

TK & ELEMENTARY

PARENT/STUDENT HANDBOOK

2023-2024



THIS BOOK BELONGS TO:

Name _____

Address _____

City _____ Zip _____

Grade _____ Homeroom Teacher _____

**PARENT / STUDENT HANDBOOK
2023-2024**

TABLE OF CONTENTS

MISSION STATEMENT	5
HISTORY	5
DOCTRINES AND POLICIES	5
Doctrinal Statement of Faith.....	5
Statement on Marriage, Gender, and Sexuality	5
Non-Discriminatory Policy	6
Non-Immigrant Students	6
Purpose and Philosophy.....	6
Expected School-Wide Learning Results (ESLRs).....	6
Campus and Grounds Policy	6
Family Support and Cooperation Policy.....	6
Volunteer Policy.....	7
Parent Action Team (P.A.T.).....	7
Appointments with Teachers.....	7
Email	7
Conferences	7
Custody Policy.....	7
Child Abuse Protection and Reporting Policy	7
Protocols for Interviews of Students by Governmental Agencies	7
Complaints and Criticism Policy	8
Other Relationships with Staff.....	8
Enrollment and Re-Enrollment Policy	8
Disclosure of Medical History and IEP Information	8
Academic Support Center Programs.....	8
Search and Teach	8
Enrollment in the Academic Support Center Programs	9
Disenrollment Policy	9
Transferring to Another School.....	9
Financial Policies	9
Delinquent Tuition	9
Internet Conduct.....	9
Internet Usage	10
Student Class Placement.....	10
Biblical Guidance.....	10
Dress Code Policy.....	10
Harassment Policy.....	10

Substance Abuse Policy	10
Weapons and School Violence Policy	10
ACADEMICS.....	10
Heritage Christian School Position on Common Core State Standards.....	10
Fifth Grade Culmination	10
Grading and Grade Reporting.....	10
Parent Access to Student's Grades.....	11
Student Retention	11
Extra Credit Assignments.....	11
Academic Awards and Recognition	11
Academic Probation	11
Extra-Curricular Activities.....	11
Homework	11
Tutoring	11
Summer Tutoring/Music Lessons	12
Field Trips.....	12
Consent to Electronic Signature	12
Temporary Exemption From Physical Education Classes ..	12
ATTENDANCE	12
Absences and Reporting Procedure	12
Procedure for Absence Reporting	12
Parent Access to Student's Attendance.....	12
Partial Day Attendance	12
Readmittance Procedure.....	13
Tardiness to School.....	13
Excessive Absenteeism	13
Truancy	13
CONDUCT STANDARDS	13
Discipline.....	13
Respect For Authority.....	13
Classroom Discipline.....	13
Steps of Disciplinary Action	13
Appeals of Student Discipline	15
Conduct Warranting Discipline.....	15
Cheating/Plagiarism.....	15
Student Harassment Policy.....	16
Weapons and School Violence Policy	16
Substance Abuse Policy	16
Dress Code	16

Miscellaneous Dress Code Items	17	First Aid	21
Off-Campus Dress Code Policy	17	Emergency Preparedness	21
Designated Spirit Days for TK-5.....	17	Emergency Notification	21
Backpacks.....	18	Administration of Medications	22
DAYCARE	18	Parent Absence Notification.....	22
Morning and Afternoon Day Care.....	18	Live Animals	22
Consequences for Students Picked up Late from Day Care	18	Glass Containers	22
GENERAL INFORMATION	18	White Out	22
Hours of Operation	18	Asbestos-Free Campus	22
Instructional Hours	18	PLEDGES.....	23
School Office Hours.....	18	Pledge to the Christian Flag.....	23
Student Released During School Hours	18	Pledge to the American Flag.....	23
After School Hours	18	Pledge to the Bible.....	23
Carpools	18	MEDIATION AND ARBITRATION OF DISPUTES.....	24
Bus Routes/Shuttle Service	18	TK-5 SPECIFIED FEE INFORMATION	25
Car Line	19	Internet Code of Conduct.....	26
Electronic Devices	19	APPENDIX A	27
Secure Campus Policy	19	OPEN LETTER TO STUDENTS AND PARENTS.....	29
Bicycles/Skateboards/Skates/Roller Blades.....	19	OF ELEMENTARY STUDENTS.....	29
Dancing	19	APPENDIX B.....	30
Distribution of Non-School Generated Material.....	19	GENERAL STUDENT ANTI-HARASSMENT POLICY.....	30
Privacy.....	19		
Holidays, Parties, and Birthdays	19		
Lending of School Property.....	19		
Searches	20		
Lost and Found.....	20		
Lunch and Food Sales.....	20		
Food in the Classroom	20		
Personal Items/Belongings	20		
Handheld Computers (PDAs) and Laptop Computers.....	20		
Photographs of Student	20		
Elementary Athletics	20		
Work Permits	20		
Yearbooks	20		
HEALTH AND SAFETY.....	21		
Illness	21		
Returning to School Following Illness	21		
Dose and Drop	21		
Injuries	21		

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 1980s. 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 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 and 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 the Western Association of Schools and Colleges (WASC). The Discovery program is recognized by the 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, or 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 the 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 sports activities.

4. 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 an appreciation of the arts and the many different cultures throughout God's world.

Expected School-Wide Learning Results (ESLRs)

T - Trust in the redemptive power of God and demonstrate it in your own life.

R - Reveal Christ in your life and identity, and in the lives around you.

U - Understand Biblical truth and develop as a lifelong learner.

S - Seek to love and appreciate others.

T - Treat our bodies well to maintain a healthy lifestyle.

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 onto 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 removed 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 Christ-like 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 that 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 volunteer screening. At a minimum, all visitors will be screened using an instant background check through our Visitor Management Screening Program. Parents who volunteer for field trips, assist/visit in the classroom, or assist in after-school activities will need to complete the HCS Volunteer Application form and receive additional screening using a leading background check provider for ministries.

All volunteers at Heritage who have direct, repeated, or prolonged contact with students must have a TB Clearance signed 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. Under certain circumstances, we may deny parent volunteer services.

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 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 complete an HCS Volunteer Application and may receive additional background screening.

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). 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 schedule a meeting. A parent may also request a conference with the teacher. In addition, a week will be designated for parent conferences.

All conference appointments 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. It is the responsibility of the parents/guardians to provide the most current custody documents to the school. 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 the 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 and required training 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 requires 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 the 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 needs 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 that parents give specific directions to their students according to their 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, or 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 that 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 babysitting, 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 parent and 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 as outlined and required by the CDPH. Also, an Emergency Treatment Authorization Form, health history, and Student Contact Form 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 student, any prescribed program of medication in connection therewith, or any involvement with social services, 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 Programs

The mission of the Academic Support Center is to equip students identified with learning challenges to succeed academically and in life as independent learners. Our staff is trained in identifying and developing personalized success plans for a student's unique learning needs. Educational Therapists are not licensed health care professionals, psychologists, psychiatrists, family or marriage counselors, or clinical social workers. Neither Heritage Christian School nor its Educational Therapists or teachers diagnose learning disabilities or render medical or professional advice. The Academic Support Center programs are recognized by the National Institute for Learning Development (NILD). There are additional costs for the Academic Support Center Programs, which are Search & Teach and Discovery. Because of the brain's continuous capacity for change, educational therapy can be effective at any age. Parents with interest in any program in the North Campus Academic Support Center should contact the school office for further information.

Search and Teach

SEARCH & TEACH® is an early reading intervention program designed to meet the educational needs of young learners in kindergarten and first grade before they experience the frustration of learning difficulties. SEARCH is an individual screening assessment and TEACH is the instructional component of the program which includes:

- Phonetic awareness
- Auditory perception

- Visual perception
- Visual-motor skills
- Directionality
- Articulation

Discovery Program

The Discovery Program is designed to meet the needs of students in grades 3 through 12 who are unable to perform to their full potential due to a deficit in the processing of information. The Discovery Program's goal is to equip students with diagnosed learning disabilities, as well as students without a diagnosis, to succeed academically and in life as independent learners. The program offers Educational Therapy in a one-on-one setting by a trained Educational Therapist, focusing on deficit areas through a variety of techniques, stimulating these areas towards more efficient functioning. Some of the distinctives of the program are:

- Non-tutorial
- Individualized one-on-one instruction
- Develops perceptual and cognitive skills
- Improves school performance in reading, spelling, math, language expression, and handwriting
- Equips the student to become an independent learner

Enrollment in the Academic Support Center Programs

In some cases, participation in Educational Therapy through the Search and Teach Program or the Discovery Program is a condition for 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 behavioral history on enrollment
- Failure to disclose a history of learning difficulties or

- submit an IEP

Disenrollment from Academic Support Programs where participation in Educational Therapy or an Academic Support Center Program 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 the 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, and library books, and clear out his/her desk and cubby. All financial obligations such as tuition, the 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 electronic devices and Internet access for student use at school.

Students must read the Code of Conduct Agreement in Appendix A. Parent and student signatures on the acknowledgment 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/Guardians are required to monitor their child's devices and usage; this includes, but is not limited to text messages, social media posts/comments, and access to inappropriate content, unconsented visual/audio recording, and distribution of aforementioned items. Any student violations on or off school hours will result in disciplinary action as outlined in this handbook.

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 includes 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.

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 do 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 of the student's admission or continuing enrollment at Heritage Christian School.

In an emergency, Heritage Christian School may refer a student to a healthcare 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 Conduct Standards Section)

Weapons and School Violence Policy

(See Conduct Standards Section)

ACADEMICS

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. A student on Academic Probation may not be eligible to participate in Culmination.

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, the capability of students, the 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.

Academic Support Center 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 posted at the end of the school year indicating the student's final grade in each course. Students receiving one "F" and/or two "D'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 a second-semester grade of "F" 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 on parental requests.

Extra Credit Assignments

Teachers are not obligated to provide extra credit opportunities. If provided, extra credit work is given at the sole discretion of the teacher and must be available to all 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 may be eligible for the Principal's List or Honor Roll. Any unsatisfactory grade in citizenship and/or work habits disqualifies a student from receiving an academic award.

Academic Probation

Students will be placed on academic probation if they receive one "F" and/or two "D's" at any reporting period.

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 extracurricular activities when the staffing for any event is insufficient or in cases pertaining to the special health needs of a student (seizures, severe diabetes, etc.).

Homework

Homework is one of the methods used to reinforce concepts taught, promote progress, and 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, 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 P.M. the following day. After that, no credit is given.

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 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. 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 full credit. If the work is turned in on the day the student returns, the maximum grade for a long-term assignment will not exceed 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 filling out a Tutoring Interest form on the school website (under the Academics tab). 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 tutoring service or individual tutoring.

Summer Tutoring/Music Lessons

Parents of students who desire tutoring/music lessons during the summer may seek options through the HCS Music Academy Program. Alternatively, parents may make arrangements with the tutor/teacher. Such tutoring/music lessons may 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 their parents on 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 school-provided transportation.

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

There is also a fee for the overnight fourth-grade Sacramento 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

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.

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 healthcare 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 to avoid being truant. **Notifying the school of a student's absence does not excuse or remove it from the attendance record.** If a student is signed out of school before 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. Schedule doctor's appointments and family vacations so that attendance at school is affected as little as possible. There are three types of absences:

1. **UNVERIFIED ABSENCE** is any absence without a parent or guardian note, email, or phone call notification of explanation.
2. **VERIFIED ABSENCE** is an absence reported by a parent by note, email, or phone call notification of explanation.
3. **EXCUSED ABSENCE** is any absence for the purpose of medical or dental needs supported by a note from the primary care physician or specialist pertaining to the specific absence.

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 leave 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 a 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 (8 or more per semester) will result in an unsatisfactory citizenship rating on the student's report card.

A tardy will be considered an absence when a student arrives at 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 and parents also share 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 a 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 that will generally be followed:

recommendations for expulsion

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. Teacher Records Misconduct and Detention

Teachers will have a record-keeping system to record each misconduct as a mark. After 5 marks, students will have to attend after-school detention for 45 minutes. Students assigned to detention must attend on the assigned day (after-school sports/activities are not an excuse). If they miss their detention day, they will need to make it up the following week with a \$10 detention fee. Students may be assigned detention immediately for a more severe infraction. Students may receive marks in areas of citizenship and work habits such as self-discipline, respect for authority, relationship with peers, incomplete work, keeping work area organized, and neat work.

Level 3. Teacher Conference with Parents

After three detentions, 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

Except for more serious offenses, students referred to the administration will generally be counseled by an administrator concerning the conduct warranting the referral. Students referred to the administration are given a Student Behavior Referral Form describing 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 disciplines 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

Level 5. Parent-Student-Administrator Conference

Administration may require a 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, administration 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 administration. 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 probation.

Level 7. Suspension

Suspension is a severe disciplinary step that 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 that 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 and the parent or guardian will be notified. There is no right to appeal a suspension.

Students will not attend or participate in school events or activities on the day of suspension and/or weekend school events or activities. Students must be cleared by administration prior to returning to school and/or participating in school events.

Non-academic offenses do not result in 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 may not return to campus without prior written approval by administration. The student may be ineligible for re-enrollment at the sole discretion of administration.

Appeals of Student Discipline

Student expulsions are the only form of student discipline that can be appealed. The appeal is made directly to the School Board.

Conduct Warranting Discipline

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

1. Chewing gum on campus: No gum is permitted on the campus at any time
2. Dress code violations
3. Excessive absences and/or tardies to class
4. Inappropriate display of affection (holding hands, kissing, hugging, etc.)
5. Frequent referrals to the office
6. Behavior which is disruptive to the classroom or school campus
7. Attempting to injure, degrade, haze, or bully any student or school employee.
8. Destroying or tampering with another student's property.
9. Giving, receiving, or plagiarizing information during an exam or class assignment will result in a grade of "zero"
10. Forgery
11. Being disobedient, disrespectful, or lying to school personnel
12. Use of profane, vulgar, or obscene words, gestures, or pictures. This includes saying "God," "Jesus," "Christ," etc. in a dishonorable way.
13. Defacing and/or damaging property belonging to the school or school personnel (writing on walls, desks, doors, etc.) The parents or guardians shall be liable financially for any damage or replacement
14. Gambling
15. Stealing
16. Truancy, cutting class or required activities; leaving campus without permission
17. Roughhousing, horseplay, fighting, threatening with violence, or making unconsented physical contact or verbal abuse to a student or staff member
18. Bringing to school, possessing, distributing, or using substances such as: tobacco, or nicotine products, drugs, prescribed drugs not registered with the Health Office, alcohol, controlled substances such as stimulants, depressants, non-tobacco products such as marijuana, E-cigarettes, Hookah pens, or any vaporizing products for inhalation or simulated

smoking, THC infused products such as beverages, gummies, and other edibles.

19. Conduct which violates the school's Substance Abuse Policy
20. Sexual immorality (I Corinthians 6:9 and Romans 1:24-27)
21. 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)
22. Involvement in or affiliation with the activity resembling gangs or graffiti crews or similar groups
23. Conduct that violates the school's weapons and school violence policy or possession of an object which poses a danger to others
24. Conduct which violates the school's harassment policy as described in this handbook (Appendix B)
25. The use of technology to improperly access school data/information or disseminate materials which are offensive and violates the law of HCS' Internet Code of Conduct (Appendix A)
26. The possession or distribution, by any means, of pictorial or written materials that include inappropriate social media posts, any pornographic material, or material which libels or defames, impugns, casts an untrue or unfavorable light on any individual and/or damages or demeans the Christian testimony of Heritage Christian School. This includes sexting which is the act of sending, receiving, or forwarding sexually suggestive messages, photos, or images via cell phone, computer, or other digital devices. 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 law enforcement. Students are required to immediately report any such activities to a teacher or an administrator
27. 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, directly, or indirectly, impugns or diminishes the integrity of the ministry disregarding the biblical position of Heritage Christian School.

Cheating/Plagiarism

Heritage expects students to be responsible for their own assignments homework, written projects, and tests. Obtaining and sharing information or answers before, during, or after an examination is considered cheating. This includes submitting work without proper citation as well as the misuse of electronic devices or artificial intelligence resources such

as ChatGPT or any electronic devices.

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 maintaining 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 any misconduct from students, staff, and parent/guardians. 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 or the possession of weapons. Heritage believes the school’s first responsibility is the safety of all of its students. The school takes this responsibility very seriously. All threats of violence, possession of weapons or any items that can be perceived and/or used as weapons will be investigated by the school. Any suspicion warrants a search and 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 limited to, having a weapon in a locker, backpack, purse, and vehicle, on one’s person or within his/her immediate control.

Although not an exhaustive list, under this policy, weapons include but are not limited to ammunition, guns or firearms any type, nature, or description, any object capable of firing, shooting, or slinging a projectile, knives, or cutting instruments, 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 the 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 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 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.

Any student violating this policy is required to submit to drug testing within 24 hours of the time that the 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 may be placed on behavioral probation and may be required to undergo additional testing and complete an educational program, counseling, or rehabilitation at their own expense in order to continue their enrollment at Heritage Christian School. It is expected of students and parents 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 as stated below.

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

Dress code violations will be documented and tracked. Communication will be sent to the parents to take 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. HCS uniform polo shirts must be worn at all times. Plain white, black, or gray long sleeve shirts may be worn underneath the uniform polo shirt
 2. Uniform shorts, pants, skorts, and sleeveless jumpers with a school polo underneath purchased from a line of uniform clothing at any retail store of your choice in navy blue, khaki, or black only
 3. Sweatshirts, jackets and cardigan sweaters must be purchased through the HCS uniform store
- *During extreme inclement weather, students may wear **SOLID BLACK HEAVY WINTER JACKETS** (logo must be inconspicuous). All outerwear sweatshirts must still be HCS.

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

Hairstyles - should reflect a clean, neat, and well-groomed appearance. Any partial or complete shaving of the head is not permitted (no designs). 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 - Girls may wear solid-colored, non-patterned black, grey, navy, and white or tights stockings, or leggings under their skirts or shorts. No open weave or fishnet patterns. Boys may not wear tights, leggings, or stockings.

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. Stud earrings only. No large hoops or dangling earrings. This applies to all school activities whether on or off campus.

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

Hats/Caps/Beanies/Gloves/Scarves - Only HCS hats or caps (worn forward) are acceptable headwear for any student; no sweatbands or bandanas. These items may not be worn in the classroom or in the chapel.

Dress Code Fridays

Monday through Thursday dress code applies, unless students participate in designated \$2.00 Free Dress Fridays.

If students choose to participate on Fridays, a \$2.00 donation towards missions is required and must be submitted to their teacher. Students choosing to participate must abide by the guidelines

The following are not permitted:

- *Tank tops
 - *Torn, altered, undersized, or oversized uniform clothes
 - *Pant cuffs that are ripped, frayed, or with holes, 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
 - *Wearing stickers, having temporary tattoos
 - 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
 - *Girls' shorts and/or skorts must not be rolled up at the waist. They must be appropriately fitted so that the hem is not more than three inches above the top of the kneecap.
 - *Other siblings' sports/group/club/class jackets, sweatshirts, t-shirts, etc.
- Leggings or yoga pants may only be worn with tops at the mid-thigh level for coverage.

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 may 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 (Sacramento trip, 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 is normally not permitted within the daily guidelines of the dress code.

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.

DAYCARE

Morning and Afternoon Day Care

There is a fee for morning and afternoon Day Care. Morning Day Care begins at 6:45 a.m. Morning Day Care charges will be accrued for all students arriving on campus before 7:45 a.m. All students arriving at school between 6:45- 7:45 a.m., must report to Day Care.

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 daycare 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 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 hours of operation.

Instructional Hours

Instructional hours are TK-2nd 8:30 a.m.- 2:45 p.m.; 3rd-5th 8:15 a.m.-3:00 p.m. Minimum day dismissal is TK -2nd 11:45 am; 3rd-5th 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 week, 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. A student will not be released from the classroom until a parent is physically present. Persons under the age of 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 school are to sign in to Day Care and stay inside the supervised areas. A fee is charged for this extended supervision.

No student may wait outside the supervised area. 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. Any person authorized to pick up any student other than their own must be listed on the emergency pick-up list.

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.
5. When using car lines, please put the full name and grade level of the students(s) to be picked up on a card on the dashboard.
6. At all times because of traffic, all cars exiting and entering the Rinaldi parking lot must turn right. No exceptions. If it is necessary to make a U-turn, please do so at the intersection.
7. 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. It is the parent's responsibility to notify those picking up their children of traffic rules.
8. Early morning Daycare drop-offs are only in the Rinaldi Street parking lot.
9. 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.
10. Parental cooperation is needed to ensure student safety and improve car line 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, and/or cell phones) 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 without permission 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 present government-issued identification to obtain a pass at the reception desk or office to enter the campus.

Classroom instruction will not be disrupted to deliver items

such as 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 the school property, he/she must walk the bike. Bikes must be locked to the bicycle rack.

No skateboards, rollerblades, 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 parents will be notified of class parties.

There will not be student birthday celebrations on the school campus. A teacher may recognize students within the classroom.

Lending of School Property

School property and equipment is not loaned to parents or students, with the exception of learning devices upon

approval by the administration. Parents will assume financial responsibility for any lost, stolen, damaged, etc. items.

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 every first of the month. 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 children with a balanced nutritional lunch. Bringing in fast food lunches is not allowed.

Students who forget a lunch will be provided an emergency lunch for a fee. 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 for a hot lunch. Forgotten lunches cannot be dropped off after 10:00 a.m. Students are not permitted to share food or sell food to other students.

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.

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

Handheld Computers (PDAs) 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 website 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.

All photos, videos, student work, etc. submitted on any social media platform owned by the school becomes the property of the school. Any digital submission of such items grants permission to the school to share and repost on the HCS website or various social media sites.

Elementary Athletics

Athletic programs are available for K-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 sports activity/practice be canceled, the student will be assigned to Day Care. There will be no charge for Day Care for grades K-5 until 5:00 p.m. when practice is normally over.

Should a game be canceled, staff will make every effort to contact parents. Day Care will also be available for grades K-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 extracurricular 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 an entertainment work permit must have satisfactory grades with no Ds or Fs and satisfactory attendance.

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

Yearbooks

Heritage produces for sale a school yearbook, the cost is set each school year. In order to be included, students must (a) be present at school on a picture day or picture makeup day adhering to school dress policy, and (b) successfully complete a full semester at Heritage Christian School.

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 and/or vomiting must be free of fever and/or have no episodes of vomiting 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.

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 that 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. Oftentimes 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.

Students may not use medical equipment (i.e. crutches, orthopedic braces, wheelchair, etc.) without a note from the physician. When the need for medical equipment is necessary, the student may not participate in certain activities and may be required to sit out.

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 a 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 (lockdown) drills. Students will not be released to a parent during a lockdown. Office staff will not answer phones. Information may be provided via the school website or automated voice mail or phone messages.

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.

Students 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 prescription or non-prescription taken during the school day must be brought to the office or staff designated with the School's *Request for Medication to be Dispensed by School Personnel* form,

Parents must deliver, 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 the 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, phone number, name of the 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 the storage of the inhaler at school.

For your child's safety, medication, including aspirin and Tylenol are not be brought to school at any time. Similarly, medication will not be dispensed by staff designee unless the parent's consent and the doctor's authorization are on file. Parents must provide the medication. All vitamins, cough drops, or herbal treatments should be given before or after school. Students who do not comply with this policy are subject to disciplinary action.

The parents/ guardians of a student on a continuing

medication regimen for a non-episodic condition shall inform the health attendant or other staff designee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent/guardian of the student, the staff designee 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. Students and parents are not allowed to bring any live animals or pets on campus or any school related events. Service animals must be certified and identifiable with appropriate tags or uniforms. All staff should immediately report any stray animals on campus to the facilities departments.

Glass Containers

Students are not permitted to have glass containers and/or 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 all 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
2023 -2024**

Delinquent Tuition Charge	\$25.00
Returned Check Fee	\$30.00
AM and PM Day Care Charges	\$6.00 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
Jr. Sports Fees	\$120.00
Tutoring Fee	\$75.00 per hour
Duplication of School Records	\$1.00 per page
Damage to School Property	Administration Decision based on the extent of damage
Fifth Grade Culmination Fee	\$35.00
Yearbook	(TK – 5) To be determined
Withdrawal Fee	\$50.00 per student
Lost Books	Replacement Cost
Emergency 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, and 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 the 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 available for Heritage students. Students are not allowed to share their username and/or password.
6. **VIRTUAL CLASS ACCOUNTS.** Any account set up for virtual classroom instruction is for school use only. Sharing of access information is prohibited. This includes but is not limited to ZOOM, Google Classroom, IXL, etc.
7. **DISRUPTIONS.** Never use the HCS Network in any way that would disrupt its use by others.
8. **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.
9. **GAMES.** Do not use the HCS Network to play games with others on the HCS Network or on the Internet.
10. **MISUSE.** Immediately report to your teacher any misuse of the HCS Network.
11. **DO NOT PLAGIARIZE.** (the adoption of someone else's ideas or writings as your own.) Cite references for any facts you present or material you use.
12. **USE OF CHAT ROOMS.** Permission must be received from the supervisor prior to entering any Chat Room.
13. **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.
14. **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.
15. **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 maintaining 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 4th and 5th-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 the 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, and 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 are 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, and 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 from them. 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 disrespectful. When we are disrespectful to each other, we hurt each other's 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 that 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 mean or disrespectful to you just because you are different, or touches you in a private place or in a place that 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 other's differences. This honors God and makes Him happy.

God loves you,
The Administration Team

"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 -Staff –Parent/Guardian)

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 that 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 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 that 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 on 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 extracurricular 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 and 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:

- * cartoons or pictures containing offensive images or language which are derogatory to others because of their national origin or ethnicity
- * 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, Ms. Marilyn Jones	(818) 368-7071
Assistant Principal, Mrs. Kathy Casillas	(818) 368-7071

South Campus

High School Principal, Dr. Esther Choi	(818) 894-5742
Middle School Principal, Mrs. Cindy Marston	(818) 894-5742
Assistant Principal, Dean of Students Ms. Melanie Orellana	(818) 894-5742
Assistant Principal of Academics, Mrs. Cynthia Peterson	(818) 894-5742