by Teacher

Teachers may assign and supervise detentions for lunch time or after school. Students may be assigned written assignments to do during this detention.

### Level 3. Teacher Conference With Parents

Teachers will request a conference or communicate by phone or email with parents or guardians in order to inform them of the student's misconduct and to discuss further corrective action regarding the student's behavior.

### Level 4. Student Behavior Referral to Administration (office referral)

Except for more serious offenses, students referred to the administration will generally be counseled by an administrator concerning the conduct warranting the referral. Students who are referred to the administration are given a Student Behavior Referral Form which describes the misconduct and the resulting disciplinary action taken.

This referral becomes part of the student's discipline file. The administrator may also contact the parent and impose other corrective discipline such as placement on behavioral probation, and/or suspension.

### Repeated Referrals to Administration

Except for more serious offenses, students referred to the administration (office referral) will generally be dealt with in the following manner:

- 1st office referral - Conference with student, or parent contact
- 2nd office referral - Missed enrichment class, suspension and/or probation
- 3rd office referral - Suspension and/or probation with a possible parent-administrator conference before the student returns to school
- 4th office referral - Suspension and/or probation or recommendations for expulsion

### Level 5. Parent-Student-Administrator Conference

The administrator may require a parent-student-teacher administrator conference as part of imposed or pending discipline, or as a condition to the termination of probation or a return to school after suspension. If a conference is required, the administrator will counsel the parent and student concerning the misconduct warranting the conference and may impose such conditions of compliance as are deemed appropriate under the circumstances.

### Level 6. Probation

Probation is a type of disciplinary action taken in an

effort to correct unsatisfactory behavior, a negative or uncooperative attitude on the part of a student or family member, or probation is intended to correct insufficient academic progress. Students on probation may be restricted from participating in school activities and events. The terms of probation and the length of the probationary period shall be determined by the administrator. Students who do not successfully meet the conditions of their probation are subject to further discipline, which may include suspension and/or recommendation for expulsion. There is no right to appeal a probation.

### **Level 7. Suspension**

Suspension is a severe disciplinary step which is imposed for repeated misconduct or more serious events of misconduct. Suspension may be imposed upon a student who does not abide by the rules and regulations of the school or who exhibits behavior which damages or diminishes the Christian testimony of the school. Suspension may also be imposed for more serious events of misconduct. The terms and length of the suspension shall be determined by the administration. The parent or guardian of a suspended student will be notified by the administrator of the suspension and the terms and conditions imposed. Unless the suspension has been imposed after a parent student conference, the parents of a suspended student may request a conference with the administrator to review the suspension and the terms and conditions imposed. There is no right to appeal a suspension.

Students may not attend or participate in school events or activities on the day of suspension and in certain instances for weekend school events or activities.

Non-academic offenses do not result in an academic punishment. Students will be accountable for academic work during a suspension period.

### **Level 8. Expulsion**

Expulsion is the most severe level of discipline imposed and is generally reserved for the most serious misconduct or as a last resort where other less severe levels of discipline have failed to correct a behavior problem. Expulsion may be imposed as the result of a single event of serious misconduct.

A student may be expelled only as a result of action taken by a designated committee of the School Board upon the recommendation of the Administration.

A student who is asked to disenroll or is expelled, or one who withdraws pending disciplinary action, may not attend any activity or school function. Furthermore, the student is not to be on campus at any time for a minimum of one semester. After a semester, the student may then request the administration to re-evaluate this restriction.

### **Appeals of Student Discipline**

Student expulsions are the only form of student discipline which can be appealed. The appeal is made directly to the School Board. The rules and procedures governing such appeals will be provided to the parents/guardians of any expelled student at the time of

expulsion.

### **Conduct Warranting Discipline**

Violations subject to disciplinary action:

1. Chewing gum on campus: No gum is permitted on the campus at any time
2. Repeated dress code violations
3. Excessive absences and/or tardies to class
4. Inappropriate display of affection (holding hands, kissing, hugging, etc.)

### **Conduct Warranting Severe Disciplinary Action**

The following violations are subject to severe disciplinary action which may include probation, suspension, or recommendation for expulsion:

1. An excessive number of referrals to the office (more than two in a semester)
2. Behavior which is disruptive to the classroom or school campus
3. Attempting to injure, degrade, haze, or disgrace any student or school employee
4. Destroying or tampering with another student's property
5. Cheating: Giving or receiving information or answers during an exam or class assignment or plagiarism. This will also result in a grade of "zero" on the exam or assignment
6. Forgery
7. Being disobedient, disrespectful or lying to school personnel
8. Use of profane, vulgar, or obscene words, gestures, or pictures. Saying "God," "Jesus," etc. in a dishonoring way.
9. Defacing and/or damaging property belonging to the school or school personnel (writing on walls, desks, doors, etc.) The parents or guardian shall be liable financially for any damage or replacements. (Education Code 10606)
10. Gambling
11. Stealing
12. Truancy
13. Fighting, threatening with violence or making unconsented physical contact or verbal abuse to a student or staff member
14. Bringing to school, possessing, distributing, or using tobacco, unprescribed or prescribed drugs, alcohol, stimulants, depressants, or other controlled substances which pose a danger to the school or others
15. Conduct which violates the school's Substance Abuse Policy
16. Sexual immorality (1 Corinthians 6:9 and Romans 1:24-27)
17. Dressing in a manner that is not in conformance with one's biological sex, or attempting to use restrooms or locker rooms that are not in conformance with one's biological sex (Gen 1:26, 27)
18. Involvement in or affiliation with activity resembling gangs or graffiti crews or similar groups
19. Conduct which violates the school's weapons and school violence policy or possession of an object

- which poses a danger to others
20. Conduct which violates the school's harassment policy as described in this handbook (Appendix A)
  21. The use of computers to improperly access school data or information or to disseminate materials which are offensive or which violate the law or any other school policy or which violate the Internet Code of Conduct (See Page 21)
  22. The possession or distribution, by any means, including, but not limited to, personal e-mail and internet usage of pictorial or written materials that include any pornographic material, or material which libels or defames, impugns or casts an untrue or unfavorable light on any student, staff member or their friends or family or that damages or demeans the Christian testimony of Heritage Christian School. This includes sexting: Sexting is the act of sending, receiving, or forwarding sexually suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or an administrator
  23. Conduct jeopardizing the health, safety or welfare of students or school personnel

This is not an exhaustive list of conduct warranting discipline. Disciplinary action may be taken for other conduct, on or off campus, which is damaging to the Christian testimony, or which directly, or indirectly, impugns or diminishes the ministry or integrity of Heritage Christian School, its students or its faculty in the eyes of the community, the faculty, the parents of our students, or evidences disregard for the biblical position of the Christian ministry of the School or the Christian Church.

### **Cheating/Plagiarism**

Heritage expects students to do their own assignments whether they are homework, written projects or taking tests. Giving or receiving information or answers during an examination or class assignments is considered cheating.

Plagiarism is another form of cheating. It means "to steal or use the ideas or writings of another as one's own."

The minimum penalty for cheating/plagiarism is a grade of "0" on the assignment. The classroom teacher will enter the grade in the grade book and notify the office of the incident to be recorded in the student's discipline record. A continual pattern of cheating/plagiarism, either with the same teacher or with teachers in other classes, will be dealt with by the school administrator with additional consequences.

### **Student Harassment Policy**

Heritage Christian School is committed to maintain a learning environment that is free from harassment because of any individual's sex, race, color, national origin or disability. Heritage Christian School prohibits any and all forms of conduct, done on or off campus, which would constitute such harassment. This policy includes student to student conduct as well as staff to student conduct. Any student violating this policy is subject to discipline up to and including suspension or recommendation for expulsion. We encourage all students and parents to become familiar with this policy and to report any violations as soon as they occur.

Because we recognize that younger children may not be capable of understanding this policy, and age-appropriate behavior is different for different grade levels, Heritage Christian School has developed an Elementary Supplement to the General Student Harassment Policy. This supplement is specifically directed to Transitional Kindergarten through fifth grades. This supplement along with the complete student harassment policy is set forth at the end of this handbook. (Appendix B)

We encourage all students and parents to become familiar with this supplement and to report any violations as soon as they occur.

### **Weapons and School Violence Policy**

Heritage Christian School does not tolerate threats, implied threats of violence by students, or the possession of weapons. Heritage believes the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. All threats of violence or possession of weapons will be investigated by the school. A student who brings a weapon to school, or to a school function, or has a weapon on his/her person, is subject to discipline, which may include suspension or a recommendation for expulsion. The school will contact the appropriate authorities and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, backpack, purse, or on one's person or within his or her immediate control.

Although not an exhaustive list, under this policy, weapons include, but are not limited to ammunition, guns or firearms of any type, nature or description, any object capable of firing, shooting, or slinging a projectile capable of causing serious injury or death to another, knives, or cutting instruments which have a sharpened or serrated edge or where the blade exceeds 3" in length, clubs or any other object defined as a weapon by the California Penal Code.

If the school determines that a threat of violence, whether done on or off campus, is credible and specific (directed toward a particular student/s or staff), the administration will report the threat to the student/s and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats are subject to immediate suspension and recommendation for expulsion. When expelled, the



student's permanent record will reflect the expulsion for making a threat of violence. For purposes of this policy, credible means a reasonable belief or suspicion determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat.

In those circumstances in which the school determines that the threat is likely not credible, the student remains subject to suspension, probation, or recommendation for expulsion. This includes cases in which the student was "just joking."

This policy also applies to threats or statements of violence made by a student concerning him/herself. In those circumstances, the school will attempt to notify the affected student's parents/guardians and, if appropriate, seek appropriate emergency response or intervention by public and/or private authorities and professionals.

In the event the school has any reasonable belief the safety of any student or staff is in question, an emergency response from the Los Angeles Police Department will be requested.

### **Substance Abuse Policy**

Heritage Christian School has a vital interest in maintaining a safe, healthy and challenging educational environment for our students. Heritage Christian School believes that the use of tobacco, alcohol, illegal drugs or the misuse of legal drugs is detrimental to the school environment and the educational and spiritual growth of our students. Tobacco means and includes any nicotine product, including but not limited to cigars, cigarettes, pipes, e-cigarettes (i.e. a cigarette shaped device containing a nicotine-based liquid that is vaporized and inhaled which is used to simulate the experience of smoking tobacco) or any other product that contains nicotine as a base component.

In keeping with these principles, Heritage Christian School has established a Substance Abuse Policy prohibiting the possession and use of these substances. This policy includes elements of education, prevention, protection, testing, discipline, rehabilitation, and confidentiality. This policy prohibits and regulates certain behavior both on and off campus.

Any student violating this policy is required to submit to drug testing within 24 hours of the time that administration has been made aware of the possible violation. The family will be provided with a list of recommended drug testing agencies. The student will not be allowed to attend school until the school has received the results of such testing. In addition, any student violating this policy is subject to discipline up to and including suspension or recommendation for expulsion. Students and parents are encouraged to become familiar with this policy and to report any violations as soon as they occur.

### **Dress Code**

The purpose of the dress standards is to reflect the Christian values for which our school stands and to maximize the time spent on the education of students. The way our students appear at school and at school

events makes an impression on those within the school community. The dress code requires consistent parental support to ensure that it is successfully enforced.

Students are required to wear the prescribed school uniform from the HCS uniform store.

The dress code applies at all times while students are on campus. While students are not required to wear uniforms at school activities/events, other portions of the dress code will apply at such events.

Dress code violations will be documented and communicated to the Principal. The Principal will track and communicate with parents corrective measures to solve any issue or misunderstanding. After the third dress code violation of any type, there will be a \$5.00 fee assessed for each violation thereafter.

The prescribed school uniform policy for students in grades TK-5 is as follows:

1. Shorts, pants, skorts, (uniform bottoms) purchased from any line of uniform clothing from any retail store of your choice.
2. Polo shirts, long or short sleeve, purchased only at the HCS uniform store
3. Sweatshirts, jackets and cardigan sweaters purchased only through the HCS uniform store
4. Plain black, white or grey long sleeve shirts may be worn underneath the uniform polo shirt

**Shoes** - Athletic and casual shoes are acceptable.

Slippers, sandals, and high heeled shoes are not permitted. Shoes are required to be closed toed and have a back or heel strap.

**Gloves and Knit caps** - may be worn outside in cold/inclement weather by students in grades TK-5. Scarves may not be worn during the school day by students in grades TK-5.

**Hairstyles** - should reflect a clean, neat, and well groomed appearance. Any partial or complete shaving of the head is not permitted. Boys' hair should not hang in the eyes or over the collar of a polo shirt. Students may not have their hair colored.

**Socks** - must be worn at all times, must be below the knee, must be solid colored, and not striped or banded.

**Tights, leggings and stockings** - that are solid colored, white or black are permitted for girls, when wearing a skirt or shorts.

**Undershirts** - must be plain white and must not be visible except for in the front collar area .

**Girls' Make-up and jewelry** - Girls in grades TK-5 may not wear make-up. Visible rings or studs may not be worn in any area that is pierced other than the ears. Earrings for boys are not permitted. This applies to all school activities whether on or off campus.

**Boys' Make-up and jewelry** - Earrings, make-up, and fingernail polish for boys are not permitted. This applies to all school activities whether on or off campus.

### **The following are not permitted at school:**

**\*Leggings or yoga pants may not be worn as pants, including as part of a costume on Dress Up Days or on \$2 Free Dress Fridays (Proceeds are equally divided to support the Missions Department and classroom supplies).**

**\*Clothing and/or hairstyles in any way associated with gangs or any other negative influence**

- \*Underwear which is visible
- \*Undershirts with writing or pictures
- \*Torn, altered, undersized, or oversized uniform clothes
- \*Pant cuffs that are frayed or slit, not properly hemmed, or rolled up
- \*Uniform clothes that are form fitting
- \*Pants worn below the waist level or worn low enough to expose underclothing
- \*Hats (except in cold weather), scarves, bandanas, and sweat bands
- \*Chains for wallets and keys
- \*Wearing stickers, having temporary tatoos and other forms of body art that are visible
- \*Clothing items, backpacks, and other personal belongings that contain the names of music groups or objectionable or questionable items
- \*Skorts must not be rolled up at the waist or otherwise altered to appear shorter.
- \*Girl's shorts and skorts must be appropriately fitted so that the hem is not more than three inches above the top of the knee cap.
- \*Other siblings' sports/group/club/class jackets, sweatshirts, t-shirts, etc.

#### **Miscellaneous Dress Code Items**

The administration will make the final decision in all questionable cases. Dress code checks will be held on a regular basis. Failure to comply with this policy may result in students being held out of class until appropriate clothing is brought to school. Repeated dress code violations will result in disciplinary action up to and including suspension from school.

#### **Off Campus Dress Code Policy**

Dress for school field trips that leave from and return to the school shall conform to the school dress code. Exceptions must be individually approved by the administration in advance and must be appropriate for the nature of the event.

Dress for special class events (California Experience, Outdoor Education) shall be communicated by the teacher well in advance of the trip and must be appropriate for the nature of the event.

#### **Designated Spirit Days for TK-5**

These are days specifically designated as opportunities for students to wear school/camp "T" shirts, or other "Spirit" wear, which are normally not permitted within the daily guidelines of the dress code. These designated days will normally be scheduled about once per month.

### **DAY CARE**

#### **Morning and Afternoon Day Care**

Morning Day Care begins at 6:45 a.m. There is no charge for Day Care before school starts.

No student should be dropped off until the doors are opened by a staff member. Students will not be admitted into the building until a supervisor is present.

Students may not be in buildings unless they are in

the presence of a teacher or staff member. Tutoring may begin at 3:30 p.m.

No student may wait outside the supervised area. Parents must pick them up in car line. Students are not allowed to wait in the Rinaldi parking lot or on the street after car lines.

Afternoon Day Care is available beginning at 3:00 p.m. There is a day care fee for this service. Day Care charges begin at 3:15 p.m. Day Care charges for minimum days begin at 12:15 p.m. Students not picked up at 3:00 p.m. (or 12:00 noon on a Minimum Day) must remain inside the fenced Day Care area. Students in grades TK-5 are not permitted to cross Rinaldi or Shoshone to be picked up. When being picked up, every student must be signed out daily with the Day Care supervisor. Day care closes at 6:00 p.m. There is a per minute late charge after 6:00 p.m. There are other consequences for students picked up late from Day Care. Parents are informed of these on each occurrence. There is a minimum monthly usage charge.

Day Care charges for students are for accumulated time in a given billing period.

Students must be picked up by the parent or guardian or someone listed on the emergency card. Students will not be released to anyone under the age of 18 or anyone not listed on the Emergency Treatment Authorization form without written permission from the parent or guardian with custodial rights.

#### **Consequences for Students Picked up Late from Day Care**

Since Day Care closes at 6:00 p.m., the following consequences result when students are on campus past that time.

First Occurrence - The Afternoon Day Care Director communicates the amount of the late charge and informs the parent that the child is to be picked up by 6:00 p.m.

Second Occurrence - The Afternoon Day Care Director informs the administrator who calls the parent the following day.

Third Occurrence - The student loses the privilege of using Day Care for a week. Student must be picked up when school is dismissed.

Additional Occurrences may result in the loss of Day Care privileges for the remainder of the school year or possibly extended suspension from school.

### **GENERAL INFORMATION**

#### **Hours of Operation**

Students are not permitted on campus before 6:45 a.m. or after 6:00 p.m. unless there is a school activity scheduled. A fee is assessed for late departure. There is no supervision before or after school hours.

#### **Instructional Hours**

Instructional hours are: TK-2nd 8:30 a.m.-3:00 p.m.; 3rd-5th 8:15 a.m.-3:00 p.m. Minimum day dismissal is 12:00 noon.

#### **School Office Hours**

School offices are open year round from 7:30 a.m. to

4:00 p.m. Monday through Friday during the school year and summer. The offices are closed for national holidays, Thanksgiving week, Christmas weeks and Easter week.

### **Student Released During School Hours**

Any student being picked up before school dismisses must be signed out in the front office by a parent/guardian/designee with proper identification. Persons under age 18 or those not on the Emergency Treatment Authorization form must present written permission from the parent or legal guardian to pick up a child.

### **After School Hours**

Students in grades TK-5 who must remain on campus after 3:15 p.m. (or 12:15 p.m. on a Minimum Day) are to sign in to Day Care and stay inside the fenced and supervised areas. A fee is charged for this extended supervision.

No student may wait outside the supervised area. Parents must pick them up in car line. Students are not allowed to wait in the parking lot or on the street after car lines.

Students in grades TK-5 are not permitted to leave campus walking.

Students must be picked up by 6:00 p.m.

Tutoring may begin at 3:30 p.m.

### **Carpools**

Carpools are encouraged. These are arranged by parents.

### **Bus Routes/Shuttle Service**

Bus routes from various locations, are available for a fee based on student participation. Refer to our website (Bus Routes) for more information.

### **Car Line**

All students and carpools will be handled in the designated parking lot.

1. Obey all traffic personnel and posted signs.
2. Remind your children to be extra careful when loading or unloading and crossing traffic patterns.
3. Do not park in the Rinaldi Street lot during 6:45 a.m.– 8:30 a.m. drop off
4. Students in grades TK-5 may not cross Rinaldi to be picked up unless parents are accompanying them. Parents must come through parking lot car lines.
5. The school Chapel entrances may not be used as a passage way before or after school.
6. When using car lines, please put the last name of any children to be picked up on a card on the dashboard.
7. Because of traffic, all cars exiting the Rinaldi Street parking lot must turn right. No exceptions.
8. Parents or guardians of students in grades TK-5 must give written permission for their children to leave school with someone other than their parent or guardian.
9. Early morning Day Care drop-offs are only in the Rinaldi Street parking lot.

10. Once a child is released from the campus, the school is no longer responsible for the student and full responsibility is assumed by the parent.
11. Special note: In case of poor weather, children in Day Care may be picked up at the designated location.
12. Parental cooperation is needed to ensure student safety and improve carline efficiency. Please be courteous and follow the directions of the assigned staff.

### **Cell Phones/Two-Way Communication Devices**

Student use of two-way communication devices (such as watches, cell phones or other cell devices) is not permitted in Elementary School. There will be immediate confiscation of the device if a student is found violating this policy. Parents will be required to pick-up the device during regular office hours.

### **Electronic Devices**

A student who is seen with an electronic device out during a quiz or test will receive a grade of zero (0) on that quiz or test and be disciplined for cheating/plagiarism.

### **Secure Campus Policy**

In order to ensure the safety of all students, we have a closed campus policy, which means visitors may only enter through the main entrance during school hours. All visitors, including parents, must obtain a pass at the reception desk or office to enter the campus.

Parent volunteers are invited to assist in the classrooms and with special activities. Volunteers must be screened.

Classroom instruction will not be disrupted to deliver items such as lunches, flowers, balloons, etc. to classrooms; therefore, students will be responsible for checking with the receptionist/office for such items.

### **Bicycles/Skateboards/Skates/Roller Blades**

Students who ride bicycles to and from school may have them on campus during school hours or activities. Bicycles may not be ridden on campus (grass, sidewalk or parking lot). Once the student has come onto school property, he/she must walk the bike. This is for the student's protection in a heavily congested parking area and campus. Bikes must be locked to the bicycle rack.

Although the school has no control over students who ride bicycles before or after they arrive at or leave the campus, the school strongly encourages students to abide by all bicycle safety rules and to wear an approved helmet as required by state law.

No skateboards, roller blades, skates, or shoes with wheels are allowed at any time for any reason.

### **Dancing**

The North Campus does not sponsor or host dance parties. Other forms of dance on site such as instructional dancing and worship dance may be permitted subject to administrative approval. In addition, due to strong peer pressure related to this issue, parents and students are asked not to host private dance

parties following school events.

### **Distribution of Non-School Generated Material**

Distribution of non-school generated material through student folders, slips, envelopes, flyers, or any other means of distribution is not permitted without prior approval from the Administration. This includes birthday party invitations or any other invitations to events sponsored by parents. Invitations may be given out before or after school hours.

### **Privacy**

The school complies with privacy laws; therefore, we do not give out lists of students containing addresses and phone numbers. Parents may exchange this information with other parents.

### **Holidays, Parties and Birthdays**

Heritage Christian School celebrates holidays that are considered related to Christianity and to our country. Since Halloween is considered, in the Christian realm, to be a pagan holiday, it is a school policy not to participate in the celebration. Room mothers and students are not to bring treats or other related Halloween items.

Students may not attend class parties if they miss school more than one-half day.

Room mothers will be notified of class parties. All parents attending parties must be screened through Megan's Law and have a Volunteer Form on file.

All food intended for student consumption on campus must be commercially prepared and pre-packaged.

It is exciting when our students have a birthday. A small treat, cupcakes or cookies for the classroom, for students in grades TK-5 is permitted and should be distributed at the end of the school day. Parents must get the approval of the teacher before bringing in these treats. Bringing lunch for the class is not permitted as parents have pre-planned their student's weekly lunch selection through our lunch program and student allergies could be an issue.

### **Lending of School Property**

School property and equipment is not loaned to parents or students.

### **Searches**

Cubbies, desks, and computers are considered school property. For the safety of our students and in order to provide a campus free from dangerous or illegal contraband (drugs, weapons, stolen property or any other item the possession of which is prohibited in this Handbook, etc.), cubbies, desks, and computers are subject to search at any time, with or without prior notice, and with or without cause or suspicion. Student backpacks, cases or containers are subject to search on reasonable suspicion they may contain contraband. If illegal contraband is found, it will be seized, and, if warranted, the police department will be called.

### **Lost and Found**

Lost and found is located in the Pavilion. A lost and found clean-out day is held on a monthly basis.

Attempts will be made to return labeled clothing and belongings to the owner.

### **Lunch and Food Sales**

Students may bring lunches. Hot lunches and other food options are available for purchase from a designated provider. Parents may order these lunches online.

Parents are encouraged to provide their child with a balanced nutritional lunch or provide money to purchase items from the lunch program. Bringing in fast food lunches is discouraged.

Students who forget a lunch will be provided a lunch that consists of a Lunchable, Gogurt, string cheese and a beverage (juice, milk or water). This lunch will be provided by the school. The family will be charged for this lunch. (Refer to the Specified Fee Information page of this Handbook.) Students who forget a lunch will not be able to charge a hot lunch.

### **Sharing Food**

Students are not permitted to share food with others.

### **Food in the Classroom**

All food distributed by the school intended for students' consumption on campus must be commercially prepared and pre-packaged. Therefore, the sale of "home cooked" food is not permitted on campus during school hours. The sale of food during lunchtime is discouraged because it impacts sales of the designated food provider.

### **Personal Items/Belongings**

Students are not to bring items to school which are not used for classroom instruction. These may include, but are not limited to, toys, games, electronic games, playing cards, trading cards, magazines, radios, Ipods and MP3 players.

Personal belongings items such as backpacks, notebooks, book covers, etc., with questionable or objectionable words or pictures are not permitted at school.

### **Handheld Computers (PDA's) and Laptop Computers**

Handheld computers and laptops are permitted on campus provided they are used for class work. The school does not assume responsibility for lost, stolen, or damaged items.

### **Photographs of Students**

Throughout the school year, photographs are taken of students and student groups to be published in the school yearbook, placed on the web site or various social media sites such as Facebook, Instagram, Twitter, etc., and used in displays set up by the school at various community events advertising the school and its mission. The school reserves the right to continue these practices unless specifically requested by parent/s in writing, and on file, that their student/s be excluded from these publications or displays.

### **Elementary Athletics**

Athletic programs are available for TK-5 each semester. Information will be sent out prior to each sport.

The notice will contain information pertaining to fees, evaluations, and other related items. Proof of Medical Insurance is required in order to participate in sports.

Should any sport's activity/practice be cancelled, the student will be assigned to Day Care. There will be no charge for Day Care for grades TK-5 until 5:00 p.m. when practice is normally over.

Should a game be cancelled, staff will make every effort to contact parents. Day Care will also be available for grades TK-5 until 5:00 p.m. at no charge.

Students must attend school for more than half of the school day in order to participate in sports or other extra curricular activities later that same day.

If a student misses school because of illness, more than one half day of school, or leaves early because of an illness, he/she may not attend any after school function/activity. This includes classroom parties. If a student is on an activity restriction, a physician's release is required before the student may participate in sports.

### **Work Permits**

Students requesting work permits must have a 2.0 average for the school to issue the permit; therefore, one may not be issued until the office has time to verify the eligibility. If evidence received by the school establishes, to the satisfaction of the school, that the schoolwork or the health of the student is being impaired by the employment, the permit may be revoked. Work permits issued during the school year expire five days after the opening of the next succeeding school year.

Students requesting an entertainment work permit must have a 2.0 grade point average minimum with no D's or F's and satisfactory attendance.

Work situations with special circumstances will be handled through the administration.

## **HEALTH AND SAFETY**

### **Illness**

If a student must be sent home due to illness or injury, parents are notified and are required to pick up their child immediately. If we are unable to contact the parents, we will try to contact the person listed with us to care for such emergencies. Students are not sent home alone. Students with a fever of 100 degrees or greater must be free of fever for 24 hours (without taking medication to reduce the fever) before returning to school.

Phone calls to parents requesting that they pick up their child from school due to illness or injury may only be made by school personnel.

If a student misses school for illness or any other reason, misses more than half of a day or leaves early because of illness or injury, the student may not participate in any after school function/activity. Students on physical activity restriction will not be allowed to participate in after school activities involving certain types of physical activity.

Students on physical activity restriction will not be allowed to participate in after school activities involving certain types of physical activity.

### **Returning to School Following Illness**

Readmission after a communicable disease, pediculosis (lice), students with crutches, casts, orthopedic braces, and sutures must be approved by the school office. Students with injuries which require a physician's care must have a physician's note releasing them to return to school. These students will not be allowed to participate in any physical activity.

All injuries occurring outside of school time are the responsibility of the parent/personal physician. Please do not send a student to consult with the office about the need for a doctor's examination.

### **Dose and Drop**

Heritage Christian School is a well child environment. This means if your child requires medication to make it through the day because they are sick, they are excluded from school.

Please do NOT medicate your child prior to dropping them off at school. Often times this simply masks an underlying illness which in turn is then spread to others and creates a cycle of illness that is difficult to stop.

Any child sent home from school must remain home for a full 24 hours after symptoms have subsided without the use of over the counter medications.

This policy will eliminate the continuous cycle of back and forth illnesses and will hopefully create an environment that is healthy for everyone.

### **Injuries**

Self treatment using an elastic/ace wrap with no evidence of swelling or abrasion will be allowed for 1-3 days if accompanied by a parent's note. If the condition continues to exist, a doctor should be consulted.

### **First Aid**

School personnel are trained to render first aid and emergency care only. They do not diagnose or give medical treatment. 911 will be called when deemed necessary.

The school office and other authorized personnel will give first aid for minor injuries received from playing, etc. Parents will be contacted if the services of a physician or other medical professional are necessary.

In cases of serious emergency, every effort will be made to immediately contact the family or the person designated on the emergency treatment form. Please keep these names and numbers current by immediately notifying us and updating or completing a new emergency treatment authorization form.

Sores, cuts, sprains, blisters, etc. occurring at home should be attended to when they occur. The care of previous injuries is not considered first aid at school.

The school provides accident insurance coverage for all students while they are participating in school activities. Benefits are provided only after a student's primary group medical coverage has paid. If a student is injured during a school activity, the student or parent may request a claim form from the office. Time limits for claims and coverage do apply.

### **Emergency Preparedness**

Heritage Christian School follows state and local codes when conducting fire, earthquake and stay indoor (lock down) drills. Students will not be released to a parent during lock down. Office staff will not answer phones. Information may be provided via the school website or automated voice mail phone message, or social media.

The school maintains emergency supplies (food, water, first aid, emergency blankets, etc.) in case of an extended emergency situation.

Staff members will remain with students to supervise and care for them for the duration of the emergency.

Students will be released only to their parents or other adults listed on the student's Emergency (911) form. Parents should be sure these forms are always accurate and up to date.

Student who have permission to walk home must remain on campus until the emergency is over.

### **Emergency Notification**

In the event of an emergency, disaster or possible school closure; tune to the following radio station: KNX radio station 1070 am. The following television news stations will also have the information: Channel 2,4,5,7,9 and 11.

### **Administration of Medications**

Any medication perscription or non prescription taken during the school day must be brought to the office or staff designee accompanied by the School's *Request for Medication to be Dispensed by School Personnel* form, a written consent to use from the parent or guardian, and a doctor's written authorization.

Parents must deliver, or cause to be delivered by a designated adult, any medication to be given at school. No medications may be brought to school by students. If this is not possible, please contact the school office immediately to discuss delivery of the medication. Medications are administered by a staff designee.

All medications brought to school must be in the original container (pharmacy labeled). Please ask the pharmacist for two labeled bottles so one may be left at home and one brought to school. The following information should be on the medication container: student's full name, physician's name and phone number, name of medication, dosage, schedule, dose form, and date of expiration of prescription. Pharmaceuticals will be kept in a locked cabinet in the School Office.

Elementary students with asthma should have a written action plan included on the Request for Medication to be Taken During School Hours form. Please see the office or staff designee for further directions about storage of the inhaler at school.

For your child's safety, medications, including aspirin and Tylenol, are not to be brought to school at any time. Similarly, aspirin and Tylenol will not be dispensed by school personnel unless parent's consent and the doctor's authorization are on file. Parents must provide the medication. All vitamins or herbal treatments should

be given before or after school. Students who do not comply with this policy are subject to disciplinary action.

The parent/s guardian/s of a student on a continuing medication regimen for a non-episodic condition shall inform the health attendant or other designated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent/guardian of the pupil, the school office may communicate with the physician and receive instructions.

### **Parent Absence Notification**

For emergency reasons, when a student is left in the care of others, the school office should be notified.

### **Live Animals**

Because of health and safety conditions, no live animals may be brought to school or kept in the classroom.

### **Backpacks**

Students in grades TK-1 may not bring backpacks with wheels to school. Rolling backpacks are permitted in grades 2-5. Luggage and duffle bags with wheels are not permitted.

### **Glass Bottles**

Students are not permitted to have glass bottles at school.

### **White Out**

Students are not permitted to have liquid White Out at school. Tape White Out is permitted.

### **Asbestos Free Campus**

Our campus has been inspected and found to be asbestos free.

## **PLEDGES**

### **Pledge to the Christian Flag**

I pledge allegiance to the Christian flag and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.

### **Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America and to the republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. Its words will I hide in my heart that I might not sin against Him.

## MEDIATION AND ARBITRATION OF DISPUTES

1. Hillcrest Christian School, a California nonprofit corporation dba HERITAGE CHRISTIAN SCHOOL (the "School") is a Christian institution which believes that the Bible commands individuals to make every effort to live at peace and resolve disputes with one another in private and within the parameters set by the Christian Church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the School, and the parents, legal guardians, and legal representatives of its students (hereinafter the parties) agree that except as expressly exempted from these provisions, any and all claims or disputes which would otherwise be the basis for legal or court action, which arise from or are related to the School and its operation, including all aspects of a student's relationship with the School, its administrators, faculty, and staff, shall be settled by biblically based mediation and, if necessary, legally binding arbitration.
2. The parties hereto agree to mediate any dispute or claim as above described arising between them before resorting to arbitration. Mediation is a process by which parties attempt to resolve a dispute or claim by submitting it to an impartial, neutral mediator, who is authorized to facilitate the resolution of the dispute, but who is not empowered to impose a settlement on the parties.
3. The mediation shall be conducted in accordance with the Guidelines for Christian Conciliation **Rules of Procedure** of the Institute for Christian Conciliation, a division of Peacemakers Ministries (or its successor), which can be found at <http://peacemaker.net/project/guidelines-for-christian-conciliation>. The mediation shall be conducted at a location in the San Fernando Valley, as determined under the **Rules of Procedure**. The parties to the dispute may mutually agree to the selection of an alternative method of mediation and/or a mutually acceptable alternative mediator to resolve the dispute.
4. If any party commences an arbitration or court action based on a dispute or claim to which the mediation provision applies without first attempting to resolve the matter through mediation, then in the discretion of the arbitrator(s) or judge, that party shall not be entitled to recover attorney's fees, even if they would otherwise be available to that party in any such proceeding.
5. The parties hereto agree that any dispute or claim in law or equity arising between them which is not settled through mediation, as above provided, shall be decided by neutral, binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings.
6. The dispute shall be submitted to legally binding arbitration in accordance with the **Rules of Procedure** promulgated by the Institute for Christian Conciliation, and judgment upon the arbitration award may be entered in any court having jurisdiction. In the event the arbitrator or arbitrators selected pursuant to the **Rules of Procedure** above described decline to act, either party may submit the dispute to arbitration which shall be conducted in accordance with the Rules of either ADR Services, Inc. (ADR) or Judicial Arbitration and Mediation Services, Inc. - Endispute (JAMS/Endispute). The selection of ADR or JAMS/Endispute shall be made by the party first filing for arbitration. The parties to an arbitration may agree in writing to use different rules and/or arbitrator(s). The cost of mediation and/or arbitration shall be governed by the Rules of Procedure. The parties shall have the right to discovery in accordance with Code of Civil Procedure Section 1283.05. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon an arbitration award may be entered in any court otherwise having jurisdiction.
7. Exempted from the provisions of these mediation and arbitration provisions is the collection of monies due the School for tuition or other charges. Such collections may be enforced directly by legal action. The mediation and arbitration provisions created herein are not intended and do not give parents, guardians, or other legal representatives standing to arbitrate matters arising from the administration and implementation of the School's educational functions. Also exempted from the provisions of this Mediation and Arbitration of Disputes Agreement are any disputes which by law are required to be resolved by a governmental agency or are by law expressly exempted from arbitration.
8. If a dispute or claim involves an alleged injury or damage to which the School's insurance applies, the School's insurer may elect not to submit the dispute or claim to mediation or arbitration as described in this Agreement, in which event unless the parties otherwise agree, this Mediation and Arbitration of Disputes Agreement shall no longer be binding with regard to that part of the dispute or claim to which the School's insurance applies. Except as otherwise provided herein, the parents, legal guardians and legal representatives of their student agree that this Mediation and Arbitration of Disputes Agreement shall provide the sole remedy for any dispute between them, their children, or students, and the School and do hereby waive, on behalf of themselves, their children and students, the right to file any legal action against the School in a civil court or agency, except to enforce an arbitration award.

**TK-5 SPECIFIED FEE INFORMATION  
2020-2021**

Delinquent Tuition Charge	\$25.00
Returned Check Fee	\$30.00
Day Care Charges	\$5.00 per accumulated hour \$2.00 per minute after 6:00 P.M. \$10.00 minimum monthly charge
Dress Code Violation	\$5.00 per incident after the third violation
Athletic Fees	\$90.00
Tutoring Fee	\$50.00 per hour
Duplication of School Records	\$1.00 per page
Damage to School Property	Administration Decision based on extent of damage
Fifth Grade Culmination Fee	\$30.00
Yearbook	(TK-5) To be determined
Withdrawal Fee	\$50.00 per student
Lost Books	Replacement Cost
Forgotten Lunch Fee	\$8.00

**\*\*FEES ARE SUBJECT TO CHANGE\*\***



***Heritage Christian School***  
**Student Agreement**  
**Internet Code of Conduct**

**PRIVILEGES.** Heritage Christian School provides Internet access for students and staff in a supervised classroom or library setting. The use of the Internet enhances learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking. Access is available for news, resources from businesses, libraries, educational institutions, government agencies, research institutions, and a variety of other sources. Student use of the HCS Network is a privilege, not a right. Inappropriate use may result in cancellation of rights to access the Internet and disciplinary action up to and including expulsion from school.

**REQUIREMENTS.** Students using the HCS Network must abide by the following requirements:

1. **PRIVACY.** Do not send any message that includes personal information such as a home address or personal phone number for you or for any other person. Immediately report to your teacher any person who asks for personal information or violates your privacy in other ways. Remember that the HCS Network is not a private system; information you send or receive electronically could be read by anyone connected to the Internet. Additionally, if you are aware of private information posted by other students, please either remind them of this danger or notify your principal or teacher. In order to ensure student safety, the security of the HCS Network, and the most appropriate use and effective allocation of educational resources, HCS reserves the right to monitor all traffic on the HCS Network.
2. **BE POLITE.** Never send, or encourage others to send, messages that are not polite.
3. **APPROPRIATE USE.** Remember that you are a representative of your school when you are online. Do not send or download material that contains or suggests pornographic content, racism, violence, or other activity which damages the Christian testimony of the school. Using the Internet as a means of harassment, as defined in the Parent Student Handbook, is considered a violation of this Agreement.
4. **USE ELECTRONIC RESOURCES WISELY.** Log off when you are finished. Be considerate in selecting files to download; for example, files heavy with graphics, video, audio, etc. take much longer to download than do files containing simple text. Please, take only the information you need.
5. **ELECTRONIC MAIL.** Electronic mail (e-mail) is not currently available for Heritage students. When this service is available through the HCS Network, this form will be modified and reissued with updated rules requiring new signatures.
6. **DISRUPTIONS.** Never use the HCS Network in any way that would disrupt its use by others.
7. **COMMERCIAL PROVIDERS.** This agreement does not restrict your ability to browse or use the Internet/World Wide Web in your home where access is through a provider other than HCS.
8. **GAMES.** Do not use the HCS Network to play games with others on the HCS Network or on the Internet.
9. **MISUSE.** Immediately report to your teacher any misuse of the HCS Network.
10. **AVOID PLAGIARISM** (the adoption of someone else's ideas or writings as your own.) Cite references for any facts you present or material you use.
11. **USE OF CHAT ROOMS.** Permission must be received from the supervisor prior to entering any Chat Room.
12. **VANDALISM.** Vandalism is any malicious attempt to harm or destroy the property (including data) of any other person or persons, disrupting the normal operations of their system/s. Vandalism results in loss of privileges.
13. **PROPERTY RIGHTS.** Respect and protect the property rights of others by not violating copyright law in the use and distribution of images and text. Do not use the Internet to acquire or distribute "bootleg" or "pirated" software.
14. **FINANCIAL RESPONSIBILITY.** The parents are responsible for any damages done to any computer by the student.

The signatures of the student and a parent on the acknowledgment section at the front of this handbook indicate compliance with the Internet Code of Conduct.

**APPENDIX A**  
**HERITAGE CHRISTIAN SCHOOL**  
**ELEMENTARY STUDENT HARASSMENT POLICY**

**ELEMENTARY SUPPLEMENT/STUDENT HARASSMENT POLICY**

Heritage Christian School is committed to maintain a learning environment that is free from harassment because of any individual's sex, race, color, national origin or disability.

While the general Student Harassment Policy applies to all students at Heritage Christian School, we understand that younger children may not be capable of understanding this Policy and that the appropriateness or inappropriateness of certain behaviors by one child toward another is influenced by various factors, including the age of the child involved. Age appropriate behavior for kindergarten students may be inappropriate behavior for 4<sup>th</sup> and 5<sup>th</sup> grade students. Younger students tend to be more innocent and not as socially or sexually aware. Often their behaviors are natural parts of exploring their sexuality and drawing boundaries in their peer relations with other students who are different than them. Even though this behavior may be innocent, it can be harmful or offensive to other students involved. Additionally, because of the age and lack of maturity of younger children, they are more vulnerable and often unaware that inappropriate behavior directed towards them is wrongful, or that they are engaging in inappropriate behavior. This is all part of the process of maturation.

**TRAINING AND UNDERSTANDING OF POLICY**

Because young children may not be capable of understanding the general Student Harassment Policy, Heritage Christian School has developed a letter to all students in transitional kindergarten through fifth grade. This letter will be distributed to the students and has been designed to teach young children the basic values of Reverence, Respect and Responsibility toward one another and to begin training them in the type of conduct which is prohibited at Heritage Christian School. We ask that each parent in elementary through second grade read this letter to your child. Transitional Kindergarten through fifth grade teachers will also read this letter to their class and use it as a teaching aid for specific situations.

To fulfill this commitment, Heritage Christian School has developed a written general policy prohibiting any and all forms of student harassment because of an individual's sex, race, color, national origin, and disability. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion. The general student harassment policy is available in the front office or online in the middle/high school student handbook.

**MISCONDUCT COMMON IN EARLY ELEMENTARY GRADES**

Heritage Christian School has developed a list of behaviors commonly found in early elementary grades which violate the Student Harassment Policy as supplemented. The seriousness and extent of violation is heavily influenced by the circumstance of each situation and the age of the children involved. This list is not an exhaustive list, but one provided to parents as a guide to help them form the behavior patterns which will allow their children to comfortably comply with the Student Harassment Policy, as they get older.

- Name calling
- Degrading words – i.e. “stupid”
- Suggestive gestures
- Hugging staff from front/behind
- Extorting money from others
- “I won’t be your friend if you tell”
- Damaging property of other students
- Cheating/lying
- Fighting
- Stabbing motions with pencils and scissors
- Children entering already occupied bathroom stall
- Children looking over or under the bathroom stalls
- Looking up dresses of girls on jungle gym or stairs
- Saying “I’m not your friend anymore”
- Touching students in private areas
- Bullying
- Teasing/laughing at others about appearance, talents, abilities (Search and Teach/ Discovery Student)

## MISCONDUCT COMMON IN LATE ELEMENTARY GRADES

By the time students reach the third grade, they should be mature enough to comply with the Student Harassment Policy as stated. We find that certain common behaviors which violate the Student Harassment Policy are commonly found in later elementary grades. The seriousness and extent of violation is heavily influenced by the circumstances of each situation and the age of the students involved. This list is not an exhaustive list, but one provided to parents as a guide to help them form the behavior patterns necessary to comply with the Student Harassment Policy.

- Name-calling
- Pushing/bullying others
- Group ganging up on others
- Making fun of a disability, physical feature, speech, etc.
- Laughing at a fault or mistake

## PARENTAL ASSISTANCE

Because of the age and innocence of younger children, they are not always able to recognize wrongful behavior and may be reluctant to report it. For these reasons we ask that parents of transitional kindergarten through fifth grade children be alert to any situations which may violate the School's policy on student harassment or which may amount to child abuse. Any parent who believes a situation may violate the School's student harassment policy should immediately contact the student's teacher, and if the situation involves their teacher, should immediately contact the elementary school principal.

Parents should be alert for indicators such as:

1. An unusual interest in or age-inappropriate knowledge of sexual matters;
2. Sudden awareness of self-consciousness concerning sexuality or sexual acts;
3. Other unusual or excessive behaviors inappropriate for the child's age;
4. Verbal reports to a parent, sibling, teacher, classmate, or friend of sexually inappropriate conduct or verbal statements such as the following:
  - (a) "I don't like \_\_\_\_\_ anymore."
  - (b) "\_\_\_\_\_ does things to me when we are alone."
  - (c) "I don't want to be alone with \_\_\_\_\_."
  - (d) "What would you do if \_\_\_\_\_?"
  - (e) "I heard something about somebody \_\_\_\_\_."
5. Age-appropriate behavior including pseudo-maturity or regressive behaviors such as bed-wetting or thumb sucking; and
6. Sleeping disturbances (nightmares, fear of falling asleep, fretful sleep pattern, sleeping long hours).

**HERITAGE CHRISTIAN SCHOOL**  
**OPEN LETTER TO STUDENTS AND PARENTS**  
**OF ELEMENTARY STUDENTS**

Dear Children:

At Heritage Christian School, we try to instill the values of Reverence, Respect and Responsibility in all our students. Reverence to God is the core value upon which our school is built.

At Heritage Christian School, everyone is to be treated with respect. It is the responsibility of teachers to respect children and the responsibility of children to respect teachers and other children.

God made each of us different. Some of us He made girls. Some of us He made boys. Some of us have blonde hair. Some of us have curly hair and some of us have straight hair. Some of us have brown hair. Some of us have blue eyes. Some of us have brown eyes. Some of us have dark skin. Some of us have light skin. The things that make us different are very special gifts from God.

Sometimes people make fun of people who are different than they are. Sometimes, for example, boys make fun of girls because they are different. Sometimes girls make fun of boys because they are different. Sometimes children make fun of other children because they look different. When we make fun of people because they are different, we are not respecting them. We call this being disrespectful. When we are disrespectful to each other, we hurt each others' feelings and God's feelings too. After a while, if we continue to be disrespectful to each other, our school becomes an unhappy place. The children whose feelings have been hurt do not do as well in school as other children and sometimes do not want to come to school any longer.

Respect for others also includes respect for their bodies. No one should ever touch you in a private place or in a place which makes you feel uncomfortable and you should not do that to others.

In our school we want to be sure that everyone who is part of our school is happy to be here and has a chance to do their very best here. So if someone, whether it is a teacher or another child, says something or does something which is mean or disrespectful to you just because you are different, or touches you in a private place or in a place which makes you feel uncomfortable, we want you to tell your teacher right away. Your teacher will find out what happened and try to make sure that it does not happen again.

You should never be afraid to tell when something disrespectful happens or when you are touched in a way that makes you feel uncomfortable. Speak to a teacher as soon as possible. It is not tattling and it will not get you into trouble. If you always tell your teacher when something disrespectful happens, we can make sure that our school remains a happy place where everyone respects each others' differences. This honors God and makes Him happy.

God loves you,

“I praise you because I am fearfully and wonderfully made; your works are wonderful, I know that full well.” Psalm 139:14

**APPENDIX B**  
**HERITAGE CHRISTIAN SCHOOL**  
**GENERAL STUDENT ANTI-HARASSMENT POLICY**  
**(Student - Student and Staff - Student)**

**GENERAL STATEMENT OF POLICY**

It is the policy of HERITAGE CHRISTIAN SCHOOL to maintain a learning environment that is free from any form of student harassment. HERITAGE CHRISTIAN SCHOOL prohibits any and all forms of student harassment because of an individual's sex, race, color, national origin or disability. Anyone who violates this policy will be subject to appropriate disciplinary action, up to and including termination or expulsion.

It shall be a violation of this policy for any student, teacher, administrator, or other School personnel to harass a student through conduct of a sexual nature, or regarding race, color, national origin or disability, as defined by this policy. This policy shall also prohibit harassment of students by other students or third parties, including any third parties who are participating in, observing, or otherwise engaged in activities that involve HERITAGE CHRISTIAN SCHOOL.

For purposes of this policy, the term "School personnel" includes School board members, School employees, agents, volunteers, contractors, or persons subject to the supervision and control of HERITAGE CHRISTIAN SCHOOL.

HERITAGE CHRISTIAN SCHOOL will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex national origin, or disability; to promptly take appropriate corrective action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other School personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

This policy applies to grades TK through 12.

**PROHIBITED CONDUCT**

**A. Sexual Harassment.**

The School has a strict, zero tolerance policy with respect to the sexual harassment of students. Examples of conduct which may constitute sexual harassment include:

- unwanted sexual advances or propositions between students and sexual advances of any type between a student and non-student covered by this policy
- offering academic benefits in exchange for sexual favors
- making or threatening reprisals after a negative response to sexual advances
- inappropriate touching, patting, grabbing or pinching of another person, whether that person is of the same sex or the opposite sex
- displaying of cartoons, pictures, or images of a sexual nature
- sexual gestures
- sexual or dirty jokes
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about sexual activity or performance
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of friendship or consolation
- other unwelcome sexual behavior or words, including demands for sexual favors
- romantic, flirtatious, or sexual relationships between any student and non-student covered by this policy

**B. Harassment Because of Race or Color.**

For purposes of this policy, racial harassment of a student consists of inappropriate conduct or comments relating to an individual's race or color. Examples of conduct which may constitute harassment because of race or color include:

- cartoons or pictures containing racially offensive images or language

- name calling, jokes or rumors
- threatening or intimidating conduct directed at another because of the other's race or color
- notes or cartoons
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color

**C. Harassment Based Upon National Origin or Ethnicity.**

For purposes of this policy, ethnic or national origin harassment of a student consists of inappropriate conduct or comments relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors. Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- cartoons or pictures containing offensive images or language which are derogatory to others because of their national origin or ethnicity
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- written or graphic material containing ethnic comments or stereotypes aimed at degrading other individuals
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity

**D. Harassment Because of Disability.**

For purposes of this policy, harassment because of the disability of a student consists of inappropriate conduct or comments relating to an individual's physical or mental impairment. Examples of conduct which may constitute harassment because of disability include:

- cartoons or pictures containing offensive images or language which are derogatory to others because of their physical or mental disability
- threatening or intimidating conduct directed at another because of the other's physical or mental disability
- jokes, rumors or name calling based upon an individual's physical or mental disability
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability
- graphic material containing comments or stereotypes aimed at degrading other individuals
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability

**REPORTING PROCEDURES**

Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, or disability by a student, teacher, administrator or other school personnel of HERITAGE CHRISTIAN SCHOOL, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, that involve HERITAGE CHRISTIAN SCHOOL, is encouraged to immediately report the alleged acts to the person designated by this policy.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of any form of harassment prohibited by this policy is required to report the matter as set forth below.

Any other person with knowledge or belief that a student has or may have been the victim of sexual harassment or harassment based on race, color, national origin, or disability as set forth above, is encouraged to immediately report the alleged acts to the person designated by this policy. The school encourages the reporting party or complainant to use the Report Form available from the principal or available from the School office, but oral reports will be accepted as well. Use of the Reporting Form is not mandated, but is strongly

encouraged. Reports of alleged harassment should be made to the principal of the school in which the complaining student is enrolled (e.g. elementary, middle school and high school). If the complaint involves the principal, the complaint should be made or filed directly with the School Superintendent. If the complaint involves the Superintendent, the report shall be made directly to any member of the Board of Trustees.

## INVESTIGATION

Upon receipt of a report or complaint alleging harassment prohibited by this policy, the receiving principal shall immediately undertake or authorize an investigation. That investigation may be conducted by the principal or by another person designated by him or her.

The investigation may consist of interviews with the complainant, the individual against whom the complaint is made, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations.

Because victims of harassment may find it difficult to come forward, and because of the sensitive issues that often surround such complaints (particularly when children are concerned), it is important that the investigation of complaints be handled in a confidential manner. Confidentiality should be maintained to the extent possible consistent with a fair and neutral investigation process. Anyone contacted in the course of an investigation will be advised that all parties are entitled to respect, and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint, or who has provided information in connection with a complaint will not be tolerated. In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider, when relevant:

- the age of the alleged victim
- the nature of the behavior
- how often the conduct occurred
- whether there were past incidents or past continuing patterns of behavior
- the relationship between the parties involved
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
- the number of alleged harassers
- the age of the alleged harasser
- where the harassment occurred
- whether there have been other incidents in the School involving the same or other students
- whether the conduct adversely affected the student's education or educational environment
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigator shall make a written report upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The obligation to conduct this Investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

## SCHOOL ACTION

The school will take prompt appropriate action to remediate any violation of this policy. In the event the violation involves a student, that student may be subject to discipline, up to and including expulsion as provided for in the student discipline procedure set forth in the Parent/Student Handbook. In the event the violation involves a teacher or school personnel, that person will be subject to employee discipline up to and including termination. In determining the appropriate response to harassment in violation of this policy, the school shall consider:

- what response is most likely to end any ongoing harassment
- whether a particular response is likely to deter similar conduct by the harasser or others
- the amount and kind of harm suffered by the victim of the harassment
- the identity of the party who engaged in the harassing conduct
- whether the harassment was engaged in by School personnel, and if so, the School will also consider how it can best remediate the effects of the harassment

## **REPRISAL OR RETALIATION PROHIBITED**

Anyone may raise concerns about student harassment without fear of retaliation or reprisal. The school will not tolerate any form of retaliation against persons who report possible harassment in good faith or who participate in the investigation of harassment complaints in good faith. Any person who attempts to discourage or prevent a student from bringing harassment to the attention of the Administration will be subject to disciplinary action, including possible suspension, expulsion or termination of employment.

## **HARASSMENT AS ABUSE**

Under certain circumstances, harassment may also be child abuse under California Law. In the event reasonable suspicion of child abuse exists, the procedures set forth in the Child Abuse Procedures Manual should be followed.

## **STUDENT COUNSELORS**

Because of the sensitive nature of the issues and reluctance on behalf of some victims to report instances of harassment, HERITAGE CHRISTIAN SCHOOL has identified several individuals to act as counselors to any student who has questions or wishes to discuss the subject of harassment or a possible incident covered by this policy. Any student who wishes to use one of these counselors to obtain counseling may do so. Such counselors may, from time to time, be changed. Until further notice, the following individuals have been designated as student counselors under this policy:

### **North Campus**

- Elementary School Principal, Dr. Esther Choi (818) 368-7071
- Assistant Principal, Mrs. Marilyn Jones (818) 368-7071

### **South Campus**

- Middle/High School Principal, Mr. Martin Frenndt (818) 894-5742
- Assistant Principal, Mr. Brent Huff (818) 894-5742
- Assistant Principal, Mrs. Cynthia Peterson (818) 894-5742