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**“QUALITY EDUCATION FROM A BIBLICAL POINT OF VIEW”**



**MIDDLE SCHOOL/HIGH SCHOOL  
PARENT/STUDENT HANDBOOK  
2009-2010**

**THIS HANDBOOK BELONGS TO:**

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ ZIP CODE \_\_\_\_\_

GRADE \_\_\_\_\_ TEACHER \_\_\_\_\_



# HILLCREST CHRISTIAN SCHOOL

## MIDDLE SCHOOL/HIGH SCHOOL PARENT - STUDENT HANDBOOK 2009-2010

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

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

Please sign, tear off, and return the acknowledgment below within 10 school days of the commencement of the school year (one for each student). Return it to the first period teacher. Failure to return the acknowledgment provided below signed by all parents or guardians with parental rights may cause the student to be suspended until received.

Please keep the handbook for constant reference during the year. Middle School students will need to have and use the agenda during the school day.

THANK YOU FOR YOUR COOPERATION.

Lance J. Haliday  
Secondary Principal

\*\*\*\*\*

### Acknowledgment Middle School/High School Parent - Student Handbook 2009-2010

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

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

\_\_\_\_\_  
Print Student's Name

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

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

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Period Teacher

Both parents/guardians must sign.\*



PARENT/STUDENT HANDBOOK

2008-2009

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## MISSION STATEMENT

Hillcrest Christian School's mission is to provide a quality education from a Biblical point of view and to assist parents in the training of their children.

## 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 the first four grades. Within a few years, the school had increased its enrollment significantly, with multiple classes in several of the elementary grades.

With the same enthusiasm as its initial efforts, the school has continued to expand its educational ministry to include programs for elementary, middle school, and high school grades. Planning for more growth in 1996, the church relocated to larger facilities and Hillcrest Christian School became a separate corporation. The initial vision has continued to become a reality and is reflected in all aspects of the school, faculty, and student body.

## ACCREDITATION

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

## DOCTRINES AND POLICIES

### 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.

### Non Discriminatory Policy

Hillcrest Christian School admits students of any race, color, nationality, sex, 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, sex, nationality, and ethnic origin in the administration of its educational policies, admission policies, athletic or other school administered programs.

### Non Immigrant Students

The school is authorized under Federal law to enroll nonimmigrant students.

### Purpose and Philosophy

The ultimate purpose of Hillcrest Christian School is to glorify God. Quality education-academically, spiritually, socially, physically, culturally, and emotionally-is provided from a Biblical point of view to help parents raise their children in the nurture and admonition of the Lord. As a school, our goal is to assist our students in developing a Biblical Worldview.

Because we are concerned with the development of the whole person, we stress the following:

1. Spiritual growth - The emphasis is to teach the Word of God, to exalt Jesus Christ as Savior, Lord and friend, and to assist our students to mature spiritually by placing God at the center of their lives.
2. Intellectual development - A carefully planned and well balanced academic program strives to meet the needs of young people. In order to meet the intellectual development of students, courses in language arts/English, mathematics, health/science, social studies, computer, music, speech, drama, art, physical education, and Spanish are included as part of the core curriculum.
3. Physical development - A combination of programs and activities are designed to meet the various motor development skill levels of each age group through physical education classes and after school sports teams.
4. Emotional/Social development - Students are exposed to a wholesome atmosphere where they will be positively influenced in the areas of self-esteem, values, and moral and social development. There may be times in the development of the total student that the administration, at its discretion, may, in the best interest of the student, alter their educational program.
5. Cultural development - Through a combination of fine arts and foreign language classes, students discover their interests. These areas are designed to expose students to other cultures and to encourage them to accept and appreciate cultures other than their own.

The Christian philosophy of education is based on the authority, authenticity, and reliability of the Bible as

the complete and final revelation of God concerning all matters of faith, truth, and practice. We believe that the ultimate responsibility for a child's education has been given to the parents. At school, the teacher assumes that responsibility in order for the school to complement and supplement the training at home. In that way, the Christian school helps parents, "Train up a child in the way that he should go, and when he is old, he will not depart from it." Proverbs 22:6. One of the major advantages of a Christian school education is the fact that each student may receive an education by Christian teachers. The faculty and staff at Hillcrest Christian School have a strong Christian commitment to provide the best education for the students.

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

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

If at any time Hillcrest 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.

Hillcrest Christian School's biblical role is to work in conjunction with the home to mold students to be Christlike in character. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school teaches. This includes, but is not necessarily limited to, sexual immorality, holding, exposing or advocating beliefs which are contrary to Christian principles, or an inability to support the moral principles of the school. 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.

### **Campus and Grounds Policy**

Hillcrest Christian School is a private Christian educational institution. The school campus is private property. Access is by permission only. All persons coming on to the property are considered invitees. Hillcrest 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 Hillcrest, present a threat to the health and safety of students or other invitees on campus, or who interrupt or interfere with student instruction and campus tranquility will be excluded from the campus. Any dispute or disruption of the campus by any person after being denied access or being asked to leave the campus will result in an immediate request for assistance from the Los Angeles Police Department.

### **Parental Visits**

In order to prevent undue interruption to your student's education, between the hours of 8:00 a.m. and

3:30 p.m., parents/guardians are not permitted to visit their students unless invited to special events.

### **Status Probation**

Status probation allows a family to continue enrollment at Hillcrest Christian School subject to the terms and conditions imposed as part of the status probation. In the event the terms and conditions of the status probation are not adhered to, the status probation may be terminated and the student disenrolled as herein provided.

### **Volunteer Policy**

Hillcrest encourages parents to be involved in the educational life of their children. However, for the protection of all students, we require that all parents complete a volunteer information form prior to volunteering for field trips or assisting in after school activities. All volunteers will be screened through the State of California, Office of the Attorney General, Megan's Law Division. No other background information is accessed.

All volunteers at Hillcrest who have direct, repeated contact with students must have a certificate on file in the health office that they have been tested and found to be free of tuberculosis (TB) within the past 4 years.

### **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, such as yard duty, faculty meetings, administration appointments, tutoring, and coaching.

### **E-mail**

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

### **Conferences**

There will be times when the teacher may request a conference and contact parents to set up a time to meet. A parent may also request a conference with the teacher. Since our teachers have responsibilities during their school hours and have other obligations after school hours, appointments with them must be scheduled in advance.

### **Regarding Students 18 years or Older**

As long as a student is enrolled in this school, parents, not the student, are required to fill out all forms, including, but not limited to, notes for absences, appointments, P.E. excuses, field trips, all forms related to sports, etc.

### **Custody Policy**

Hillcrest Christian School has adopted and strictly adheres to a custody policy for students who are subject to shared custody. The 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. Adults who do not have custody must complete the Authorization to Act as Custodial Parent Form.

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

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

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

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

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

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

- The person requesting to interview a student must 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 person 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.

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

### **Complaints and Criticism Policy**

Hillcrest Christian School administration and teachers welcome constructive criticism, suggestions concerning ways in which the policies of the school might be improved, 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 directly (Refer to Matthew 18:15-18). Issues not concerning the classroom can be shared with the Administration.

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

### **Other Relationships with Staff**

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

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

Hillcrest Christian School desires that both the parents and students must understand and sign an agreement stating that each student will abide by the policies, rules, and spiritual commitment of the school.

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

Students, not previously enrolled in our elementary or middle school programs, but seeking enrollment in our high school, must be professing Christians.

Immunizations must be up to date for enrollment and re-enrollment. Also, an Emergency Treatment Authorization Form, health history, and Student Contact Form for re-enrolling students or application for admission form for enrolling students must be on file. Students in grades 6-12 are required to provide recommendations from their previous school. Failure to meet any of the above requirements may result in a delay or the denial of a request to enroll or re-enroll.

Enrollment and re-enrollment at Hillcrest Christian School is by invitation only. Enrollment and attendance at Hillcrest Christian School do not guarantee or create a right of re-enrollment for subsequent school years. Academic progress, academic promise, purpose, disciplinary history, effort, and family support are among the factors considered in determining the admission of an applicant. Before considering the admission of high school students transferring from another school, student's coursework must be evaluated to ensure compliance with high school graduation requirements. The evaluation process may involve an interview with the student and the parents and a comprehensive assessment of academic skills and

learning.

### **Disclosure of Medical History on Enrollment**

All students, parents and guardians are required to disclose to Hillcrest Christian School all psychological or psychiatric counseling prescribed or received by the applicant student, any prescribed program of medication in connection therewith, or any involvement with law enforcement or juvenile authorities (this includes arrests, detention or conviction) and suspension or expulsion from other schools. Failure to disclose this information may, in the sole and absolute discretion of Hillcrest Christian School, result in the denial of admission of an applicant or the disenrollment of an enrolled student.

### **Enrollment in Discovery**

In some cases, participation in the Discovery Program is a condition to acceptance and/or continued enrollment at Hillcrest Christian School. In such cases, disenrollment from the Discovery Program, whether voluntarily, or involuntarily, may result in disenrollment from Hillcrest 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, we require certain conduct and attitudes from our staff, as well as our school families. 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 Admission Policies for Student/Family Circumstances,
- The Academic Standing and Achievement Requirements
- The Conduct Standards
- The Dress Code Regulations
- Failure to make payment of tuition and other fees
- Failure to disclose medical or behavior history on enrollment
- Disenrollment from Discovery where Discovery is a condition to enrollment at the school.

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

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

### **Early Release (Seniors Only)**

Inasmuch as it is possible for senior students to acquire adequate credits for graduation prior to the end of their senior year, coupled with the fact that elective offerings do not always meet the needs of all senior students, early release will be allowed for seniors only. Seniors taking advantage of this privilege are

encouraged to use this time to enroll in courses at junior college or find gainful employment. Provisions for early release are set forth on the agreement form.

Violation of the guidelines on the agreement form will result in disciplinary action which may include revocation of the early release privilege and reassignment to an on-campus class.

### **Leaving Campus**

Except for early release for Seniors, students may not leave campus (go to cars) until after the last class of the day.

### **Admission Policies for Special Student/Family Circumstances**

In order for a student to be enrolled or continue in enrollment, he/she must physically live in the same dwelling with a parent or guardian as their primary residence. Violation of this policy will result in a denial of enrollment or disenrollment of a student. Exceptions from this policy may be made only by an Administrative waiver.

Married students will not be enrolled nor continue enrollment. Any student who becomes, or causes another individual to become pregnant, shall upon verification, be suspended immediately until a decision by the administration is reached on conditions of continued enrollment or immediate expulsion.

### **Transferring to Another School**

To leave Hillcrest 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 library books, and clear out his/her locker. All financial obligations such as tuition, book fines, 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. A withdrawal fee is assessed.

### **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 Hillcrest, cause the student to be disenrolled. Special circumstances will be considered by the Business Office on an individual basis.

### **Financial Policies**

Hillcrest 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.

### **Distribution of Grade Reports**

In order to receive official grade reports, all fees must be paid five days before reports are issued.

### **Internet Conduct**

Hillcrest Christian School provides computers and internet access for students' use at school.

Students must read the Code of Conduct Agreement in Appendix B. Parent and Student signatures on the acknowledgement section indicates student compliance.

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

### **Internet Usage**

Parents are strongly urged to monitor their student's on-line usage particularly in regard to chat rooms and social networking sites.

### **Biblical Guidance**

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

Hillcrest Christian School staff members are not health care professionals, therapists, marriage or family counselors, clinical social workers, psychiatrists, medical doctors, or clinical psychologists and therefore does not provide psychological counseling or any counseling of a professional nature. In the event Hillcrest 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, Hillcrest Christian School may require a student, with the parent's informed consent, to be referred to a health care professional as a condition to the student's admission or continuing enrollment at Hillcrest Christian School.

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

Hillcrest 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 agree to the terms and conditions of this handbook, including, the Biblical guidance and counseling described herein, and the policies Hillcrest 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**

### **Eighth Grade Graduation Requirements**

To satisfy requirements for a diploma at the end of the eighth grade, a student

- A. must satisfactorily complete the prescribed course of study for Hillcrest Christian School;
- B. must earn at least 65 credits in the eighth grade (each semester course passed results in 5 credits);
- C. must have been enrolled in Hillcrest for two semesters of eighth grade.

The ceremony is semi-formal. Girls are to wear a modest, semi-formal dress. Boys are to wear a tie with a dress suit or dress jacket and slacks. Dress shoes are appropriate for both boys and girls. No tuxedos are permitted.

For an eighth grade student to participate in the graduation ceremony, all of the above requirements must be met; all tuition, day care charges, and fees must be paid including the graduation fee; and all graduates are required to attend graduation practice.

If there is a one-semester course that must be made up, the student will receive the diploma cover at the ceremony; however, the diploma will not be granted until that course is made up.

### **High School Graduation Requirements**

Students entering high school must consider the graduation requirements when choosing subjects each year. Graduation requirements are: Bible\* (40 credits, 4 years), English (40 credits, 4 years), Social Studies/History including US Government/Economics (30 credits, 3 years), Science (20 credits, 2 years), Math (30 credits, 3 years), Visual or Performing Arts (10 credits, 1 year), Physical Education (20 credits, 2 years), Electives (50 credits).

The total minimum credits required to graduate is 240 *plus* a minimum cumulative GPA of 2.0.

\*Bible is required for each semester of attendance at Hillcrest Christian High School. Required Bible credits are waived for any semester the student does not attend Hillcrest Christian High School. The total waived Bible credits are added to the required elective credits keeping

the total credits required for graduation at 240.

Seniors will not receive their diploma until they have completed all requirements and accumulated the total credits necessary to graduate. Participation in the ceremony will be at the discretion of the administration. All financial obligations must be met before the student can participate in commencement exercises.

### **Discovery**

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

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

### **Course Selection Procedure**

Selection of courses takes place in the spring of the year. The Guidance Counselor assists students in the selection of classes available. After the student fills out the course request form, a copy of the student's selections is mailed home to the parents to review with the student. Individual changes are normally made during the summer as parents work with the counselor when there are changes requested by the parent. The counselor individually sets the schedule with new transferring students.

### **Drop/Add Procedure**

From time to time it becomes necessary to change a student's schedule due to unforeseen circumstances. To allow for these types of situations, the school provides a two-week window at the beginning of each semester, during which parents may request a change of courses. All changes must have the approval of the Guidance Counselor/parents. After the drop/add deadline, no schedule changes may be made until the next semester.

### **Academic, Career, and Vocational Guidance**

The purpose of the high school guidance office is to continue the process of equipping students for the life they will face after they graduate from high school.

A four-year plan is developed for every high school student and used to track his/her progress. The counselor reviews the plan regularly to insure that the student is enrolled in the courses required to earn his/her diploma. It is important that the student becomes involved in extra-curricular and community service activities.

Information regarding college financial aid is available through the guidance office including scholarships, grants, and loans. Students receive information on the process of filling out the Free Application for Federal Student Aid (FAFSA) and GPA Verification Form (Cal Grant).

Information is provided to the students from the counselor regarding college fairs and open houses.

### **Grading and Grade Reporting**

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

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

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

Grade reports are mailed home for all students at the end of each grading period. Reports are issued at the end of each semester indicating the student's final semester grade in each course. Students receiving "F's" at any reporting period may be placed on academic probation. The school works with parents and students who have academic problems, but it must be remembered that Hillcrest 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.

Students who fail a course at the end of the semester will be required to make it up through the Summer Academic Program at Hillcrest Christian School unless the course is not offered by Hillcrest. Failing both semesters of a course may affect promotion to the next grade and/or graduation.

Students receiving more than two failing grades in a semester may be disenrolled.

### **Checking on Your Student's Grades**

Parents can view their student's grades on-line. Teachers will post grades at regular intervals as listed on the school calendar.

### **Extra Credit Assignments**

Extra credit work is given at the sole discretion of the teacher. Please do not request extra credit work from the administration. Whatever is assigned by the teacher

for extra credit must meet the teacher's criteria of grading and weighting, be averaged into the grade average, and be made available to all the students.

### **Academic Awards and Recognition**

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

#### **Middle School**

Principal's List - All A's

Honor Roll-All A's and B's (Principal's List and Honor Roll are awarded at the end of each semester based upon semester average) (Discovery students are not eligible for Honor Roll or Principal's List)

California Junior Scholarship Federation  
7th-9th grade Honor Club

#### **High School**

Honors-3.0 grade point average with no D's or F's  
High Honors-3.5 grade point average with no C's or below

Highest Honors-4.0 grade point average and above  
California Scholarship Federation

To qualify for membership in CJSF and CSF students must have A's and B's in designated classes. Grades in courses such as Physical Education and School Aide do not qualify. The academic guidance counselor has a detailed description of qualifications.

### **Academic Probation**

Students will be placed on academic probation if they receive more than one F and/or have a cumulative grade point average below 2.0 at any grading period.

All high school students transferring to Hillcrest Christian School from other schools will be placed on academic probation for one semester.

Once a student is placed on probation and does not satisfactorily meet the conditions, the student may be disenrolled from school.

### **Eligibility for Sports Activities**

In order to be eligible to participate in sport, a student must have an overall 2.0 grade point average at the end of each reporting period with no more than one fail in a class. See the Athletic Handbook for probation options.

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

### **Homework**

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

If a student is present but does not turn in assignments either in class or for homework, he/she will receive only

50% of the grade earned for turning in the late assignment.

A late assignment may be turned in for partial credit no later than three weeks after the due date.

If a student is absent, it is the student's responsibility to find out what he/she needs to do and when the work must be turned in. Homework information is available on **www.yourhomework.com**. If a student has been absent two days or more, parents may call the school, or email the teacher to request classwork and materials. Families without internet access may call the receptionist to request homework and materials. Make-up work not turned in within the time limit set by the teacher will be treated the same as work not turned in when present.

If a student is absent on the day a long term assignment is due, he/she must submit the work on the due date to receive full credit. If the work is turned in the day the student returns, the maximum grade for a long term assignment will be 70% of the earned grade.

Students in grades 6-12 can make up tests in the designated room on specified days. Except for long term absences, make-up tests should not carry over beyond Thursday of the following week.

### **Tutoring**

Parents of students who need tutoring should arrange for tutoring by obtaining a Request for Tutoring form in the school office. Parents should not contact a teacher directly. Teachers are not permitted to tutor their own students. Hillcrest teachers and staff are prohibited from entering into private arrangements with parents for tutoring Hillcrest students outside of the established Hillcrest 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. As a courtesy, the school will provide parent/s with a list of tutors (if available) and tutoring services which contains a statement that the school does not officially endorse any tutor service or individual tutor.

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

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

### **Textbooks**

Parents are responsible for purchasing all books and workbooks for their children. Books are available from Educational Sales Co., Inc. (ESCO ONLINE BOOKSTORE) at 1-888-228-6292 or online at **HILLCRESTCHRISTIANBOOKS.com**.

Families that choose to get books from other sources should be very careful to get the exact ISBN number as posted on the Hillcrest website.

## **Field Trips**

Since all educational field trips during the school day are curricular activities, the day is considered a regular school day and students are expected to attend. There is a fee for all field trips. Permission slips and medical releases must be turned in. Permission will not be granted by phone or fax. Students who do not have the appropriate permission slip will not be allowed to go on the field trip. Students who do not attend will not be able to remain at school and their parent or guardian will be called to pick up their student.

Parents accompanying students on field trips must complete the Volunteer Information Form and return it to the school office five days prior to the trip in order to participate in the event for overnight trips. Volunteers need administrative approval.

Some field trips are school sponsored but do not have continuous staff supervision. Students are assigned to small non-chaperoned groups and have a designated check in time during the event. Field trips are typically to public places and Hillcrest Christian School cannot monitor other people at the event.

## **Physical Education**

Students in grades 6 - 12 are expected to dress for P.E. each day. Regulation P.E. clothing consists of the required shorts and T-shirts, for both boys and girls. P.E. clothing is available only in the Student Store. Both girls and boys are to wear white socks and gym shoes. These may have colored trim. Sweatpants and sweatshirts of the school colors may be worn in cold weather. P.E. clothing must be marked in the way instructed by the P.E. teachers.

## **Contract Physical Education**

High School students involved in special outside athletic programs (gymnastics, ice skating, etc.) may be eligible to receive physical education credit if the activity meets the state minimum requirement hours for physical education. See the Academic Guidance Counselor for details.

## **Physical Education Exemptions**

High School students are required to have four semesters or two years of physical education. A student who is enrolled in Physical Education and sustains an injury or is unable to participate for a period of six weeks will not receive credit for the semester period of physical education missed, with the following exception. A waiver for P.E. credit may be granted if the student is cleared through their physician to participate in an off-campus physical activity through an approved program (i.e. swimming at the YMCA with an approved trainer/coach). The participation must meet the four hours per week time requirement. The P.E. teacher and the administration grant approval for the waiver.

## **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 Health Attendant or staff designee, who will give a P.E. excuse to the P.E. teacher. Thereafter, a written excuse is required from the student's health care provider.

Note: Students on an activity restriction are not eligible to participate in any sports program. In addition, other after school sponsored activities may be restricted.

## **ATTENDANCE**

### **Absences**

Education requires regular attendance if the best results are to be expected. Acceptable absences are illness, medical/dental appointment, and illness or death in the immediate family. If a parent(s) chooses to have a student absent for reasons other than the above, school notification is necessary in order to avoid being truant.

If a student is absent and books and workbooks need to be picked up, the school requests a call ahead of time.

If a student is absent and books and workbooks need to be picked up, the school requests a call ahead of time. Work must be made up when the student returns to school. Absences are not categorized as excused or unexcused except for truancy.

Students are considered absent for a first period class if they arrive at school more than 20 minutes after the start of that class.

Students may be considered truant if they are on campus but more than 10 minutes late to class.

If a high school student is absent, the school requests that a parent/guardian call the school office before 8:30 a.m. to verify the absence.

### **Checking on Your Student's Attendance**

Parents have the capability to view their student's tardy/absent record on-line.

### **Excessive Absenteeism**

Excessive absences are defined to be those which cause a student to be out of school more than 10 days per semester. Any high school student, who for any reason, is absent 12 or more times from a high school semester course will forfeit credit for the course unless a waiver is granted by the administration. Extended absences for special circumstances (i.e. vacation and bereavement) will count as total days absent in calculating course credit. Students who have excessive absences, may be placed on probation.

For middle school, in order to be promoted to the next grade, a student must not be absent more than 24 days in the school year unless a waiver is granted by the administration.

### **Partial Day Attendance**

Students who leave school before the end of the day, must be signed out by the person picking them up with the exception of early release students. 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.

Students must be present for the entirety of two class periods during a school day in order to participate in any school activity that day (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
- Periods absent in case of partial day's absence
- Reason for absence
- Parent signature

(Students that are 18 years of age or older are not exempt from this requirement.) 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 Health Attendant, who is available for 15 minutes right after the start of school in the receptionist area. The note must include the above information. The Health Attendant 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** section.) 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**

Each student is allowed three tardies per grading period without consequence. For the fourth and fifth tardy, a fee is assessed. The sixth and seventh tardy result in a two hour extended school detention. Beginning with the eighth tardy, the student is assigned a Saturday School for which a fee is assessed. A parent/student/administrator conference may be required if more than two Saturday Schools have been assigned.

For more than three tardies, extended school detention, and Saturday School fines will be assessed to the family's account. (Refer to the Specified Financial Information page in this Handbook.)

If an excessive number of tardies occur during a grading period, parents will be notified by letter and/or phone call.

### **Tardiness Between Classes**

Each tardy beyond three per grading period per class will result in one hour of extended school detention.

### **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**

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 Hillcrest have in fulfilling that purpose. It is equally important to realize that students also share in that responsibility. Any behavior that detracts from a favorable learning environment lessens the opportunity for students to benefit from the education, programs, and activities offered at Hillcrest. Any behavior 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. when addressing or referring to all staff members of Hillcrest 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.

An Assertive Discipline program is used in classroom, Day Care, and lunch areas. Each teacher/staff determines his/her rules, rewards, and consequences. Extended school detention may be assigned by the teacher/staff as consequences for misbehavior. There will be a financial charge assessed for extended school detention.

The following basic rules also apply in each classroom:

1. Each teacher will post specific rules, consequences, and rewards in his/her own classroom. These will inform the student what behavior is considered appropriate for the classroom.
2. Students are not to be in any classroom unless a teacher is present.
3. The teacher's desk, bookshelves, and cabinets are private areas and may not be touched without the teacher's permission.
4. 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**

Hillcrest 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 expulsion. Whether to impose discipline progressively, or which step to impose is within the sole and absolute discretion of Hillcrest Christian School. The following steps are levels of discipline which will generally be followed:

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

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

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

Teachers may assign and supervise their own detentions for lunch time or after school. Students may be assigned written assignments to do during this detention. Teachers may also assign extended school detention. A fee is assessed for extended school detention.

### **Level 3. Teacher Conference With Parents**

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

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

Except for more serious offenses, students referred to the administration will generally be counseled by an administrator concerning the conduct warranting the referral. Students who are referred to the administration are given a Student Behavior Referral Form which describes the misconduct and the resulting disciplinary action taken. This referral becomes part of the student's discipline file. The administrator may also contact the parent and impose corrective discipline such as extended school detention, Saturday School, 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, extended school detention or parent contact
- 2nd office referral - Extended school detention, Saturday School, suspension and/or probation
- 3rd office referral - Suspension and/or probation with a possible parent-administrator conference before the student returns to school

4th office referral - Suspension and/or probation or recommendations for expulsion

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

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

### **Level 6. Probation**

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

### **Level 7. Suspension**

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

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

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

### **Level 8. Expulsion**

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

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

upon the recommendation of the Administration.

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

### **Appeals of Student Discipline**

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

### **Conduct Warranting Discipline**

Violations subject to disciplinary action including extended school detention include:

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

The following violations are subject to severe disciplinary action which may include Saturday School, probation, suspension, or expulsion.

1. Behavior which is disruptive to the classroom or school campus
2. Attempting to injure, degrade, haze, or disgrace any student or school employee
3. Destroying or tampering with another student's property (including school lockers and back packs)
4. Cheating: Giving or receiving information or answers during an exam or class assignment or plagiarism. This will also result in a grade of "zero" on the exam or assignment
5. Being disobedient, disrespectful or lying to school personnel
6. Use of profane, vulgar, or obscene words, gestures, or pictures
7. Defacing and/or damaging property belonging to the school or school personnel (writing on walls, desks, doors, etc.) The parents or guardian shall be liable financially for any damage or replacements. (Education Code 10606)
8. Gambling
9. Stealing
10. Truancy, cutting class or required activities; leaving campus without permission
11. Fighting, threatening with violence, or making unconsented physical contact or verbal abuse to a student or staff member
12. Bringing to school, possessing, distributing, or using tobacco, unprescribed or prescribed drugs, alcohol, stimulants, depressants, or other controlled substances which pose a danger to the school or others

13. Conduct which violates the school's Substance Abuse Policy
14. Sexual immorality (I Corinthians 6:9 and Romans 1:24-27)
15. Involvement in or affiliation with activity resembling gangs or graffiti crews or similar groups
16. Conduct which violates the school's weapons and school violence policy or possession of an object which poses a danger to others
17. Conduct which violates the school's harassment policy as described in this handbook (Appendix A)
18. The use of computers to improperly access school data or information or to disseminate materials which are offensive or which violate the law or any other school policy or which violate the Internet Code of Conduct (Appendix B)
19. The possession or distribution, by any means, including, but not limited to personal e-mail and internet usage of pictorial or written materials that include any pornographic material, or material which libels or defames, impugns or casts an untrue or unfavorable light on any student, staff member or their friends or family or that damages or demeans the Christian testimony of Hillcrest Christian School
20. Conduct jeopardizing the health, safety or welfare of students or school personnel

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

### **Cheating/Plagiarism**

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

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

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

### **Student Harassment Policy**

Hillcrest Christian School is committed to maintain a learning environment that is free from harassment

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

The complete student harassment policy is set forth at the end of this Handbook (Appendix A).

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

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

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

If the school determines that a threat of violence is credible and specific (directed toward a particular student(s) or staff), the administration will report the threat to the student(s) and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats are subject to immediate suspension and recommendation for expulsion. If 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 to expulsion. This includes cases in which the student was "just joking."

This policy also applies to threats or statements of violence made by a student concerning him/herself. In those circumstances, the school will attempt to notify the

affected student's parents/guardians and, if appropriate, seek appropriate emergency response or intervention by public and/or private authorities and professionals.

In the event the school has any reasonable belief that 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**

Hillcrest Christian School has a vital interest in maintaining a safe, healthy, and challenging educational environment for our students. Hillcrest 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.

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

Any student violating this policy is subject to discipline up to and including suspension or recommendation for expulsion. Students and parents are encouraged to become familiar with this policy and to report any violations as soon as they occur.

### **Dress Code**

The purpose of the dress standards is to reflect the Christian values for which our school stands and to maximize the time spent on the education of students. The way our students appear at school makes an impression on those within the school community. The dress code requires consistent parental support to ensure that it is successfully enforced.

Students are required to wear the prescribed school uniform from the designated uniform company, 3K Productions.

The dress code applies at all times while students are on campus.

The prescribed school uniform policy for students in grades 6-12 is as follows:

#### **Monday through Thursday**

1. Shorts, pants, and shirts purchased only through the designated uniform company;
2. Polo shirts, long or short sleeve, purchased only through 3K Productions;
3. Sweatshirts and jackets purchased only through 3K Productions. High School students may wear jackets and sweatshirts representing the Senior Class, ASB, cheerleading, sports' teams, other school groups, and letter jackets; and,
4. Plain white long sleeve, shirts may be worn underneath the uniform polo shirt.

#### **Fridays**

1. Uniform shorts, pants, and skirts;
2. Uniform polo shirts;
3. Shirts, sweatshirts, and jackets representing Hillcrest teams or groups, provided that they have the name of the school and/or group and are blue, white, gray, or a

combination thereof; and,

4. Approved cheeleader uniforms on designated days.

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

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

**Hairstyles**—should reflect a clean, neat, and well groomed appearance. Any partial or complete shaving of the head is not permitted. Boys' hair should not hang in the eyes or over the collar of a polo shirt. Students may color or highlight their hair with natural color (no blue, purple, etc.). In general, students are to avoid extreme styles that draw undue attention to themselves.

**Facial Hair**—Only high school boys may have a neatly trimmed mustache and goatee. Beards are not permitted. Side burns must not extend beyond the top of the earlobe.

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

**Tights and stockings**—that are solid colored are permitted for girls. Leggings are not permitted.

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

**Girls' Make-up and jewelry**—should be modest, in good taste, and should follow common sense safety guidelines. Visible rings or studs may not be worn in any area that is pierced other than the ears.

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

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

- \*Clothing and/or hairstyles in any way associated with gangs or any other negative influence
- \*Underwear which is visible
- \*Undershirts with writing or pictures
- \*Torn, altered, undersized, or oversized uniform clothes
- \*Pant cuffs that are frayed or slit, not properly hemmed, or rolled up
- \*Uniform clothes that are form fitting
- \*Pants worn below the waist level or worn low enough to expose underclothing
- \*Hats, knit caps, scarves, bandanas, and sweat bands
- \*Chains for wallets and keys
- \*Wearing stickers, having temporary tatoos and other forms of body art that are visible
- \*Clothing items, backpacks and other personal belongings that contain the names of music groups or objectionable or questionable items

**Miscellaneous Dress Code Items**

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

**Off Campus Dress Code Policy**

Dress for off campus athletic contests (student spectators) and programs (student audience) must be modest. For the purpose of this off campus dress policy, girls will refrain from choosing blouses that reveal midriff, that are low cut, or are excessively tight. Excessively short skirts and shorts are also to be avoided. Boys must wear a shirt and their pants must be worn at the waist. In all cases it is unacceptable to wear clothing in such a fashion as to expose undergarments.

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 (Washington, D.C. trip, Biology trip, Senior Retreat, ect.) shall be communicated by the faculty advisor well in advance of the trip and must be appropriate for the nature of the event.

Violations of these standards will result in a call to parents as a first offense warning. Subsequent violations may result in the issuance of dress code violations (second offense = 2 hour detention), Saturday School, or suspension.

## DAY CARE

**After School and Day Care**

Day Care Supervision is not provided for high school students. Morning Day Care for students in 6-8 grade begins at 6:45 a.m. Charges will be assessed for any time in excess of 30 minutes before classtime or before 7:30 a.m. Middle School students arriving on campus before 7:30 a.m. must sign in to Day Care.

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

Afternoon Day Care is available beginning at 2:45 p.m. There is a day care fee for this service. Day Care charges begin at 3:00 p.m. Charges for minimum days begin at 12:30 p.m. Students not picked up in car line must remain in the designated day care area. Students in grades 6-8 are not permitted to cross Rinaldi or Shoshone to be picked up. Day care closes at 6:00 p.m. When being picked up, every student must be signed out daily with the Day Care supervisor. 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 not listed on the emergency card without written permission from the parent or guardian with custodial rights.

**After School Hours**

Any High School student staying on campus after school must be in designated areas only and are not supervised by school personnel, unless participating in

athletic practices, games, or organized school activities.

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.

Students in grades 6-8 who must remain on campus after 3:00 are to sign in to Day Care and stay inside the fenced and supervised areas. A fee is charged for this extended supervision.

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

Students in grades 6-8 are not permitted to leave campus walking or on a bike without having on file in the office a completed "Request for a Student to Walk Home from School" form.

### **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.

There is no after school care provided for High School. However, it is expected that they would be gone from the school grounds before 6:00 p.m. as well. Should high school students, not under the immediate supervision of a coach or activity advisor, be observed on the school grounds at 6:00 p.m., the incident will be reported to the high school principal who will contact the parents personally and seek resolution to the problem of student safety. High School students will not be allowed to wait in the school buildings after 6:00 p.m.

## **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 access to the campus or supervision available outside of school hours.

### **School Office Hours**

School offices are open year around from 7:30 a.m. to 4:00 p.m., Monday-Thursday, and 7:30 a.m.-3:45 p.m. on Friday. The offices are closed for national holidays, Thanksgiving, and one week at Christmas.

### **Library Hours**

The library is open for 1st-12th grade before and after

school. The hours are posted outside the library.

### **Student Release During School Hours**

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

### **Carpools**

Carpools are encouraged. These are arranged by parents.

### **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. Please be patient.
4. Do not park in the Rinaldi Street lot during drop-off 6:45-8:30 a.m.
5. Students in grades 6-8 may not cross Rinaldi or Shoshone to be picked up unless parents are accompanying them.
6. When using car lines, please put the last name of any children to be picked up on a card in the windshield
7. Because of traffic, all cars exiting the Rinaldi Street parking lot must turn right. No exceptions.
8. Parents or guardians of 6-8 grade students must give written permission for their children to leave school with someone other than their parent or guardian.
9. Early morning Day Care drop-offs are only in the Rinaldi Street parking lot.
10. Once a child is released from the campus, the school is no longer responsible for the student and full responsibility is assumed by the parent.
11. Special note: In case of poor weather, children in Day Care may be picked up at the designated location.
12. For students' safety and to allow the car-line traffic to get in and out with the minimum of time and stress, parental help and cooperation is needed. Please be courteous and follow the directions of the assigned staff.

### **Closed Campus Policy**

In order to ensure the safety of all students, we have a closed campus policy. All visitors, including parents, must obtain a pass at the reception desk or office to enter limited areas of the campus. Former students are not permitted on campus until 3:30 p.m. unless permission is granted by a staff member. No student visitors are allowed in classrooms. Class visitations are only approved for prospective school parents.

Alumni who graduated from Hillcrest may visit with staff except during classtime.

Classroom instruction will not be disrupted to deliver items such as lunches, flowers, balloons, etc. to

classrooms; therefore, students will be responsible for checking with the receptionist/office for such items.

### **Dancing**

Students attending Hillcrest Christian School come from a variety of backgrounds and beliefs on this issue. While it is not the desire of the school to dictate personal lifestyles and convictions, there are certain positions Hillcrest Christian School has taken that may indeed be contrary to individual personal standards. So far as dancing is concerned, Hillcrest Christian School does not sponsor or host dance parties. 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. (Valentine Banquet, Homecoming, etc.)

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

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

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

Skateboards, roller blades, and skates may be brought to school provided they are stored in a locker or locked to the bike rack and not used on campus. Shoes with wheels are not allowed at any time.

### **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.

### **Lending of School Property**

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

### **Lockers**

Lockers are issued to the students who are responsible for the condition of the lockers and their contents. The following rules are to be observed.

1. Report any locker damage to the school office (damage and clean-up fines are assessed at year's end)
2. Lockers are to be kept locked at all times
3. Combinations should not be told or given to

others. Hillcrest Christian School is not responsible for any personal property that students bring to school including personal electronic devices.

### **Student Vehicles and Parking**

In order to ensure the safe and efficient transport of students to and from school and to promote the efficient flow of traffic in our neighborhood and on our campus, Hillcrest Christian School has adopted the following student parking rules and regulations.

1. Student parking is a privilege and not a right. Compliance with these rules and regulations is a condition to enrollment.
2. On campus parking is by permit only. Applications are available in the school office. Student parking on campus is available for seniors only with a school registered permit that is obtained in the school office. Parking permits must be displayed on the dashboard of student cars at all times.
3. Student parking is limited to designated student parking spaces. Parking in other than designated student parking spaces is prohibited.
4. There is a 5 mile per hour speed limit in the school parking lot. Off campus speed limits must be strictly observed. Obey all traffic laws and municipal ordinances. Drive defensively and please have respect for our neighbors and others on the road.
5. Violation of these regulations may result in the assessment of a parking violation fee, the revocation of a student's parking privilege, and other student discipline including suspension and expulsion for repeated violations.
6. Student vehicles parked on campus are subject to the school policy on Searches and Student Privacy. For this purpose, student vehicles are considered the same as lockers, backpacks, etc.
7. Student parking needs and requirements change from time to time because of changes in the school population, special events, inclement weather, and other factors. School administration may issue Parking Directives, as the need arises, advising students of changes in their student parking privilege. These Parking Directives are considered part of the Student Vehicle and Parking Policy and must be strictly adhered to.
8. Hillcrest is not responsible for damage to vehicles parked on or off the campus.

### **Searches**

Lockers 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, alcohol, weapons, stolen property, or any other item the possession of which is prohibited in this handbook), student lockers and computers are subject to search at any time, with or without prior notice, and with or without cause or suspicion.

Student vehicles, backpacks, purses, 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. The student is also subject to disciplinary action.

### **Lost and Found**

Lost and found is located in the Pavilion. A lost and found clean-out day is held on a monthly basis. Attempts will be made to return labeled clothing and belongings to the owner. (Refer to the Specific Financial Information Page of this Handbook.)

### **P.E. Lost and Found**

Clothing items left in the P.E. rooms will be cleaned out regularly. Items not claimed by the end of the month will be donated to a charitable organization.

### **Lunch and Food Sales**

Students may bring lunches. Tickets for hot lunches may be purchased in the school office or Student Store. Hot lunches usually consist of an entree, beverage (non-soda), and dessert. Other food options are available at the Student Store.

Parents are encouraged to provide a sack lunch or provide money to purchase items from the Student Store. Bringing in fast food lunches is discouraged.

Students who forget a lunch will be provided a lunch by the student store. The family account will be charged. Each subsequent charge will be at a higher amount. (Refer to the Specified Financial Information Page of this Handbook.)

### **Food in the Classroom**

All food 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. The sale of food during lunchtime is discouraged because it impacts sales in the Student Store and also affects the funding of our Student Financial Aid Program.

### **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, playing cards, trading cards, radios, cassette/CD players, 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.

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

Student use of two-way communication devices (such as cell phones) is prohibited during school hours except before school, lunch, and after school. Such devices are to be stored in student lockers. Any student found violating this policy shall be disciplined as follows:

1. Immediate confiscation of the involved device(s) as appropriate. Parents will be required to pick up the device during regular school hours.
2. The second violation of the policy will result in ban of the confiscated device for one week.

Parents will be required to pick up the device during school hours.

3. The third violation will result in the confiscation of the device for one week and assigned to Saturday School.

The school does not assume any responsibility for lost, stolen, or damaged communication devices.

### **Electronic Devices**

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

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

Handheld computers and laptops are permitted on campus provided they are used for class work.

The school does not assume responsibility for lost, stolen, or damaged items.

### **Photographs of Students**

Throughout the school year, photographs are taken of students and student groups to be published in the school yearbook, placed on the web site 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.

### **Middle School Athletics**

Notices will be sent out prior to each sport. The notice will contain information pertaining to fees, tryouts, and other related items. A sports activity waiver and release signed by both parent(s) and guardian(s) must be submitted before the student can participate (this includes tryouts). Proof of medical insurance is required in order to participate in sports.

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

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

If a student is on an activity restriction, a physician's release is required before the student may participate in sports.

See the Eligibility for Extra Curricular Activities for further information.

### **High School Athletics**

The California Interscholastic Federation (CIF) governs all high school interscholastic athletic competition in the state of California. As a member of Southern Section, CIF, Hillcrest's athletic program abides by the rules and regulations set down by this governing body.

All high school athletes must have an annual physical examination in order to participate in any sport. Written

verification of the examination, signed by a physician must be on file in the office before a student may practice or play. A sports activity waiver and release signed by both parent(s) or guardian(s) must be submitted before participation as well. Proof of medical insurance is required.

Students and their parents will be notified of information meetings prior to the beginning of each sport season. These meetings with the coaches will provide specific information regarding tryouts and participation requirements for each particular sport.

Students must meet minimum attendance and academic eligibility requirements for sports participation as well. Please refer to attendance and eligibility policies for further information.

### **Letter Jackets**

Letter jackets are available for high school students that have participated in athletics, ASB, in the performing arts program, or been a member of CSF, and Senior Council. Students lettering in athletics and cheerleading may purchase jackets with leather sleeves. Students lettering in ASB, other student organizations and the fine/performing arts program may purchase jackets with cloth sleeves. The athletic director or department will determine the qualifications.

### **Work Permits**

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

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

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

## **HEALTH AND SAFETY**

### **Illness**

If a student must be sent home due to illness or injury, parents are notified and are required to pick up their child immediately. If we are unable to contact the parents, we will try to contact the person listed with us to care for such emergencies. Students are not sent home alone. Students with a fever of 100 degrees or greater must be free of fever for 24 hours 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 driver becomes ill, the parent will be contacted by the health office. A decision will be reached between the parent and the health attendant as to whether or not to release the student. If any question arises, the health attendant will make the final decision.

The student must sign out in the front office prior to leaving campus.

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 health attendant. Students with injuries which require a physician's care must have a physician's note releasing them to return to school. These students will not be allowed to participate in any physical activity.

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

### **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 note. If the condition continues to exist, then a doctor should be consulted.

### **First Aid**

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

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

In cases of serious emergency, every effort will be made to immediately contact the family or the person designated on the emergency treatment form. Please keep these names and numbers current by immediately notifying 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 given 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 been paid. Deductibles apply and must be met before benefits are paid. If a student is injured during a school activity, the student or parent may request a claim form from the Health Office. Time limits for claims and coverage do apply.

### **Precautions for Preventing the Spread of MRSA**

The health office has set up a plan for preventing the spread of MRSA (methicillin-resistant staph aureus) in the rooms used for P.E. and sports conditioning. Coaches have been trained in its implementation.

### **Emergency Preparedness**

Hillcrest follows state and local codes when conducting fire, earthquake, and stay indoor (lock down) drills. Students will not be released to a parent/guardian or others listed on the emergency list during a lock down. Office staff will not answer phones. Information will be provided via the school web site or automated phone message.

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

Staff members will remain with the 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 (9-1-1) form. Parents should be sure these forms are always accurate and up to date.

Student drivers will be released only with prior written approval from parents.

### **Emergency Notification**

In the event of an emergency, disaster or possible school closure; tune to the following radio stations:

KNX radio station 1070 am

KFWB radio station 980 am

The following television news stations will also have the information:

Channel 2, 4, 5, 7, 9, and 11

### **Administration of Medications**

Any medication taken during the school day must be brought to the health attendant or staff designee accompanied by a written consent to use from the parent or guardian and a doctor's written authorization.

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

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

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

The parent(s)/guardian(s) of a student on a continuing

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

### **Asthma Medication Exceptions**

A student will be permitted to self-carry their inhaler or store in their P.E. locker if the treating physician indicated the necessity in writing on the Request for Medication to be taken during school hours form. There is an additional form that must be signed by the student and the parents and the health office should also be supplied a back-up inhaler for emergency situations. For emergency See the health attendant for further information.

### **Parent's Absence Notification**

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

### **Live Animals**

Because of health and safety conditions, no live animals may be brought to school.

### **Backpacks**

Backpacks/book bags are only to be used to transport books to and from school. They must be kept in the lockers and are not permitted in the classroom.

### **Glass Bottles**

Glass bottles are not permitted on campus.

### **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. Parents may inspect our management plan which is available in the school office.

## **MEDIATION AND ARBITRATION OF DISPUTES**

1. HILLCREST 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 perimeters 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 Rules of Procedure for Christian Conciliation contained in the booklet Guidelines for Christian Conciliation promulgated by the Institute for Christian Conciliation a division of PeaceKeepers Ministries (or its successor), of the Institute for Christian Conciliation, whose address is P.O. Box 81330, Billings, MT 59102. (406) 256-1583 or [www.HisPeace.org](http://www.HisPeace.org). A copy of the Rules of Procedure are available in the school office. The mediation shall be conducted at a location, in the San Fernando Valley, as determined under the Rules. The parties to the dispute may mutually agree to the selection of an alternative method of mediation and/or a mutually acceptable alternative mediator to resolve the dispute.

4. If any party commences an arbitration or court action based on a dispute or claim to which the mediation provision applies without first attempting to resolve the matter through mediation, then in the discretion of the arbitrator(s) or judge, that party shall not be entitled to recover attorney's fees, even if they would otherwise be available to that party in any such proceeding.

5. The parties hereto agree that any dispute or claim in law or equity arising between them which is not settled through mediation, as above provided, shall be decided by neutral, binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings.

6. The dispute shall be submitted to binding arbitration in accordance with the Rules of Procedure promulgated by the Institute for Christian Conciliation, whose address and telephone number, and web address are provided above. In the event the arbitrator or arbitrators selected pursuant to the Rules of Procedure above decline to act, either party may submit the dispute to arbitration in accordance with the Rules of Procedure of ADR Services, Inc. (ADR) or Judicial Arbitration and Mediation Services, Inc./Endispute (JAMS/Endispute). The selection between ADR and JAMS/Endispute rules shall be made by the claimant 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 any arbitration award may be entered in any court having jurisdiction thereof.

7. Exempted from the provisions of these mediation and arbitration provisions is the collection of monies due Hillcrest Christian 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, and 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.

## 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.

**MIDDLE/HIGH SCHOOL SPECIFIED FINANCIAL INFORMATION 2009-2010**

Delinquent Tuition Charge	\$25.00
Returned Check Fee	\$25.00
Day Care Charges (Grades 6-8)	\$3.50 per accumulated hour \$2.00 per minute after 6:00 P.M. \$7.00 minimum monthly charge
Library Fine	\$.10 per school day per book
Food Tickets	Hot Lunch Ticket Booklet (5 tickets) \$27.50 Student Store Lunch \$6.00 (for forgotten lunch 1st time) (second occurrence and up) \$12.00
Athletic Fees	Established at the time of sign-up
Tardy Fee per Grading Period	Each tardy #4 and #5 \$5.00 Each tardy #6 and #7 \$20.00 Each tardy #8 and above \$40.00
Tutoring Fee	\$50.00 per hour
Referral Credit	\$250.00 per family
Duplication of School Records	\$1.00 per page
Transcripts per set after 3 (no charge for the first 3 sets)	\$5.00 per set
Advanced Placement (AP) Exams	\$85.00 each
Damage to School Property	Administration Decision
Graduation Fee	
8th grade	\$50.00
12th grade	\$135.00
Yearbook	To be determined Name engraved \$7.00
Extended School Detention Fee	\$10 per hour
Saturday School Fee	\$40.00
Withdrawal Fee	\$25.00 per student
Lost and Found (including misplaced books)	\$.50 per item

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

**APPENDIX A**  
**HILLCREST CHRISTIAN SCHOOL**  
**GENERAL STUDENT HARASSMENT POLICY STUDENT HARASSMENT POLICY**  
**(Student - Student and Staff - Student)**

**GENERAL STATEMENT OF POLICY**

It is the policy of HILLCREST CHRISTIAN SCHOOL to maintain a learning environment that is free from any form of student harassment. HILLCREST CHRISTIAN SCHOOL prohibits 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.

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.

It shall also be a violation of this policy for any teacher, administrator or other School personnel to tolerate sexual harassment or harassment because of a student's race, color, national origin, ethnicity, or disability, as defined by this policy, by a student, teacher, administrator, other School personnel, or by any third parties who are participating in, observing, or otherwise engaged in activities under the auspices of HILLCREST 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 HILLCREST CHRISTIAN SCHOOL.

HILLCREST 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 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 6 through 12.

**PROHIBITED CONDUCT**

**A. Sexual Harassment.**

For purposes of this policy, sexual harassment of a student consists of unwelcome and unsolicited sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when

1. a school employee causes a student to believe that he or she must submit to unwelcome sexual conduct in order to participate in a school program or activity, or when an employee or third party agent of the school causes a student to believe that the employee will make an educational decision based on whether or not the student submits to unwelcome sexual conduct;
2. the unwelcome sexual conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
3. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
4. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute sexual harassment include:

- unwanted sexual advances or propositions
- offering academic benefits in exchange for sexual favors
- making or threatening reprisals after a negative response to sexual advances
- touching, patting, grabbing or pinching another person's intimate parts, whether that person is of the same sex or the

opposite sex

- coercing, forcing or attempting to coerce or force the touching of anyone's intimate parts
- displaying of cartoons, pictures or images of a sexual nature
- sexual gestures
- sexual or dirty jokes
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about or berating other students as to 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, when accompanied by implied or

overt threats concerning an individual's educational status or implied or overt promises of preferential treatment

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

For purposes of this policy, racial harassment of a student consists of verbal or physical conduct relating to an individual's race or color, when

1. the harassing conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

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 verbal or physical conduct relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors when

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment;
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- cartoons or pictures containing offensive images or language which are derogatory to others because of their  
national origin or ethnicity
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- written or graphic material containing ethnic comments or stereotypes which is posted or circulated and  
which is 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 verbal or physical conduct relating to an individual's physical or mental impairment when

1. the harassing conduct is so severe, persistent or pervasive that it affects a student's ability to participate in or benefit from an educational program or activity, or creates an intimidating, threatening or abusive educational environment; or
2. the harassing conduct has the purpose or effect of substantially or unreasonably interfering with an individual's work or academic performance; or
3. the harassing conduct otherwise adversely affects an individual's learning opportunities.

Examples of conduct which may constitute harassment because of disability include:

- cartoons or pictures containing offensive images or language which are derogatory to others

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 HILLCREST CHRISTIAN SCHOOL, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, under the auspices of HILLCREST 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 sexual harassment or harassment based on race, color, national origin, or disability by a student, teacher, administrator or other school personnel of the school, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, under the auspices of HILLCREST CHRISTIAN SCHOOL is required to immediately report the alleged acts to the person designated by this policy.

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 considered complaints 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 sexual harassment, or harassment based upon race, national origin, or disability, the receiving principal shall immediately undertake or authorize an investigation. That investigation may be conducted by the principal or by a third party designated by him or her.

The investigation may consist of personal interviews with the complainant, the individual against whom the complaint is filed, 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 in particular may find it difficult to come forward in the first place, and because of the sensitive issues that often surround such complaints, it is important that the investigation of complaints be handled in a confidential manner. Only those who have an immediate need to know, including the person investigating the complaint and/or his or her designee, the alleged target of harassment or retaliation, the alleged harassers or retaliators, and any witnesses will or may find out the identity of the complainant. All parties contacted in the course of an investigation will be advised that all parties involved in a charge 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 evidence in connection with a complaint is a separate actionable offense as provided in this policy.

In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider:

- 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 race, national origin, sex and age of the victim
- 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

## **SCHOOL ACTION**

The school will take prompt, appropriate formal or informal action to address, and where appropriate, remediate any violation of this policy found to have occurred. 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 teacher or personnel will be subject to employee discipline up to and including termination as employee discipline procedures as set forth in the employee Personnel Manual. Action taken for violation of this policy shall be consistent with policies for violations of a similar nature or similar degree of severity. In determining what is an appropriate response to a finding that harassment in violation of this policy has occurred, the school shall consider:

- what response is most likely to end any ongoing harassment
- whether a particular response is likely to deter similar future 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

If the results of the school's evaluation of a complaint of harassment results in a conclusion that an individual has engaged in unlawful harassment in violation of this policy, or that school personnel have failed to report harassment as required herein, that individual may appeal this determination by use of established school procedures for appealing other adverse personnel and/or education related actions. If the results of the school's evaluation of a complaint of harassment results in a conclusion that no unlawful harassment has occurred, an individual who was allegedly subjected to harassment and believes that this conclusion is erroneous may appeal this determination by use of established School procedures for appealing other adverse personnel and/or education related actions.

## **REPRISAL OR RETALIATION PROHIBITED**

Submission of a good faith complaint or report of sexual harassment, or harassment based upon race, color, disability or national origin will not affect the complainant or reporter's future employment, grades, learning or working environment or work assignments.

The school will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports an incident of alleged sexual, racial, ethnic or disability related harassment or violence, or any person who testifies, assists or participates in a proceeding, investigation or hearing relating to such harassment or violence. Retaliation includes, but is not limited to, any form of intimidation, reprisal or harassment.

## **CONFIDENTIAL COUNSELORS**

Because of the sensitive nature of the issues and a reluctance on behalf of some victims to report instances of harassment, HILLCREST CHRISTIAN SCHOOL has identified two (2) individuals, one male and one female, to act as confidential 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 confidential counseling may do so without fear of disclosure to the school or school administration. Communication to a confidential counselor will not be communicated to the school or school administrator unless specifically requested or authorized by the student seeking confidential counseling. In the event the student authorizes or requests the report or complaint be made formal, it shall be handled as otherwise provided in this policy. The student counselors designated as confidential counselors may, from time to time, be changed. Until further notice, the following individuals have been designated as confidential student counselors.

Tim Winters

Rose Keene

## **DISSEMINATION**

The school shall conspicuously post on our web page a statement of this policy against harassment in a place accessible to students, faculty, administrators, employees, parents and members of the public.

A copy of this policy shall appear in or be distributed with the Parent/Student Handbook and shall be made available upon request of parents, students, and other interested parties.

The school will develop a method of discussing this policy with students and employees. Training on the requirements of non-discrimination and the appropriate responses to issues of harassment will be provided to all school personnel on an annual basis, and at such other times as school Administration determines is necessary or appropriate.

This policy shall be reviewed at least annually for compliance with state and federal law.

## **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 reporter should follow the procedures set forth in the Child Abuse Procedures Manual.

## (Appendix B)

### *Hillcrest Christian School* **Student Agreement** **Internet Code of Conduct**

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

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

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

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