

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

2021 — 2022

Junior High & High School



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



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Office Hours
7:30 AM – 3:00 PM

School Hours
8:00 AM – 2:30 PM

This Parent & Student Handbook is provided for Junior High and High School (JH/HS) families of Heritage Christian School (HCS) 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.

HCS has elected a Board of Trustees (Board), comprised of Christian men and women from the community, to oversee the formulation and continuing operation of the school. The School Principal (Principal) will report to the Board, while the faculty and staff members will report to the Principal. HCS 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 the mission and philosophy of our school. 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

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Stacey Taylor	Nancy Doaifi
George Gay	Connie Hernandez

School Principal

George Gay

2021-2022 School Board

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Home of The
PATRIOTS

School Colors



*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

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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*

Our 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 by balancing a challenging academic curriculum and an excellent athletic program with 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

Families are required to sign the following Statement of Faith upon enrollment:

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, His bodily resurrection on the third day, 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, 1 Corinthians 15:3-8, Acts 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*
- We believe that mankind consists of two genders, male and female that were created by God. These two genders compliment and reflect the image and nature of God. *Genesis 1:26-27, Matthew 19:4*
- 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*
- We believe that God ordained marriage to be unity between one man and one woman in a single and exclusive union. We believe that sexual intimacy is to occur only between a man and a woman who are married to each other and that God commands that there be no sexual intimacy outside of or apart from marriage between a man and a woman. *Genesis 2:18-25, 1 Corinthians 6:18, Hebrews 13:4*

Family Commitment Statement

Families are 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 by 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 if my 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 Pure of heart and humble
Psalm 51:10

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

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

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

I Integrity in all our ways
Psalm 100:3

O Obedient in our heart attitude towards others
Deuteronomy 10:12

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

S Servants for the Lord
Matthew 25: 42-43

Patriot Pledge and Principal's Patriot Awards

Students who display all or some of the characteristics of the Patriot Pledge may be honored by their teacher during Awards Chapel each semester.

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 semester of the current school year.

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.
- Submit a completed online Enrollment Application through Gradelink.
- Placement Exam (may be waived by the School Administrator)
- In order for the student to be approved for enrollment, the following must be received prior to the start of school:
 - Payment of the Registration Fee (NON-refundable) with the online application.
 - Submission electronically (during online enrollment) of the student's birth certificate, report card or unofficial transcript, any available test assessment scores, any applicable IEP or 504 plan, and proof of immunizations showing compliance for your student's grade, or a state accepted medical exemption through CAIR.

Enrollment Process

- Tour of School / Student and Parent interview with the School Administrator.
- Submit completed online Enrollment Application through Gradelink and all requested documents that are required for Enrollment.
- Submit an electronic copy of the student's certified birth certificate, most recent report card, any assessment test scores, and proof of immunizations. These must be received before a student can start at HCS
- Payment of Registration Fees (NON-refundable) with online Application.
- Placement Exam (may be waived by the School Administrator).

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 along with completion of document submission when selecting among equally qualified applicants.

Tuition and Fees Schedules

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

Registration Fee – JH/HS	\$250 per student <ul style="list-style-type: none"> NON-Refundable Due upon enrollment.
Books/Materials Fee – JH/HS	\$275 per student <ul style="list-style-type: none"> NON-Refundable Due by June 1 or upon enrollment thereafter.
Annual Tuition 7 th – 8 th Grades	\$10,260 per student <i>Payment Options:</i> <ul style="list-style-type: none"> 5% Discount if Paid in Full 4-Payment Plan due dates of Sept. 1, Dec. 1, Mar. 1, and June 1 10-Month Payment Plan due monthly beginning September 1 through June 1
Annual Tuition 9 th – 12 th Grades	\$11,260 per student <i>Payment Options:</i> <ul style="list-style-type: none"> 5% Discount if Paid in Full 4-Payment Plan due dates of Sept. 1, Dec. 1, Mar. 1, and June 1 10-Month Payment Plan due monthly beginning September 1 through June 1

General Financial Policies

Tuition

Annual tuition is typically paid in equal monthly installments, as stated in the Financial Agreement. Should you choose to pay your annual tuition in one lump sum, a 5% discount will be given if paid by August 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 will result in 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.

Partial Month Attendance

Because budgets are based on enrollment, parent(s) are responsible for full month's tuition regardless of number of days attendance.

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 student(s) from HCS. Your child(ren) is considered enrolled, and you will be responsible for tuition 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) is 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*.

High School students who withdraw will receive credits based on completion of the following weeks:

18 weeks (+ Final) = 5 credits

18 weeks (no Final) = 4 credits

15 weeks = 3.5 credits

12 weeks = 3 credits

9 weeks = 2.5 credits

6 weeks = 2 credits

3 weeks = 1.5 credits

Financial Assistance

A limited amount of funds are allocated each year for families in need of financial assistance. An application for assistance can be done through the FACTS (our tuition management program) Grant & Aid link. Any questions about financial assistance can be directed to our Finance Administrator at finance@heritagechristianschool.com. All families receiving financial aid are required to volunteer a certain number of hours for school fundraisers, events, activities, or with school-associated needs.

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

School Fundraisers

HCS will sponsor several school-wide fundraisers each year: Patriot Run, Poinsettia Sale, Golf Tournament, and our Spring Silent Auction. In addition, periodically there will be Family Night Out Dinners when HCS 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.

Box Tops for Education

HCS participates in the Box Tops for Education program. Download the Box Top app from your app store and select Heritage Christian School of Mission Viejo as your organization of choice. Then use it to scan any receipt that might have a Box Top product. The app recognizes Box Top items and automatically credits our HCS account. At the end of the month a check is written to HCS, and the school uses these monies for supplies, sports equipment, and other school needs. The Box Top website, <https://www.boxtops4education.com>, lists all companies who participate in the program.

Accreditation and Expected Schoolwide Outcomes (ESOs)

Accreditation

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

Expected Schoolwide Outcomes (ESOs)

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, Curriculum and Technology

Classes Offered and Class Sizes

The number of classes offered is dependent upon the number of students enrolled. The maximum number of students in each of our classes is dependent on classroom size.

Class Groupings

Our students are assigned classes that satisfy the requirements for that grade level and according to the student's ability. You can be assured that much prayer and discussion will be spent in deciding the appropriate classes assigned for each individual student. HCS asks that parents trust the school's judgment in placing students and should refrain from making teacher/classroom requests unless absolutely necessary.

Curriculum

HCS has developed an Academic and Curriculum Guide for High School that can be found here: <https://heritagechristianschool.com/myhcs/>.

The curriculum used at HCS exceeds state standards and is reviewed annually by the faculty and administration. Core subjects are taught from Junior High through High School and include Bible, English, Math, Science, and History/Social Science. In addition, students are given the opportunity to participate in specialized classes including athletics, music, technology, art, PE, and Spanish.

Academic competitions, such as the HCS & ACSI Speech Meets, Creative Writing Festivals, 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.

Summer School

Heritage Christian School provides summer school programs in-person and also online through Bob Jones University. Summer school is provided primarily to allow students to prepare for subsequent courses for advancement, to remediate courses students struggled with during the year, and/or to achieve academic goals for college and career readiness. Course offerings are approved by the Principal and when complete are placed on the student's transcript. Cost varies for in-person versus online and according to curriculum required for a given course.

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:

- The use of student-owned computers for classwork.
- Classroom integration training and integration projects to all teachers.
- Training and assessments of all classroom teachers in the use of MS Office, the Internet, and Windows.
- Student presentations via technology.

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 menus and tools of various software applications.

Achievement Tests and Homework Policy

Assessment Testing

School-wide assessment is a very important tool that HCS uses to measure student performance. HCS offers the PSAT, SAT, and ACT to annually test 10th-11th grade students, and the Iowa Assessment to annually test students in 7th-9th grades. 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 is happening in class.
- JH/HS 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.
- 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 referred to Administration for counsel and appropriate disciplinary actions.

Extra Credit

A student's grade is a professional assessment made by a teacher. Grades given at the end of a semester are recorded on transcripts and are final. Teachers may supply, at their discretion, assignments where students can earn extra credit in their classes. The following are guidelines to provide standards based on how extra credit is counted:

1. Extra credit may not be given to make up for a student's lack of effort in their standard coursework or be given to a student with excessive absences barring any extenuating circumstances.
2. Extra credit may be used as a reward for students who are exploring a passion for a particular content and want to go above and beyond the course requirements.
3. Extra credit cannot exceed more than 3% of a student's overall semester grade.
4. Extra credit can be provided if there are extenuating circumstances that have been previously approved by administration.

Late Work/Makeup Work Policy

A student's assignments that are turned in late will be reduced by 10% every day they are late and a zero will be given on day 5. For students that are absent and miss work, teachers will either provide classwork/assignment calendars showing what is due when or post their assignments on Google Classroom. If 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 email 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. The student will have the same number of days to make up the work that they were absent from class.

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:

7th – 12th Grade - Grade Point Percentages		
A	89.5% - 100%	4.0
B	79.5% - 89.49%	3.0
C	69.5% - 79.49%	2.0
D	59.5% - 69.49%	1.0
F	Below 59.5%	0

Principal’s Honor Roll

To attain Principal’s Honor Roll, students in Grades 7 through 12 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 grade 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 and discipline issues will be updated consistently on Gradelink. 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 two times during the school year. Please review the master calendar for a report card schedule.

Parent-Teacher Conferences

Parent/Teacher conferences will be held with parents and students for any of the following reasons:

- Spiritual
- Academic
- Behavioral
- Social
- 7th Grade (1st Semester Only)

Students are required to be in the P/T Conference. A conference will be scheduled for any Parents that request one. Teachers will submit their P/T Conference list to administration for approval. Administration may add additional students to the P/T Conference list. When possible, all teachers will meet with parents as a group to save time in family schedules. See school calendar for dates of Parent/Teacher Conferences in Fall and Spring.

Academic Probation & Retention Standards

Academic Probation Standard: HCS requires that a student work to his/her potential and maintain at least a “C” (2.0 GPA) average in his/her academic classes. **Please note:** Bible is considered an academic class.

Should a student not maintain a “C” average, he/she will be placed on Academic Probation. When a student is placed on Academic Probation, he/she must improve to a “C” average by the completion of that grading period. While on Academic Probation, the student will be monitored closely and will 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 School Administrator or Teacher approval, be able to resume prior activities, however, they will still be on Academic Probation status for the remainder of that grading period. 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 four Quarters 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. **Please note:** 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 for students whose grades are below standard in one or more subjects in order for the student to be promoted to the next grade.

Academic Handbook

Jr. High and High School students should refer to the Academic Handbook for further guidance about Academic policies and procedures.

Attendance Guidelines

Add/Drop Classes

If students wish to add or drop a class, they must complete a ***Schedule Change Request Form*** with all the required signatures (teacher(s), student, and parent). The ADD/DROP date is two weeks after the start of the semester. No student will be allowed to change their schedule after this date. Students dropping a class after the ADD/DROP date will receive a WITHDRAW/FAIL (W/F) grade on their permanent record.

College Visits

High School students with a Junior or Senior class status may miss up to three (3) days per semester to visit college campuses. Students are responsible for notifying each teacher whose class will be missed as a result of the visit. As with all other “excused” absences, students are responsible for all missing assignments and must provide parent/guardian documentation regarding

the visit, otherwise the visit will be counted as unexcused. Since college visits must be “pre-arranged,” students must coordinate with teachers for tests, projects, etc., before going on the visit.

Reporting of Absences

If your child will be absent for any reason, please inform the School Office by sending an email to attendance@heritagechristianschool.com or by calling the school office at (949) 446-8133 before 9:00 AM. 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 School Administrator (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 absence was pre-arranged and pre-approved by the School Administrator (see next section).

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 School Administrator may approve a parent’s request for a planned absence when the following conditions exist:

- Absence does not exceed 10 days, 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 on the myHeritage for Parents/Students page on the school website or from the School Office) to the School Administrator at least one week prior to absence. The office staff will notify the parent(s) as to whether the absence will be excused. Students will have as many days to make up missed work as they were absent.

Extended Absence Policy

If an absence extends beyond 3 days and has not been pre-arranged, a doctor’s note may be required upon return to school.

Excused Absence Policy

Regular attendance and punctuality are vitally important for a successful experience. The school calendar provides generous vacation opportunities, and we encourage all families to plan out-of-town trips and vacations to coincide with the days the school is closed. We strongly discourage parents from removing their children on regular school days because it is impossible to duplicate the learning

experience that occurs in the classroom. *Any absences for illness, bereavement, and medical or dental appointments is excused and thus does not require a Request for Excused Absence.*

There are rare circumstances when events take place during the school year that are beneficial or even necessary for a student to miss school. **A “Request for Excused Absence” form must be completed for all planned absences that are not due to illness, bereavement, or medical appointments as far in advance as possible but no later than 48 hours prior to the start of their absence.**

For all planned absences, the family is responsible for contacting teachers prior to the absence to confirm work that can be done while absent. One school day for each day missed is allowed to make up work. Deadlines for all make-up of all homework, tests, etc., need to be determined prior to the absence.

Excessive Absences

HCS observes all laws and regulations as set forth by the State of California and local county authorities in regard to attendance and truancy. Doctor’s notes may be requested if student is consistently absent due to illness. Should a student incur more than 10 absences per semester, this will be considered “excessive”, and the student’s grade will be reduced by 5%.

Requests for Missed Classwork

Teachers will either provide classwork/assignment calendars showing what is due when or post their assignments on Google Classroom. If 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 email 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 if they do not have all materials and are seated in class after the start time of any class period. If a student arrives late to first period, 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/or teacher, 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 Dean of Students will follow the consequences below. Excessive tardiness may affect the student’s grade and disciplinary action will be taken.

Consequences for Tardies (tracked by Class Period)

- 3 tardies: Notice of Excessive Tardies emailed to parents. Detention Notice for 30 minutes before/after school on the day following the 3rd tardy.
- 6 tardies: Detention Notice for 1 hour before/after school on the day following the 6th tardy.
- 9 tardies: Required Parent/Teacher Conference with Administration.
- 10 tardies: Saturday School for 2 hours and a \$20 Tardy Fee. A permanent Excessive Tardies note will be placed in Cumulative file.

- 12 or more tardies: Results in possible suspension/expulsion after parents and student meeting with the Principal.

All tardies will be reset to zero on the first day of the new semester.

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.

Junior High School Arrival, Dismissal & Parking Lot Procedures

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

At this time, our Drop-Off and Pick-Up Procedures have been altered to comply with our COVID-19 Health and Safety Protocols. Please carefully read the Parent Protocols for In-Person Instruction document listed in the Health and Safety Protocols tab on our Heritage Christian School website homepage at www.heritagechristianschool.com.

- **Drop-off is easiest when students have their backpacks and other school materials ready, so they can exit the vehicle quickly without delaying traffic behind.**
- **Students must be dropped off in the parking area closest to the school office. Drivers will need to pull into a parking space and then back-up cautiously after dropping off their student.**
- **Pick-up is easiest if your child is waiting for you near the entry/exit gate leading to the school area. If your child is not waiting for you, park your car and enter the campus on foot to wait for your child.**
- Junior High and High School students **may arrive on campus 15 minutes before school starts**. Classes start at 8:00 AM every day. Student supervision is not provided before school.

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 2:45 PM. On minimum schedule school days, students must be picked up by 12:15 PM. While Junior High and 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 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 unattended and will not be the responsibility of Heritage Christian School.

Students may leave campus in one of three ways:

1. 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.
2. Students may walk or ride their bike home to/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.
3. Students who are licensed drivers in 11th/12th grade may drive to/from school in their own car.

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 email 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) in the school office. Please do not go directly to your child(ren)'s classroom.
- 11th/12th grade students who are licensed drivers may sign themselves out during the day only if written parent permission has been received by the school office and has stated the reason for leaving.

Behavior Expectations and 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 is 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 any disciplinary consequences.

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

JH/HS Discipline Policy

1. Discipline will be handled at the lowest level first so that the authority of teachers is not undermined. Each teacher will establish rules and expectations for their classroom which are approved and supported by Administration. There are cases when a given behavior warrants skipping classroom consequences to being addressed by Administration immediately. In such cases a student will be sent to the office with a referral slip until Administration is able to meet with the student. When a student is referred to Administration, the situation will be thoroughly investigated, and actions will proceed in the following manner:
2. Parent will be called by Administration.
3. Lunch detention or other natural consequence.
4. Before/after school detention or other consequence.
5. Saturday School: 9-11 AM on Saturday community service will be performed under staff supervision, \$20 charge will be paid by student to staff member.
6. 1–3-day suspension (parent conference required for return to school).
7. Expulsion from HCS and permanent record annotation.
8. Parent conference can be conducted in lieu of or in addition to any of the above.

This list is not a strict order of consequences, it is more of a guide to what can be expected. Administration will determine based on investigation and prayer where to start on the list. The sections below list specific areas which will require Administration's attention without delay.

All discipline records will be updated in Gradelink on a daily basis.

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 the following: 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 Administrator. 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 educational benefits, opportunities, or performance. Bullying may include but is not limited to the following: harming a student, damaging

a student's property, placing a student in reasonable fear of harm to his or her person or property, cyber bullying, or 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!

Digital Citizenship

HCS has adopted a "Bring Your Own Device" policy for our JH/HS students. HCS has instituted the following Digital Citizenship Policies to ensure appropriate and responsible use of technology by students, parents, and staff:

- HCS prohibits student-on-student harassment, intimidation, bullying or sexting (sending, receiving, or forwarding sexually explicit or suggestive messaging) via messages, texts, sounds, social network posts, or images. This behavior is grounds for suspension or expulsion and, in some cases, punishable by law whereby law enforcement will be notified. HCS asks that students report any misuse of technology involving the above behavior.
- HCS prohibits students from sharing their passwords with friends or logging into another student's account with their username and password.
- Background images and screen savers on a student's personal devices must be appropriate and tasteful.
- Students must not use their personal device on campus for non-instructional purposes, including making personal calls, sending text messages, offering, providing, or purchasing goods or services.
- Any student found circumventing our digital security measures or hacking into our system will be subject to disciplinary measures which may lead to suspension or expulsion.
- When engaging in social media; staff, student, and parent postings should be respectful and not harmful to any other staff member, student, or parent within our HCS community. Profanity is prohibited.
- HCS is respectful of student security and privacy and obtains parent consent for photo/video use of student images. Students must also be respectful of personal privacy and students should request permission before posting any information about someone in our school community.
- Students must honor intellectual property and not plagiarize or neglect to cite any and all use of websites, images, books, and other media. This also includes not pirating music or movie content.
- HCS asks that parents, students, and staff be respectful of HCS's intellectual property, and all must receive permission to utilize or share the HCS logo, Mission Statement, and other images.

- Only Principal approved social media sites may use the HCS naming. Parents, students, and/or staff may not use HCS in the generation of new social media accounts or seek to represent the views of HCS or its Board Members in any social media interaction.
- Students and parents should be aware that devices are subject to search by school administrators if with the student use of that device, they are in violation of HCS's Digital Citizenship Policies. If the device is locked or password protected, the student will be required to unlock the device at the request of a school administrator.
- Each student is responsible for his/her own device and should use it responsibly and appropriately. HCS takes no responsibility for stolen, lost, or damaged devices, including lost or corrupted data on those devices. Please check with your homeowner's policy regarding coverage of personal electronic devices, as many insurance policies can cover loss or damage.
- HCS is not responsible for any possible device charges to your account that might be incurred during approved school-related use.
- Regardless of software and system securities, no software/system can be 100% guaranteed and parents cannot hold HCS liable for any misuse of access to the internet.

Health and Medical Care

Health/Injury

To comply with our COVID-19 Health and Safety Protocols, please carefully read the Health and Safety Protocols and the Health and Safety Protocols documents on our Heritage Christian School website homepage at www.heritagechristianschool.com.

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 current emergency contact information on file in the school office. When filling out online enrollment, 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. **Children must be symptom-free** for 24 hours (without fever-reducing medication) before returning to school. When your child is out sick, please call the school office or send an email to attendance@heritagechristianschool.com.

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 online Enrollment Form, and you may authorize on this form any or all of the medications that the school office can dispense to

your student(s). Any necessary prescription medication 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. This record is one that shows the date each required vaccine dose was received, along with the physician's signature. Please see <http://www.shotsforschools.org/> for immunization guidelines.

For children transferring from another school, a valid record can also be the BLUE California School Immunization State Record in their student records file.

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 may participate in PE each week (amount determined by grade level.) Students must have a note from their doctor to be excused from PE, recess, or any physical activity. If there are consistent unexcused absences in PE, the student will be referred to the School Administrator and their grade will be affected.

Independent PE

The Independent Study Physical Education Program (ISPE) at HCS is designed for students who are already participating in a committed, sustained, and organized athletic program. Students under the care of a medical professional who assigns a rigorous physical therapy regimen will also be considered for ISPE. All students must apply for approval from the Principal to be a part of the ISPE program for the school year. All independent Physical Education activities must be monitored, supervised, and verified by a qualified instructor, coach, or trainer (not the parent) and logged monthly showing a minimum of 400 minutes every 10 school days. Should students fail to turn in the monthly log by the deadlines outlined, the student will be placed on ISPE probation. After any second late submission, consecutive or nonconsecutive, in the school year, the student's ISPE will be revoked, and they will receive a grade of Fail (F) on their report card. Once this grade has been placed on the report card, it cannot be changed as grades are final. Students will receive a letter grade and 5 units per semester for ISPE.

Athletics Program

We are proud to be a member of CALOC which consists of private Christian schools throughout Orange County. A full program of athletics is available for 7th-8th Grade students who 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 or at an off-site location and will take place either after school or during students' scheduled PE time.

Games will take place after school (usual start time is between 3:00-4:00 PM). Home games will take place at a nearby 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 PE during the season. Therefore, their participation in a sport will determine their PE grade for the corresponding semester. 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 PE 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 Athletic Fee

For the Junior High Sports League, there is a \$100 per student, per sport Athletics Fee (or a \$250 maximum for students who choose to participate in more than two sports). The Athletic Fee is 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 practices, away games, and any home games that are held at a location off-campus. All volunteer drivers **MUST** fill out a Volunteer Driver Application each year with supporting documentation showing required insurance coverage and a Driver License copy to have on file in the school office.

PE / Athletics Dress Code

PE students are required to dress out in their PE uniform. Tennis shoes are required every day they have PE on their schedule. Students participating on an Athletic team will dress out in their PE uniform and appropriate athletic 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 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.
- Uniqueness and uniformity – we believe that God has created each individual uniquely and we express that uniqueness through our appearance. We want to provide opportunity for students to express themselves within boundaries that are not stifling expression but understanding it.

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 through the myHeritage for Parents/Students resource section on our website.

The items that are **required** to be purchased at Bella Embroider and Print will be: all items found on the Bella uniform list for Heritage Christian School. **Remember:** skirts, skorts, trouser pants, and shorts must be navy blue, khaki, or black (no cargo style, corduroy, or jean material).

The following items can be purchased at any retailer, but **MUST** meet the following specific guidelines:

- Black jeans are acceptable for everyday wear (NO jeggings, leggings, or overly tight/form-fitting clothes)
- Sweatshirts and jackets
 - Must be navy blue, red, white, and black
 - No logos, pictures, or writing is allowed unless first approved by administration.
- Shoes
 - Clean and conservative closed-toed shoes – NO sandals
 - Appropriate sneaker style footwear must be worn for PE classes
- Long-sleeve shirts (navy blue, red, and white) may be worn UNDER HCS polos.

Additional Dress Code Requirements

- All clothing must be conservative and fit each student appropriately.
- HCS polo shirts **MUST** be worn under sweatshirts.
- Jackets and Coats are for wear **OUTDOORS ONLY**.
- Absolutely **NO** tattoos allowed.
- Hair color must be a **natural color**.
- Hairstyles must not be a distraction.
 - Must be approved by the Dean of Students before hairstyle is changed or colored.
- Specific guidelines for Girls:
 - Conservative and natural makeup is allowed.
 - Earrings are to be in the ear lobe **ONLY** (limit of 2 per ear).

- Conservative earrings, keeping safety in mind, can be worn.
- Specific guidelines for Boys:
 - Hair length will not exceed the bottom of the collar and cannot cover the eyes.
 - Facial hair must be kept neat and trimmed.
 - No piercings will be allowed.

Special Dress Days

- Mondays: Jeans Day
 - NO holes or tears; NO leggings or jeggings.
 - School polos must still be worn as described above.
- Wednesdays:
 - HCS created spirit wear or school sanctioned field trip shirts may be worn.
 - Dress code for pants must be followed unless Jeans for Jesus is paid for in advance.
- Wednesdays “Jeans for Jesus” (see Monday requirements):
 - \$1 hand stamp purchased at lunch on Tuesday must be visible or dress code violation will be given.
- Fridays Military Appreciation Day:
 - HCS red polo shirt or red Spirit t-shirts can be worn on Friday.
- HCS hats can be worn on pre-approved days for wear OUTDOORS ONLY.
- FREE DRESS DAYS:
 - NEVER on FRIDAY
 - Other limitations:
 - Will be limited to specific days or weeks
 - No spaghetti straps or crop tops
 - No inappropriate messages
 - No overly tight fitted clothes
 - No pajamas

Bottom Line:

- Please check with the Dean of Students for any dress code issue which may seem uncertain.
- HCS reserves the right to interpret and determine whether the student’s apparel is in compliance with Dress Code guidelines.

Consequences for Violations of Dress Code

- 1st time: Parents will be called on the school phone by student (warning).
- 2nd time: Parents will be called by student on the school phone to bring appropriate clothes; student remains in class until clothes arrive. Administration will communicate via phone or email with parents on the same day the violation occurs.

- 3rd time: Parents will be called by student on the school phone to bring appropriate clothes and will wait in office for clothes; all classes missed will follow unexcused absence protocols. Administration will communicate via phone or email with parents on the same day the violation occurs.
- 4th time: The same protocol will be followed as for a 3rd time violation, AND parents will be required to conference with Administration.

Backpacks

JH/HS students may carry a backpack/bag of their choice as long as it is conservative with no inappropriate messages or images.

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

Dress code checks will be done by School Administration.

The Administration 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!

As trends change, administration reserves the right to amend the dress code policy as needed.

*****School Administrators reserve the right to make exceptions for specific school activities*****

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 \$6.00-\$7.00 each and include an entrée, side dish and a drink. Each month, a menu will be posted on the school website and will also be available in the school office. Lunches can be ordered monthly or weekly and orders 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 your child being absent, please use the attendance@heritagechristianschool.com email. If you send your email before 9 AM on the day of the absence you may request a credit that you can use on your next order. It is up to you to apply the credits.

Snacks

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

Break and Lunch Rules

Students will have morning snack break and lunch on campus. All students are expected to abide by the following rules:

- Students must remain in designated recess/lunch area.

- No vulgar language or gestures are ever allowed. Be courteous. Unsportsmanlike behavior will result in benching or a referral to the School Administrator.
- Use good table manners when eating and be respectful to all lunch supervisors and other students at all times.
- 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.
- When encountering a problem contact a supervisor. Do not take matters into your own hands.

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 to use 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 appropriate disciplinary action.

General Information

Chapel

Chapel services are an important part of the Christian school experience. Their purpose and focus is to bring our classes together to worship God in song and prayer with a variety of guests and presentations to help us grow in our spiritual life. JH/HS Chapel is held each Friday from 1:50-2:30 PM with the exception of minimum day Fridays when chapel is from 11:15-12:00 PM. 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, 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 and 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' backpack or locker during school hours unless student is given permission by school personnel or if being supervised by parent before or after school. No earbuds, headphone devices, AirPods, etc., will be allowed on campus.

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 student only at the end of the school day for the 1st offense. The 2nd time a phone is confiscated a parent/guardian must retrieve phone after school. 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.

Former students who would like to visit may only visit during lunch hours, unless previously approved by school personnel.

Emergency Preparedness

At all times, the safety of students takes priority in any decision. Decisions in emergencies will be made by the School Administrator 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 7-12 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 may go on overnight trips such as the following:

- Grades 7 & 8: Washington D.C., Gettysburg, Amish Country, and New York OR Zion, Grand Canyon, San Francisco, Los Angeles
- Grades 9-12: San Diego, Grand Canyon; Los Angeles, Yosemite/Oakhurst, Senior Trip

Family or friends who would like to participate in HCS sponsored field trips must be approved by HCS personnel. Most field trips will require parent chaperones and/or volunteer drivers.

Parents and students in grade levels going on overnight trips may organize fundraisers to help offset trip costs with the approval of the School Administrator. **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 copy of a valid Driver License, and provide the declaration page (showing amounts of coverage) of their automobile insurance policy, a POI card is not sufficient. 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; and (3) \$50,000-\$100,000 liability for property damage. Volunteer drivers must also have uninsured/underinsured motorist coverage. All Applications must be approved by the school and on file in the School Office. Volunteer Driver Applications are shredded at the end of each school year and new applications must be submitted for the next school year due to personal and insurance information changes.

Community Service

“For we are his workmanship, created in Christ Jesus for good works, which God prepared beforehand, that we should walk in them.” Ephesians 2:10

Community service is a requirement for both Junior High and High School students while they are enrolled at HCS.

Junior High students will complete 10 hours of community service by May 1st of the year of graduation from 8th grade. This equates to 5 hours each year of their attendance at HCS. Hours may be logged beginning in June after graduating from 6th grade. Students who begin attending HCS in 8th grade will be required to complete 5 hours during their 8th grade year.

High School students will complete 60 hours of community service by the time of their graduation from 12th grade. This equates to 15 hours per year. Hours may be logged beginning in June after graduating from 8th grade. Students who begin attending HCS after their freshman year will be required to complete 15 hours per year for each year in attendance.

Students must provide their own transportation for service activities and must use the submission verification form below to show validation for the hours served. No more than half of the hours may be done in church related service. For questions or to turn in your verification form, please contact our Service Coordinator, David Del Padre, at ddelpadre@heritagechristianschool.com.

Service Hour forms are available online at <https://heritagechristianschool.com/myhcs/>.

Drugs, Tobacco, Alcohol and Weapons Policy

Students using or in possession of alcohol, non-prescription 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 expulsion 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 School Administrator 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, tobacco, e-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.

Physical Privacy & Sexuality Policy

Notwithstanding any other policy, Heritage Christian School restrooms, locker rooms, and showers designated for one sex shall only be used by members of that sex.

In any other Heritage Christian School facilities or settings where members of the HCS community may be undressed in the presence of others (e.g., changing costumes during school theatrical productions), HCS shall provide separate, private areas designated for use by members of the HCS community based on their sex.

Heritage Christian School recognizes there may be instances where members of the HCS community experience disparity between their sex and their feelings about their sex. This disparity can motivate them to behave in ways contrary to God's Word and His plan for their lives. HCS encourages members of the HCS community who are struggling with their sexual identity to seek help from their pastor and other trained professionals who might best assist them in clarifying and defining their sexual identity in accordance with God's Word.

Heritage Christian School will at all times interact with members of the HCS community according to their sex. A member of the school community who wishes to express a gender other than his or her sex is understood to be rejecting the truth and the image of God within that person. Biblical Christianity requires the body of Christ to compassionately dwell in the truth and assist those we love in doing the same (Ephesians 4:15).

A member of the Heritage Christian School community who openly and unrepentantly rejects their sex, either in or out of school, is rejecting the image of God within that person—behavior that dishonors the Holy Trinity and the Word of God. Such behavior constitutes a person's failure to adhere to his/her commitment to abide by the behavioral standards established by HCS which is cause for terminating his/her privilege of membership in the HCS community.

To preserve the function and integrity of Heritage Christian School and to provide a biblical role model to members of the HCS community and the community-at-large, it is imperative that all members of the HCS community agree to and abide by this policy.

Guidelines Relating to Divorced or Separated Parents

Under most 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 other interested parties, the following guidelines would 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. They are to designate on the online enrollment form who is to receive all bills, emails, and mail. 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 online Enrollment application for access to Gradelink, our Student Information System. For example, the enrolling parent and their spouse (if the primary custodian is married) are to be listed as Father / Mother of the primary family. The other parent and their spouse are to be listed as Guardian 1 Father / Mother. Should there be an additional household who needs to have access to Gradelink, they may be listed as Guardian 2. These households will receive all school communication.
- The online Enrollment Application should be carefully filled out as to the Living Situation of the student, so the office clearly understands their specific family dynamic.
- In lieu of a specific court order, the “enrolling parent” stipulates during the online Enrollment process who may or may not pick up a student.
- The “enrolling parent” will need to provide the school with a copy of their 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.

Parent Communications

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 Administrator. Below are some of the other means of communication used to keep parents/guardians informed of school activities:

- School Website: Visit the school website, www.heritagechristianschool.com for information regarding events, activities, school calendar and other general information. Use the red myHeritage button at the top of the page to access information specific to Parents/Students.
- Gradelink: Use www.gradelink.com to view grades and discipline notes for your student, and to re-enroll your student for the next school year.
- Facebook: ‘Like’ the HCS Facebook page to receive school updates in your newsfeed.
- Instagram: follow HCS on Instagram and receive updates via posts.
- Text Messages: Provide your cell phone number(s) to receive reminders or announcements via text message when that is available.

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 Jr. High/High School Parent & Student Handbook.

1. _____
Student Name

2. _____
Student Name

3. _____
Student Name

4. _____
Student Name

Mother Signature

Father Signature

Mother Printed Name

Father Printed Name

Date