# HEIGHTS CHRISTIAN SCHOOLS

## TK—8TH GRADE
## Parent - Student Handbook

HCS-Bluefield Campus
*Intermediate Program and Junior High Program*

HCS-Brea Campus
*Transitional Kindergarten—4th Grade*

HCS-La Mirada Campus
*Transitional Kindergarten—4th Grade*

HCS-Ramona Campus
*Transitional Kindergarten—8th Grade*

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# INTRODUCTION

## MISSION

Our mission is to lead children and their families into a relationship with Jesus Christ, equipping them in heart and mind to influence the world for God's Kingdom.

## VISION

Our vision is that all students will know Christ personally, excel academically, think biblically, and positively impact their communities for Christ. HCS will be the standard of excellence in education for students of all learning abilities, teaching from a distinctively Biblical worldview.

## CORE VALUES

**Centered on Christ**

We believe that Christ should be at the center of all that we do through action, word and deed. Our employees are first and foremost ministers of the gospel, called of God to lead others to Christ, and to perform ministerial duties using their gifts, talents, and abilities for God's glory (Colossians 1:18, John 1:17, Colossians 3:17, I John 3:3, 7).

- Distinctively Biblical Worldview Approach to Teaching, Leading, Spiritual Formation and Character Development
- Seeking Excellence and Achievement in Academics, Athletics, the Arts and Service
- Biblically-based Stewardship and Accountability

**Focused on All Students**

We believe that God created each of us in a unique and intentional way, and that God has a special plan and purpose for our lives. HCS approaches the education of students in the same manner (Genesis 1:26-27 and Psalm 139:13-16).

- Meeting the Needs of All Learners
- Seeing Every Child and their Family as an Opportunity for Ministry
- Providing a Safe, Caring and Nurturing Environment

**Rooted in Partnership with Parents**

We believe God has entrusted the primary responsibility of education to the parents and HCS strives to partner with them (Proverbs 22:6, Deut. 6:7).

- Communication
- Collaboration
- Outreach

## PHILOSOPHY OF CHRISTIAN EDUCATION

Heights Christian Schools are grounded in a philosophy of education rooted in Biblical truth and reflected in the life and teachings of Jesus Christ (John 17:17). It is the purpose of our school to provide an excellent academic education, integrated with a Biblical worldview. There is a difference between the Christian and the non-Christian viewpoints on a given subject. Even though knowledge is factually the same for both, no subject can be taught in the totality of its truth if the Creator is ignored or denied. The school is

conscious that God's Word is the measure of all truth including history, geography, science, music and the arts and that Jesus Christ is to be central in all learning.

HCS strives to provide an education that teaches students to do all that they accomplish "as unto the Lord" (Colossians 3:17). This is reflected in loving God and others (Deuteronomy 6:5, Matthew 19:19, Ephesians 3:19), serving God and others (Acts 26:18, Romans 13:1-8), and living a lifestyle that honors God (Luke 2:52). It is the purpose of the school to develop the spiritual, mental, physical, emotional, and social facets of life, as in the life of our Lord. "And Jesus increased in wisdom, stature, and in favor with God and man." Luke 2:52 The home, church, and school should complement each other, promoting the student's spiritual, academic, social, emotional, and physical growth. The experience and training in each of these settings should be preparation for a life of fellowship with God and service to man.

It is the job of the Christian educator to accept students as God created them with varied gifts and abilities; differentiate instruction so that every student can learn at their level of understanding and at their individual pace; and offer a wide range of instructional strategies and learning opportunities to meet the needs of all learners.

## STATEMENT OF FAITH

1. WE BELIEVE the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:15; 2 Peter 1:21).
2. WE BELIEVE that there is one God, Creator of the heavens and the earth (Genesis 1:1), eternally existent in three persons—Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. WE BELIEVE in the deity of Christ (Isaiah 9:6, John 1:1-14, John 10:33, John 14:9); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4; Peter 1:3-4; Revelation 1:18) His Ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. WE BELIEVE that "God said, 'Let Us make man in Our image according to Our likeness... So, God created man in His own image... male and female He created them." Every human life is designed by God before conception, "being yet unformed" (Genesis 1:26-27, Psalm 139:16).
5. WE BELIEVE that life begins at conception as every person is "made in secret," with sacred infinite value, being "fearfully and wonderfully made" by our Creator. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death (Psalm 139:13-16). Because of the sacred value of each human life, our loving God demands, "... do not kill the innocent and righteous" (Genesis 1:26-27; Exodus 20:13; Exodus 23:7).
6. WE BELIEVE that it is not the divinely intended prerogative of people who are created by God to redefine His creation of humankind as being other than male and female. Regarding God's creation of male and female, Jesus said, "Therefore, what God has joined together, let not man separate."

Redefinition of genders is contrary to God's will as expressed in the Bible, given that men and women are both intended by God to reflect His image and nature. Marriage involving both genders is also a Biblical type of Christ as the groom and the Church as His pure bride (Matthew 19:4-6; Matthew 25:1-13; Revelation 22:17).

7. WE BELIEVE in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that people are justified on the single ground of faith in the shed blood of Christ; and that only by God's grace and through faith alone are we saved; and that "there is no other name under heaven given among men by which we must be saved" other than the name of Jesus Christ (John 3:16-19; John 5:24; John 14:6; Acts 4:12; Romans 3:23; Romans 5:8-9; Romans 10:9-10; Ephesians 2:8-10; Titus 3:5; 1 John 1:9; Revelation 3:20).
8. WE BELIEVE that every person should "love the Lord your God with all your heart, with all your soul, with all your mind, and with all your strength... and your neighbor as yourself." Accordingly, Christians are to afford every person love, compassion, kindness, respect, and dignity regardless of differences involving beliefs, cultures, or status (Matthew 22:31; Mark 12:12-28; Luke 10:27; John 3:17; Galatians 5:22-23; Philippians 2:3; James 2:1-13).
9. WE BELIEVE in the present ministry of the Holy Spirit, by whose indwelling the Christian is enabled to live a godly life and that the spiritual unity of all believers exists as one in our Father God and our Lord Jesus Christ (John 17:20-23; Romans 8:9; Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; 1 Corinthians 12:12-13; Galatians 3:26-28; Ephesians 2:8-9; Ephesians 4:30; Ephesians 5:18).
10. WE BELIEVE in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life; and they that are lost unto the resurrection of condemnation (John 5:28-29; Revelation 20:12-15).

## STATEMENT ON GENDER, MARRIAGE AND SEXUALITY

As a result of the changing times in which we live, HCS believes that it should clearly state its sincerely held beliefs with regards to issues that are prevalent in today's society. We recognize that due to sin and brokenness in our world, our experience of sex and gender is not always that which God the creator originally designed. However, our purpose is to speak to these issues from a Biblical perspective, in keeping with our mission and commitment to our Statement of Faith, which is grounded in Scripture.

We believe that God wonderfully and immutably creates each person as male or female. These two, distinct, complementary genders together reflect the image and nature of God (Gen. 1:26, 27). Redefinition of genders is contrary to God's will as expressed in the Bible, given that men and women are both intended by God to reflect His image and nature.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive lifelong union, (Gen. 2:18-25), and that God intends sexual intimacy to occur only within that one-man one-woman union (I Cor. 6:18; 7:2-5; Heb. 13:4). Sexual relations of any kind outside the confines of the marriage union are inconsistent with our understanding of the teaching of Scripture.

We believe that any form of sexual immorality (including promiscuity, adultery, fornication, homosexual behavior, bisexual conduct, cohabitation, bestiality, incest, use of pornography or any other deviant sexual behavior) is sinful (Matt. 15:18-20; I Cor. 6:9-10).

Notwithstanding the above, we believe, as Christ commanded, that every person must be afforded compassion, love, kindness, and dignity (Mark 12:28-31; Luke 6:31). Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with our understanding of Scripture nor the policies of HCS.

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21; Rom. 10:9-10; I Cor. 6:9-11).

In order to preserve the function and integrity of Heights Christian Schools, and to provide a Biblical role model to the HCS families and the community, all persons employed by HCS in any capacity must agree with and maintain a lifestyle consistent with our sincerely held religious beliefs as outlined in the above statement (Matt. 5:16; Phil. 2:14-16; 1 Thess. 5:22).

## NON-DISCRIMINATION STATEMENT

Our school admits students of any race, color, national or ethnic origin to all rights, privileges programs and activities generally accorded to and/or available to students at school.

## DISCLOSURE

Our schools strive to provide a safe and secure environment for all students. If any parent or household member of a student is a registered sex offender, the offender must identify themselves to the school office.

School policy prohibits any parent or household member on the registry from volunteering at the school under any circumstances. Additionally, any person on the registry is not permitted to be on campus, nor are they allowed to attend school activities or functions.

Teachers and staff will be apprised of the registry listings and will be on the lookout for any breach of school policy. Our school may publicize or announce the persons listed on the registry to other school parents or the community as deemed appropriate. School parents may also request to view the registry (if any) in the school office at any time.

## HARASSMENT POLICY

Our school has adopted an official harassment policy per California State requirements. It has been included in the registration packet. For questions or concerns, parents should contact the principal.

## FAMILY COOPERATION

Students benefit when their school and their parents work together. At HCS, it is expected that all families enrolled in our schools be supportive of our “Statement of Faith” and Biblical standards, as well as the final policies and decisions of the school administration. It is our desire to partner with parents in the

training of children. That partnership cannot happen if a family's values are contrary to the Biblical core values of our ministry. If a family becomes vocally opposed to our Biblical teachings, we will ask the family to find a school that better serves their personal core values. A family may also be asked to leave on the basis of non-cooperation or insubordination with the school administration and/or any one of its agents.

## STATEMENT ON FINAL AUTHORITY ON MATTERS OF FAITH AND CONDUCT

The Statement of Faith and Standards of Conduct do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all we believe. For the purposes of Heights Christian Schools' faith, doctrine, practice, policy, and discipline, our Executive Leadership team is HCS' final interpretative authority on the Bible's meaning and application.

## AFFILIATIONS

Heights Christian Schools are accredited by the Western Association of Schools and Colleges (WASC).

## HEIGHTS CHRISTIAN SCHOOLS, INC.

Heights Christian Schools, Inc. (HCS) is an independent, non-profit, religious corporation in the State of California. Our total support comes from tuition and fees collected. As a 501(c)3 corporation, all donations to our schools are tax-deductible. Tuition is not a tax-deductible donation.

**HCS HIRES TO ITS MISSION:** *"This subchapter shall not apply to …a religious corporation, association, educational institution, or society with respect to the employment of individuals of a particular religion to perform work connected with the carrying on by such corporation, association, educational institution, or society of its activities (42 U.S.C. §2000e-1(a))."* Section 702 of the Civil Rights Act of 1964, often referred to as Title VII, protects the ability of a religious organization to hire to its mission.

# HOURS OF OPERATION

## OFFICE HOURS

School business may be transacted during school office hours. Appointments for conferences with the principal or other administrators should be made ahead of time to avoid confusion or disappointment. The school office is open from 7:30 AM until 5:00 PM.

## SCHOOL HOURS

Brea Campus:
Grades TK-4: 8:15AM to 3:00PM

Ramona Campus:
Grades TK-4: 8:15AM to 3:00PM
Grades 5-8: 8:00AM to 3:00PM

La Mirada Campus:
Grades TK-4: 8:15AM to 3:00PM

Bluefield Campus:
Grades 5-6: 8:00AM to 2:50PM
Grades 7-8: 8:00AM-3:00PM

The playground opens 15 minutes prior to school starting. All students should report to the playground upon arrival. Students should not arrive prior the playground opening unless enrolled in Morning Day Care.

## EXTENDED DAY CARE

Brea, La Mirada & Ramona Campuses:
Mornings: 6:30AM to 7:45AM
Afternoons: 3:00PM to 6:00PM

Bluefield Campus:
Mornings: 6:30AM to 7:30AM
Afternoons: 3:00PM to 6:00PM

*Extended Day Care is an additional fee. See the current Tuition and Fee Schedule for prices.*

## SCHOOL HOLIDAYS

There is no school on the following days:

- Martin Luther King Day
- Presidents' Day
- Good Friday
- Easter Break (1 week)
- Memorial Day
- Labor Day
- Veterans' Day
- Thanksgiving (Thursday & Friday)
- Christmas Break (2 weeks)
- Parent-Teacher Conference Days
- Teacher In-Services

## HOLIDAY DAY CARE

Holiday Day Care is available to all students on our elementary campuses. You can sign your children up for daycare on the following holidays for an additional fee: Martin Luther King Day, Veteran's Day, Easter Break, half of Christmas Break, Parent-Teacher Conference Days, and Teacher In-Service Days. Students enrolled in Combined Extended Day Care will receive Holiday Day Care at no extra charge except for Easter Break and Christmas Break, which are an additional charge.

## CAMPUS CLOSED

The campus and school office are closed on the following holidays: Presidents' Day, Good Friday, Memorial Day, Labor Day, Thanksgiving (Thursday and Friday), and part of Christmas break (usually: December 24 at noon to January 1). There is no Holiday Day Care available on these days.

# ACADEMICS

## COURSE OF INSTRUCTION

Kindergarten through 8th[th] graders will follow an age-appropriate rigorous course of study. Core academic content includes Bible, English Language Arts, Mathematics, History/Social Studies, Science, Physical Education and Technology. All students will also have enrichment classes that include Spanish, Music, Art, health, and safety. Younger students will receive instruction in printing/cursive, spelling, phonics, and whole language. Junior high students get to make some curricular choices in areas of study emphasis and elective courses.

## MORNING SALUTES

Each morning all students in their classrooms will stand for the pledges to the American flag and to the Christian flag. We also teach our students the "Pledge to Honor the Bible."

## BIBLE

The Bible is treated as an academic subject and is taught at every grade level. Students are instructed in the basic concepts of Christian belief and conduct, without denominational slant. Our student body consists of children of all faiths. Please review our Statement of Faith for a better understanding of our Biblical beliefs. Bible instruction is not limited to a given time period. Bible truths are integrated with other subjects as they apply. Equally important is the example of the entire faculty and staff as they work with the students.

## CHAPEL

All students attend chapel on a weekly basis. Parents are invited to attend any time. During Chapel students will sing, pray, enter into worship, and enjoy Bible stories and special speakers.

## PHYSICAL EDUCATION

Physical education is an integral part of each grade level and is important in the development of each student. We do not require elementary-aged students to "dress out" for P.E. However, all students must wear appropriate footwear during P.E. If girls wear a skirt or dress on P.E. days, they must wear shorts underneath.

## HOMEWORK

Homework at Heights Christian is often less than the other schools because it is a very strategic review of what the students have been learning in class. Homework also includes independent reading through Accelerated Reader. For older students' homework includes research, studying for tests and previewing upcoming material to be covered in class. Homework for the week is assigned on Monday so students can plan their week. Long-range assignments such as research projects are assigned at all levels and the students get progressively more responsible to do their own time management.

The following time-limits for homework will generally be followed. They are designed for the average student and excludes daily reading, long-term projects, and studying for an exam. We encourage parents to communicate with the teacher if assignments take longer than the suggested limits per night:

Grade TK: 15 minutes, 3 times a week
Grade K: 15 minutes, 3 times a week
Grade 1: 20 minutes, 3 times a week
Grade 2: 20 minutes, 3 times a week
Grade 3: 30 minutes, 3 times a week
Grade 4: 40 minutes, 3 times a week
Grade 5: 50 minutes, 3 times a week
Grade 6: 60 minutes. 3 times a week
Grade 7: 60-90 minutes
Grade 8: 60-90 minutes

The attitude of parents toward their child's homework is most important, for it has a great influence on the way their child feels about it. In order for parents to help their child make the best use of the time, we suggest:

1. Set a definite time and place for study in a quiet environment.
2. Take an active interest in what is being taught.
3. Give encouragement, but do not step-in and do the work.
4. Give personal supervision where needed.
5. Follow teaching methods used in school.
6. Discuss ideas presented in the classroom.
7. Confer with the teacher as to specific help needed.

## STUDY HALL (JUNIOR HIGH)

Students are assigned one study hall period each week. Study Halls are designed to develop strong study habits and to give students a "jump" on their work for the day. An atmosphere is provided which will allow the student to study, do homework, or quietly read.

*The following materials should be brought with the student to every Study Hall*:

- The student's binder
- Chromebook
- Academic textbooks, when needed
- A reading book (to read in case of not having homework)

## SCHOOL TO HOME COMMUNICATION

**K-6:** A weekly newsletter from the teacher will be emailed home each Friday afternoon. Newsletters are also available online through the FACTS Family Portal.

A monthly newsletter from the school will be emailed home at the start of the month. Please read the information in the newsletter carefully. It will contain important updates and information about upcoming events.

**Junior High:** Junior High students and their families use our Student Information System called the FACTS Family Portal to stay updated on current grades and outstanding assignments. Students can also access weekly information on lesson plans and homework by logging onto Planbook. All lesson plans and homework assignments are posted on Mondays. In addition to using the FACTS Family Portal and Planbook, Junior High students are also responsible for checking Google Classroom on a daily basis to keep track of their assignments.

The junior high school office emails home both a weekly and monthly newsletter that includes important announcements, updates, and information about upcoming events.

## PROGRESS REPORTS & REPORT CARDS

It is our desire to keep parents well-informed of their child's progress.

Progress Reports: Students in grades K-6 will receive a progress report mid-way through each quarter. Junior High students are emailed weekly progress report at the start of each week.

Report Cards: are issued four times per year at the end of every grading period (9 weeks) to document each student's effort and academic progress.

## GRADING SCALE

| Grades K-1 | Grades 2-8 |
|---|---|
| M+: 100-90% | A: 100-90% |
| M: 89-80% | B: 89-80% |
| M-: 79-70% | C: 79-70% |
| N: 69-64% | D: 69-60% |
| U: 63% or below | F: 59% or below |

## PARENT-TEACHER CONFERENCES

Conferences are scheduled for all students the first quarter of each year. Appointments are usually set for 15-20 minutes for grades TK-6 and 5-7 minutes with each core teacher for grades 7-8. Conferences are an opportunity for parents and teachers to review the child's progress. Additional conferences will be set up at the discretion of teachers or by request of the parent. Teachers are always happy to meet with parents by appointment to answer any specific questions.

## APPOINTMENTS WITH TEACHERS

We encourage parents to discuss problems concerning their child with the teacher. We do request, however, that all classroom visits and teacher conferences be arranged in advance.

Classroom visits should be limited to 30 minutes. In addition to teaching, our teachers have playground supervision, faculty meetings, administration appointments, and special tutoring as part of their professional obligations. Therefore, in order for them to best help parents individually, we ask for at least one day's notice for visiting a classroom or conferencing with a teacher.

We expect parents to support the teacher and the school as they develop the student's attitudes, actions, and words. Should a problem ever arise, we ask that parents speak first with those directly involved in order to get a clear understanding of the situation.

## TUTORING

If a student falls below grade-level expectations, teachers are often available after school to tutor students not in their own class. Parents should make appointments and financial arrangements through the school office if they feel their child would benefit from tutoring.

## SUCCESS PROGRAM

Our school has developed a program that provides academic support for students who are struggling to achieve success with grade-level curriculum. The program offers early intervention, tutoring, and on-going support from a Success Tutor during class hours. Students must be recommended for the Success Program by their teacher and evaluated by the Success Program Coordinator before acceptance into the program. This program is offered for an additional fee and the cost is substantially subsidized by HCS. A Success Program brochure is available in the school office.

## STUDENT RECOGNITION

Throughout the school year students may earn various forms of recognition for outstanding performances, improvements, or achievements. These include Bible awards for Bible memorization and application, academic awards, and special recognition by teachers and the principal for improvement or exemplary Christian attitude or service.

Junior high students can achieve recognition in our "S.O.A.R." Program, *Seeking Opportunities, Achieving Results*. Each student who achieves certain levels of success will be given rewards for their efforts:

- **Hawk Card: 3.80 GPA or above, no N's or U's, less than 4 tardies**
- **The Platinum Card: 3.40-3.79 GPA, no N's or U's, less than 4 tardies**
- **The Gold Card: 3.00-3.39 GPA, no N's or U's, less than 4 tardies**
- **The Silver Card: No D's or F's, no N's or U's, less than 4 tardies**

## PRE-ENTRANCE TESTING

All new students are charged for pre-entrance testing prior to their acceptance into the school. This is a one-time fee. See the current Tuition and Fee Schedule for prices.

Students in grades K through 8 are assessed three times each year using NWEA Map Growth testing. This assessment measures academic knowledge and tracks growth across grade levels. Please refer to the school calendar for these testing dates. Results are made available to parents at the end of each year.

## NEW STUDENTS

All new students are accepted on a 9-week probationary basis. At the end of that period, an evaluation will be made to verify proper placement and proper behavior of the student.

## PROMOTION POLICIES

Students are promoted to the next grade upon successful completion of the academic program in the previous grade. Decisions for retention and/or promotion are made by the principal and teacher and are based upon classroom performance and attendance.

# SCHOOL POLICIES

## CHILD CUSTODY

If a child custody order is in place, we must have copies of the legal documents which state who has custody and when they have custody. These documents will be maintained in the student's file and will be complied with. Please keep us informed if emergency contacts change. The school is not to be used as a place to resolve visitation or communication disputes.

## CLASS PARTIES

School-wide celebrations will be held throughout the year, in grades K-8. These are scheduled at Thanksgiving, Christmas, Valentine's Day, Easter, and the end of the school year. Parents interested in volunteering to help with class/school celebrations must be an approved volunteer.

The same standards are expected of students during class parties as at all other times. Parents who help with the class parties are expected to uphold the standards of the school and are to be aware that the classroom teacher retains authority and is responsible for classroom control at all times. Siblings are not allowed on campus during parties. Parents should keep this in mind when volunteering to help.

Our Christian school makes no observation of Halloween. Students are not to come to school in costumes on this day.

At times, parents may wish to bring refreshments for their child's birthday. The teacher must be notified in advance to make proper plans in the schedule. The teacher will schedule a brief time period (typically during afternoon recess/break) to celebrate your child. Students that desire to distribute party invitations to their classmates at school must include an invitation to every student in the class.

## COUNSELING

At times, the service of a marriage, child, or family counselor may be needed. Please stop by our office for local referrals.

## EMERGENCY DRILLS

Emergency (fire, earthquake, and lockdown) drills are conducted monthly in order to eliminate fear and provide safe instruction in the event of an emergency. Students are to follow the instruction of their teacher. Parents are asked to cooperate by assisting if on campus during a drill, and by refraining from calling the school immediately following an earthquake or other emergency, as it prohibits us from the use of our phones for emergency purposes. First Aid supplies, food, and water are stored on each campus. In the event of an emergency, parents are asked to make arrangements to have someone on their child's emergency card pick him/her up as soon as possible.

## EMERGENCY INFORMATION

It is important that the information on each student's school emergency records is accurate and up to date. Parents are asked to notify the school office of any changes in address, phone, doctor, work phone, or persons to call in an emergency.

## FUNDRAISERS

Fundraisers may be held periodically to help defray the cost of activities and in lieu of higher tuition. Notice will be given in advance of any fundraiser. Participation is optional but appreciated.

## GUM

Gum is not allowed on campus, at bus stops, on buses, or on school field trips. Exceptions can be made by administration for special theme days.

## INAPPROPRIATE USE OF PERSONAL ELECTRONIC DEVICES

Under HEIGHTS CHRISTIAN SCHOOLS policy, students are not to possess, send, share, or even view text messages, emails, or photos that contain sexual messages or images.

Students who engage in such activities are subject to state laws and school discipline, up to and including expulsion and notification of local law enforcement. Students are required to notify the school administrator immediately upon knowledge of any such activities. These policies are in place to provide a safe learning environment for all students.

## LOCKERS (JUNIOR HIGH)

Valuables are to be kept in lockers at all times. Books and materials are not to be left on the ground or on top of the locker. Books that are left out with be placed in the lost and found. Lockers are to be cleaned out often and locker combinations are to be kept private. No stickers, writing or inappropriate pictures are allowed on the outside **or** inside of the locker. Because lockers are on the outside of the building (Bluefield Campus), it is advisable that you take your valuables home each night.

## LOST AND FOUND

It is important that all personal belongings (jackets, lunch boxes, etc.) be marked clearly with the student's name so that they may be returned to the student if lost. Due to lack of space, unlabeled lost and found items will be donated to a local charity at the end of each quarter. We are not responsible for personal belongings or clothing.

## LUNCH

Lunch should be brought to school each day by the student. All lunches should include healthful ingredients and not consist solely of "junk food." Students are asked to first eat their sandwiches and save other items if not hungry. Energy drinks and soda are not permitted.

Every student is responsible for their trash being picked up and put in trashcans so that our school can maintain a clean appearance.

Sharing of food, leaving the lunch table without permission and other juvenile misbehavior, such as food fights, will not be tolerated. Students must obey and show respect toward the lunch table supervisors. For information regarding our Hot Lunch Program, contact the school office.

No DoorDash, Uber Eats, Postmates, or other food delivery service is allowed.

## MEDICATION ADMINISTRATION

According to state law, the following regulations will be observed regarding giving medication to students:

1. Any medication to be taken by a student on school grounds (over-the counter or prescription) must be administered in the school office by school personnel.

2. All medication must be immediately turned in to the office upon the arrival of the student.

3. All medication must be in its original packaging (over the counter and prescription).

4. Prescription medication must be in its original container and must be properly labeled with the student's name, dosage, times of administration, name of physician, and name of pharmacy.

5. Never send medication of any sort in the student's lunch or backpack. Even aspirin in an incorrect dosage can be lethal to any child finding lost medicine.

6. We make every effort to administer medicine on time; however, as we do not have a professional nursing staff, this is not always possible. If essential medicine is to be administered continuously, and a student is to refrain from all activity, they should be kept home until they are able to resume a normal activity schedule.

7. The school cannot supply Acetaminophen, Ibuprofen, or Aspirin for student use.

8. Before any medication is administered, the parent must complete and sign the Medication Release Form authorizing the administration of such medication.

## MONEY

Students have no use for large amounts of money at school; the school is not responsible for stolen or lost money.

## OFFICE PHONES

Office telephones are for business and emergency use only. All calls regarding student needs will be made through the school office during school office hours.

## PERSONAL ELECTRONIC DEVICES

Personal Electronic Devices include cell phones, smart watches, cameras, music players, recording devices, game players, air pods, and the like. Personal Electronic Devices are not allowed to be seen or used at school bus stops, on school buses, on the school campus, at any school event, or in car line. This includes use with a headset or headphones, which is also prohibited.

Cell phones should not be used at all during school hours which includes before and after school daycare and in extracurricular activities. Should an urgent matter arise, the child may come to the office for assistance. Cell phones that are ON or VISIBLE will be confiscated and held until the parent conferences with the school administrator.

## PERSONAL PROPERTY

Students must assume sole responsibility for loss or damage to any school or personal property issued to or belonging to them, such as garments, equipment, books, or musical instruments. The school will, in every way possible, endeavor to protect all such properties but is not responsible for them. Because we are not responsible for personal equipment, students are NOT to bring such items as music players, skateboards, electronic games, or cameras to school.

## RECESS/BREAK TIME

Any student who has been ill and cannot be outside for normal recess activities should remain home until he/she is able to participate fully in all activities of the school day. Due to limited space, we cannot keep students in the office during recess/break time. If the student cannot be outside, the parent might be contacted to pick up their child and care for them until they can resume normal activities.

## STUDENT ACCIDENT INSURANCE

Student Accident Insurance is intended to supplement each student's family policy. This means that if a student is injured at school or while participating in a school-sponsored activity, claims must first be submitted to the parents' insurance carrier. If supplemental insurance is needed, parents may contact the school office for the necessary paperwork.

## STUDENTS & SUPERVISION

Students must, at all times, be under the supervision of approved adults. Students are never to be in unsupervised areas.

## TEXTBOOKS (GRADES 5-8)

Textbooks should be immediately covered and kept covered for their entire use. A lost or excessively damaged textbook will be charged to the student at the full value of a brand-new book.

## THIRD PARTY CAR SERVICES

HCS does not condone students leaving campus in third-party car services and, specifically, ridesharing services whose own policies explicitly prohibit minors from using them, including Uber and Lyft.

## VISITORS – CLOSED CAMPUS

Our school is a closed campus. Visitors are not allowed on campus during school or Extended Day Care hours without permission. To visit a student on campus or to observe a classroom: parents, relatives, or friends must first report to the school office. Visits should be limited to 30 minutes.

## VOLUNTEERS

All volunteers must have a completed application packet on file. Because we do not want anyone to miss an opportunity of participating in a school-sponsored trip or activity, all parents are encouraged to complete a one-time volunteer application packet. Generally, there is a two-week turnaround to process application packets. Once the certification process is completed, parents are approved for as long as their

child maintains continuous enrollment in HCS. Clearance checks will be automatically performed annually with no additional paperwork to be completed by the parent. No exceptions will be made to this policy.

## WEBSITE

Information about all the Heights Christian Schools campuses, programs, fees, news, and other important information can be found online at **www.HeightsChristianSchools.org**.

# ATTENDANCE

## ARRIVAL AND DEPARTURE AREAS

Please load and unload students in designated zones only. We ask that all drivers proceed carefully and observe all safety cones. Parking and stopping in any unmarked areas are not permitted.

The playground opens 15 minutes prior to school starting. All students should report to the playground upon arrival. Students should not arrive prior the playground opening unless enrolled in Morning Day Care.

## TARDIES

School starts promptly at its designated time. Punctuality is an important part of the educational process. Repeat unexcused tardiness will result in financial penalties plus a truancy report. For details regarding the tardy policies, please inquire in the school office.

## EARLY RELEASE FROM SCHOOL

Any student who leaves school before the regular dismissal time or needs to leave the campus at any time during the day, must be picked up by an authorized person. The student must be signed-out through the school office. If possible, parents should notify the office in advance so that the student can be ready and in the office at the appointed time. Parents should check their child out through the office before going to the classroom to pick up their child.

## ABSENCES

California State Educational Code requires that all children must attend public or private school for the full time for which school is in session. Therefore, all absences shall require a phone call or written explanation by the parent or guardian before the child will be permitted to return to class. The excuse must include the reason for the absence, the dates of the absence, and parent or guardian's signature. Valid reasons for absence: Illness, Medical / Dental Appointment, Quarantine, Death in Immediate Family.

Absence for any other reason must be cleared in advance through the school office. If a student's absence will be longer than 3 days, parents should call the school office. If a child comes down with a communicable disease during the school year, we ask that notification be made to the office so we can alert other parents.

Students who miss in excess of 10% of the total number of school days (as a result of excused or unexcused absences, tardies, or any combination thereof) may be in jeopardy of not being promoted to the next grade.

## ILLNESS OR ACCIDENT

In case of accident or illness, students will be sent to the school office and, if deemed necessary, a parent will be notified to pick him or her up.

Students should not come to school if they have a fever. A student may return to school when they are fever free, *without* the use of fever-reducing medicine. If a student is absent five days, a doctor's note may be required to return to school. Also, the school reserves the right to ask for a doctor's release if the administration deems the student is not well enough to be in school. Parents should not send their child to school if a physical condition exists that requires them to be kept inside during noon and recess periods.

# DRESS CODE

Student appearance reflects the values of our school community and contributes to a positive learning environment. There is a strong relationship between personal responsibility, respect for others, and appropriate dress. While parents are primarily responsible for their child's appearance, the school expects all students to present themselves in a manner that supports a safe, respectful, and distraction-free educational setting. At all times, boys are to dress like boys and girls are to dress like girls.

Students are expected to wear the approved school uniform neatly and appropriately at all times during the school day and during all school-sponsored field trips unless otherwise specified. Clothing and accessories that are inconsistent with the school's values or create a disruption to the educational environment are not permitted. This includes apparel or accessories displaying inappropriate language or images, references to violence, alcohol, drugs, tobacco, gangs, or other offensive or controversial content.

Students should wear safe, closed-toe or otherwise sturdy footwear appropriate for school activities. Flip-flops and other unsafe footwear are not permitted. Hats, visors, and sunglasses may not be worn inside classrooms unless approved for medical, religious, or school-authorized purposes.

The uniform policy applies to all students and will be enforced consistently. If a student arrives out of uniform or otherwise not in compliance with the dress standards, parents or guardians may be contacted and asked to bring appropriate clothing to school or take the student home to change before returning to class.

The school reviews the uniform policy annually and may make revisions as needed. Please refer to the current Dress Code for complete details regarding approved uniforms, outerwear, grooming expectations, and dress standards. The updated dress code is provided to families during registration and is available on the school's website and in the school office.

# DISCIPLINE

## RESPONSIBILITY-CENTERED DISCIPLINE

Discipline in our school is as important as any academic subject because discipline provides a consistent and stable atmosphere in which to teach and practice the highest Christian principles.

It is our desire to maintain an atmosphere where students excel under positive reinforcement and learn to take responsibility for their own actions. We strive to recognize the positive achievements and choices made by our students while also helping our students develop self-discipline and responsibility in eliminating negative behaviors and choices.

Our school teaches respect for authority, property, and the rights of others. Its effectiveness is dependent upon a partnership between school and home. We are here to partner with parents in the positive training of their child.

We do not use corporal punishment. We use redirection, time out, loss of privileges, and detention as warranted. Any serious discipline problems will be dealt with by the administration and the home will be asked to cooperate with reinforcement. If a student should develop a serious, repeated problem, parents will be required to come to the school and deal with the problem and possibly remove their child for the remainder of the day.

Our greatest goal is to love children and to develop in them a sense of worth. Praise is an important and integral part of our school's programs.

## STUDENT CONDUCT STANDARDS

1. Respect must be shown to all teachers, staff members, and other students. This includes courteous speech (no profanities), honesty, and prompt obedience. Teasing and offensive language are not allowed.
2. Students may not enter buildings or leave playgrounds or classrooms without a teacher's permission.
3. Equipment must be used properly. Classroom materials, playground equipment, bathrooms, benches, drinking fountains, and all facilities must be used for intended purposes and with care and thoughtfulness.
4. Students assume responsibility for personal belongings. The school or fellow students cannot assume responsibility for items lost, stolen, or damaged. Teacher permission should be obtained before bringing items from home.
5. Roughhousing, play fighting, and unnecessary touching is not permitted. This includes touching others while running, walking, or standing in lines.
6. School grounds are to be kept clean at all times.
7. Eating is to be done only in designated eating areas.
8. Chewing gum is not permitted.
9. Students are not to give, loan, or trade any belongings including food.
10. The following are not permitted on campus or school outings: skateboards, roller skates, toy guns, knives and other war toys, music players, electronic games, and weapons of any kind.

11. Students must ask permission to use restrooms during class time. There is to be no playing in the restrooms.
12. Playground boundaries must be observed:
    a. Students are to stay in their own playground area.
    b. Students must ask permission to leave the playground to go to the bathroom or retrieve a ball beyond the boundaries.
13. All students must have an equal opportunity to participate in playground games.
14. The playing of baseball or softball is limited to P.E. periods only.
15. Bicycles may not be ridden on the playground. Bikes are to be walked to and from the bike area.
16. Only students purchasing food items may go to the snack area.
17. Cell phones may not be used during school. Cell phones must be off and out of sight at all times.
18. Students are required to observe classroom rules set by each individual teacher. These will be shared at the opening of school.
19. Additional rules for the playgrounds will be given to the students by teachers.
20. Willful damage to school playground equipment or another's personal property will require that the students be responsible for replacing it, (this includes lunch pails, backpacks, and water bottles) and may be subject to additional consequences.
21. Our school maintains a "hands off" policy. Students should not touch one another while running, walking, or standing in lines.

## BULLYING & CYBER BULLYING

School is where children learn to get along with one another. Developing the skills needed for positive and healthy social interactions is part of the educational journey. During this journey children will need correction and grace; however, our schools have a no tolerance policy for bullying and cyber bullying.

**Bullying** is unwanted, aggressive behavior that involves a real or perceived imbalance of power. Bullying activity is intentional, hurtful, and repeated.

**Cyber Bullying** occurs when a person uses any technology (e.g., email, social networking sites, cell phones, text messages) to bully others.

Violation of our school policy may result in student suspension, reporting to the authorities, and/or expulsion (as either required by law or at the discretion of the school). Parents should inform a school administrator of any concerns.

## DISCIPLINARY "DETENTION" PROCESS (JUNIOR HIGH)

Heights Christian Junior High will administer two types of detentions as needed with students: "Afternoon Detentions" and "After-School Detentions."

**Afternoon Detentions**

These detentions will be assigned to students for misconduct such as tardiness, horseplay, chewing gum, writing notes, etc. The administrator will determine the consequences of negative behavior and assign these detentions.

**After School Detentions**

These hour-long detentions could be assigned to students for any of the following reasons:

- An accumulation of six afternoon detentions in a semester.
- Assignment by the administrator after a disciplinary offense.
- When an after-school detention is assigned, the parents will be notified in advance by an official email notification. Here are the basics of how the after-school detention works:
  **1.** Length: One hour after school
  **2.** Activity: Work-related projects designed to enhance the school

We ask that our school parents be supportive in this process by making sure that arrangements are made so that the student is able to serve the after-school detention on the assigned day. If the student is absent from school on the day of the detention, he will automatically be assigned to the next one. If a student misbehaves in the detention, he will be assigned another one.

## GROUNDS FOR SUSPENSION

A student may be suspended or expelled for any one of, but not limited to, the following reasons:

1. Willful disobedience
2. Defiance of authority
3. Profanity or vulgarity
4. Having tobacco or drugs on school premises
5. Stealing
6. Refusal to do assigned class work or homework
7. Fighting
8. Possession of weapons
9. Bullying / Harassment
10. Defacing school property

# STUDENT ACCOUNTS

## FINANCIAL RESPONSIBILITY

In order for our school to operate effectively, it is necessary that Student Accounts are kept current at all times. Student Accounts include tuition, day care, late fees, extracurricular activities, etc.

When parents meet their financial obligations to our school in a timely manner, it enables our school to responsibly meet its obligations.

## ANNUAL REGISTRATION

Enrollment involves an annual, non-refundable registration fee and a one-time testing fee for new students. Registration fee is due at the time of re-registration or application for enrollment.

## PAYMENT SCHEDULE AND FEES

We are a non-profit organization funded primarily from tuition. Tuition is based upon the actual number of school days and can be divided up into equal monthly payments for convenience. If tuition is divided into equal payments, payments will be the same each month, even during months with holidays or vacation days.

All payments are due in-full on the invoice due date (tuition, day care, late fees, extracurricular activities, etc.) and are delinquent if paid after the invoice due date. A late fee will be charged, per occurrence, if there are any outstanding invoices. All credit card payments are subject to an additional surcharge.

Accounts that are not paid in-full by the end of each month may result in the student being dropped. Parents should contact the school immediately if unable to keep their account current, so we may work with you. Report cards will be held until final payment is made on accounts with outstanding balances.

A non-sufficient funds (NSF) fee will be charged on all returned payments.

## PAYMENT METHODS

Payments are made online through your Family Portal. Payment methods accepted are credit card, debit card, or bank account.

## ANNUAL FINANCIAL AGREEMENT

It is required that all parents/guardians submit a Financial Agreement through their Family Portal each year prior to the beginning of school.

# DAY CARE

## EXTENDED DAY CARE

Extended Day Care is offered as a service to working parents who need care for their children beyond school hours. On our elementary school campuses, children are never to be dropped off or picked up from day care without being signed-in and signed-out. Extended Day Care ends promptly at specified times and all children are to be picked up on, or before, that time. If there is an emergency and the parent is unable to be on time, arrangements must be made to have someone else pick up their child. A late fee per minute is applied for children picked up passed closing time. Repeated late pick-ups may result in a drop of Extended Day Care services.

## EMERGENCY DAY CARE

We realize that situations may arise in which parents are unable to pick up their child after school on time. We do have Emergency Day Care available during Extended Day Care on an EMERGENCY BASIS ONLY. Use is limited to five times per year.

## HOLIDAY DAY CARE

Holiday Day Care is available during certain school holidays to all students on our elementary campuses for an additional fee. The program consists of games, movies, projects, crafts, guest entertainment, field trips and more. Refer to the Hours of Operation section in this handbook for specific dates.

# SUMMER FUN PROGRAM

Our elementary campuses each operate a Summer Fun Program for kids *entering* grades K-7th. The program runs the length of summer break and is open to all children in the community.

Our Summer Fun Program is a high-level activity program incorporating on-site activities, field trips and academics. Inquire in the school office for more details and a Summer Fun Program flyer.

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# A Dozen Ways to Help Your Child

1. Provide a quiet, unrushed home atmosphere, as much as possible. Send your child to school with a happy feeling.

2. See that your child has regular sleep and has a good breakfast before coming to school.

3. Give your child a Christian heritage—attend church, pray with them.

4. Show an interest in what your child is doing in school. Take time to discuss the work they bring home to show you.

5. Have a definite place in the home where they may display or keep their work, such as a bulletin board in a hallway, kitchen, or in your child's room.

6. Occasionally plan trips to places in which your child is interested.

7. Take your child to the library occasionally.

8. Have a common agreement on discipline between mother and father, and be consistent in your discipline from day-to-day.

9. Give your child the responsibility for certain chores at home.

10. Help your child to respect the rights and property of others.

11. Read stories together with your child regularly. Fathers as well as mothers should do this.

12. Supervise the television programs your child watches.

"Train up a child in the way he should go, when he is old, he will not depart from it."
*Proverbs 22:6*

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