

# 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

Kindergarten – 6th Grade



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



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Federal Tax ID: 20-8256969

Office Hours  
8:30 AM – 4:30 PM

School Hours  
8:30 AM – 3:00 PM

This Parent & Student Handbook is provided for K-6<sup>th</sup> Grade 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 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

Jeff Davidson	Beverly Peever
Stacey Taylor	Nancy Doaifi
George Gay	Connie Hernandez

### School Principal

George Gay

### 2021-2022 School Board

Natalie Davidson, Co-President	Valerie McCullough, Co-President
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Rob Kloessner	Melissa Roney
Hailie Law	Sherry Schoep
Genevieve Olson	Shane Stevens
Cynthia Pearson	Brian Suttle

# 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 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 guidance to 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 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.

## 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 Fee Schedule

For the most current Tuition and Fee Schedule, please visit the school's website at [www.heritagechristianschool.com/admissions](http://www.heritagechristianschool.com/admissions).

Registration Fee	\$250 per student NON-Refundable Due upon enrollment
Books/Materials Fee	\$250 per student NON-Refundable Due by June 1 or upon enrollment thereafter
Annual Tuition	\$9,690 per student Payment Options: <ul style="list-style-type: none"> <li>• 5% Discount if Paid in Full</li> <li>• 4 Quarterly payments: Dates</li> <li>• 10-month Payment Plan: September through June</li> </ul>

## 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 2<sup>nd</sup> 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 child(ren) 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.

### **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](mailto: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.

## Box Tops for Education Labels

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

HCS 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 per grade level is dependent upon the number of students enrolled. The average number of students in Kindergarten through 6<sup>th</sup> Grade is 20 and all classes have teacher's aides. If any grade level does not have enough students to fill one classroom, grade levels may be combined. Grades K-6 are taught in a traditional classroom setting with one main teacher.

### Class Groupings

If more than one class is 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 Bible, ELA (Reading, Phonics, Language), Math, History, and Science are provided at each grade level. Extensive "curriculum documents" have been created to reflect the standards 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, PE, Spanish, as well as annual events such as the K-6 Musical and Science Fair.

Academic competitions, such as the HCS & ACSI Spelling Bees, 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.

### Specialized Classes

In addition to the core classes, each grade level will be exposed to classes in art, music, bring your own device computer program, 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:

- Tablets and computers for students to use during assigned class time.



- Age and grade appropriate software.
- Provides 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 menus and tools of various software applications.

## Achievement Tests and Homework Policy

### Assessment Testing

School-wide assessment test is an important tool that HCS uses to measure student performance. HCS tests students annually 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 will aid students in developing independent study habits.
- Homework will not be new material to be taught by the parent. Rather, homework will help a student gain mastery of material or skills pre-taught by the teacher.
- Homework will 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.
- Generally, elementary school teachers do not assign homework over weekends or holidays unless a project is due.
- Each teacher will 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.

Kindergarten	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.

## Late Work Policy

Excused absence and Absent policy will remain as they are printed in the Parent-Student handbook with no changes.

*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.*

**Classroom projects:** This would include all special projects given by the teacher with a due date (book reports, research papers, essays, etc.) Both students and parents will be notified of the due date for the project and reminded through the weekly newsletter. All students on Accommodation/Modification plans will be given extended deadlines *if needed*. This extension must be agreed upon by the teacher, student, and parent if that is written in their plan. If a student has experienced an illness or other excused absence the Absent policy will take place. If a student has fallen behind in a project they should come to the teacher with their reason, or the teacher may approach them. The teacher may extend the deadline up to one week, please make sure that you are in communication with the parent with the new due date. It will be at the teacher's discretion to reduce the grade by one letter grade upon receiving the project.

**Daily classwork/homework:** This will include the daily assignments that are being given to determine how the student is tracking with the concepts being taught. Assignments must be within a week. If a student is chronically late in turning in work the department head should be notified and a conference may be scheduled with the parent.

- 1-day: late grade reduced by 10%
- 2 days: late grade reduced by 20%
- 3 days: late grade reduced by 30%
- 4 days: late grade reduced by 40%
- 5 days: late grade reduced by 50%

## Extra Credit Policy

It is the mission of Heritage Christian School to enable each student to reach their highest level of success. Therefore, extra credit may be given to help a student raise their current grade in a subject and/or to gain additional mastery. Extra credit can be defined as work that is outside of the syllabus. Extra credit work is not to take the place of class assignments that have not been completed or were marked unexcused. Overall, extra credit will not exceed more than 5% of the overall grade in a subject and will not be given within a two-week period of the end of a marking period.

## 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:

Kindergarten – Grade Point Percentages			1 <sup>st</sup> – 6 <sup>th</sup> Grade – Grade Point Percentages		
O	Outstanding	90.0% - 100%	A	89.5% - 100%	4.0
S	Satisfactory	70.00% – 89.00%	B	79.5% - 89.49%	3.0
N	Needs Improvement	48.00% - 69.00%	C	69.5% - 79.49%	2.0
AC	Area of Concern	47.00% - 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 4 through 6 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](http://www.gradelink.com)) and classroom management program. Your child’s grades 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 three times during the school year. Please review the master calendar for the report card schedule.

## Parent-Teacher Conferences

K-6<sup>th</sup> 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.

## 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. Subjects not considered academic include penmanship and enrichment 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 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. **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.

## Attendance Guidelines

### 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](mailto:attendance@heritagechristianschool.com) or by calling the school office at (949) 598-9166 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 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 the School Principal (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 Principal 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 Principal 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.

## Requests for Missed Classwork

Teachers will either provide classwork/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 AM. If a student arrives late, they must check in at 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 citizenship 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 all drivers must drive slowly within the parking lot, remain calm and respectful, and follow any directions given by HCS faculty and staff. Valet service is offered for both morning drop-off and afternoon pick-up for the safety and security of the students.

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](http://www.heritagechristianschool.com).

- Students must have their backpacks and other school materials ready and within arm's reach, 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 vehicle from the driver's side.
- Drivers who 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, for teachers or staff, or church parking. Street parking is available on Hidalgo. Please do not park in the residential area off Hidalgo, as we strive to be sensitive to our neighbors.

- Before-School and After-School Care: Students who arrive at school prior to 8:20 AM must be checked into Heritage Harbor or be supervised by a parent. All students not picked up from the classroom by 3:10 PM (12:40 PM on minimum days) will be checked into Heritage Harbor.
- Morning Drop-Off: The car line opens at 8:15 AM. Students will exit the vehicle and go directly to the waiting area designated by their teacher. Students are not allowed in the classroom until their teacher arrives. **HCS is not responsible for student supervision until 8:30 AM.**
- After School Pick-Up: The car line opens at 3 PM. 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). Students who have not been picked up by 3:10 PM 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 PM 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 first checking them out through the office. 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) in the school office. Please do not go directly to your child(ren)'s classroom or playground area.

## 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 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.

### **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 the 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 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 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 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, 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 Elementary students in grades 4-6. 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](http://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 should be symptom-free** for 24 hours (without a 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](mailto: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 [www.shotsforschools.org](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 7<sup>th</sup> and 8<sup>th</sup> 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 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 Principal and their grade will be affected.

### Independent PE

Independent Study Physical Education Program (ISPE) forms are available in the office. Consideration for this program is based on submission of the forms and approval by Administration.

### 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 4<sup>th</sup>-6<sup>th</sup> Grade students (Developmental Sports League - DSL). 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 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)!

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 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 DSL, 4<sup>th</sup>-6<sup>th</sup> Grade students, there is a \$60 per student, per sport Athletics Fee (or a \$250 maximum for students who choose to participate in more than two sports). The Athletic Fee 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 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**

K-6<sup>th</sup> grade students will wear their regular school uniform and tennis shoes during PE. Purchase of PE uniforms for all 4<sup>th</sup>- 6<sup>th</sup> grade students who participate in Athletics is required. Students participating on an Athletic team will dress out in their PE 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.

## **Athletic Eligibility**

By the completion of each Trimester grading period, a 4<sup>th</sup>-6<sup>th</sup> Grade student athlete must maintain a minimum of an overall 2.0 GPA (min 70% average). If a student athlete fails to meet these criteria, they will be ineligible to participate in any practices or games until their overall GPA is raised at a minimum to 2.0 GPA. The student athlete will have a maximum of 10 school days to raise his/her GPA to a minimum 2.0 GPA. If a student athlete fails to reach eligibility within the 10-day grace period anytime between Trimesters, they will remain ineligible until the completion of the next grading period.

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

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

- HCS polo shirts (red or navy)
- HCS sweatshirts (red or navy)
- HCS PE Clothes (for practices if participating in a sport)
- HCS Spirit Shirts
- Plaid skirts and jumpers

Skirts, skorts, trouser pants and shorts must be navy, khaki or black. All navy, khaki or black pants and shorts must resemble the standard uniform (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 from Bella. 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 K-6<sup>th</sup> Grade 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 bottom of 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 student's Citizenship Grade.

### **Special Dress Day**

- Spirit Wear Wednesdays:
  - Spirit wear must be purchased from Bella Embroidery and Print.
  - Optional opportunity to wear any shirts from school-sponsored field trips.
- "Jeans for Jesus" Wednesdays:
  - 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.
  - 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:
  - In honor of our military.
  - HCS red collared shirt or Red Spirit shirts can be worn on Friday

### **Free Dress Days**

On occasion, students may earn Free Dress days. When a Free Dress Day pass is awarded, the student must adhere to the following dress code:

- No Free Dress Days on Fridays.
- All students must wear conservative, properly fitting clothes that encourage cleanliness and modesty.
- 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.
- Christian messages will be allowed.

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

### **Backpacks**

All K-6<sup>th</sup> Grade students must use a backpack that is solid red, blue or black. They may also use an HCS monogrammed backpack that can be purchased through Bella Embroider and Print at

[www.squareup.com/store/bella-embroider-and-print](http://www.squareup.com/store/bella-embroider-and-print). For a fee, Bella can also embroider your student's initials on their backpack should you desire. Please contact Bella for details. Should you choose not to have your backpack embroidered with initials, please mark or label your child's backpack in a way that is unique to them so it can be easily recognized.

## 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

Occasional dress code checks will be done by School Administration. The first time a student is not in dress code, they will be issued a warning and an explanation of 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 citizenship 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!

**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 each and include an entrée, side dish and a drink. Each month, a menu will be posted to the school website 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 your child being absent, please use the [attendance@heritagechristianschool.com](mailto: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.

### Emergency Lunches

HCS keeps a small supply of non-perishable food items and drinks to be used when a student forgets their lunch. Each "Emergency Lunch" costs \$6 and must be paid to the school office by the following day.

### Snacks

Students of all grade levels are encouraged to bring a healthy morning snack. If your child eats his/her lunch for snack, we will give them an "Emergency Lunch" and you can bring in the \$6 on the following day.



## **Recess/Break and Playground Rules**

Students will have morning snack break in an area near their classroom designated by their teacher, as well as recesses on the playground. (Modifications to recess schedule have been made to the 2021-2022 school year due to COVID.) All students are expected to abide by the following rules:

- Students must remain in designated break and recess areas.
- 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 lunch with prayer before leaving the classroom. 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 the 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 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 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 – 6<sup>th</sup> Grade students who arrive at school prior to 8:20 AM must be checked into Heritage Harbor or be supervised by a parent. All students not picked up from the classroom by 3:10 PM (12:40 PM on minimum days) will be checked into Heritage Harbor.

### Hours

Monday - Friday	Before school	7:00 AM - 8:30 AM
	After School	3:30 PM - 5:30 PM
Minimum Days	Before school	7:00 AM - 8:30 AM
	After School	12:30 PM - 5:30 PM

### Late Pick-Ups

Please be considerate of the Heritage Harbor staff and be on time. Late pickups after 5:30 PM will be billed at \$1.00 per minute and will appear on your next month’s billing.

### Rates

Heritage Harbor rates can be found at [www.heritagechristianschool.com/admissions](http://www.heritagechristianschool.com/admissions).

All families enrolled in monthly payment childcare 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

Heritage Harbor will offer childcare at an additional cost on certain days during Thanksgiving, Christmas and Easter vacations provided a minimum of six children are registered.

### Summer Care

HCS will offer weekly camps during the summer from 7:00 AM - 6:00 PM daily for designated camp weeks. The camp provides daycare, wonderful activities, as well as 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. Their purpose and focus is to bring our classes together to worship God in song and prayer with a variety of presentations and guests to help us grow in our spiritual life. Elementary Chapel is held each Friday from 8:40 AM to 9:30 AM (approx.). Each grade hosts Chapel at least once per school year. 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' 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 for the first offense. 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 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- 6 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:

- Grade 4 – Sacramento, Coloma, and Yosemite (SCY Trip)
- 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 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.

## 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, as well as help out in various other ways.

## Classroom Parties

There are three major class parties during the year: Christmas, Easter, and End of 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 student birthdays may or may not be celebrated in each class at the discretion of the teacher. 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.

## **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 school office. If there are items unclaimed after one week, they will be donated to the uniform exchange or a charitable organization.

## **Missions Service Projects**

HCS undertakes various community outreach service projects as an integral part of our Mission Statement. These include supporting families in need, support of Royal Family Kids Camp and our annual Samaritans Purse Operation Christmas Child.

## **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 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, 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 Principal. 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](http://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](http://www.gradelink.com) to view grades and homework 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.
- Teacher's Weekly Newsletters

## 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 Elementary 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