“Seeking to glorify God through Christ-centered teaching, academic excellence, and Christian service, all in a distinctly loving and nurturing environment.”

2015 — 2016
Kindergarten – 8th Grade
Parent & Student Handbook

Accredited by Association of Christian Schools International and Western Association of Schools and Colleges

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Lake Forest, CA 92630
Phone: 949-598-9166
www.heritagechristianschool.com
Federal Tax ID: 20-8256969

Office Hours
8:30 a.m. – 3:30 p.m.
Fax: 949-598-1892
School Hours
8:30 a.m. – 3:00 p.m.
This Parent & Student Handbook is provided for K – 8th grade families of Heritage Christian School as a reference and a guide. A separate handbook will be provided for high school families. This handbook does not bind the School and may be changed from year to year, or in the course of any year, as determined by the Board of Trustees. HCS encourages parents and students to be informed about the rules and procedures of the School.

Heritage Christian School has elected a Board of Trustees, comprised of Christian men and women from the community, to oversee the formulation and continuing operation of the school. The School Principal will report to the board, while the faculty and staff members shall report to the School Principal. Heritage Christian School has also elected a School Board, comprised of school parents who model a consistent supportive Christian attitude and spirit towards students, teachers, staff, leadership and our school's mission and philosophy. School Board members will support and assist the Principal and Board of Trustees to accomplish the goals and objectives, policies and ultimately the school's vision. School Board Members report directly to the Principal.

**Board of Trustees**

- Neil Clark
- Nancy Doaifi
- Joe Gaynor
- Paul Loskutoff
- Beverly Peever
- Mike Stoop
- George Gay
- Rick Myers

**School Principal**

George Gay

**Assistant School Principal**

Steve Gertsen

**School Board**

- Monica Catalan
- Nessa Englebright
- Karyn Johnson
- Maria Kloessner
- Stacey Taylor
- Michael Updegraff
- Elizabeth Warren
- Jim Williams
- Rusty Young
Home of the

Patriots

School Colors
Red, White, & Blue

I will sing of the Lord’s great love forever; with my mouth
I will make known your faithfulness through all generations.
Psalm 89:1
## Administration Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>George Gay</td>
<td>Principal</td>
<td><a href="mailto:ggay@heritagechristianschool.com">ggay@heritagechristianschool.com</a></td>
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<tr>
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</tr>
<tr>
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<td>Financial Administrator</td>
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</tr>
<tr>
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<td><a href="mailto:egay@heritagechristianschool.com">egay@heritagechristianschool.com</a></td>
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<tr>
<td>Jennifer Gaynor</td>
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<td><a href="mailto:jgaynor@heritagechristianschool.com">jgaynor@heritagechristianschool.com</a></td>
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<tr>
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</tr>
<tr>
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<td><a href="mailto:bhayes@heritagechristianschool.com">bhayes@heritagechristianschool.com</a></td>
</tr>
<tr>
<td>Betsy Holritz</td>
<td>School Secretary and Librarian</td>
<td><a href="mailto:bholritz@heritagechristianschool.com">bholritz@heritagechristianschool.com</a></td>
</tr>
<tr>
<td>Rachel Miles</td>
<td>Heritage Harbor Director and Athletic Director</td>
<td><a href="mailto:rmiles@heritagechristianschool.com">rmiles@heritagechristianschool.com</a></td>
</tr>
<tr>
<td>Emily Updegraff</td>
<td>Fundraising Director</td>
<td><a href="mailto:eupdegraff@heritagechristianschool.com">eupdegraff@heritagechristianschool.com</a></td>
</tr>
</tbody>
</table>

## Faculty and Staff Contact Information

For the most current Faculty and Staff contact information, please visit the school’s web site at [www.heritagechristianschool.com/about](http://www.heritagechristianschool.com/about).
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Mission Statement, Purpose Statement, Statement of Faith and Family Commitment

Mission Statement
Seeking to glorify God through Christ-centered teaching, academic excellence, and Christian service, all in a distinctly loving and nurturing environment.

Purpose Statement
Heritage Christian School was established as an independent Christian school to provide an excellent educational experience based on the authoritative and inerrant Word of God. 2 Timothy 3:16

The goal is to facilitate the development of the student spiritually, academically, physically, emotionally, and socially; All for the Glory of God. Colossians 1:16, 17

The educational program at Heritage Christian School is designed to benefit each student with the balancing of a challenging academic curriculum and excellent athletics, recreational activities, computer science, and creative expression in the fine arts. Our program aims to prepare and inspire students to do God’s will for generations to come. Deuteronomy 6:2-7

Heritage Christian School is committed to providing a school where God’s Word is purposely integrated in every area of our school. We are dedicated to establishing an environment that provides mutual respect, nurture, discipline, and above all things love. Matthew 6:33, 1 Corinthians 13:1-13

The staff and teachers at Heritage Christian School are qualified and dedicated Christians who are committed to developing students to think critically, be creative, reason, defend their Christian Faith, communicate effectively, and nurture a personal relationship with Jesus Christ. 2 Timothy 2:15, Isaiah 34:16

Heritage Christian School is passionate about partnering with families in prayer, serving others, and in the building of Christian relationships. Philippians 1:3-11

Statement of Faith
We Believe…

- There is One infinite, eternal, and unchangeable God who exists in Three Persons: The Father, Son, and Holy Spirit. John 1:1-18, 4:24, 14:11-12
- The Bible is the written word of God, inspired by the Holy Spirit, inerrant, and authoritative in all matters of faith and practice. Hebrews 4:12, 2 Timothy 3:4-16, 2 Peter 1:20-21, Isaiah 40:8
- Jesus Christ is the eternal Son of God, who through His perfect life and sacrificial death atoned for the sins of all who trust in Him for salvation. We believe in His Deity, His virgin birth, His sinless life, His miracles, in His bodily resurrection on the third day, in His ascension to the right hand of the Father, and in His return to earth to raise the dead, judge the world, and establish His Glorious Kingdom.
Regeneration and indwelling by the Holy Spirit occurs in all true believers. The Holy Spirit provides the Christian with power for living, understanding of spiritual truths, and guides the Christian on a daily basis. Romans 8:26-27, Galatians 5:16-25

We are saved by Grace through faith in Jesus Christ, as He is offered to us in the gospel. John 3:16, Ephesians 1:7

Mankind was created in God’s image and as such, all aspects of our lives are to be lived to the glory of God under the Lordship of Jesus Christ. Genesis 1:26-27, Isaiah 43:7

In the spiritual unity of believers in Jesus Christ. Romans 8:9, 1 Corinthians 12:12-13, Galatians 3:26-28

God is gracious and faithful to His people not simply as individuals but as families in successive generations. Deuteronomy 6:1-9, Joshua 24:15

Water baptism and the regular taking of Communion are commanded in Scripture. While not essential for salvation, they are a sign of evangelical obedience in the life of the believer and therefore should be practiced. Acts 2:38, Romans 6:1-7, Galatians 3:26-27

At the final judgment, Christ shall judge the entire world, and the saved will spend eternity with the Lord and the lost will receive eternal condemnation. Revelation 20:11-15, 22:3-5

Family Commitment Statement

Families will be required to sign the following Family Commitment Statement upon enrollment:

- I hereby commit that I will pay all my financial obligations to Heritage Christian School before the specified deadlines.
- I give permission for my child(ren) to participate in all school activities, including sports and school sponsored trips away from the school campus.
- With or without notice, should I withdraw my child(ren), I forfeit any tuition, materials or family assessments that have been paid up to the time of withdrawal.
- I understand that the school reserves the right to use disciplinary measures that are deemed necessary, even expulsion, if my child(ren) fails to comply with the established regulations and policies and/or whose financial obligation remains unpaid after the deadline for payment.
- I understand that my child(ren), as new students to Heritage Christian School, will automatically be placed on a minimum 45-day probationary period.
- I commit to uphold and support all the spiritual, academic, behavioral and financial standards and policies set forth by the Board of Trustees of Heritage Christian School.
The Patriot’s Pledge

P
ure of heart and humble
Psalm 51:10

A
ble to forgive and seek forgiveness
2 Chronicles 7:14

T
eachable in spirit by developing the heart attitude God desires
Psalm 143:10

R
espectful and responsible in our actions, thoughts and words
1 Timothy 4:12 and Joshua 24:15

I
ntegrity in all our ways
Psalm 100:3

O
bedient in our heart attitude towards others
Deuteronomy 10:12 (AMP)

T
rustworthy and desiring truth
Jeremiah 17:7-8 and John 8:32

S
ervants for the Lord
Matthew 25: 42-43
Enrollment Policies and Process

Enrollment Policies
HCS assists the spiritual, intellectual, social, moral and physical development of its students in a nurturing, Christian Environment. Toward that end, we seek students who demonstrate the ability and potential to benefit from our programs and families who demonstrate commitment to the goals of the school and total development of their children.

- HCS has a non-discriminatory policy. We welcome students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students of the school. We do not discriminate on the basis of race, color, national or ethnic origin to administration of our education policies, admission policies, scholarship and loan program, athletic and other school-administered programs.

- Parents must assure HCS of their support of Biblical values, as well as support for school rules and policies.

- The application will provide us with information that will assist us in making a decision. The application does not assure enrollment.

- Students applying for admission process must express a sincere desire to attend our school and be open to Biblical instruction.

- Students are admitted until all available spaces are filled. Those students who meet eligibility requirements for admission but for whom no space is immediately available are assigned to a waiting list. Date of application is considered when selecting among the equally qualified applicants.

Enrollment Process
- Tour of School / Student and parent interview with the Principal.

- Submit completed and signed Application for Admission and all other documents in Enrollment Packet.

- Submit certified birth certificate, most recent report card, assessment test scores, and proof of immunizations or waiver.

- Payment of Enrollment Fees (non-refundable) with Application.

- Placement Exam (may be waived by Principal).
## 2015 – 2016 Tuition and Fees Schedules

### Kindergarten – 9th Grade

<table>
<thead>
<tr>
<th>Registration Fee</th>
<th>$475 for oldest student, $375 for each sibling—non-refundable, due upon enrollment.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Books/Materials Fee</td>
<td>$350 per student—non-refundable, due by June 1, 2015 or upon enrollment thereafter.</td>
</tr>
<tr>
<td>9th Grade</td>
<td>$400 per student—non-refundable, due by June 1, 2015 or upon enrollment thereafter.</td>
</tr>
<tr>
<td>Annual Tuition K – 6th Grade</td>
<td>$7,650 per student* - see Enrollment Agreement for payment options.</td>
</tr>
<tr>
<td>7th – 8th Grade</td>
<td>$8,110 per student* - see Enrollment Agreement for payment options.</td>
</tr>
<tr>
<td>9th Grade</td>
<td>$8,900 per student* - see Enrollment Agreement for payment options.</td>
</tr>
<tr>
<td>Gift Card Requirement</td>
<td>$250 per family— see Gift Card Participation Requirements for guidelines.</td>
</tr>
</tbody>
</table>

### Heritage Harbor (Extended Care) Rates

<table>
<thead>
<tr>
<th>Before School</th>
<th>$55 per student, per month (all days except school holidays) 7:00 a.m. – 8:30 a.m.</th>
</tr>
</thead>
<tbody>
<tr>
<td>After School</td>
<td>$145 per student, per month (all days except school holidays) 3:00 p.m. – 6:00 p.m.</td>
</tr>
<tr>
<td>Before &amp; After School</td>
<td>$180 per student, per month (all days except school holidays) 7:00 - 8:30 a.m. and 3:00 – 6:00 p.m.</td>
</tr>
<tr>
<td>Occasional Use</td>
<td>$15 flat fee per day, per student</td>
</tr>
</tbody>
</table>

*A 10% sibling discount will be given beginning with 2nd oldest sibling’s tuition amount.

*A 5% discount will be given if tuition is paid in full by July 1, 2015.
General Financial Policies

Tuition
Annual tuition is typically paid in equal monthly installments, as stated in your Financial Agreement. Should you choose to pay your annual tuition in one lump sum, a 5% discount will be given if paid by July 1. If you have more than one child enrolled at HCS, a 10% sibling discount will be given beginning with 2nd oldest sibling’s tuition amount.

Late Registrations
Tuition for students registering on or after the first day of school shall be prorated over the number of months they will be in attendance.

Delinquent Accounts
- Payments received after the 5th of each month will be assessed a $50 late fee.
- Any account that is past due beyond 30 days is cause for suspension until the entire bill is paid in full.
- Any account that is past due beyond 30 days will incur a late fee of 10% of past due balance every month until account is returned to current status.
- If an account remains past due for three consecutive months, the amount due will be turned over to a collection agency.
- Students will not be allowed to participate in major school field trips and/or activities that require substantial finances if the school account is delinquent.
- All accounts and obligations to the school must be satisfied before a student can be re-enrolled for the next school year.

Returned Checks
Checks returned to HCS by financial institutions cause an extreme hardship on our school. Each returned check will incur a $25 processing fee. If more than three checks are returned during any given school year, only payments by cash, cashier’s check or credit card will be accepted.

Early Withdrawal/Refunds
Enrollment to HCS is an annual commitment. In the case where withdrawal before the end of the academic school year is necessary, the following policies will apply:
- You must notify the school office in writing if you wish to withdraw your child(ren) from HCS. Your child(ren) are still enrolled until this notice has been turned in.
- You are responsible for the full month’s tuition for any month or any part of a month in which your child(ren) are enrolled in school.
- Any prepaid tuition will be prorated and a refund given provided all other fees and accounts are paid in full.
- The annual Registration and Book Fees are non-refundable.

Financial Assistance
A limited amount of funds are allocated for families in need of financial assistance. An application can be obtained from the school office or on our website. All families receiving financial aid are required to participate in school fundraisers, including the gift card program.
Fundraising and School Development

Fundraising is a critical part of the overall success of our school. Because tuition and other fees do not “cover” the total cost of operating our school, we must rely on fundraising and donor efforts to meet all expenses. Family participation and contributions will enable our school to progress and provide excellent educational programs for our students as well as keep our tuition costs down.

The Fundraising Committee coordinates and oversees the fundraising programs of the school. All fundraising projects and solicitations of donations must first be approved. Dissemination of all fundraising proceeds is at the discretion of the Principal.

School Fundraisers

HCS will participate in several school-wide fundraisers each year: our Golf Tournament, Silent Auction, and our annual Walk-A-Thon. In addition, periodically there will be Patriot Dinners when families will be invited to patronize certain restaurants on selected days and those restaurants will give a percentage of your total bill back to HCS. Participation in school fundraisers is not required but is strongly encouraged. All families who are receiving financial aid are required to participate in school fundraisers, including the gift card program.

Gift Card (Scrip) Participation Requirements

In addition to each family’s contribution and participation in our annual fundraisers, a required $250 per family Gift Card contribution must be earned each school year. The Gift Card Requirement works as follows:

- Certain vendors (grocery stores, gas stations, restaurants, department stores, etc.) agree to give a certain percentage of each gift card purchased from HCS back to HCS (percentages vary and are listed next to the vendor name on the order form in the school office or on our website). So, you purchase gift cards through HCS at face value and the vendors donate the percentage listed of that face value to HCS.
- All Kindergarten - 9th grade families are required to earn $250 per school year ($125 July 1-December 31, 2015 and $125 January 1, 2016 – last week of school). This means you must purchase the amount of gift cards that would NET HCS $250 annually. For example, if you purchase a $100 Macy’s gift card, Macy’s donates 10% (which translates to $10.00) back to HCS. This $10 donation will go towards your $250 requirement.
- At the end of each six-month period, you will receive a statement indicating how much you have earned in that period and if it is short the $125 required that period, then the balance will be billed to your school account and will be due as indicated on your invoice. If you exceed the $250 annual requirement, for every gift card purchased, HCS will split the percentage donated with you. Using the same Macy’s example above, of the $10.00 earned, HCS would receive $5.00 and your family would receive $5.00 to be used as a credit on your school account. Families can choose to “opt-out” of purchasing gift cards and instead pay the $250 fee in one lump sum (please indicate this in the appropriate section of your Enrollment Agreement).
- Orders can be dropped off in the school office or outside tuition box at any time. However, HCS will place orders with the gift card distributor every Monday.
(excluding holiday Mondays in which case, orders will be placed on Tuesday of that week) at 8:45 am. All orders and accompanying payment received by that time will be available for pick-up in the school office by Friday of that same week.

- In the case of a student withdrawal, if you have not met your Gift Card contribution, it will be prorated at $20.83 per month from July 2015 - the month of withdrawal. In the case of late enrollment, the annual Gift Card contribution will be prorated at $20.83 per month from the month of enrollment – June 2016.

- Encourage your friends and family to purchase gift cards through HCS. All money donated to HCS on your behalf will count toward your gift card requirement and/or gift card credits. You will just need to indicate on the order form your student’s name as well.

- Please contact the school office for more information, questions, or further clarification of this requirement.

**Box Tops for Education Labels**

HCS collects Box Tops for Education labels. The school redeems these for supplies, sports equipment, and other school needs.
Accreditation and Expected School-Wide Learning Results (ESLRs)

Accreditation
HCS is fully accredited with ACSI (Association of Christian Schools International) and WASC (Western Association of Schools and Colleges).

Expected School-Wide Learning Results (ESLRs)
Heritage Christian School prepares student to be:

LEARNERS
Develop Academically
Students will be able to:
- Pursue excellence by giving their full effort to academic achievement
- Communicate successfully by speaking, listening, reading, and writing effectively
- Develop physical skills according to individual abilities
- Think critically and process information for effective problem solving and decision making

LEADERS
Develop Relationally
Students will be able to:
- Express compassion by giving and helping people in need
- Work collaboratively by functioning positively with others
- Demonstrate respect and love for God, Country, and Family

LOVERS OF CHRIST
Develop Spiritually
Students will be able to:
- Accept Jesus Christ as Savior and Lord – John 3:16
- Apply Biblical Principles as the basis for life choices
- Demonstrate a love for prayer, worship, and defending their Christian Faith
Classes and Curriculum

Classes Offered and Class Sizes
The number of classes offered per grade level is dependent upon the number of students enrolled. The maximum number of students in Kindergarten classrooms is 18 and 1st – 8th grade classrooms is 22. If the number of students enrolled per classroom exceeds the maximum, and it is financially equitable, a second class will be opened. If any grade level does not have enough students to fill one classroom, grade levels may be combined. Grades K-6th are taught in a traditional classroom setting with one main teacher. Grades 7th-8th are considered Junior High and students will rotate between classes and teachers throughout each day.

Class Groupings
If more than one class offered per grade level, the classes will be grouped to include a range of academic abilities and personalities and a balance of boys and girls. You can be assured that much prayer and discussion will be spent in deciding the appropriate classroom for each individual child. HCS asks that parents trust the school’s judgment in placing students and should refrain from making teacher/classroom requests unless absolutely necessary.

Curriculum
The curriculum used at HCS exceeds state standards and is reviewed annually by the faculty and administration. Core subjects such as English, Science, Math and History are provided at each grade level. Extensive "curriculum documents" are created by each teacher per subject taught. The curriculum documents are used as a guide for each teacher to not only meet but surpass state standards and to maximize each subject matter. In addition to our outstanding academic curriculum, HCS students are given the opportunity to participate in athletics, music, technology, art, P.E. and Spanish.

Academic competitions, such as the ACSI Spelling Bee, Speech Meet, Creative Writing Festival, and Math Olympics at the school-wide and regional level are also offered and they provide an excellent enhancement to the overall academic program. All grade levels study the Bible as part of the regular curriculum and it is integrated throughout each subject.

Specialized Classes
In addition to the core classes, each grade level will be exposed to classes in art, music, computer, and physical education. These classes may be taught by specialized teachers. The teachers either go to the classroom or students go to a designated location for instruction. These classes are offered in varying day and time increments depending on grade level.
Junior High Electives

In addition to the core classes, 7th-8th grade students may take a variety of elective courses which may vary from year to year. These courses may include: Art, Music, Home Economics, Spanish.

Technology Program

HCS has partnered with Beyond Technology Education to provide and manage our computer education program:

- Fully maintained state-of-the-art computer lab.
- Notebook computers for 7th-8th grade students to use while on campus.
- Age and grade appropriate software.
- Providing classroom integration training and integration projects to all teachers.
- Training and assessments of all classroom teachers in the use of MS Office, Internet and Windows.

Every classroom teacher is integrating the use of computers into their classroom curriculum. Their lessons are based on California standards and research shows that using technology in the curriculum will reinforce what the students learn.

Your student is learning skills they will use throughout their lifetime:

- Practicing Internet safety and etiquette.
- Applying computer knowledge to real life situations.
- Performing effective research and synthesis using the web.
- Becoming conversant in "computer vocabulary."
- Developing skills in navigating the menu and tool bars of various software applications.
Achievement Tests and Homework Policy

Assessment Testing
One very important tool that HCS uses to measure students' performance is the Terra Nova Test. HCS tests students every spring and test results are returned to parents with the final Report Card.

Homework Policy
Homework is an essential part of school life for students and is an extension of our school program. As such, HCS has adopted the following homework policies:

- Homework should aid students in developing independent study habits.
- Homework should not be new material to be taught by the parent. Rather, homework should help a student gain mastery of material or skills pre-taught by the teacher.
- Homework should be within the practical ability of the child to accomplish.
- Parents can share in their child’s learning through assistance in the practicing and reinforcing process of homework. When this happens homework becomes a form of communication regarding what’s happening in class.
- Generally, elementary school teachers do not assign homework over weekends or holidays unless a project is due. Junior High students may be expected to complete assignments and work on projects over weekends and holidays.
- Each teacher should have a homework policy plainly communicated to the student and parent at the beginning of the school year.
- The following timeframes are meant to be guidelines and may vary depending upon many factors and do not include work on projects or special assignments that may require more time.
<table>
<thead>
<tr>
<th>Grade</th>
<th>Timeframe</th>
</tr>
</thead>
<tbody>
<tr>
<td>K</td>
<td>10 minutes per night</td>
</tr>
<tr>
<td>1</td>
<td>10 minutes per night</td>
</tr>
<tr>
<td>2</td>
<td>20 minutes per night</td>
</tr>
<tr>
<td>3</td>
<td>30 minutes per night</td>
</tr>
<tr>
<td>4</td>
<td>40 minutes per night</td>
</tr>
<tr>
<td>5</td>
<td>50 minutes per night</td>
</tr>
<tr>
<td>6</td>
<td>60 minutes per night</td>
</tr>
<tr>
<td>7-8</td>
<td>20 minutes per core subject, per night, 1 ½ hours maximum</td>
</tr>
</tbody>
</table>
- Students are expected to take books and work materials home as necessary to complete homework.

Cheating Policy
Cheating includes plagiarism, copying another student’s work, whispering/talking or any behavior that leads the teacher to believe that cheating is taking place during a test. On a student’s first offense, the assignment/test will be recorded as a zero and parents/guardians will be notified. On subsequent offenses, students will be issued a Pink Slip and disciplinary action will be taken accordingly.
Academic Grading and Achievement Awards

Grading Guidelines
Grades are an essential element of any instructional program to assess how a student performs academically as well as socially. HCS uses the following grading scale:

<table>
<thead>
<tr>
<th>K – 1st Grade</th>
<th>2nd – 8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>O - Outstanding—90.0% - 100%</td>
<td>Percent</td>
</tr>
<tr>
<td>S - Satisfactory—70.00% – 89.00%</td>
<td>Grade Point</td>
</tr>
<tr>
<td>N - Needs Improvement 48.00% - 69.00%</td>
<td>A – 89.5% - 100%</td>
</tr>
<tr>
<td>AC - Area of Concern—47.00% - 0%</td>
<td>B – 79.5% - 89.99%</td>
</tr>
</tbody>
</table>

Principal’s Honor Roll
To attain Principal’s Honor Roll, students in grades 4th through 8th must have successfully maintained a grade point average for the grading period as follows:

<p>| | | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Top Honors</td>
<td>Honors</td>
</tr>
<tr>
<td></td>
<td>3.75 – 4.00</td>
<td>3.50 – 3.74</td>
</tr>
</tbody>
</table>

Academic Excellence Awards
At the end of each school year, students with the highest grades per subject, per grade level will be honored with an Academic Achievement Award for that subject.

Gradelink
Gradelink is our online gradebook (www.gradelink.com) and classroom management program. Your child’s grades will be updated on Gradelink at least every week. This is an excellent resource for parents to stay informed of their child(ren)’s academic progress. The school office will assign new families an activation code to access upon enrollment.

Report Cards
Report Cards are distributed three times during the school year. Please review the master calendar for a report card schedule.

Parent-Teacher Conferences
K-6th grade teachers hold two conferences with every family during the year to discuss students’ progress. Junior High parent-teacher conferences will only be held if a student is receiving a grade lower than a C- in any subject. Conferences may also be arranged by teachers or parents to discuss problems or concerns. Teachers relate student information in a professional and caring manner. Parents are expected to respond appropriately, lending support and cooperation to each parent-teacher interaction.
**Academic Probation & Retention**

Academic Probation Standard—HCS requires that a student work to his/her potential and maintain at least a “C” (2.0 average in his/her academic classes). Subjects not considered academic include: penmanship and enrichment classes. Bible is considered an academic class.

Should a student not maintain a “C” average, he/she will be placed on Academic Probation for the following trimester. If a student is placed on Academic Probation, he/she must improve to a “C” average during that trimester. While on Academic Probation, the student will be monitored closely and may lose student privileges such as participation on a sports team, student council, etc. for a minimum of two weeks. Once the student can demonstrate a sustained improvement in their grades (a “C” average for a minimum two week period) they may, with administrator/teacher approval, be able to resume prior activities, however, they will still be on Academic Probation status for the remainder of the trimester. A student who has an identifiable learning disability may be excluded from the Academic Probation Standard.

Retention Standard—Students must achieve at least 60% in each subject area for all three trimesters in an academic year or he/she will fail that subject for the year. If a student fails two or more academic subjects (achieving below 60%) in a school year, the student will not be promoted. Subjects not considered academic include: penmanship and enrichment classes. Bible is considered an academic class. A student who has an identifiable learning disability may be excluded from the Retention Standard.

The administration may make special requirements on students whose grades are below standard in one or more subjects in order for the student to be promoted to the next grade.

**Patriot Pledge and Principal’s Patriot Awards**

Students who display the characteristics of the Patriot Pledge may be honored by their teacher during Awards Chapel each trimester.

The Principal’s Patriot Award is awarded at the end of the school year by the Principal to students who best display the characteristics of the Patriot Pledge for the entire school year. Recipients must have received the Patriot Pledge Award for at least one trimester of the current school year.
Attendance Guidelines

Reporting of Absences
If your child will be absent for any reason, please inform the School Office by e-mail attendance@heritagechristianschool.com or by phone 949-598-9166 by 9:00 a.m. If the office is not notified, the parents will be called. Absence will be considered unexcused until parent has communicated the reason for absence to the School Office.

Excused Absences
The only absences which will be excused are for illness, doctor appointments, death in the immediate family, and by special permission from the Principal (see Pre-Arranged Absences below). There is no penalty for missed days and students will have as many days to make up missed work as they were absent. However, in the case of a test, quiz and/or major project that was assigned a minimum of one week prior to absence, the student will be expected to complete upon returning to school.

Unexcused Absences
Any absence not listed above is considered an unexcused absence. Student will receive a “0” for any work due while student was absent unless unexcused absence was pre-arranged and pre-approved by Principal (see below).

Pre-Arranged Absences
HCS discourages the practice of removing students from school for reasons other than illness, doctor appointments, or death in the family. However, the Principal may approve a parent’s request for a planned absence when the following conditions exist:

- Absence does not exceed 10 days and
- The absence provides an educational opportunity and
- The student is performing satisfactorily in ALL classes

If your child(ren) will be absent from school for something other than illness, a doctor’s appointment, or a death in the family, you MUST complete and submit a Request for Excused Absence form (available in the School Office) to the School Principal one week prior to absence. The Office staff will notify the parent(s) if the absence will be excused. Students will have as many days to make up missed work as they were absent.

Excessive Absences
HCS observes all laws and regulations as set forth by the State of California and local county authorities in regards to attendance and truancy.

Requests for Missed Homework
Teachers will either provide homework/assignment calendars showing what is due when or post their assignments on Gradelink. If however your child is absent, and the assignment information you are seeking is not provided in one of these formats, or you need to pick up your child’s books/worksheets in order to complete assignments, please contact your child’s teacher directly via e-mail or in person. Teachers are required to provide assignments missed on the day the student returns to school, not on the day(s)
they are absent, although some teachers may provide this as a courtesy. Ultimately, students/parents are responsible for obtaining assignments for days missed.

**Tardy Policy**

For the purpose of training students and parents on the importance of being prompt and to respect the time of others in the school, a student is considered tardy after 8:30 a.m. If a student arrives late, they must then check into the school office and receive a tardy slip prior to being admitted to the classroom. Tardies will be deemed excused or unexcused (see guidelines under Excused Absences and Unexcused Absences above) by the office staff and work missed as a result of unexcused tardies will not be allowed to be made up. In cases where excessive tardiness has occurred, the Principal may elect to issue a notice of excessive tardiness to a family. Excessive tardiness will affect the student’s conduct grade or disciplinary action may be taken.

**Attendance at All School Activities**

Students are required to attend all classes, assemblies, school musicals, class meetings or activities of the school, and to be on time. Unexcused absences or tardiness will lead to appropriate disciplinary action and may result in grade reduction.

Students are not to be dropped off unattended and/or unsupervised for any after-school or evening activities.

**Elementary School Student Drop-Off and Pick-Up Procedures**

It is important for the safety of our students that drivers within the parking lot drive slowly, remain calm and respectful, and follow any directions given by HCS faculty and staff.

- Drop-off is easiest when students have their backpacks and other materials ready, so they can exit the vehicle quickly without delaying traffic behind.
- Drop-off is safest when students exit the vehicle from the passenger side within the Student Drop-off and Loading Zone. It is unsafe for students to exit their car from the driver’s side.
- Drivers that are dropping off/picking up students must pull completely forward to allow other drivers access to the full loading zone. **Please do not leave your vehicle unattended in the Loading Zone.** Parking is available for parents, but is limited to spots that are not designated as reserved for the handicapped or school personnel. Street parking is available on Blackfoot Drive and Loumont Drive. Please do not park on the residential sides of the street, as we strive to be sensitive to our neighbors.
- Students who arrive at school prior to 8:20 a.m. must be checked into Heritage Harbor or be supervised by a parent. All students not picked up from the classroom by 3:10 p.m. (12:40 p.m. on minimum days) will be checked into Heritage Harbor.
- Morning Drop-Off: Students who arrive at school after 8:20 a.m. must wait in the area designated by their teacher. It is suggested that parents wait with their students until the teacher arrives. Students are not allowed in the classroom until their teacher arrives. **HCS is not responsible for student supervision until 8:30 a.m.**
After School Pick-Up: Students may be picked up by their parents, or approved adult chaperones (i.e., adults specifically designated and authorized on the child’s HCS emergency form) from their classroom. Students who have not been picked up by 3:15 p.m. will be taken to Heritage Harbor Daycare and checked in for HCS “after school supervision.” Parents, and approved adults, arriving after 3:15 p.m. must proceed to Heritage Harbor Daycare where they may pick up their child only after signing the “sign-out” form.

At no time may balls, or other toys and recreational items, be thrown, kicked or bounced in the courtyard, or on the sidewalks. Recreational play may only occur on the designated blacktop play areas.

Junior High School Arrival, Dismissal & Parking Lot Procedures

It is important for the safety of our students that drivers within the parking lot drive slowly, remain calm and respectful, and follow any directions given by HCS faculty and staff.

- Drop-off is easiest when students have their backpacks and other materials ready, so they can exit the vehicle quickly without delaying traffic behind.
- Drop-off and pick-up is safest when students exit/enter the vehicle from the passenger side within the Student Drop-off and Loading Zone. It is unsafe for students to exit/enter their car from the driver’s side.
- Pick-up is easiest if your child is waiting for you in the Loading Zone area. If your child is not in the Loading Zone waiting for you, please exit the parking lot, park your car, and enter the campus on foot to wait for your child.
- Drivers that are dropping off/picking up students must pull completely forward to allow other drivers access to the full loading zone. Please do not leave your vehicle unattended in the Loading Zone. Parking is available for parents, but is limited to spots that are not designated as reserved for the handicapped or school personnel. Street parking is available on Blackfoot Drive and Loumont Drive. Please do not park on the residential sides of the street, as we strive to be sensitive to our neighbors.
- Junior high school students who arrive on campus prior to 7:45 a.m. must report to Heritage Harbor and check in with HCS staff. Between 7:45 a.m. and 8:15 a.m., junior high school students must remain on the west side of the junior high school classroom building and north of the adjacent sidewalk. The students may not congregate on the sidewalk or enter the courtyard until 8:15 a.m.
- At no time may balls, or other toys and recreational items, be thrown, kicked or bounced in the courtyard, or on the sidewalks. Recreational play may only occur on the designated blacktop play areas.
- All students must leave the school campus within fifteen minutes of the termination of the school day. During regular schedule school days, students must be picked up by 3:15 p.m. On minimum schedule school days, students must be picked up by 12:45 p.m. While junior high school students like to “hang out” and socialize after school, problems often occur when they are without proper supervision. HCS faculty and staff cannot provide supervision for students, outside of Heritage Harbor daycare, once the school day has ended. Therefore, fifteen minutes following the termination of the school day, any student remaining on the HCS campus will be escorted to Heritage Harbor Daycare. Students will not be allowed to wait in the office until a parent arrives.
• Students may leave campus in one of two ways:
  o Students may leave campus with an approved chaperone/driver (parent or approved family member or friend). Adults authorized to pick up students must be designated on the respective student’s emergency form. It is the responsibility of the student and their family to ensure that the student only leaves campus with an adult authorized by the student’s family.
  o Students may walk home from school alone, if they have applied for, and received a “walker’s pass.” Pass forms may be obtained in the school office. HCS cannot ensure the safety of any student once they leave campus.

• Junior High School Zones: JHS students may only wait to be picked up in the following “zones”:
  o South of the “Red Line” separating the “Heritage Harbor Zone” from the JHS and north of the chain that separates the parking lot from the blacktop. Junior High students may not pass into the restroom area without permission from a designated teacher and students may not congregate along the sidewalk south of the chain.
  o Along the sidewalk that surrounds the JHS building on the south and west sides. Once students have been to their lockers, they may only congregate/wait along the west side of the JHS building on the sidewalk and in the zone described above. Students may not congregate in the courtyard, or along the other school sidewalks.

• Once dismissed, students may not return to campus alone. They may only return with a supervising adult. In such cases, the supervising adult, not HCS, is responsible for the safety of the student. All adults and students must adhere to HCS school policies while on campus.

**Leaving Campus /Early Pick-Up**

Students are not to leave campus during the day without an approved adult checking them out through the office first. If you must pick up your child prior to regular pick up time, please follow these procedures:

• Notify teacher in advance; a note or e-mail to the teacher that morning is best.
• Go to the School office and sign your child out.
• The office staff will call the classroom(s) and ask your child(ren) to come to the office. You can wait for your child(ren) there. Please do not go to your child(ren)’s classroom or playground area directly.
Behavior Expectations and Discipline Policies

Philosophy
HCS believes in discipleship, the act of following and learning from a teacher, especially Jesus, and that Biblical instruction is essential. At the center of our Discipline Code are the absolutes of Scripture. HCS teaches students about the unchanging commands of an unchanging, righteous God. As we develop a student’s understanding of these absolutes straight from the Bible, it’s important for students and parents to recognize that this is what God tells us all to do. Students who are “discipled” with the solid core of absolutes are students whose hearts easily, willingly and freely turn toward their Creator for guidance in their lives and display an attitude and behavior which are consistent with a godly life (2 Peter 1:5-7).

Our behavior/conduct in school is how we show our love to the Lord. Every HCS student must, at all times, show evidence of their commitment to abide by the following three rules which are paramount to overall school discipline:
- Respect to God
- Respect to others
- Respect to property
Because we are to honor others above ourselves (Romans 12:10), HCS is committed to listening to each student’s situation and considering it prayerfully (Proverbs 15:28, 18:13) before determining the disciplinary consequences.

A collaborative effort between the parent and teacher consisting of daily monitoring and discipleship of student’s behavior is expected by HCS.

K – 3rd Grade Discipline Policy
Every K-3rd grade class will use a Color Card System for discipline:
- Green – Behavior meets all expectations
- Orange – Behavior is satisfactory, but needs improvement
- Yellow – Student is at the “warning” stage because next card may be red!
- Red – Behavior is unsatisfactory and may be officially documented in student file.

Each student will start with a “Green Card” each new day and when behavior does not meet expectations, they will move their card to orange, yellow or red. With each “Red Card” earned in the classroom the teacher will report student misconduct to parent(s).

PLEASE NOTE: Cards can be retracted/earned back by student displaying genuine repentant behavior.

Three “Red Cards” in one week or two “Red Cards” in two consecutive weeks will result in a “Pink Slip” (a Discipline Referral) and student will be sent to the Principal’s office. The “Pink Slip” will go home and must be signed by parent and returned to school the following day. The Principal may also contact parents or require a conference with parent and/or teacher.

Students will start fresh each trimester with no disciplinary reports.
4th – 6th Grade Discipline Policy

Each of these grade levels will use a system that is similar to the card system (for example a checkbook/money system, a ticket system, etc.) They can earn cards/tickets/money for their good behavior and lose cards/tickets/money for infractions such as, but not limited to: not being prepared, excessive talking, missed assignments, entering red zones, morning tardiness, excessive tardiness to classes, etc.

If a student has lost all of their money in any given day, they will be issued one “mark”. However, “marks” can also be given immediately, regardless of checkbook balance, for more serious infractions such as, but not limited to: disobedience, disrespectfulness (to God, others and property), or inappropriate behavior/conduct. Teachers will keep a weekly log of marks received and if a student receives three marks in one week, they will be issued a “Pink Slip” (a Discipline Referral) and student will be sent to the Principal’s office. The “Pink Slip” will go home and must be signed by parent and returned to school the following day. The Principal may also contact parents or require a conference with parent and/or teacher. Students will start fresh each trimester with no disciplinary reports.

7th and 8th Grade Discipline Policy

Students are expected to maintain respect for God, respect for others and respect for property. A daily and weekly account for student’s behavior will be kept as such:

Each Junior High teacher will keep Respect and Responsibility Slips on hand.

- 3 R&R slips in a week = parent contact
- 5 R&R slips in a week or 9 slips in a trimester = office referral (Pink Slip)
- 1st office referral (Pink Slip) = meeting with Administration and minimum of lunch detention
- 2nd office referral (Pink Slip) = meeting with Administration and minimum of morning detention
- 3rd office referral (Pink Slip) = meeting with Administration and parents and minimum of 1 day suspension
- 4th office referral (Pink Slip) = multiple day suspension
- Additional office referrals (Pink Slips) = expulsion

Pink Slips, Suspensions, and Expulsions

A “Pink Slip” may be issued DIRECTLY in the case of serious disciplinary violations such as, but not limited to: bullying/harassment, fighting, blatant/willful disrespectfulness, serious inappropriate behavior, vulgar language, lying, hurting someone (emotionally or physically), or damaging property (personal, school or others).

Public Displays of Affection (PDA)

HCS does not permit any form of public displays of affection between students on campus or at HCS sponsored events. PDA includes, but is not limited to: extended hugging, kissing, hand holding, lap sitting, inappropriate touching or fondling. If students
are caught participating in Public Displays of Affection, they will be sent to the office and
disciplinary action may take place.

**Harassment Policy**

HCS is committed to maintaining a school environment in which all individuals treat
each other with dignity and respect and that is free from all forms of intimidation,
exploitation and harassment, including sexual harassment. The administration will take
action to prevent and correct any violation of this policy. Anyone who violates this policy
will be subject to discipline, up to and including expulsion. Students who feel they have
been subjected to conduct of a harassing nature should promptly report the matter to
the administration. Students who observe conduct of a harassing nature should also
report the matter to the School Principal. All complaints will be promptly investigated.

**Bullying**

“Bullying” is any written or verbal expression, physical act or gesture, or pattern thereof,
by a student that is intended to cause or is perceived as causing distress to one or more
students and which substantially interferes with another student’s or students’
educational benefits, opportunities, or performance. Bullying may include, but is not
limited to: harming a student, damaging a student’s property, placing a student in
reasonable fear of harm to his or her person or property, creating a hostile educational
environment for a student.

The school cannot monitor the activities of students at all times. However, to the extent
such conduct affects the educational environment of the school and the welfare of its
students and is within the control of the school in its normal operations, it is the school’s
intent to prevent bullying and to take action to investigate, respond, remediate, and
discipline those acts of bullying which have not been successfully prevented. The
purpose of this policy is to assist the school in its goal of preventing and responding to
acts of bullying, intimidation, violence, and other similar disruptive behavior. Bullying will
not be tolerated and will warrant severe disciplinary consequences!
Health and Medical Care

Health/Injury

HCS is concerned about the health of each child in our care. The office staff will administer first aid, medication and/or assess children who get sick or injured at school during school hours. Therefore, it is critical that all students have a current emergency card completed and filed in the office. When filling out the card, it is imperative that you indicate any existing illness (i.e., allergies, asthma, diabetes, epilepsy, etc.), and list the current medication your child is taking. This information would be used during an emergency situation. It is very important that the emergency telephone numbers be updated throughout the year in the event of an emergency.

Please check your child for signs of illness before bringing him / her to school. A sick child cannot benefit from school and should stay at home to prevent spreading the illness to other children. **A child should be symptom-free** for 24 hours (without a fever-reducing medication) before returning to school. Please call the school office when your child is out sick.

When a child develops a fever or shows sign of illness, the legal guardian will be notified so they can pick up the sick child. Minor injuries will be treated at school and parents notified. In the event of serious injury or a medical emergency, 911 will be called and the parents notified.

Medication Policy

Students may not carry medication of any kind on their person, in their lunch, or in their backpack. This includes over-the-counter pain medications and vitamins. We have a variety of over-the-counter medications available in the office. Those medications are listed on the Emergency Contact Form and you may authorize on this form any or all of the medications that the school office can dispense to your student(s). We have on file for each student. Any prescription medication necessary must be in a labeled pharmacy container and a Request to Dispense Medicine Form must be completed and kept on file in the school office.

Communicable Diseases

Should your child come down with a communicable disease during the school year, you must notify the office immediately. We will take every precaution to alert the parents so that we may keep illness to a minimum among our students.

Head Lice

From time to time there are outbreaks of head lice at school. This is a very contagious pestilence acquired by coming in contact with someone who has it. If you find that your child has lice, please contact the school immediately. If it is suspected by the school that a child has lice, you will be asked to pick up your child immediately. Other parents of children in the classroom will be notified of the exposure. Each child sent home for lice infestation must be checked by the school office before returning to school.
**Immunization Documentation**
California law requires that every student entering HCS must submit an immunization record or sign the Immunization Waiver. This record is one that shows the date each required vaccine dose was received, along with physician’s signature. For children transferring from another school, a valid record can also be the BLUE California School Immunization State Record.

**Screenings/Services**
HCS offers referrals for Sensory Screening Testing that includes: Hearing, Vision, Color Blindness, Speech/Language, and Scoliosis (for 7th and 8th grade girls only).

**Protection & Safety of Students**
As children have rules to live by, so do adults. State law holds our staff and faculty accountable for our children’s safety. In addition to our hiring screening procedures, every staff member is fingerprinted and fingerprints are sent to Sacramento and the FBI for a record check.

By law, we are also mandated to report any unusual marks, behavior or other indicators that a student may be the subject of abuse. We do not act as judge, but as a responsible reporter of any suspected abuse.
Physical Education and Athletics

Physical Education
All students will participate in P.E. each week (amount determined by grade level.) Students must have a note from their doctor to be excused from P.E., recess or any physical activity. If there are consistent unexcused absences in P.E., the student will be referred to the Principal and grade will be affected.

Athletics Program
We are proud to be a member of the Tri-Way League (founded in 1983 by Mr. Gay) which consists of private schools throughout Orange County. A full program of athletics is available for 4th - 6th grade students (Developmental Sports League - DSL) and 7th and 8th grade students will compete in a competitive league. The girls’ program includes volleyball, basketball, and soccer. Boys compete in flag football, basketball, and soccer. Additionally, at the end of the year, interested girls may be able to participate in powder-puff football and boys in volleyball. All sports practices are on campus and will take place either after school or during students’ scheduled P.E. time. Games will take place after school (usually start time is between 3:00-4:00 p.m.). Home games, depending on the sport, will take place either on campus or at a near-by location and away games will take place at a designated location provided by the opposing school.

Student Athlete Commitment
Team membership in the HCS Athletics Program is a privilege and therefore HCS expects student athletes to be committed to their team(s)! All Junior High students who choose to participate in an after-school sport will do so in lieu of participating in P.E. during the season. Therefore, their participation in a sport will determine their P.E. grade for the corresponding trimester. Failure to participate regularly could negatively reflect their grade. At any time between sports seasons or on days when practices or games are not being held, student athletes will be required to participate in P.E. until sports practices/games resume.

As a team member, students are representing HCS and should conduct themselves in a manner that is pleasing to God. Team members, families and friends are expected to:

- Respect team members, coaches, opponents, and officials. Remember, self-control is a fruit of the Spirit!
- Demonstrate respect with appropriate language and actions.
- Attend every practice and game. Absences should only be in the case of illness, emergencies or important and unexpected situations. If students do not attend practice, they may not be able to play in the games. All absences must be worked out with the coach. It is extremely important to help our students to learn great life skills such as communication and commitment!
- Maintain a “C” average on their academic work.
- Refrain from inappropriate behavior—it will not be tolerated and may result in removal from the team.
Sports Program Fee
A $75 per student, per sport fee (or a $150 maximum for students who will participate in more than two sports) will be due at the time of team commitment. This fee will help cover league dues, referee fees, maintenance of uniforms, equipment and field maintenance.

Transportation of Athletes
Parent volunteers are essential to the success of our Athletic Program. If your child is participating on an Athletic Team, we ask that you volunteer whenever possible to transport athletes to and from away games and any home games that are held at a location off-campus. All volunteer drivers must be have a Volunteer Driver Application and supporting documentation showing required insurance coverage on file in the school office.

P. E. /Athletics Dress Code
K-6th grade students will wear their regular school uniform and tennis shoes during P.E. Purchase of P.E. uniforms for all 7th and 8th grade students and 4th-6th grade students who participate in athletics is required. P.E. students will dress out in their uniform and tennis shoes every day they have P.E. on their schedule. Students participating on an Athletic team will dress out in their P.E. uniform and appropriate footwear on practice days and in game attire on game days.

Game Jerseys
Student athletes will be issued a game jersey once they have committed to a team. This jersey is on loan and must be returned at the end of each season. If it is lost, stolen or damaged, student/family will be required to reimburse the school for a replacement. Athletes must provide their own shorts to wear with their jersey. Please see coaches for specific requirements.
Uniforms and Dress Code

Uniform Philosophy
HCS believes a uniform program brings about the following positive results:

- Supports good discipline—appropriate clothing generates fewer distractions and establishes a more orderly classroom.
- Encourages neatness—a designated student wardrobe is a positive way to establish neatness as a habit. These habits are likely to carry over to students’ schoolwork.
- Cost savings—the average annual cost of school clothes is considerably less for students enrolled in schools with a uniform program. Fewer articles of clothing are needed, many of which can be recycled due to the consistency of style and fabric.
- Relieves peer pressure—television, magazines, and newspapers no longer dictate the clothing that parents purchase for their children. The struggle to keep up with a friend or fellow classmate who has all of the ‘right’ labels is eliminated. Uniforms allow students to be recognized for who they are rather than what they wear.
- Promotes school unity—educators find that uniforms increase school spirit and help form a positive, cohesive image with both students and the community.
- Simplifies selection—parents are relieved of the daily battles with their children over what to wear and, as a bonus, find uniforms ease the financial burden of trendy, fashion clothing.

Uniform Requirements
All students are required to wear school uniforms which can be purchased at the True Grits School Uniforms store in San Clemente or online at www.truegrits.com (school code is HER185).

The items that are required to be purchased at True Grits or HCS are: HCS polo shirts (red or navy), HCS sweatshirts (navy), any girls plaid bottoms (skirts, skorts, or jumpers) and HCS monogrammed backpacks (K-6th grade only). All other bottoms (trouser pants, shorts, skirts or skorts) must be navy or khaki and can be purchased from True Grits or from the uniform section of any clothing store. All navy or khaki bottoms must resemble the bottoms offered at True Grits (no cargo style, corduroy, etc.)

Additional Dress Code Requirements
- All clothing must be conservative and fit each student appropriately.
- Students who wear a sweatshirt as part of their daily uniform must wear the HCS sweatshirt from True Grits and it must be worn over an HCS polo shirt from True Grits. If students wish to wear a heavier jacket or raincoat they may do so but it may only be worn when outdoors.
- Students who wish to wear a shirt underneath their HCS polo shirt may do so but the shirt must be red, white or navy blue.
- Clean and conservative closed-toed shoes must be worn—no sandals or boots.
- HCS hats may be worn on Free Dress days or pre-approved days only.
- Absolutely no tattoos allowed.
- **Girls:**
  - Conservative and natural make-up is allowed for girls in grades 7 & 8.
  - Hair style and color should be natural and conservative.
  - Only one piercing per ear lobe (conservative earrings only) will be allowed.
- **Boys:**
  - Hair style must be conservative and neat. Length may not exceed eyebrows, mid-ear and/or collar.
  - Hair may not be colored or head completely shaved.
  - No facial hair, i.e. mustaches and beards, will be allowed.
  - No piercings will be allowed.

**Jeans Day**
- Junior High students may wear jeans every Monday. Other grade levels may wear jeans on the first Monday of every month.
- “Jeans For Jesus” is an optional opportunity for students to wear jeans to school on Wednesdays. Students must pay $1 to the school office before school starts. All funds collected go toward student school supplies.
- Jeans must be in good condition with no holes or tears and must fit appropriately.

**Free Dress Days**
On occasion, students may earn Free Dress days. There are no Free Dress days on Fridays. When a Free Dress day/pass is awarded, the student must adhere to the following dress code:

- All students must wear properly fitting clothes that encourage cleanliness, modesty and must be conservative.
- No overly tight or loose clothing.
- No “spaghetti” straps or crop tops (no part of stomach or back may show).
- Shoes must be closed-toed.
- No inappropriate messages or images on clothing or any “theme” type clothing.

Please Note: HCS reserves the right to interpret whether the student’s apparel is appropriate. Violations will result in disciplinary action.

**Mid-Year Enrollments**
Students who enroll after the first day of school will be allowed up to one week to comply with the uniform dress code.

**Daily Dress Code Checks**
Quick daily dress code checks will be held by School Administration. The first time a student is not in dress code, the monitor will issue a warning and explain the violation. The second time a note will be sent home. The third time the student will be referred to School Administration. Excessive dress code violations will affect the student’s conduct grade or disciplinary action may be taken.

The Principal will have final determination of what is considered appropriate dress code for HCS. We want our students to represent our school in a manner that is appropriate and pleasing to the Lord. Parents are the key!
**Lunch, Recess and Restroom Policies**

**Hot Lunch Program**
Hot lunches will be offered every school day from a local restaurant vendor. All hot lunches are $5.00 each and include an entrée, side dish and a drink. Each month, a menu will be emailed to parents and will also be available in the school office. Lunches can be ordered monthly or weekly and must be received in the school office by 3:00 pm on the day before the desired lunch day.

Should you need to cancel your order due to a child being absent, please let the school office know by 8:30 am. In such cases, a credit will be given to use on your next order.

**Emergency Lunches**
HCS keeps a small supply of non-perishable food items and drinks to be used when a student forgets their lunch. Each “Emergency Lunch” costs $5 and must be paid to the school office by the following day.

**Snacks**
Students of all grade levels are encouraged to bring a healthy morning snack.

**Recess/Break and Playground Rules**
Students will have morning recess/break and lunch recess on the playground. All students are expected to abide by the following rules:

- Students must remain in designated recess/lunch area.
- Running is allowed only when there is a game that requires running.
- No vulgar language or gestures are ever allowed. Be courteous.
- Unsportsmanlike behavior will result in benching or a referral to the Principal.
- Please be careful with and respectful of the playground equipment.
- When encountering a problem contact a supervisor. Do not take matters into your own hands.

**Lunch Rules**
Students who are not buying hot lunch should bring their lunch in a lunch box or bag clearly marked with their name. Please DO NOT send candy, gum, carbonated beverages or glass jars/bottles to school with your student. If your child forgets his or her lunch, you will be notified to bring it to the school office marked with your child’s name. Students will begin with prayer in the classroom before leaving for lunch. All students are expected to abide by the following rules:

- Sit at the tables to eat lunch. Students may not leave the lunch area until dismissed by the lunch supervisor.
- Use good table manners when eating and be respectful to all lunch supervisors and other students at all times.
- Have fun talking but keep noise level to a minimum.
- After eating, clean all trash from your eating area and place in the trash containers.
- Ask lunch supervisor for permission to go to the restroom or indoors for any reason.
Microwaves
There is NO microwave available for students to heat their lunches so please do not send food that requires heating.

Restroom Rules
It is essential that all students abide by the following rules:
- Students must have permission when using the restroom during class time.
- Students must keep restrooms clean at all times.
- No food or writing utensils are allowed in the restroom at any time. Marking up the restroom walls or stalls could result in automatic suspension.
- The restroom is NOT a play area. Inappropriate behavior in the restroom will result in severe disciplinary action.
Heritage Harbor—Extended Care Program

HCS offers a before- and after-school care program called Heritage Harbor. Heritage Harbor offers children many activities in a fun and safe environment. All children will be expected to conduct themselves in a positive and respectful manner.

Students who arrive at school prior to 8:20 a.m. must be checked into Heritage Harbor or be supervised by a parent. All students not picked up from the classroom by 3:10 p.m. (12:40 p.m. on minimum days) will be checked into Heritage Harbor.

**Hours**

<table>
<thead>
<tr>
<th></th>
<th>Monday - Friday</th>
<th>Minimum days</th>
</tr>
</thead>
<tbody>
<tr>
<td>Before school</td>
<td>7:00 a.m. — 8:30 a.m.</td>
<td>7:00 a.m. — 8:30 a.m.</td>
</tr>
<tr>
<td>After School</td>
<td>3:30 p.m. — 6:00 p.m.</td>
<td>12:30 p.m. — 6:00 p.m.</td>
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</tbody>
</table>

**Late Pick-Ups**

Please be considerate of the Heritage Harbor staff and be on time. Late pickups after 6:00 p.m. will be billed at $1 per minute and will appear on your next month’s billing.

**Rates**

Specific rates for Heritage Harbor are included in the Tuition and Fees Schedule in this Handbook.

All families enrolled in monthly payment plans receive childcare at a substantial discount. Should you desire to withdraw from a specific payment plan, we ask that you notify the school office at least two weeks prior to any change or withdrawal.

**Holiday Care**

HCS will offer childcare on certain days during Thanksgiving/ACSI Convention week, Christmas vacation and Easter vacation provided a minimum of six children are registered and at an additional cost.

**Summer Care**

HCS will offer weekly camps during the summer from 7:00 a.m. - 6:00 p.m. daily. The camp provides daycare, wonderful activities, and field trips for the entire summer. Information, including fees, will be available during the early spring.
General Information

Chapel
Chapel services are an important part of the Christian school experience. The purpose and focus is to bring our classes together to worship God in song, prayer, and listen to a variety of guests and presentations to help us grow in our spiritual life. Chapel is held each Friday from 8:40 a.m. to 9:30 a.m. (approx.). A different grade level hosts Chapel each week. Parents are encouraged to attend and join the school in worship.

Daily Pledges
The following pledges are recited each morning, either in the classroom, at the flagpole in the quad, or during chapel, depending on the day. We believe it is important that each student understand the meaning of each pledge.

- **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 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, to bring life, liberty for all who believe.
- **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, I will hide its words in my heart that I might not sin against God.
- **Pledge to God**—I pledge myself to God the Father, who created me and loves me, I will live each day with faith in Jesus His Son, empowered by His Holy Spirit to do His will for His glory.

Cell Phone Policy and Communication Between Parent and Child
Cell phones can be brought to school but must remain OFF and stored in students’ backpacks during school hours unless student is given permission by school personnel or if being supervised by parent before or after school. If a student is caught using a cell phone during school hours without permission, the phone will be confiscated by school personnel and will be available for retrieval by a parent only at the end of the school day. Second and subsequent violations of cell phone policy will result in permanent confiscation of cell phone.

If students need to communicate with their parents during school hours, they can do so from the school office. If parents need to communicate with their child(ren) during school hours, they should call the school office and a message will be relayed.

Visitors
During school hours, all visitors (including parents) must check into the school office before proceeding to any part of the campus. If visitors will be staying on campus, they must sign-in when they arrive and sign-out when they leave. This helps the office account for all persons on campus in case of an Emergency. All visitors must also obtain a Visitor’s Pass that must be worn while on campus. This allows all staff members to tell immediately whether it is safe for that visitor to be on campus.
Emergency Preparedness
At all times the safety of students takes priority in any decision. Decisions in emergencies will be made by the School Principal or a designee in his/her absence.

Fire drills, emergency lock-down drills and earthquake drills are practiced on a regular basis. In the event of a fire, earthquake, flood, chemical spill or other event that endangers the safety of our students, the school will attempt to contact parents/guardians at once. HCS will provide emergency care and shelter until parents/guardians arrive to pick up their child. Transportation will be provided only in extreme conditions. In the event of an emergency requiring evacuation and departure from the campus, parents/guardians will be notified where to pick up their child. Should the school be without telephone service, we will communicate with parents/guardians through the local police and fire departments.

HCS follows all ACSI and WASC accreditation guidelines regarding Disaster Preparedness, including providing Emergency Kits for all students.

Field Trips
Grades K-8 will go on several field trips each year (these vary year to year). Some field trips are free of charge and others have a fee.

The following grade levels will go on overnight trips:
- Grade 4 – Four days in Sacramento, Coloma, and Yosemite
- Grade 5 – Rawhide Ranch
- Grade 6 – Palomar Christian Camp
- Grade 7 & 8 – Seven days in Washington D.C., Gettysburg, Amish Country, and New York OR three days in San Francisco

Only students enrolled in their respective grade levels will be allowed to participate in these field trips. Most field trips will require parent chaperones and/or volunteer drivers. Siblings are not allowed on field trips due to safety and liability reasons. Parents and students in grade levels going on overnight trips may organize fundraisers to help offset trip costs with the approval of the Principal. Please Note: Due to safety and liability reasons, no trip participant is allowed to partake in any alcohol or illegal drug consumption.

Parent Volunteer Drivers
Any individual who drives for field trips or other school activities must be at least 21 years old, complete a Volunteer Driver Application (available in School Office), provide a valid driver’s license and the declaration page (showing amounts of coverage) of their automobile insurance policy. The school requires volunteer drivers to have a minimum amount of liability insurance of (1) $100,000 liability per person for bodily liability injury; (2) $300,000 liability per incident for bodily injury for all vehicle occupants; (3) $50,000-$100,000 liability for property damage. Volunteer drivers must also have uninsured/underinsured motorist coverage.
**Room Parents/Class Liaisons**

Room moms and dads and class liaisons are invaluable between the parents and classroom teacher. Sometimes they are asked to make phone calls to parents, organize drivers for field trips, coordinate classroom parties, and help out in other various ways.

**Classroom Parties**

There are three major parties during the year: Christmas, Easter, and End of the Year. The parties last approximately one hour and are to be scheduled and organized at the teacher’s discretion and must be approved by the Principal.

**Student Birthdays**

Individual students’ birthdays may or may not be celebrated in each class. Please see your child’s teacher to determine birthday protocol. If your child is having a non-school sponsored birthday party and you would like to deliver invitations at school, you must provide an invitation for each child in the class, unless it is an all-girl or all-boy party, in which case every girl/boy must be included. Please see your teacher to coordinate the best way to distribute invitations.

**Backpacks**

All K-6th grade students must use an HCS monogrammed backpack. Backpacks can be purchased through True Grits Uniform Store or at www.truegrits.com. Junior High students may carry a backpack/bag of their choice as long as it is conservative with no inappropriate messages or images.

**Missions Service Projects**

HCS undertakes various community outreach service projects. Additionally, Junior High students are required to fulfill a pre-determined number of service hours each year in the areas of service to family, school and community.

**Lost and Found**

Please remember to label all of your child(ren)’s belongings. Clothing and other items that are found on campus will be placed in the lost and found container located in the in the quad area. If there are items unclaimed after one week, they will be donated to the uniform exchange or a charitable organization.

**Drugs, Tobacco, Alcohol and Weapons Policy**

Students using or in possession of alcohol, non-prescriptive drugs, tobacco, a weapon and or participating in an act that is immoral or illegal, including threats or defamation of character, will be subject to immediate dismissal from HCS (1 Corinthians 6:18, 1 Thessalonians 4:3-4). It is the policy of the teachers, staff, and those concerned with the school, upon finding a student engaging in such activities, to contact the Principal who will respond in one or more of the following ways:

- Contact the parents and inform them of such findings
- Suspend or expel the student from school
- Document all findings and actions taken
Inform the local authorities
In addition, HCS does not allow staff or parents/guardians to use or possess cigarettes, illegal drugs, alcohol, or weapons on school grounds during any school event. Parents/guardians should also refrain from smoking or drinking alcohol at school functions, especially around students.

Guidelines Relating to Divorced or Separated Parents
Under normal circumstances, HCS communicates with one set of parents or guardians. If, however, because of divorce or separation, the school needs to extend its communication to more interested parties, the following guidelines should be helpful.

- Whenever possible, the school encourages all interested parties to attend the same Parent/Teacher Conferences in the fall and spring.
- In cases of divorce or separation, both parents are responsible for any and all charges incurred for the benefit of his or her child(ren). One parent will be designated as the “enrolling parent”. This is the parent who enrolled the student and will receive all bills. Parents are welcome to split their payments, but ultimately, both parents are fiscally responsible for their student’s school account.
- Additional households may be listed on the Emergency Contact Form.
- E-mail addresses for all interested parties can be given to the school office and student’s teacher(s) to receive all school communication.
- In lieu of a specific court order, the “enrolling parent” stipulates who may or may not pick up a student on the Emergency Contact Form.
- The “enrolling parent” will need to provide the school with a copy of the latest court order to ensure that we do no inadvertently release the student to the other parent at the wrong time. Every effort will be made to abide by the court order.
- Any points of contention between separated or divorced parents need to be worked out by the parents without involving the teachers or administration.

Communication
Our goal is for all relationships to be above reproach, encouraging and beneficial. All interactions and communications with staff and parents/guardians are to be respectful and courteous.

Effective communication is an ongoing process. Communication includes, but is not limited to: face-to-face conversations, telephone calls, or emails. If we are ineffective in doing so please inform the School Principal. Below are some of the other means of communication used to keep parents/guardians informed of school activities:

- The Patriot Page—newsletter will be e-mailed on a monthly basis to inform parents/guardians of school activities or other important information.
- School Website—visit the school website, www.heritagechristianschool.com for information regarding events, activities, school calendar and other general information.
- Gradelink—use www.gradelink.com to view grades and homework online.
- HCS Facebook Page—like the HCS Facebook page to receive school updates in your newsfeed.
- Twitter—follow HCS on Twitter and receive updates via tweets.
- Text Messages—provide your cell phone number(s) to receive reminders or announcements via text message.
I/we, the undersigned confirm that I/we have read and will comply with all the policies and procedures set forth in the Parent & Student Handbook.

__________________________________________________
Student(s) Name

__________________________________________________
Parent Signature(s)

__________________________________________________
Printed Name(s)

__________________________________________________
Date