



HERITAGE CHRISTIAN SCHOOL

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

Parent & Student Handbook

2019 — 2020
Kindergarten — 6th Grade



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



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Office Hours
8:30 a.m. — 3:30 p.m.

School Hours
8:30 a.m. — 3:00 p.m.

This Parent & Student Handbook is provided for K – 6th grade families of Heritage Christian School as a reference and a guide. 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

Nancy Doaifi	George Gay
Stacy Taylor	Beverly Peever
Jeff Davidson	Don Swaim

School Principal

George Gay

School Board

Christina Burris	Shane Stevens
Ruth Dignadice	Cynthia Pearson
Valerie McCullough	Diane Pinto
Genevieve Olson	Gillermo Lopez
Sammy Calabrese	Susan Griffin
Melissa Roney	Robert Kloessner

HERITAGE CHRISTIAN SCHOOL

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

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Maria Kloessner	Business Manager, Financial Administrator	mkloessner@heritagechristianschool.com
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Eddie Gay	School Secretary	egay@heritagechristianschool.com
Lynette Johnson	Elementary Office Administrator	ljohnson@heritagechristianschool.com

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.

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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.

Luke 1:26-28, 23:44-49, 24:8, John 1:1-4, 14, 3:16, I Corinthians 15:3-8, Act 1:10-11, Revelation 22:7, 21:1-4

- 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

Pure of heart and humble

Psalm 51:10

Able to forgive and seek forgiveness

2 Chronicles 7:14

Teachable in spirit by developing the heart attitude God desires

Psalm 143:10

Respectful and responsible in our actions, thoughts and words

1 Timothy 4:12 and Joshua 24:15

Integrity in all our ways

Psalm 100:3

Obedient in our heart attitude towards others

Deuteronomy 10:12 (AMP)

Trustworthy and desiring truth

Jeremiah 17:7-8 and John 8:32

Servants 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).

Tuition and Fee Schedule

For the most current Tuition and Fee Schedule, please visit the school's web site at www.heritagechristianschool.com/admissions.

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 Patriot Run. 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.

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 is 22 and 1st through 6th grade is 16. 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.

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.

Technology Program

HCS offers a technology program to students in order to ensure that they learn the essential computer skills that are needed in today's environment. HCS's computer education program includes:

- Notebook computers for students to use during assigned class time.

- 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.
- 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.

Grades K	10 minutes per night
Grade 1	10 minutes per night
Grade 2	20 minutes per night
Grade 3	30 minutes per night
Grade 4	40 minutes per night
Grade 5	50 minutes per night
Grade 6	60 minutes per night
- 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:

K – 1st Grade

O – Outstanding - 90.0% - 100%
S – Satisfactory - 70.00% – 89.00%
N - Needs Improvement-48.00% - 69.00%
AC - Area of Concern - 47.00% - 0%

2nd – 6th Grade

Percent	Grade Point
A – 89.5% - 100%	4.0
B – 79.5% - 89.99%	3.0
C – 69.5% - 79.99%	2.0
D – 59.5% - 69.99%	1.0
F - Below 59.5%	0

Principal’s Honor Roll

To attain Principal’s Honor Roll, students in grades 4th through 6th must have successfully maintained a grade point average for the grading period as follows:

Top Honors 3.75 – 4.00

Honors 3.50 – 3.74

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. 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 area. 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 Student Drop-off area. **Please do not leave your vehicle unattended at any time in the Drop-off area.** Parking is available for parents, but is limited to spots that are not designated as reserved for the handicapped. Street parking is available on Hidalgo. Please do not park on the residential area off Hidalgo, 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 3:10 p.m. will be taken to Heritage Harbor After-school Care and checked in for HCS "after school supervision." Parents, and approved adults, arriving after 3:10 p.m. must proceed to Heritage Harbor After-school Care 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.

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 & Discipline Policies

For this very reason, make every effort to add to your faith goodness; and to goodness, knowledge; and to knowledge, self-control; and to self-control, perseverance; and to perseverance, godliness; and to godliness, mutual affection; and to mutual affection, love. 2 Peter 1:5-7

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.

Elementary Discipline Policy

All Elementary classes will maintain a behavior log throughout the day. Our goal is to have a positive environment, helping the children to understand the importance of self-regulation through God's Word and discipleship. The behavior log scores will represent the grade that each student will be receiving in Citizenship for the trimester. Teachers will be using a positive behavioral intervention and support system within their classrooms focusing on Biblically based character traits including those found within the Patriot's Pledge. When a student has had a behavior that does not meet the school expectations they will be asked to fill out a reflection sheet. Parents will be notified of recurring infractions. Each day is a new day and a new beginning. Much grace is given, however, when a student has had three infractions within a week or two in two consecutive weeks, a "Pink Slip" (a Discipline Referral) will be issued 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.

Pink Slips, Suspensions, & 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).

Four “Pink Slips” during any trimester will result in a one-day suspension from school and six “Pink Slips” during any trimester will result in multiple-days suspension from school. A parent conference will be required with Principal upon returning to school and student will not be permitted to make up any assignments or tests from day(s) missed. Suspensions become part of student’s permanent school record.

A student will be expelled for receiving eight “Pinks Slips” during any trimester or four suspensions during any school year. Expulsions become part of student’s permanent school record.

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!

Social Media

As a student at HCS, it is important that you participate in social media in a way that honoring to you as well as to HCS whether or not HCS is specifically discussed or referenced. Use common sense and make sure that your posts honor the Christian values that are part of your life.

Ultimately, you are solely responsible for what you post online. You may be personally responsible for any litigation that may arise should you make unlawful defamatory, slanderous, or libelous statements against any student, family member, staff member, volunteer, or visitor. Before creating online content, you may want to consider some of the risks and rewards that are involved.

Postings that include unlawful discriminatory remarks, harassment, and threats of violence or other unlawful conduct will not be tolerated and may subject you to disciplinary action.

HCS cannot force or mandate respectful and courteous activity by students on social media. However, everyone should be aware of the negative impact comments of this nature can have on the school environment and relationships with others. In addition, please keep in mind that you may be more likely to resolve personal or school-related disputes by speaking directly with the others involved than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video, or audio that reasonably could be viewed as unlawful, slanderous, threatening, or that might constitute unlawful harassment.

You should understand that honesty and accuracy are important when posting information or news, and that it is good practice to correct a mistake quickly. You may want to be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings often can be searched.

When posting information:

- Maintain the confidentiality of student and school information.
- Do not create a link from your blog, website, or other social networking site to a school website that identifies you as speaking on behalf of HCS.
- Never represent yourself as a spokesperson for HCS. If HCS is a subject of the content you are creating, do not represent yourself as speaking on the school's behalf.
- Respect copyright, trademark, and similar laws and use such protected information in compliance with applicable legal standards.

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 either on campus or at an off-site location 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 p.m.-4:00 p.m.). Home games will take place 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

For the Developmental Sports League (DSL) for 4th -6th Grade, there is a minimal fee per student, per sport fee which 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 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 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 Bella Embroider and Print in San Juan Capistrano or online at www.squareup.com/store/bella-embroider-and-print.

The items that are required to be purchased at Bella Embroider and Print for HCS are:

- HCS polo shirts (red or navy),
- HCS sweatshirts,
- HCS PE Clothes
- HCS Spirit Shirts
- Skirts, skorts, jumpers, plaid skirts and jumpers

Trouser pants and shorts must be navy, khaki or black and can be purchased from the uniform section of any clothing store. All navy, khaki or black pants and shorts must resemble the ones offered at standard uniform store (no cargo style, corduroy, jeans 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 Bella Embroider and Print and it must be worn over an approved HCS uniform polo shirt. 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:
 - Make-up is not allowed for elementary girls.
 - 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.

Dress Code violations will impact the students Citizenship Grade.

Special Dress Day

- Spirit Wear Wednesdays - Spirit wear must be purchased from Bella Embroidery and Print.
- “Jeans For Jesus” Day - An optional opportunity for students to wear jeans to school on Wednesdays. Students must pay \$1 to the school office before school starts in order to wear jeans. There is no charge for Spirit Shirts. All funds collected go toward student school supplies. Jeans must be in good condition with no holes or tears and must fit appropriately.
- Red Shirt Fridays – HCS red collared shirt or Red Spirit shirts can be worn on Friday as we honor our military.

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.

Dress Code Checks

Quick 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.

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.

Kindergarten – 6th Grade 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

Monday - Friday	Before school	7:00 a.m. — 8:30 a.m.
	After School	3:30 p.m. — 6:00 p.m.
Minimum days	Before school	7:00 a.m. — 8:30 a.m.
	After School	12:30 p.m. — 6:00 p.m.

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 \$1.00 per minute and will appear on your next month's billing.

Rates

Specific rates for Heritage Harbor are can be found on the School's web site at www.heritagechristianschool.com/admissions.

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

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- 6th 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 – Sacramento, Coloma, and Yosemite
- Grade 5 – Rawhide Ranch
- Grade 6 – Palomar Christian Camp

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, marijuana, 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 Bella Embroider and Print or at www.squareup.com/store/bella-embroider-and-print.

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, e-cigarettes, marijuana, 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, marijuana, 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 not 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.

Parent Signature Page

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