

*MIDDLE SCHOOL / HIGH SCHOOL*

# PARENT/STUDENT HANDBOOK

*2018-2019*



**THIS BOOK BELONGS TO:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip \_\_\_\_\_

Grade \_\_\_\_\_ Homeroom Teacher \_\_\_\_\_

# HERITAGE CHRISTIAN SCHOOL

## MIDDLE SCHOOL/HIGH SCHOOL

(South Campus)

## PARENT - STUDENT HANDBOOK

## ACKNOWLEDGMENT FORM

2018-19

The handbook has been compiled for the benefit of both parents and students. Though not exhaustive, it contains major expectations for students at Heritage Christian School.

In order to be properly informed, please review carefully each section with your student including Appendix A and B. Discuss and stress the importance of abiding by the rules established for the efficient operation of the school community.

Please sign and return the acknowledgment form by August 24 (one for each student). Return it to the first period teacher. Failure to return the acknowledgment provided below signed by all parents or guardians with parental rights may cause the student to be suspended until received.

Please keep the handbook for constant reference during the year.

THANK YOU FOR YOUR COOPERATION.

Lance Haliday  
Principal

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### Acknowledgment Middle School/High School Parent - Student Handbook 2018-2019

We have carefully read the Parent-Student Handbook. We have discussed its importance with our child and agree to abide by the rules, regulations, and policies contained therein. We acknowledge that these rules, regulations, and policies are subject to change and agree to be bound thereby upon written notification.

\_\_\_\_\_  
Parent's/Guardian's Signature\*

\_\_\_\_\_  
Print Student's Name

\_\_\_\_\_  
Parent's/Guardian's Signature\*

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

\_\_\_\_\_  
Homeroom Teacher

Both parents/guardians must sign.\*

PARENT/STUDENT HANDBOOK

2018-2019

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## MISSION STATEMENT

Heritage Christian School's Mission is to glorify God by providing a rigorous academic program from a Biblical perspective, and by partnering with parents to provide their children with a firm spiritual foundation to impact the world for Christ.

## HISTORY

Hillcrest Christian School began in 1976, under the direction, leadership, and ministry of the dedicated members of Hillcrest Christian Church, who, with a vision to serve the needs of the church and community, began the implementation of a quality academic program for grades K-3. Within a few years, the school had increased its enrollment significantly, encompassing grades K-6.

In 1983 the school added grades 7-9. This was later adjusted to grades 6-8 and the middle school model was adopted. Several years later, in 1985, The Academic Support Center/Discovery was added allowing teachers to minister to the needs of learning disabled students.

Growth continued throughout the end of the 1980's. Planning for more growth in 1996, the church relocated to larger facilities in Porter Ranch. This is important because Hillcrest Christian Church deeded the property at 17531 Rinaldi Street to the school. At this point HCS became an independent corporation. That same year, the decision was made to add grades 9-12. Four years later the first senior class graduated with 28 graduates.

After 14 years of searching for a location for the High School, the property on the south campus (formerly Los Angeles Baptist High School) was acquired; the two schools joined together starting with the 2012-2013 school year.

A pre-school (West Campus) for ages 2 to 5 was established in 2012. Transitional Kindergarten through 5th grade remains on the North campus (formerly Hillcrest Christian School). TK was introduced in 2015. In 2016, two additional Preschools were opened (East Campus and North Campus).

Los Angeles Baptist Middle/High School (LAB) was founded in 1962 by the Los Angeles Baptist City Mission Society, an association of American Baptist Churches that provides services to the churches of the Los Angeles area. From its beginnings, LAB focused on offering young people a challenging college preparatory education, interwoven with explicitly Christian religious and spiritual values. LAB's first commencement exercise was held on June 9, 1967, when 28 seniors were graduated.

Over the years, the school's facilities grew, with three additional building phases adding a locker room and fine arts core, a gymnasium with classrooms, and a library/classroom building, as well as improvements to the grounds and athletic facilities. Enrollment also grew, reaching a peak of 978 students in 2003. LAB held its 46<sup>th</sup> annual Commencement on May 26, 2012.

The initial vision has continued to become a reality and is reflected in all aspects of the school. The student body continues to grow, not only in numbers, but academically, and spiritually, as well. On July 1, 2012, the new school became official and is now known as Heritage Christian School.

## ACCREDITATION

Heritage Christian School is a member of the Association of Christian Schools International (ACSI) and is accredited by ACSI and Western Association of Schools and Colleges (WASC). The Academic Support Center/Discovery Program is recognized by National Institute of Learning Development (NILD) as a Program of Excellence.

## DOCTRINES AND POLICIES

The Parent-Student Handbook is intended to provide policies and guidelines for the students and their parents. Heritage Christian School reserves full discretion to add to, modify, or delete policies of this handbook at any time.

### Doctrinal Statement of Faith

1. We believe the Bible to be the inspired, and the only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely necessary.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.
6. We believe in the resurrection of both the saved and the lost, they that are saved to the resurrection of life and they that are lost to the resurrection of damnation.
7. We believe that heaven and hell are definite places.
8. We believe in the spiritual unity of believers in our Lord Jesus Christ.

### Statement on Marriage, Gender, and Sexuality

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Heritage Christian School.

These statements of faith do not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Heritage Christian School's faith, doctrine, practice, policy, and discipline, our Board of Trustees is the final interpretive authority on the Bible's meaning and application.

### **Non Discriminatory Policy**

Heritage Christian School admits students of any race, color, nationality, or ethnic origin to all the rights, privileges, programs and activities generally allowed or made available to students at the school. The school does not discriminate on the basis of race, color, nationality, and ethnic origin in the administration of its educational policies, admission policies, scholarship and loan programs, athletic and other school administered programs.

### **Non-Immigrant Students**

The school is authorized under Federal law to enroll non-immigrant students.

### **Purpose and Philosophy**

The ultimate purpose of Heritage Christian School is to glorify God. Excellent education – academically, spiritually, socially/emotionally, physically, and culturally – is provided from a Biblical point of view to assist parents as they raise their children in the nurture and admonition of the Lord. The school strives to assist its students to develop a relationship with God through Jesus Christ.

Our areas of focus are the following:

1. Spiritual development – The school's emphasis is to teach the Word of God, to exalt Jesus Christ as Savior and Lord, and to facilitate students' spiritual growth by leading them to place God at the center of their lives.
2. Intellectual development – The school provides a carefully planned educational program with a goal of preparing students to be lifelong learners.
3. Physical development – Combinations of programs and activities are designed to meet age appropriate skill levels through physical education classes and after-school sport activities.
4. Emotional/Social development – The school offers the students an environment in which

they will be positively influenced in the areas of self-confidence, social development, and Godly values.

5. Cultural development – Various opportunities are provided to students to develop an appreciation of the arts and the many different cultures throughout God's world.

### **Expected School-Wide Learning Results (ESLRs)**

The student will do the following:

1. Demonstrate knowledge of Jesus Christ as Lord and understand God's redemptive plan as revealed in the Word of God.
2. Become a lifelong learner who demonstrates problem solving, collaboration, and the ability to evaluate information based on Biblical truth.
3. Develop a Biblical understanding of health, fitness, and nutrition.
4. Understand their identity in Christ and relate to others accordingly.
5. Learn to develop an appreciation and respect for God's beauty and creativity as expressed in various cultures.

### **Family Support and Cooperation Policy**

Heritage Christian School's educational mission involves working with school families in the overall Christian education of students. The school requires parents to cooperate and support the school and its ministry.

If at any time Heritage Christian School determines, in its sole and absolute discretion, that the actions of a parent or school family are not supportive of the school ministry, or reflect a lack of cooperation and commitment to the school and to the working relationship between the school and the home, the school has the right to discontinue enrollment of a student.

Heritage Christian School's biblical role is to work in conjunction with the home to mold students to be Christlike in character. On occasion, the atmosphere or conduct within a particular home may be in opposition to the biblical lifestyle the school teaches. This includes, but is not limited to, sexual immorality, holding, exposing or advocating beliefs which are contrary to Christian principles, or an inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6). In such cases, the school reserves the right, in its sole and absolute discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

### **Campus and Grounds Policy**

Heritage Christian School is a private Christian educational institution. The school campus is private property. Access is by permission only. All persons coming on to the property are considered invitees. Heritage Christian School reserves the right to deny access, or revoke permission to anyone, at any time, and for any reason. Persons who are under the influence of

drugs or alcohol, or who, in the sole judgment of Heritage Christian School, present a threat to the health and safety of students or other invitees on campus, or who interrupt or interfere with student instruction and campus tranquility will be excluded from the campus. Any dispute or disruption of the campus by any person after being denied access or being asked to leave the campus will result in an immediate request for assistance from the Los Angeles Police Department.

### **Volunteer Policy**

Heritage Christian School encourages parents to be involved in the educational life of their children. However, for the protection of all students, we require that all parents complete a Volunteer Information Form prior to volunteering for field trips or assisting in after school activities. All volunteers will be screened through the State of California, Office of the Attorney General, Megan's Law Division. No other background information is accessed.

All volunteers at Heritage Christian School who have direct, repeated contact with students must have a certificate on file in the school office that they have been tested and found to be free of tuberculosis (TB) within the past 4 years.

### **Appointments With Teachers**

Parents are encouraged to discuss any problems concerning their children with their teachers first before contacting administration. Personal appointments with teachers must be scheduled in advance. Please consider that the teachers may have extra-curricular duties, including supervision, faculty meetings, administration appointments, tutoring, and coaching. There will be times when the teacher may request a conference and contact parents to set up a time to meet. A parent may also request a conference with the teacher. Since our teachers have responsibilities during their school hours and have other obligations after school hours, appointments with them must be scheduled in advance. Teachers and other staff at Heritage Christian School have email addresses. The addresses are on our web page ([www.heritage-schools.org](http://www.heritage-schools.org)).

### **Student / Family Policy**

Heritage Christian School operates in partnership with the home and church community. Only in exceptional cases and by special school actions will a student be enrolled or continued in enrollment when they do not reside with a parent or guardian. Students who are 18 years old will continue to need a parent's signature to excuse absences, leave campus early, and participate in field trips and activities, etc. In addition, a student who is married, a parent, or expecting a child will not be admitted to HCS. If after admission to HCS, a student is married, becomes a parent, fathers a child or is expecting a child, the student may not continue to be enrolled.

### **Custody Policy**

Heritage Christian School has adopted and strictly adheres to a custody policy for students who are subject

to shared custody. The Custody Policy is available in the school office. Any school family affected by custody orders should obtain and review the custody policy and complete the Custody Information Sheet. If available, copies of custody papers must be submitted to the school office for our files. Adults who do not have custody must complete the Authorization to Act as Custodial Parent Form.

Upon occasion, a parent may request information from a school staff member regarding situations involving the other parent in order to assist the inquiring parent with a custody issue. Staff members are not allowed to discuss, or to provide written information, in such instances. Please refer such requests to administration.

### **Child Abuse Protection and Reporting Policy**

Heritage Christian School has adopted a policy for the protection of our students from child abuse. Heritage Christian School provides each of its employees with a Child Abuse Procedures Manual for the purpose of educating and informing its personnel of their responsibility under the policy. This policy is structured to prevent child abuse through screening, education, training, awareness, and reporting. This policy and state law require that we report any instances of suspected child abuse concerning our students, whether such an instance involves Heritage Christian School personnel, students, parents, or others. This policy is strictly followed. This policy is reviewed with all Heritage Christian School personnel on an annual basis.

In the event parents or students suspect that child abuse, in any form, has taken place on campus, or at any school activity, the incident should be immediately reported to school administration.

All reports of suspected child abuse are taken seriously by the school and will be investigated, and if substantiated, appropriate action will be taken.

### **Protocols for Interviews of Students by Governmental Agencies**

There may be times when law enforcement or the Department of Children and Family Services need to interview students during school hours. Heritage Christian School has developed the following policies when this situation arises.

- The person requesting to interview a student must be properly identified (i.e. badge number and name) and their business card will be requested for the file.
- The person must state the reason for the visit.
- The student will be given the option of having a staff member present during the interview.
- In accordance with the California Education Code section 48906, the school will take directions from law enforcement and notify parents when appropriate.

Heritage Christian School suggests that parents and students discuss this policy and parents give specific directions to their student according to your wishes.

### **Complaints and Criticism Policy**

Heritage Christian School administration and teachers



welcome constructive criticism, suggestions for improvement, or information regarding problems of which the school may not be aware.

It is the policy of the school that classroom problems, criticisms, and suggestions be first taken up with the teacher, and then, if not resolved, be shared with the Administration (Refer to Matthew 18:15-18). Issues not concerning the classroom can be shared with the Administration.

All communications with school administration, teachers, and staff should be conducted respectfully. It is never acceptable to be rude, abrasive, or to use language or conduct which would be insulting, embarrassing, or in opposition to Christian principles. Raising one's voice in anger, yelling or speaking in a threatening, insulting or aggressive manner is strictly prohibited. Making physical contact without consent or engaging in behavior which creates a public disturbance or presents a negative role model to students is likewise prohibited. Parents are entitled to the same respect from the staff of Heritage Christian School.

### **Other Relationships with Staff**

Heritage Christian School strongly encourages its teachers and staff not to enter into other employment relationships with Heritage Christian School families which could present a conflict of interest. Heritage Christian School is only responsible for any activities of its teachers and staff conducted within the course and scope of their employment. Activities outside the course and scope of this relationship, such as baby-sitting, housesitting, etc. are not condoned or supervised by Heritage Christian School and Heritage Christian School accepts no responsibility for such actions.

### **Enrollment and Re-Enrollment Policy**

Heritage Christian School desires that both the parents and students must understand and sign an agreement stating that each student will abide by the policies, rules, and spiritual commitment of the school.

All students entering Heritage Christian School are assessed to determine academic readiness. High school students transferring to Heritage Christian School from other schools may be placed on academic probation for one semester.

Immunizations must be up to date for enrollment and re-enrollment. Also, an Emergency Treatment Authorization Form, health history, and Student Contact Form for re-enrolling students or application for admission form for enrolling students must be on file. Students in grades 6-12 are required to provide recommendations from their previous school. Failure to meet any of the above requirements may result in a delay or the denial of a request to enroll or re-enroll. Parents are required to provide the school with copies of educational testing by an educational psychologist as well as copies of the public school IEP's.

Enrollment and re-enrollment at Heritage Christian School are by invitation only. Enrollment and attendance at Heritage Christian School do not guarantee or create a right of re-enrollment for subsequent school years. Academic progress, academic promise, purpose,

disciplinary history, effort, and family support are among the factors considered in determining the admission of an applicant.

### **International Students**

Heritage Christian Middle and High School is a college preparatory Christian school. International students seeking admission to Heritage Christian School must meet the criteria listed below.

- Demonstrate proficiency in speaking, writing, and understanding English; and, a phone interview with the Coordinator.
- Demonstrate an exemplary academic grade point average (transcripts translated into English).
- Complete and submit an Application for Admission (with all required health/immunization records) and the required registration/application fees.
- Submit personal references (Faculty, Administration, Pastoral).
- Be committed to Heritage Christian School's Mission and Belief Statements.
- Reside with an English speaking parent or guardian. (Note: Heritage Christian School does not provide host homes, nor is Heritage Christian School responsible for placing international students with American families.)
- Heritage Christian School does not admit International students to the Senior class unless they are coming from another U.S. school with enough units to be able to graduate.

The final step in the application process is a personal or phone interview with our International Student Coordinator. If the student is accepted, all fees and tuition must be paid in full by the designated date. Upon arrival in the United States, the applicant and the applicant's parent or guardian must schedule a meeting with the International Coordinator to finalize the student's acceptance to Heritage Christian School.

### **Disclosure of Medical History on Enrollment**

All students, parents and guardians are required to disclose to Heritage Christian School all psychological or psychiatric counseling prescribed or received by the applicant student, any prescribed program of medication in connection therewith, or any involvement with law enforcement or juvenile authorities (this includes arrests, detention or conviction) and suspension or expulsion from other schools. This information must be submitted upon enrollment. Failure to disclose this information may, in the sole and absolute discretion of Heritage Christian School, result in the denial of admission of an applicant or the disenrollment of an enrolled student.

### **Academic Support Center/Discovery Program**

The Academic Support Center/Discovery Program is designed to meet the needs of students in grades 3 through 12 with average to above average intelligence who are unable to perform to their full potential due to a deficit in the processing of information. This is an educational therapy program conducted one-on-one with a specially trained therapist. Techniques are used to stimulate the deficit areas in perception and thinking.

To help fulfill this purpose, the Academic Support Center/Discovery Program has been established for students who learn differently.

Educational therapists are trained to provide educational assistance to learning disabled students. Therapists are not licensed health care professionals, psychologists, psychiatrists, family or marriage child counselors or clinical social workers. Neither Heritage Christian School nor its educational therapists diagnose learning disabilities or render medical or professional advice. Only students whose results from a psycho-educational battery of tests indicate their need for a modified school plan will be considered for admission to the Academic Support Center/Discovery Program. There are additional costs for the Program. Parents with interest in the Academic Support Center/Discovery Program should contact the school office for further information. The Academic Support Center/Discovery Program is recognized by the National Institute for Learning Development (NILD).

### **Enrollment in the Academic Support Center/Discovery Program**

In some cases, participation in educational therapy through the Academic Support Center/Discovery Program is a condition to acceptance and/or continued enrollment at Heritage Christian School. In such cases, disenrollment from the Academic Support Center/Discovery Program, whether voluntarily, or involuntarily, may result in disenrollment from Heritage Christian School.

### **Disenrollment Policy**

As a Christian School it is important that a healthy, cooperative and respectful relationship be maintained with each school family. This is necessary to promote and maintain the Christian environment necessary to achieve our mission. For this reason, certain conduct and attitudes from our staff, as well as our school families are expected. The conduct and attitudes required are set forth in policies contained in this Parent-Student Handbook.

A student may be disenrolled for violation of the following:

- The Family Support and Cooperation Policy
- The Complaints and Criticism Policy
- The Admission Policies for Student/Family Circumstances,
- The Academic Standing, Achievement, and Attendance Requirements
- The Conduct Standards
- The Dress Code Regulations
- Failure to make payment of tuition and other fees
- Failure to disclose medical or behavior history on enrollment

Disenrollment from the Academic Support Center/Discovery Program where the Academic Support Center/Discovery Program is a condition to enrollment at the school.

This is not an exhaustive list but is intended to provide examples of policies, rules, and regulations the violation of which can result in disenrollment of a student.

Disenrolled students will not be enrolled for the following school year.

### **Work Experience**

Seniors working a minimum of 20 hours during the school week (Monday-Friday) could be considered for daily release from a maximum of two periods of class time.

Senior students working less than 20 hours per week (Monday-Friday) and requesting release from last period must be able to document either work schedule demands or reasonable travel time to work which necessitates release from class.

A student needs to have a cumulative GPA of 2.0 with no "F"s or "U"s to qualify for entry or continuation in work experience. Eligibility will be determined on a semester basis.

An application to apply for work experience may be obtained in the office. Approval will depend upon fulfillment of graduation requirements, grades, number of work hours and recommendation by the college counselor. No applications will be considered during the last six weeks of school.

Verification of work time will be required from the employer at every grading period. The office must be notified of any changes in employment status. Failure to notify the office of changes could result in denial of work experience.

Students leaving early need to sign-out on a daily basis and promptly leave campus. For safety reasons, work experience students who park on Woodley, across the street from the school, must cross the street at the corner. They should not cross the street in front of the school.

### **College Experience**

Seniors who wish to participate in the College Experience program may be excused from one or two class periods each day so that they can attend class(es) at a local junior college or CSUN.

Students who plan on taking part in this program need to register for participation during the spring course registration period of their junior year. We require that these students provide proof of college enrollment when they return to school in the fall of their senior year. One source of proof can be a copy of the Los Angeles Community College District Special Student Attendance Approval Form or an equivalent proof of attendance if attending either CSUN or a community college.

Eligibility for participation in the College Experience program will be determined by the college counselors.

Courses taken at the college level are weighted at 2.5 times the college unit value. The grade will be a non-weighted grade.

### **Transferring to Another School**

To leave Heritage Christian School during the school year, a withdrawal form must be submitted. There is a withdrawal fee per student.

The student must check in all school property, such as library books, and clear out his/her locker. All financial obligations such as tuition, library book fines, and

assessments must be paid at the time of withdrawal.

Students who leave school before the end of the school year will receive grades to date. In these cases, students must be formally checked out through the school office. A withdrawal fee is assessed.

### **Financial Policies**

Heritage Christian School has established financial policies for enrollment and attendance. These policies are strictly enforced and are set forth in the Parental Contract and The Tuition Information provided at the time of enrollment or re-enrollment

### **Delinquent Tuition**

School families are required to comply with the school's tuition payment policy as set forth in the Parental Contract and on the Tuition Information sheet.

In the event payment of a student's tuition becomes delinquent and is not brought current after notice, the student may be suspended. The financial office shall notify the responsible parent, guardian, or caretaker of the student of the suspension and the steps required before the student may resume schooling.

Once a student has been suspended, failure to bring the delinquent tuition account current, may, in the sole and absolute discretion of Heritage Christian School, cause the student to be disenrolled. Special circumstances will be considered by the Business Office/Administration on an individual basis.

### **Internet Conduct**

Heritage Christian School provides computers and internet access for students' use at school.

Students must read the Code of Conduct Agreement in Appendix B. Parent and Student signatures on the acknowledgement section indicates student compliance.

In today's age of technology more and more students maintain web pages and/or post personal information to other internet sites. Information and postings to sites not protected by a secure password are considered to be in the public domain and are therefore subject to the rules of conduct set forth in this manual, and most particularly the Conduct Standards in this handbook.

### **Internet Usage**

Parents are strongly urged to monitor their student's on-line usage particularly in regard to social media sites.

### **Student Class Placement**

The school does not accept parent requests for a student to be placed in a particular teacher's class. Student transfers to another class are not permitted during the school year.

### **Biblical Guidance**

In the course of Christian education, Heritage Christian School and individual members of the Heritage Christian School staff may provide Biblical guidance and counseling to students. Counseling involves direct interaction with students for the purpose of addressing personal issues from a Biblical perspective on moral, social and spiritual needs. All counseling at

Heritage Christian School is Biblically based and consists of traditional Christian principles and resources such as prayer, teaching, Bible study and appropriate discipline, where necessary.

Heritage Christian School staff members are not health care professionals, therapists, marriage or family counselors, clinical social workers, psychiatrists, medical doctors, or clinical psychologists and therefore does not provide psychological counseling or any counseling of a professional nature. In the event Heritage Christian School determines that a student has psychological or medical needs, the student may be referred to an appropriate professional, or with the parent's informed consent, referred directly to a health care professional for consultation, evaluation, and treatment. In some cases, Heritage Christian School may require a student, with the parent's informed consent, to be referred to a health care professional as a condition to the student's admission or continuing enrollment at Heritage Christian School.

In an emergency, Heritage Christian School may refer a student to a health care professional when Heritage Christian School reasonably believes the student's health, welfare, safety, or well being is in danger.

Heritage Christian School does not comment on professional or medical advice or care, including, but not limited to, the use of prescription or non-prescription drugs.

By signing the Parent Contract and Mediation and Arbitration of Disputes Agreement, parents agree to the terms and conditions of this handbook, including, the Biblical guidance and counseling described herein, and the policies Heritage Christian School may establish to carry out this guidance and counseling.

## **ACADEMICS**

### **Common Core Information and Heritage Christian School Position on Common Core State Standards**

Heritage Christian School will adopt aspects of the CCSS only as needed to prepare students for tests used as criteria for college admission, namely the SAT and ACT. Heritage Christian School already meets or exceeds many of the CCSS through our teaching methods and curriculum offerings. Heritage Christian School will use the common core standards "as a ground floor and not a ceiling" for our academic success and we will do so without compromising our Christian testimony. Heritage Christian School students will not participate in the same state CCSS assessment tests that public schools will administer.

### **Eighth Grade Promotion Ceremony Requirements**

To participate in the promotion ceremony at the end of the eighth grade, a student:

- must satisfactorily complete the prescribed course of study for Heritage Christian School;
- must earn at least 60 credits in the eighth grade (each semester course passed results in 5 credits).

An eighth grade student who fails more than two semester courses during the school year is not eligible to participate in the promotion ceremony.

The ceremony is semi-formal. Girls are to wear a modest, semi-formal dress. Boys are to wear a tie with a dress suit or dress jacket and slacks. Dress shoes are appropriate for both boys and girls. No tuxedos are permitted.

For an eighth grade student to participate in the promotion ceremony, all of the above requirements must be met; all tuition, day care charges, and fees must be paid including the graduation fee; and all graduates are required to attend promotion ceremony practice.

### **High School Graduation Requirements**

Students entering high school must consider the graduation requirements when choosing subjects each year. Graduation requirements are: Bible\* (40 credits, 4 years), English (40 credits, 4 years), Social Studies/History including US Government/Economics (30 credits, 3 years), Science (20 credits, 2 years), Math (30 credits, 3 years), Visual or Performing Arts (10 credits, 1 year), Physical Education (20 credits, 2 years), Electives (50 credits).

The total minimum credits required to graduate is 240 *plus* a minimum cumulative GPA of 2.0.

\*Bible is required for each semester of attendance at Heritage Christian High School. Required Bible credits are waived for any semester the student does not attend Heritage Christian High School. The total waived Bible credits are added to the required elective credits keeping the total credits required for graduation at 240.

Seniors will not receive their diploma until they have completed all requirements and accumulated the total credits necessary to graduate. Participation in the ceremony will be at the discretion of the administration. All financial obligations must be met before the student can participate in commencement exercises.

### **Drop/Add Procedure for High School Students**

From time to time it becomes necessary to change a student's schedule due to unforeseen circumstances. Classes are normally added or dropped during the "Program Adjustment Period" in the first two weeks of the semester. During this time and through the fourth week of the semester a class may be dropped without being recorded on the permanent record (no credit-no grade issued).

Withdrawal from the fifth through the fifteenth week results in a "withdrawal grade at date of leaving" on the permanent record and will not be calculated in the grade point average. A class may not be dropped unless there is a suitable alternative class available. No class may be dropped after the fifteenth week. No class may be added for credit after the two week adjustment period without administrative approval. A student checking out of school may receive a grade (to date of leaving) from the fourth week of the semester.

### **Academic, Career, and Vocational Guidance**

The purpose of the high school guidance office is to continue the process of equipping students for the life they will face after they graduate from high school.

A four-year plan is developed for every high school student and used to track his/her progress. The

counselor reviews the plan regularly to insure that the student is enrolled in the courses required to earn his/her diploma. It is important that the student becomes involved in extra-curricular and community service activities.

Information regarding college financial aid is available through the guidance office including scholarships, grants, and loans.

### **Naviance Family Connection**

The College Counseling Department utilizes Naviance Family Connection, a college web based program. Naviance family connection is a comprehensive website that students, parents, and counselors use in making decisions about College and Careers. Family connection is linked to a college planner and it provides up to date information that is specific to our own school, so it is used to track and analyze data about various colleges. Counselors utilize the journal portion to keep track of meetings with students and parents. Family connection assists students in understanding the academic preparation required to ensure they get into the college of their choice. Naviance also offers a career planning program that starts with a personality assessment. Students have access to information on over 1200 careers. It also has a resume builder for students to utilize for future employment opportunities.

We introduce Naviance Family Connection to our 9th graders during the second semester in their English classes. The students utilize Naviance by taking a personality assessment. They use the results of this assessment to do a career report and learn what to major in for a particular career, as well as, learn which colleges offer the major needed to get a job in that career. They are also required to learn about the entrance requirements to the various universities they use in their report. In 10th grade, the students use Naviance to begin to develop their resume, build their college interest list and to learn about college costs and scholarships available to them. Eleventh graders use Naviance to gather information about writing essays for their future college applications. Their English teacher works with students in second semester, helping them to develop their essays. They also continue to evaluate colleges listed on their prospective application list. Seniors utilize the active college application section to order and track transcripts, letter of recommendations as well as to connect with their counselor. They are encouraged to use the scholarship search engine available in Naviance. Naviance assist the counselors, eleventh, and twelfth grade teachers and the registrar in electronically posting transcripts, letters of recommendation, and secondary school reports throughout the college application time period. Counselors then utilize Edocs, the Naviance Family Connection electronic processing center to send these items electronically to universities all over the nation.

### **Grading and Grade Reporting**

Students are graded on the following scale: 100-90 A; 89-80 B; 79-70 C; 69-60 D; 59-0 F. Computation of

a Grade Point Average is calculated on a scale where A=4, B=3, C=2, D=1, and F=0. Grades in Honors and AP Classes will be weighted grades where A=5, B=4, and C=3.

- “A” = the student is doing superior work which should include demonstrated mastery of supplemental materials, in addition to basic course objectives.
- “B” = the student is doing good work and has demonstrated mastery of all basic course objectives.
- “C” = the student is doing acceptable work in the completion of basic course objectives.
- “D” = the student is doing work of poor quality and has not completed basic course objectives.
- “F” = the student is doing work that is of failing quality, has not accomplished basic course objectives, and has made no genuine effort to do so. (Genuine effort is defined as seeking and completing **all** teacher assigned requirements for a passing grade in the class.) At the end of first semester, students who receive and “F” in mathematics or foreign language may be scheduled out of the class into an alternate class.

Citizenship grades and Work Habits grades are as follows: “O” for outstanding; “G” for good; “S” for satisfactory; “N” for needs to improve; and “U” for unsatisfactory.

Grade reports are available for all students at the end of each six-week grading period. Reports are issued at the end of each semester indicating the student’s final semester grade in each course. Students receiving “F’s” at any reporting period may be placed on academic probation (see below). The school works with parents and students who have academic problems, but it must be remembered that Heritage Christian School must maintain academic standards; therefore, students are expected to achieve acceptable grades to remain in school. Students who remain on academic probation after the initial probationary period may be disenrolled from school or may not be allowed to re-enroll for the next school year.

Students who fail a course at the end of the semester will be required to make it up through the Summer Academic Program at Heritage Christian School or through the online Credit Recovery Program. Failing both semesters of a course may affect promotion to the next grade and/or graduation.

Students receiving more than two failing grades in a semester may be disenrolled.

### **Parent Access to Student’s Grades and Attendance**

Parents can view their student’s grades on-line. Teachers will post grades at regular intervals as listed on the school calendar.

### **Extra Credit Assignments**

Teachers are not obligated to allow extra credit work to be turned in. Extra credit work is given at the sole discretion of the teacher.

### **Academic Awards and Recognition**

Special awards are given for achievement in academics during and at the end of each school year. To qualify for membership in CJSF and CSF (California Scholarship Federation) students must have A’s and B’s in designated classes. Grades in courses such as Physical Education and Teacher Aide do not qualify. The academic guidance counselor has a detailed description of qualifications. Students must apply each semester for membership.

### **Valedictorian and Salutatorian**

Heritage Christian School seeks to develop and recognize the whole person—academically, personally, and spiritually. Therefore, it is not sufficient that the Valedictorian and Salutatorian merely have the highest and second-highest grade-point averages, respectively. The Valedictorian and Salutatorian must exhibit character qualities that are consistent with the teachings of Scripture, a Christian worldview, and the mission of Heritage Christian School.

### **Academic Probation and Ineligibility**

#### **1. Academic Probation**

##### ● Definition

- ◇ Any student who has a report card GPA between 1.7 and 2.0 AND does not have more than one “F” on any report card will be put on academic probation.

##### ● Restrictions

- ◇ Students on academic probation will meet with the Dean of Students to discuss their situation.
- ◇ Students on academic probation will have until the end of the next grading period to earn a report card GPA of 2.0 or greater AND have no more than one “F” in order to avoid becoming academically ineligible as described below.

#### **2. Academic Ineligibility**

##### ● Definition

- ◇ Any student who has a report card GPA lower than 1.7 OR any student on academic probation for the previous grading period who was unable to improve their GPA to 2.0 or better on the current grade report is immediately academically ineligible as described below.
- ◇ Any student who has more than one “F” on any report card is immediately academically ineligible.
- ◇ Any student who has more than one “U” on any report card is immediately academically ineligible.

##### ● Restrictions

- ◇ Students who are academically ineligible will be restricted from activities that would require them to miss class time

during the regularly scheduled school day or after school until 3:30 p.m. This is to give students the opportunity to focus more intently on their classes and to be available to get extra help after school from their teachers. Such restricted activities will include but are not limited to early class dismissal or excused absences for:

- ◆ Classroom field trips (Some grade-level field trips are required by all students).
- ◆ Club activities.
- ◆ Extended lunches.
- ◆ ASB or student council meetings.
- ◆ Arts rehearsals or performances (drama, choir, band, etc.)
- ◆ Chapel worship band.
- ◆ Athletic games, practices, and events (this is also covered in HCS's athletic ineligibility policy).

- **Exceptions**

- ◇ Grade-level field trips and retreats— Academically ineligible students will be permitted to attend grade-level field trips provided that this does not require them to miss non grade-level academic classes.
- ◇ Planned, High-Cost Field Trips — At the sole discretion of the administration, academically ineligible students may be permitted to attend certain planned, high-cost field trips (e.g., 8th grade Washington DC Trip, etc.)

### **Eligibility for Sports Activities**

In order to be eligible to participate in sports, a student must have an overall 2.0 grade point average at the end of each reporting period with no more than one fail in a class and no more than one "U" in Citizenship. See the Athletic Handbook for probation options.

### **Homework**

Homework is one of the methods used to reinforce concepts taught, to promote progress, and to teach good work habits and responsibility.

If a student is absent, it is the student's responsibility to find out what he/she needs to do and when the work must be turned in. If a student has been absent two days or more, parents may check RenWeb, call the school, or email the teacher to request classwork and materials. Families without internet access may call the receptionist to request homework and materials. Make-up work not turned in within the time limit set by the teacher will be treated the same as work not turned in when present.

If a student is absent on the day a long term assignment is due, he/she must submit the work on the due date to receive full credit. If the work is turned in the day the student returns, the maximum grade for a long term assignment will be 70% of the earned grade.

### **Test Make-Up**

All tests are to be made up in accordance with the attendance policy when a student returns from any absence. In each semester a student will be allowed one make-up test for credit per class. In extreme instance (ie family death or hospitalization), a student could use the petition process, through his counselor for a waiver of the preceding policy. The teacher will be notified if a petition is approved.

**Caution:** Students with planned absences (athletics, music, and ministry teams, etc.) must arrange with their teachers to take any scheduled tests in advance. When a final exam is missed, the student may be penalized to the maximum of a drop of one letter grade.

### **Tutoring**

Peer tutoring is available after school for students who need it. There is no fee for peer tutoring. Parents of students who desire one-on-one tutoring with a teacher may make arrangements by obtaining a Request for Tutoring form in the school office; such tutoring involves an hourly fee. Parents should not contact a teacher directly. Teachers are not permitted to tutor their own students other than informal, non-paid tutoring. Heritage Christian School teachers and staff are prohibited from entering into private arrangements with parents for tutoring Heritage Christian School students outside of the established Heritage Christian School tutoring program. All tutoring must be done on the school campus. Unfortunately, there may not be enough tutors available at school and outside arrangements will be necessary. The school does not officially endorse any tutor service or individual tutor.

### **Summer Tutoring/Music Lessons**

Parents of students who desire tutoring/music lessons during the summer make the arrangements with the tutor/teacher. Such tutoring/music lessons will not be conducted on campus. Since the school is not involved in summer tutoring/lessons, financial arrangements and scheduling are made directly with the tutor. Summer tutoring is not considered a school sponsored activity, the parents making such arrangements agree to waive the right to file any legal action against the school.

### **Textbooks**

Most textbooks and workbooks are furnished by the school. These are issued by the teachers during the first few days of school. On occasion, a student may be asked to buy a supplemental resource book or magazine. Fines for book damage are assessed at the end of the school year.

Books are used subject to the following rules:

1. Books must be used only by the student to whom they are issued.
2. All hard bound books must be covered at all times.
3. Students should avoid dropping or throwing books.
4. Books must not be left where weather conditions may harm them.
5. No marks are to be made in hard bound textbooks.

If any time these rules are violated, the books could be confiscated and the student could be charged for the cost of replacement.

### **Field Trips**

Since all educational field trips during the school day are curricular activities, students are expected to attend. There is a fee for all field trips. Permission slips and medical releases must be turned in. Permission will not be granted by phone, emails, or fax. Students who do not have the appropriate permission slip will not be allowed to go on the field trip. Students who do not attend will not be able to remain at school and their parent or guardian will be called to pick up their student.

Parents accompanying students on field trips must complete the Volunteer Information Form and return it to the school office five days prior to the trip in order to participate in the event for overnight trips. Volunteers need administrative approval.

Parents considering letting their student participate in overnight trips are reminded that tuition must be kept current. Consider your financial obligations before signing up for the trip.

Some field trips are school sponsored but do not have continuous staff supervision. Students are assigned to small non-chaperoned groups and have a designated check in time during the event. Field trips are typically to public places and Heritage Christian School cannot monitor other people at the event.

The administration reserves the right to exclude a student from extra curricular activities when the staffing for any event is insufficient or in cases pertaining to special health needs of a student (seizures, severe diabetes, etc.).

### **Consent to Electronic Signature**

In an effort to streamline student participation in certain academic and extra-curricular activities, Heritage may, from time to time, require that a parent or legal guardian complete student participation forms online which will require you to consent and sign forms electronically. In such instances, your electronic consent and signature will be legally binding and replace your manual/handwritten and wet signatures.

### **Physical Education**

Students in grades 6 - 12 are expected to dress for P.E. each day. Regulation P.E. clothing is available for purchase through the school's uniform website. More detailed information will be provided by the P.E. teachers.

### **Contract Physical Education**

High School students involved in special outside athletic programs (gymnastics, ice skating, etc.) may be eligible to receive physical education credit if the activity meets the state minimum requirement hours for physical education.

### **Physical Education Exemptions**

High School students are required to have four semesters or two years of physical education. A student

who is enrolled in Physical Education and sustains an injury or is unable to participate for a period of six weeks will not receive credit for the semester period of physical education missed, with the following exception. A waiver for P.E. credit may be granted if the student is cleared through their physician to participate in an off-campus physical activity through an approved program (i.e. swimming at the YMCA with an approved trainer/coach). The participation must meet the four hours per week time requirement. The P.E. teacher and the administration grant approval for the waiver.

### **Temporary Exemption From Physical Education Classes**

Parents may request that a student be temporarily excused from physical activity for a maximum of three P.E. classes per semester or six per year. Such requests should be submitted in writing to the school office who will give a P.E. excuse to the P.E. teacher. Thereafter, a written excuse is required from the student's health care provider.

Note: Students on an activity restriction are not eligible to participate in any sports program. In addition, other after school sponsored activities may be restricted.

## **ATTENDANCE**

### **Absences**

Education requires regular attendance if the best results are to be expected. If a parent(s) chooses to have a student absent, school notification is necessary in order to avoid being truant. Parents must call the attendance hotline and report all absences. Notifying the school of a student's absence does not excuse or remove it from the attendance record. Work must be made up when the student returns to school. The student is responsible for class work missed and must arrange with the teachers to make up assignments, tests, and quizzes within the same number of days of the absence. Absences due to school activities do not count against the student. Schedule doctor's appointments and family vacations so that attendance at school is affected as little as possible.

Students may be considered truant if they are on campus but more than 10 minutes late to class.

Students are considered absent for a first period class if they arrive to class more than 20 minutes after the start of that class.

Any absence from class without the knowledge and consent of parents or approval from an administrator is a truancy. This includes leaving school at lunch or before the end of the day.

1 period = Saturday School

2 or more periods = Suspension and placement on disciplinary probation.

Parent contact is made for truantries. If a student is truant two or more times, the administration will consider further disciplinary action.

### Procedure for Absence Reporting

1. Please call (818)810-3089 for each day of absence. A note may also be submitted.
2. UNVERIFIED ABSENCE is any absence without a parent note or phone call of explanation. An unverified absence will be recorded as truancy within 2 days.
3. MAKE-UP ASSIGNMENTS may be obtained after the THIRD CONSECUTIVE DAY OF ABSENCE by contacting teachers through voicemail, or contacting the office to arrange for assignments, upon return to class. Class work and tests must be made up within the same number of days a student was absent.
4. A DOCTOR'S NOTE for readmission to school is required for FIVE OR MORE CONSECUTIVE DAYS OF ABSENCE due to illness.
5. RELEASE FOR LEAVING CAMPUS:
  - a. Should be arranged in the Office before school. The Office opens at 7:30 a.m.
  - b. Please submit a parent signed note containing the student's full name, date, time, reason for leaving campus, and who will be picking up the student or if the student is driving self.
  - c. A parent must sign out their student in the Office.
6. RETURNING TO CAMPUS: A student who has checked out of school earlier in the day will need to check back in at the Office.
7. ILLNESS DURING THE SCHOOL DAY: When a student becomes ill at school, he/she should report to the Office for assistance in parental notification and arrangements to leave campus.
8. All minimum days, finals week, and school activity days are considered compulsory attendance days.
9. All work is to be made up by the student within the same number of days absent.
10. Students who miss class time because of scheduled athletic competitions, musical performances, or other school-related activities must make PRIOR arrangements to complete make-up work with their individual teachers.
11. If more than one makeup test per class is necessary in a semester, refer to *Test Make-up or Finals Make-up Section*.
12. EXCESSIVE ABSENCES: Regular attendance in class is necessary for the greatest educational opportunity to result. Multiple absences, whether verified or unverified, not only affect a student's learning in a class, but are an added burden to the instructor and classmates. The following policies will, therefore, be enforced:
  - a. The school will inform the parent/guardian when their student's absences in a class reach 8 or more in a semester.
  - b. Students reaching 12 absences will be forwarded to Administration for review

and parents will be notified Continued absences may result in forfeiture of course credit.

If another parent is taking a student home before the school day ends, a parent note giving that person permission to take your student from school is required.

For emergency reasons, when a student is left in the care of others, the school and health office should be notified. Parents have the capability to view their student's tardy/absent record on-line.

Students are permitted excused absences for official college visits on an individual basis by administrative approval.\* Approval request must be received no less than 2 days prior to the visit. Request forms are available in the College Center.

\* approval subject to satisfactory attendance, positive conduct record, and academic eligibility

### Excessive Absenteeism

Excessive absences are defined to be those which cause a student to be out of school more than 10 days per semester. Any student, who for any reason, is absent more than 13 days in one semester may forfeit credit for the course unless a waiver is granted by the administration based on special circumstances. Students who have excessive absences, may also be placed on probation.

### Partial Day Attendance

Students who leave school before the end of the day, must be signed out by the person picking them up with the exception of early release students. Students will be called from class once the authorized person arrives. The person picking up a student must be listed on the emergency card or have written permission from a parent or guardian with custodial rights.

In order to participate in or attend extra-curricular activities students must attend 5 class periods on the day of the event. Infraction of this policy will result in detention and / or ineligibility to attend the activity.

Doctor/orthodontist appointments should not be scheduled on these days. If unavoidable, they should not cause an absence of more than 2 periods of class.

This policy applies to events held on non-school days as well. When participating in a weekend activity, attendance is based on last day of school. (i.e. Saturday game - Student must meet attendance requirement on Friday.)

Athletes who violate the attendance requirement may be suspended for one game. Further violations may result in dismissal from the team.

Students that are not involved in athletics but violate the attendance requirement will be disciplined.

Please be aware that in order to participate in or attend an athletic event the student athletes **must attend 5 periods of class on the day of the event**. In addition, **students must dress and participate in their Physical Education class the day of the athletic event (or the day before if the event falls on a weekend or school holiday) or they will not be permitted to participate in the event**.

Students are not released early on a regular basis for transportation needs.



## Tardies to School

1. Students arriving to class before 8:20 a.m. should report directly to class.
2. Students arriving after 8:20 a.m. must report to the Main Office with a parental note containing the student's full name, date, time, and reason for late arrival. A parental phone call with the required information will be accepted in lieu of a note. The Attendance Line is (818)810-3089.

## Tardies to Class

1. The 4th and 5th tardy to the same class in a semester will result in a one hour after school detention with a \$10.00 detention fee assessed.
2. The 6th tardy to the same class will result in a two hour Saturday School and a \$20.00 fee assessed.
3. The 7th tardy and each tardy thereafter to the same class will result in a four hour Saturday School and a \$40.00 fee assessed. Students with excessive tardies may be referred for possible suspension, probation or expulsion. They will no longer go through the detention process, but will automatically receive Saturday School and the \$40.00 fee at the 4th tardy of second semester and each tardy thereafter. Tardies are counted on a semester basis for all other students.

## Truancy

A student is considered "truant" from school when he/she is absent from any part of the school day without the knowledge and consent of parents/guardians or administrative approval. Truancy is considered an absence with no opportunity to make up work for credit and the student is also subject to disciplinary action.

## CONDUCT STANDARDS

### Discipline

The school's philosophy of discipline is based on the principles found in the 3-R's of our school **Reverence, Respect, and Responsibility**. The school realizes the responsibility which the faculty and staff of Heritage Christian School have in fulfilling that purpose. It is equally important to realize that students also share in that responsibility. Any behavior that detracts from a favorable learning environment lessens the opportunity for students to benefit from the education, programs, and activities offered at Heritage Christian School. Any behavior on or off campus which damages or diminishes the Christian testimony of the school is considered inappropriate and will result in disciplinary action.

### Respect For Authority

All staff members deserve respect, cooperation, and submission to their authority.

Students are to use Miss, Mrs., Mr., Coach, Dr., etc. when addressing or referring to all staff members of Heritage Christian School.

## Classroom Discipline

- \* Our teachers have a right to teach.
- \* Our students have a right to learn.
- \* No student may stop our teachers from teaching or stop another student from learning.
- \* Behavior problems in the classroom or under the teacher's supervision are generally handled by the teacher.

Each teacher/staff determines his/her rules, rewards, and consequences. Extended school detention may be assigned by the teacher/staff as consequences for misbehavior. There will be a financial charge assessed for after school detention.

The following basic rules also apply in each classroom:

1. Students are not to be in any classroom unless a teacher is present.
2. The teacher's desk, bookshelves, and cabinets are private areas and may not be touched without the teacher's permission.
3. Students must have permission to leave a classroom during class.

## Steps of Disciplinary Action

Heritage Christian School follows a policy of progressive student discipline. The severity of the discipline imposed increases with the severity and frequency of the conduct warranting the discipline. Depending on the severity of the conduct, one or more steps may be bypassed in favor of more severe discipline up to recommendation for expulsion. Whether to impose discipline progressively, or which step to impose is within the sole and absolute discretion of Heritage Christian School. The following steps are levels of discipline which will generally be followed:

### Level 1. Teacher Conference With Student Regarding Behavior

Teachers may conduct a conference with a student regarding the misconduct. Teachers may discuss future disciplinary actions should the misbehavior continue.

### Level 2. Other Discipline by Teacher

Teachers may assign written assignments or another consequence appropriate to the nature of the behavior.

### Level 3. Teacher Contact With Parents

Teachers may request a conference or communicate by phone or email with parents or guardians in order to inform them of the student's misconduct and to discuss further corrective action regarding the student's behavior.

### Level 4. Student Behavior Referral to Dean or Administrator

Except for more serious offenses, students are referred to a Dean who will address the conduct warranting the referral and determine an appropriate consequence. The action taken becomes part of the student's discipline file. Parents will be contacted and corrective discipline such as detention, Saturday School, placement on behavioral

probation, and/or suspension may be assigned to the student. Students who have more than three Saturday Schools in a semester are subject to probation and/or suspension.

### **Level 5. Parent-Student-Administrator Conference**

The administrator may require a parent-student-teacher administrator conference as part of imposed or pending discipline, or as a condition to the termination of probation or a return to school after suspension. If a conference is required, the administrator will counsel the parent and student concerning the misconduct warranting the conference and may impose such conditions of compliance as are deemed appropriate under the circumstances.

### **Level 6. Probation**

Probation is a type of disciplinary action taken in an effort to correct unsatisfactory behavior, a negative/uncooperative attitude on the part of the student or family member, or insufficient academic progress. The terms of probation and the length of the probationary period shall be determined by the administrator. Students on probation may be restricted from participating in or attending school events. Students who do not successfully meet the conditions of their probation are subject to further discipline, which may include suspension and/or recommendation for expulsion. There is no right to appeal a probation.

### **Level 7. Suspension**

Suspension is a severe disciplinary step which is imposed for repeated misconduct or more serious events of misconduct. Suspension may be imposed upon a student who does not abide by the rules and regulations of the school or who exhibits behavior which damages or diminishes the Christian testimony of the school. Suspension may also be imposed for more serious events of misconduct. The terms and length of the suspension shall be determined by the administration. The parent or guardian of a suspended student will be notified by the administrator of the suspension and the terms and conditions imposed. Unless the suspension has been imposed after a parent student conference, the parents of a suspended student may request a conference with the administrator to review the suspension and the terms and conditions imposed. There is no right to appeal a suspension.

Students may not attend or participate in school events or activities on the day of suspension; and, in certain instances, for weekend school events and activities.

Non-academic offenses do not result in an academic punishment. Students will be accountable for academic work during a suspension period.

### **Level 8. Expulsion**

Expulsion is the most severe level of discipline imposed and is generally reserved for the most serious misconduct or as a last resort where other less severe levels of discipline have failed to correct a behavior

problem. Expulsion may be imposed as the result of a single event of serious misconduct.

A student may be expelled only as a result of action taken by a designated committee of the School Board upon the recommendation of the Administration.

A student who is asked to disenroll, or is expelled, or one who withdraws pending disciplinary action may not attend any activity or school function. Furthermore, the student is not to be on campus at any time for a minimum of one semester. After a semester the student may then request the administration to re-evaluate this restriction.

### **Repeated Referrals to Dean / Administrator**

Except for more serious offenses, students referred will generally be dealt with in the following manner:

- 1st office referral - Conference with student, extended school detention or parent contact
- 2nd office referral - Extended school detention, Saturday School, suspension and/or probation
- 3rd office referral - Suspension and/or probation with a possible parent-administrator conference before the student returns to school
- 4th office referral - Suspension and/or probation or recommendations for expulsion

Students suspended from school more than two times in a school year are subject to having their re-enrollment revoked for the following school year.

### **Appeals of Student Discipline**

Student expulsions are the only form of student discipline which can be appealed. The appeal is made directly to the School Board. The rules and procedures governing such appeals will be provided to the parents/guardians of any expelled student at the time of expulsion.

### **Conduct Warranting Discipline**

Violations subject to disciplinary action include:

1. Chewing gum on campus: No gum is permitted on the campus at any time
2. Repeated dress code violations
3. Excessive absences and/or tardiness to class
4. Inappropriate display of affection (holding hands, kissing, hugging, etc.)

### **Conduct Warranting Severe Discipline**

The following violations are subject to more severe disciplinary action which may include detention, Saturday School, probation, suspension, or recommendation for expulsion.

1. An excessive number of referrals to the Office (more than two in a semester)
2. Behavior which is disruptive to the classroom or school campus
3. Attempting to injure, degrade, haze, or bully any student. This includes "pansing".
4. Destroying or tampering with another student's property (including school lockers and

- back packs)
5. Cheating: Giving or receiving information or answers during an exam or class assignment or plagiarism. This will also result in a grade of "zero" on the exam or assignment
  6. Forgery
  7. Being disobedient, disrespectful or lying to school personnel
  8. Use of profane, vulgar, or obscene words, gestures, or pictures. Saying "God," "Jesus," etc. in a dishonorable way.
  9. Defacing and/or damaging property belonging to the school or school personnel (writing on walls, desks, doors, etc.) The parents or guardian shall be liable financially for any damage or replacements. (Education Code 10606)
  10. Gambling
  11. Stealing
  12. Truancy, cutting class or required activities; leaving campus without permission
  13. Fighting, threatening with violence, or making unconsented physical contact or verbal abuse to a student or staff member
  14. Bringing to school, possessing, distributing, or using tobacco or nicotine products, unprescribed or prescribed drugs, alcohol, stimulants, depressants, or other controlled substances which pose a danger to the school or others. This includes non-tobacco products including, but not limited to, E-cigarettes, Hookah pens, and other vaproized products which can be inhaled or used to simulate smoking.
  15. Conduct which violates the school's Substance Abuse Policy
  16. Sexual immorality (I Corinthians 6:9 and Romans 1:24-27)
  17. Dressing in a manner that is not in conformance with one's biological sex, or attempting to use restrooms or locker rooms that are not in conformance with one's biological sex (Gen 1:26-27) .
  18. Involvement in or affiliation with activity resembling gangs or similar groups
  19. Conduct which violates the school's weapons and school violence policy or possession of an object which poses a danger to others
  20. Conduct which violates the school's harassment policy as described in this handbook (Appendix A)
  21. The use of computers to improperly access school data or information or to disseminate materials which are offensive or which violate the law or any other school policy or which violate the Internet Code of Conduct (Appendix B)
  22. The possession or distribution, by any means, of pictorial or written materials that include any pornographic material, or material which libels or defames, impugns or casts an untrue or unfavorable light on any student, staff member or their friends or family or that damages or demeans the Christian testimony of Heritage Christian School. This includes sexting: Sexting is the act of sending, receiving, or forwarding sexually suggestive messages, photos, or images via cell

phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline. The school considers sending, sharing, possessing, or even viewing pictures, text messages, or emails that contain a sexual message or image, a violation that will result in school discipline, up to and including expulsion, and in the notification of local law enforcement. Students are required to immediately report any such activities to a teacher or an administrator.

23. Conduct jeopardizing the health, safety or welfare of students or school personnel

This is not an exhaustive list of conduct warranting discipline. Disciplinary action may be taken for conduct, on or off campus, which is damaging to the Christian testimony, or which directly, or indirectly, impugns or diminishes the ministry or integrity of Heritage Christian School, its students or its faculty in the eyes of the community, the faculty, the parents of our students, or evidences disregard for the biblical position of the Christian ministry of the School or the Christian Church.

### **Cheating/Plagiarism**

Heritage Christian School expects students to do their own assignments whether they are homework, written projects or taking tests. Cheating is detrimental to the educational environment. Giving or receiving information or answers during an examination or class assignments is considered cheating.

Plagiarism is another form of cheating. It means "to steal or use the ideas or writings of another as one's own."

The following procedures are to be implemented when cheating is identified:

1. Suspicion of cheating or any first occasion of cheating will result in a "no credit" being given on the assignment or test and a day of Saturday School will be assigned.
2. A second incident of cheating within the same school year will result in a "no credit" on the assignment or test and a suspension. The student will also be put on disciplinary probation for cheating.
3. Any further incident of cheating within a 2 year period may result in either the student being asked to withdraw from the school, or the matter being turned over to a designated committee of the School Board
4. Cheating on a final exam may result in the semester grade being lowered one full grade, and any remaining penalties based on the number of incidents.

### **Student Harassment Policy**

Heritage Christian School is committed to maintain a learning environment that is free from harassment because of any individual's sex, race, color, national origin or disability. Heritage Christian School prohibits any and all forms of conduct, done on or off campus, which would constitute such harassment. This policy includes student to student conduct as well as staff to

student conduct. Any student violating this policy is subject to discipline up to and including suspension or recommendation for expulsion. We encourage all students and parents to become familiar with this policy and to report any violations as soon as they occur.

The complete student harassment policy is set forth at the end of this Handbook (Appendix B).

### **Weapons and School Violence Policy**

Heritage Christian School does not tolerate threats, implied threats of violence by students, or the possession of weapons. Heritage Christian School believes the school's first responsibility is the protection of all of its students. The school takes this responsibility very seriously. All threats of violence or possession of weapons will be investigated by the school. A student who brings a weapon to school, or to a school function, or has a weapon on his/her person, is subject to discipline, which may include suspension or a recommendation for expulsion. The school will contact the appropriate authorities and will note in the student's permanent record that he/she was expelled for possession of a weapon on school premises or at a school function. Possession includes, but is not necessarily limited to, having a weapon in a locker, backpack, purse, or vehicle or on one's person or within his or her immediate control.

Although not an exhaustive list, under this policy, weapons include, but are not limited to, ammunition, guns or firearms of any type, nature or description, any object capable of firing, shooting, or slinging a projectile capable of causing serious injury or death to another, knives, or cutting instruments which have a sharpened or serrated edge or where the blade exceeds 3" in length, clubs or any other object defined as a weapon by the California Penal Code.

If the school determines that a threat of violence whether done on or off campus, is credible and specific (directed toward a particular student/s or staff), the administration will report the threat to the student/s and/or staff member threatened. The school will also report the threat to appropriate authorities. Students making such threats are subject to immediate suspension and recommendation for expulsion. If expelled, the student's permanent record will reflect the expulsion for making a threat of violence. For purposes of this policy, credible means a reasonable belief or suspicion determined at the sole discretion of school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat.

In those circumstances in which the school determines that the threat is likely not credible, the student remains subject to suspension, probation or to expulsion. This includes cases in which the student was "just joking."

This policy also applies to threats or statements of violence made by a student concerning him/herself. In those circumstances, the school will attempt to notify the affected student's parents/guardians and, if appropriate, seek appropriate emergency response or intervention by public and/or private authorities and professionals.

In the event the school has any reasonable belief that

the safety of any student or staff is in question, an emergency response from the Los Angeles Police Department will be requested.

### **Substance Abuse Policy**

Heritage Christian School has a vital interest in maintaining a safe, healthy, and challenging educational environment for our students. Heritage Christian School believes that the use of tobacco, alcohol, illegal drugs, or the misuse of legal drugs is detrimental to the school environment and the educational and spiritual growth of our students.

In keeping with these principles, Heritage Christian School has established a Substance Abuse Policy prohibiting the possession and use of these substances. This policy includes elements of education, prevention, protection, testing, discipline, rehabilitation, and confidentiality. This policy prohibits and regulates certain behavior both on and off campus.

Any student violating this policy is subject to discipline up to and including suspension or recommendation for expulsion. Students suspected of violating this policy may be required to submit to drug testing within 24 hours of notification by the school. The student may not attend school until the test results are communicated to the school. Students and parents are encouraged to become familiar with this policy and to report any violations as soon as they occur.

### **Dress Code**

The purpose of the dress standards is to reflect the Christian values for which our school stands and to maximize the time spent on the education of students. The way our students appear at school and at school events makes an impression on those within the school community. The dress code requires consistent parental support to ensure that it is successfully enforced.

Students are required to wear the prescribed school uniform.

The dress code applies at all times while students are on campus. While students are not required to wear uniforms at off-campus school activities/events, other portions of the dress code still apply at such events.

The prescribed school uniform policy for students in grades 6-12 is as follows:

#### **Monday through Thursday**

1. Shorts, pants, or skirts with a uniform polo shirt (long and short sleeved), worn at all times, purchased only through designated uniform company.
2. Sweatshirts, jackets and cardigan sweaters purchased only through HCS uniform store. Uniform polo shirts must be worn under these items at all times.
3. Students may wear jackets and sweatshirts representing the Senior Class, ASB, student council, cheerleading, sports' teams, other school groups, and letter jackets. Uniform polo shirts must be worn under these items at all times.
4. Plain white, black, or gray long sleeve shirts may be worn underneath the uniform polo shirt. Students may not wear sweatshirts, hoodies, sweaters, etc. underneath their uniform polo shirts.

5. Approved cheerleader uniforms on designated days.

### **Fridays**

1. Uniform shorts, pants, and skirts (jeans allowed on designated days);
2. Uniform polo shirts; and,
3. Shirts, sweatshirts, and jackets representing HCS teams or groups, provided that they have the name or logo of the school and/or group and are comprised of school colors.

**Skirts**—Must be worn with a length not exceeding three inches from the top of the knee cap. Boys are not permitted to wear skirts to school.

**Shoes**—Athletic and casual shoes are acceptable. Slippers, sandals, and high heeled shoes are not permitted. Shoes are required to be closed toed and have a back or heel strap.

**Hairstyles**—should reflect a clean, neat, and well groomed appearance. Any partial or complete shaving of the head is not permitted. Boys' hair should not hang in the eyes. Students may color or dye their hair with natural color (no blue, purple, etc.). The administration will make the final decision on all questionable cases. In general, students are to avoid extreme styles that draw undue attention to themselves.

**Facial Hair**—Facial hair is not allowed. Boys are to be clean shaven. Boys in non-compliance will be sent to the boys' dean and given the opportunity to call their parents and receive permission to shave using a new disposable razor.

**Socks**—must be worn at all times and must be below the knee.

**Tights, Leggings, and Stockings**—Girls may wear solid colored, non-patterned black, white, or gray tights, stockings, or leggings under their uniform skirts or shorts. No open weave or fishnet patterns. Boys may not wear tights, leggings, or stockings.

**Girls' Make-up and jewelry**—should be modest, in good taste, and should follow common sense safety guidelines. Visible rings or studs may not be worn in any area that is pierced other than the ears. Piercings should be done at a time that the healing process will not interfere with the student adherence to this policy (ie during the summer).

**Boys' Make-up and jewelry**—Earrings, make-up, and fingernail polish for boys are not permitted. This applies to all school activities whether on or off campus.

**Jeans Days**—Give the school the opportunity to raise money for worthy causes. Students choosing to participate must abide by the guidelines of wearing long pants made of denim or jean material. "Jeggings" or other types of stretch material are not allowed

### **The following are not permitted at school:**

- \* Clothing and/or hairstyles in any way associated with gangs or any other negative influence
- \* Underwear which is visible
- \* Torn, altered, undersized, or oversized clothes

- \* Pant cuffs that are frayed or slit, not properly hemmed, or rolled up
- \* Uniform clothes that are form fitting
- \* Pants worn below the waist level or worn low enough to expose underclothing
- \* Knit caps, scarves, bandanas, and sweat bands
- \* Chains for wallets and keys
- \* Wearing stickers, having temporary tatoos and other forms of body art that are visible
- \* Clothing items, backpacks and other personal belongings that contain the names of music groups or objectionable or questionable items
- \* Skirts must not be rolled up at the waist or otherwise altered to appear shorter. Girls' Shorts and skirts when appropriately fitted will be near the top of the knee cap

Only HCS hats or caps (worn forward) are acceptable headwear for any student; no headbands or bandanas. Hats and hoods may not be worn in the classroom or in chapel. Blankets may not be worn.

### **Miscellaneous Dress Code Items**

The administration will make the final decision in all questionable cases. Dress code checks will be held on a regular basis. Failure to comply with this policy may result in students being held out of class until appropriate clothing is brought to school. Violations will result in a call to parents as a first offense warning. Subsequent violations may result in the issuance of dress code violations (second offense = 2 hour detention), Saturday School, or suspension. Students with more than three Saturday Schools assigned in one semester, regardless of violation involved, are subject to suspension from school and or placement on probation.

### **Off Campus Dress Code Policy**

Dress for off campus athletic contests (student spectators) and programs (student audience) must be modest. For the purpose of this off campus dress policy, girls will refrain from choosing blouses that reveal midriff, that are low cut, or are excessively tight. Excessively short skirts and shorts are also to be avoided. Boys must wear a shirt and their pants must be worn at the waist. In all cases it is unacceptable to wear clothing in such a fashion as to expose undergarments.

Dress for school field trips that leave from and return to the school shall conform to the school dress code. Exceptions must be individually approved by the administration in advance and must be appropriate for the nature of the event.

Dress for special class events shall be communicated by the faculty advisor well in advance of the trip and must be appropriate for the nature of the event.

### **After School Student Supervision**

Sixth and seventh grade students remaining on campus after a specific time must report to the designated Student Supervision area where they are supervised until signed out by a parent or designated adult. Eighth grade students remaining on campus may participate in this service. A fee will be charged to the student's account for Student Supervision.

### **After School Hours**

High school students staying on campus after school must be in designated areas only and are not directly supervised by school personnel, unless participating in athletic practices, games, or organized school activities.

Students may not be in buildings unless they are in the presence of a teacher or staff member.

It is expected that students would be gone from the school grounds before 6:30 p.m. Should students, not under the immediate supervision of a coach or activity advisor, be observed on the school grounds at 6:30 p.m., the incident will be reported and parents may be contacted to ensure student safety. Students will not be allowed to wait in the school buildings after 6:30 p.m.

## **GENERAL INFORMATION**

### **Hours of Operation**

Students are not permitted on campus before 6:45 a.m. or after 6:30 p.m. unless there is a school activity scheduled. There is no access to the campus or supervision available outside of school hours.

### **School Office Hours**

School offices are open year around from 7:30 a.m. to 4:00 p.m., Monday-Friday. The offices are closed for national holidays, Thanksgiving week, Christmas weeks, and Easter week.

### **Library Hours/Rules**

The library is open from 7:30 a.m. to 5:00 p.m. on regular school days and from 7:30 a.m. to 12:00 p.m. on minimum days. No food, candy or drinks are allowed. Cell phones, CD players, iPods, etc. are not permitted at any time. The library is a place to study and to find materials needed for classes; therefore, we request students to be responsible and show respect to their peers by studying quietly. Disruptive students will be asked to leave the library; repeated requests will result in temporary loss of library study privileges. The loan period for books is two weeks; additional days may be added for book reports and projects at the discretion of the Librarian and teachers. Reference materials may be used in the library only.

Current year Heritage Christian School student I.D. cards are required for checking out books.

Overdue books must be returned and all fines paid before additional books/materials can be checked out. Computers are for student use and school work only. Playing computer games or surfing the Internet or sharing of passwords will result in revocation of computer privileges. A library computer acceptable-use policy must be signed by parent(s) and student and be on file in the library. These are good for one school year only. Computer acceptable use policy forms are available in the library. After a completed form is turned into the librarian, a computer password will be issued. A lost or forgotten password will incur a charge of \$5.00. A current year Heritage Christian School student I.D. card is required when signing in to use a computer. The printer may be used to print school work only. The charge is \$.15 per page.

### **Student Release During School Hours**

Any student being picked up or needing to leave before school dismisses must be arranged with the office before school. Please submit a parent signed note containing the student's full name, date, time, reason for leaving campus, and who will be picking up the student or if the student will be driving self. A parent must sign out their student in the office. Those not on the Emergency Treatment Authorization form must present written permission from the parent to pick up a child.

### **Carpools**

Carpools are encouraged. These are arranged by parents.

### **Secure Campus Policy**

In order to ensure the safety of all students, we have a closed campus policy. Students may not leave campus, or go to their car, until their last class has ended. Students are not allowed to leave campus during nutrition or lunch. All visitors, including parents, must obtain a pass at the security entrance to enter limited areas of the campus. Former students are not permitted on campus until 3:30 p.m. unless permission is granted by a staff member. No student visitors are allowed in classrooms. Class visitations are only approved for prospective school parents. Alumni may visit with staff except during classtime.

For special events, a parent may grant permission for their student to go to lunch off campus with an adult (21 years of age or older) provided the permission is in written form, in the office, prior to 8:00 a.m.

### **Delivering Items to Students During School**

Classroom instruction will not be disrupted to deliver messages or items such as lunches, flowers, balloons, etc. to classrooms. Parents must communicate with their student to inform them that they will deliver or have delivered something in the school office. Class instruction will not be disrupted to notify the student; therefore, students must be responsible for checking with the office for such items during passing periods, nutrition, lunch, and after school.

### **Bicycles/Skateboards/Skates/Roller Blades**

Students who ride bicycles to and from school may have them on campus during school hours or activities. Bicycles may not be ridden on campus (grass, sidewalk or parking lot). Once the student has come onto school property, he/she must walk the bike. This is for the student's protection. Bikes must immediately be locked to bicycle racks upon arrival at school and locked in the stand provided. Bicycle riders are to enter campus only by the Kinzie Street parking lot gate on the South Campus.

Although the school has no control over students who ride bicycles before or after they arrive at or leave the campus, the school expects students to know and abide by all bicycle safety rules and to wear an approved helmet as required by state law.

Skateboards, roller blades, and skates may be brought to school provided they are stored in a locker or locked

to the bike rack and not used on campus. Shoes with wheels are not allowed at any time.

### **Distribution of Non-School Generated Material**

Distribution of non-school generated material through student folders, slips, envelopes, flyers, or any other means of distribution is not permitted without prior approval from the Administration.

Students who wish to publicize private parties or other private events on campus will be allowed to do so, provided the materials clearly declare that the party or event is not under the sponsorship or supervision of Heritage Christian School. Flyers which are distributed and do not conform to these requirements will be confiscated and students disciplined in accordance with the nature of the violation.

Students must obtain permission from an administrator before putting any handbills, notices, flyers, or announcements on the school bulletin boards.

### **Privacy**

The school complies with privacy laws; therefore, we do not give out lists of students containing addresses and phone numbers except to selected vendors for school related items.

### **Lending of School Property**

School property and equipment is not loaned to parents or students.

### **Lockers**

Student lockers are the property of the school and are provided as a service for students to secure their belongings. Any locker may be opened and its contents may be searched or examined by school authorities without permission of the student at any time when, at the sole discretions of school authorities, they deem it necessary to do so. Students are responsible for the condition of their lockers and contents. The following rules are to be observed:

1. Report any locker problems or damage to the homeroom teacher.
2. Lockers are to be kept locked at all times.
3. **Combinations must not be told or given to others.**
4. Lockers must be kept clean and neat at all times.
5. Failure to abide by these rules may result in fines, disciplinary action, or loss of locker privilege.
6. Locks may not be altered to facilitate quick and easy opening. This damages the lock. Students will be assessed a \$20 replacement cost for locks that are damaged.
7. The school is not responsible for lost, stolen, or damaged goods belonging to students.
8. Students may not share or exchange lockers.

### **P.E. Locks and Lockers**

All students are required to purchase a school padlock from the business office for their P.E. locker. The padlock is the responsibility of the student. If it is lost or stolen, then the student will need to purchase another lock.

### **Bus Routes/Shuttle Service**

Bus routes from various locations are available for a fee. Refer to our website (Bus Routes) for more information.

### **Student Vehicles and Parking**

The school provides off-street parking for student vehicles; however, all parking is at the driver's own risk. Students are encouraged to keep their vehicle locked at all times. The school is not responsible for loss from or damage to vehicles or their contents. Vehicles left in the parking lot after 3:00 PM are particularly at risk, especially from athletic activities on adjacent fields. (Balls that come over the fence, etc.) Students are not permitted to loiter in the parking lot. Reckless driving will result in student parking lot/driving privileges being revoked. Students are not permitted to use the Visitor Lot on Woodley during school hours.

In order to ensure the safe and efficient transport of students to and from school and to promote the efficient flow of traffic in our neighborhood and on our campus, Heritage Christian School has adopted the following student parking rules and regulations.

1. Student parking is a privilege and not a right. Compliance with these rules and regulations is a condition to enrollment.
2. On campus parking is by permit only. Applications are available in the school office.
3. Student parking is limited to designated student parking spaces. Parking in other than designated student parking spaces is prohibited.
4. There is a five mile per hour speed limit in the school parking lot. Off campus speed limits must be strictly observed. Obey all traffic laws and municipal ordinances. Drive defensively and please have respect for our neighbors and others on the road.
5. Violation of these regulations may result in the assessment of a parking violation fee, the revocation of a student's parking privilege, and other student discipline including suspension and expulsion for repeated violations.
6. Student vehicles parked on campus are subject to the school policy on Searches and Student Privacy. For this purpose, student vehicles are considered the same as lockers, backpacks, etc.
7. Student parking needs and requirements change from time to time because of changes in the school population, special events, inclement weather, and other factors. School administration may issue Parking Directives, as the need arises, advising students of changes in their student parking privilege. These Parking Directives are considered part of the Student Vehicle and Parking Policy and must be strictly adhered to.
8. Heritage Christian School is not responsible for damage to vehicles parked on or off the campus.

### **Searches**

Lockers and computers are considered school property. At Heritage Christian School, there are

expectations of students in the areas of conduct, integrity, responsibility, and respect. In the event that a student fails to meet these expectations by violating a school rule, it may become necessary to conduct a search of the student's person, property, or school locker. The sole intent of this action is to maintain the safety and welfare of both the individual student and the school. For the safety of our students and in order to provide a campus free from dangerous or illegal contraband (drugs, alcohol, weapons, stolen property, or any other item the possession of which is prohibited in this handbook), student lockers and computers are subject to search at any time, with or without prior notice, and with or without cause or suspicion.

The school reserves the right to secure the services of canine detection services as deemed appropriate/ necessary to prevent prohibited items from being brought to school.

Student vehicles, backpacks, purses, cases or containers are subject to search on reasonable suspicion they may contain contraband. If illegal contraband is found, it will be seized, and if warranted, the police department will be called. The student is also subject to disciplinary action.

The administrator or counselor conducting this search must adhere to the following guidelines:

- The person or persons conducting said search must have a "reasonable suspicion" that the person, property, or school locker being searched relates directly or indirectly to an infraction of school rules and/or standards. The term "reasonable suspicion: is defined as having credible sources and/or personal observations that a student is engaging in wrongful behavior.
- The search that is conducted must be no more intrusive than necessary to serve the school's legitimate needs.
- The search, and any item that is observed or seized, must be documented so as to maintain the sequence of events leading up to the search and the subsequent results of the search itself. A record of all searches will be maintained by the administration.

### **Lost and Found**

A lost and found clean-out day is held on a monthly basis. Attempts will be made to return labeled clothing and belongings to the owner. (Refer to the Specific Financial Information Page of this Handbook.)

### **P.E. Lost and Found**

Clothing items left in the P.E. rooms will be cleaned out regularly. Items not claimed by the end of the month will be donated to a charitable organization.

### **Lunch and Food Sales**

Students may bring lunches or purchase them from a designated provider. Parents may order these lunches on line. Other food options are available at the Student Store. The student store stocks items that comply with the nutritional guidelines set by the USDA.

Parents are encouraged to provide their child/ren with a balanced nutritional lunch or provide money to purchase items from the Student Store. Bringing in fast-food lunches is discouraged.

### **Food in the Classroom**

All food distributed by the school intended for students' consumption on campus must be commercially prepared and pre-packaged. Therefore, the sale of "home cooked" food is not permitted on campus during school hours.

### **Personal Items/Belongings**

Except for cell phones, students are not to bring items to school which are not used for classroom instruction.

Personal belongings, such as backpacks, notebooks, book covers, etc., with questionable or objectionable words or pictures are not permitted at school.

### **Cell Phones/Two-Way Communications Devices**

Student use of two-way communication devices (such as watches and cell phones) is prohibited in the classroom except when allowed by a teacher as part of a class assignment. The phone must be off or on a silent mode making no sound. The phone may not be out and visible in the classroom or in chapel.

Any student found violating this policy shall be disciplined as follows:

1. Immediate confiscation of the involved device(s) as appropriate. Parents will be required to pick up the device during regular school office hours.
2. The second violation of the policy will result in parents being required to pick up the device during regular school office hours.
3. After the third confiscation, the student will be suspended from school for one day, and additional days each time the phone is confiscated.

If a cell phone is confiscated, the contents of the phone may be examined by school personnel.

The school does not assume any responsibility for lost, stolen, or damaged communication devices.

### **Electronic Devices**

A student who is seen with an electronic device out during a quiz or test will receive a grade of zero (0) on that quiz or test and be disciplined for cheating/ plagiarism.

### **Laptop Computers, Tablets, etc.**

Laptops and tablets are permitted on campus provided they are used for class work.

The school does not assume responsibility for lost, stolen, or damaged items.

### **Photographs of Students**

Throughout the school year, photographs are taken of students and student groups to be published in the school yearbook, placed on the web site and used in displays set up by the school at various community events advertising the school and its mission. The school reserves the right to continue these practices unless specifically requested by parent/s in writing, and on file,



that their student/s be excluded from these publications or displays.

### **Middle School Athletics**

Notices will be sent out prior to each sport. The notice will contain information pertaining to fees, tryouts, and other related items. A sports activity waiver and release signed by both parents and guardians must be submitted before the student can participate (this includes tryouts). Proof of medical insurance is required in order to participate in sports.

If a student is on an activity restriction, a physician's release is required before the student may participate in sports.

See the Eligibility for Extra Curricular Activities for further information.

### **High School Athletics**

The California Interscholastic Federation (CIF) governs all high school interscholastic athletic competition in the state of California. As a member of Southern Section, CIF, Heritage Christian School's athletic program abides by the rules and regulations set down by this governing body.

All high school athletes must have an annual physical examination in order to participate in any sport. Written verification of the examination, signed by a physician must be on file in the office before a student may practice or play. A sports activity waiver and release signed by both parents or guardians must be submitted before participation as well. Proof of medical insurance is required. In order to participate in summer sports, tryouts, practices or games, students must be enrolled in HCS for the upcoming school year.

Students and their parents will be notified of information meetings prior to the beginning of each sport season. These meetings with the coaches will provide specific information regarding tryouts and participation requirements for each sport.

Students must meet minimum attendance and academic eligibility requirements for sports participation as well. Please refer to attendance and eligibility policies in the Sports Handbook for further information.

### **Letter Jackets**

Letter jackets are available for high school students that have participated in athletics, ASB, in the performing arts program, or been a member of CSF, and Senior Council. Students lettering in athletics and cheerleading may purchase jackets with leather sleeves. Students lettering in ASB, other student organizations and the fine/performing arts program may purchase jackets with cloth sleeves. The athletic director or performing arts department will determine the qualifications. Eligibility to earn a letter in varsity sports is outlined in the Athlete/Parent Handbook.

### **Work Permits**

Students requesting work permits must have a 2.0 average for the school to issue the permit; therefore, one may not be issued until the office has time to verify the eligibility. If evidence received by the school establishes, to the satisfaction of the school, that the schoolwork or the health of the student is being impaired by the employment, the permit may be revoked. Work permits issued during the school year expire five days after the opening of the next succeeding school year.

Students requesting an entertainment work permit must have a 2.0 grade point average minimum with no D's or F's and satisfactory attendance (no more than 15% absentee rate).

Work situations with special circumstances will be handled through the administration.

## **HEALTH AND SAFETY**

### **Illness**

If a student must be sent home due to illness or injury, parents are notified and are required to pick up their child immediately. If we are unable to contact the parents, we will try to contact the person listed with us to care for such emergencies. Students are not sent home alone. Students with a fever of 100 degrees or greater must be free of fever for 24 hours before returning to school.

Phone calls to parents requesting that they pick up their child from school due to illness or injury may only be made by school personnel.

If a student driver becomes ill, the parent will be contacted by the health office. A decision will be reached between the parent and the health attendant as to whether or not to release the student. If any question arises, the health attendant will make the final decision. The student must sign out in the front office prior to leaving campus.

Students on physical activity restriction will not be allowed to participate in after school activities involving certain types of physical activity.

### **Returning to School Following Illness**

Readmission after a communicable disease, pediculosis (lice), students with crutches, casts, orthopedic braces, and sutures must be approved by the Office. Students with injuries which require a physician's care must have a physician's note releasing them to return to school. These students will not be allowed to participate in any physical activity.

All injuries occurring outside of school time are the responsibility of the parent/personal physician. Please do not send a student to consult with the Health Office about the need for a doctor's examination.

### **Injuries**

Self treatment using an elastic/ace wrap with no evidence of swelling or abrasion will be allowed for 1-3 days if accompanied by a parent note. If the condition continues to exist, then a doctor should be consulted.

### **First Aid**

School personnel are trained to render first aid and emergency care only. They do not diagnose or give medical

treatment. 911 will be called when deemed necessary.

The school office, health attendant, and other authorized personnel will give first aid for minor injuries received from playing, etc. Parents will be contacted if the services of a physician or other medical professional are necessary.

In cases of serious emergency, every effort will be made to immediately contact the family or the person designated on the emergency treatment form. Please keep these names and numbers current by immediately notifying and updating or completing a new emergency treatment authorization form.

Sores, cuts, sprains, blisters, etc. occurring at home should be attended to when they occur. The care of previous injuries is not considered first aid given at school.

The school provides accident insurance coverage for all students while they are participating in school activities. Benefits are provided only after a student's primary group medical coverage has been paid. Deductibles apply and must be met before benefits are paid. If a student is injured during a school activity, the student or parent may request a claim form from the Health Office. Time limits for claims and coverage do apply.

### **Precautions for Preventing the Spread of MRSA**

The health office has set up a plan for preventing the spread of MRSA (methicillin-resistant staph aureus) in the rooms used for P.E. and sports conditioning. Coaches have been trained in its implementation.

### **Emergency Preparedness**

Heritage Christian School follows state and local codes when conducting fire, earthquake, and stay indoor (lock down) drills. Students will not be released to a parent/guardian or others listed on the emergency list during a lock down. Office staff will not answer phones. Information will be provided via the school web site or automated phone message.

The school maintains emergency supplies, food, first aid, emergency blankets, etc. in case of an extended emergency situation.

Staff members will remain with the students to supervise and care for them for the duration of the emergency.

Students will be released only to their parents or other adults listed on the student's emergency (9-1-1) form. Parents should be sure these forms are always accurate and up to date.

Student drivers will be released only with prior written approval from parents. Students who have permission to walk home must remain on campus until the emergency is over.

### **Emergency Notification**

In the event of an emergency, disaster or possible school closure; tune to the following radio station:

KNX radio station 1070 am

The following television news stations will also have the information:

Channel 2, 4, 5, 7, 9, and 11

### **Administration of Medications**

Any medication prescription or non-prescription, taken during the school day must be brought to the health attendant or staff designee accompanied by a written consent to use from the parent or guardian and a doctor's written authorization.

Parents must deliver, or cause to be delivered by a designated adult, any medication to be given at school. No medications may be brought to school by students. If this is not possible, please contact the school office immediately to discuss delivery of the medication. Medications are administered by the Office or a staff designee.

All medications brought to school must be in the original container (pharmacy labeled). Please ask the pharmacist for two labeled bottles so one may be left at home and one brought to school. The following information should be on the medication container: student's full name, physician's name and phone number, name of medication, dosage, schedule, dose form, and date of expiration of prescription. Pharmaceuticals will be kept in a locked cabinet in the School Office.

For your child's safety, medications, including aspirin and Tylenol, are not to be brought to school at any time. Similarly, aspirin and Tylenol will not be dispensed by school personnel unless parent's consent and the doctor's authorization are on file. Parents must provide the medication. All vitamins or herbal treatments should be given before or after school. Students who do not comply with this policy are subject to disciplinary action.

The parent/s or guardian/s of a student on a continuing medication regimen for a nonepisodic condition shall inform the school office or other designated school employee of the medication being taken, the current dosage, and the name of the supervising physician. With the consent of the parent/guardian of the pupil, the school office may communicate with the physician and receive instructions.

### **Medication Exceptions**

A student may be permitted to carry some pre-determined medications and/or store them in his or her locker or sports bag. These medications include inhalers, Epi Pens, Benadryl, and diabetic care medications ONLY. This exception will ONLY be made if all medications are brought to the Health Office with a completed Medication to be Dispensed by School Personnel form, and an additional form titled Request for (specific medication requested) to be Carried on Person waiver has been filled out for each medication and signed by the parent and student. Medications must be brought in by a parent, and must be in the original box or container with prescribing information and/or dosing instructions. See health attendant for further information.

### **Live Animals**

Because of health and safety conditions, no live animals may be brought to school.

**Backpacks**

Due to safety issues, backpacks, messenger bags and large book bags worn over the shoulder must be kept in book lockers during the school day.

**Glass Bottles**

Glass bottles are not permitted on campus.

**White Out**

Students are not permitted to have liquid White Out at school. Tape White Out is permitted.

**Asbestos Free Campus**

Our campus has been inspected and found to be asbestos free.

**PLEDGES****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 with life and liberty for all who believe.

**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 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. Its words will I hide in my heart that I might not sin against Him.

## MEDIATION AND ARBITRATION OF DISPUTES

1. HERITAGE CHRISTIAN SCHOOL (the “School”) is a Christian institution which believes that the Bible commands individuals to make every effort to live at peace and resolve disputes with one another in private and within the parameters set by the Christian Church (see Matthew 18:15-20; 1 Corinthians 6:1-8). Therefore, the School, and the parents, legal guardians, and legal representatives of its students (hereinafter the parties) agree that except as expressly exempted from these provisions, any and all claims or disputes which would otherwise be the basis for legal or court action, which arise from or are related to the School and its operation, including all aspects of a student’s relationship with the School, its administrators, faculty, and staff, shall be settled by biblically based mediation and, if necessary, legally binding arbitration.
2. The parties hereto agree to mediate any dispute or claim as above described arising between them before resorting to arbitration. Mediation is a process by which parties attempt to resolve a dispute or claim by submitting it to an impartial, neutral mediator, who is authorized to facilitate the resolution of the dispute, but who is not empowered to impose a settlement on the parties.
3. The mediation shall be conducted in accordance with the **Rules of Procedure for Christian Conciliation** contained in the booklet Guidelines for Christian Conciliation a division of Peacemakers Ministries (or its successor), which can be found at <http://peacemaker.net/project/guidelins-for-christian-conciliation>. The mediation shall be conducted at a location, in the San Fernando Valley, as determined under the Rules. The parties to the dispute may mutually agree to the selection of an alternative method of mediation and/or a mutually acceptable alternative mediator to resolve the dispute.
4. If any party commences an arbitration or court action based on a dispute or claim to which the mediation provision applies without first attempting to resolve the matter through mediation, then in the discretion of the arbitrator(s) or judge, that party shall not be entitled to recover attorney’s fees, even if they would otherwise be available to that party in any such proceeding.
5. The parties hereto agree that any dispute or claim in law or equity arising between them which is not settled through mediation, as above provided, shall be decided by neutral, binding arbitration and not by court action, except as provided by California law for judicial review of arbitration proceedings.
6. The dispute shall be submitted to binding arbitration in accordance with the **Rules of Procedure** promulgated by the Institute for Christian Conciliation, whose address, telephone number, and web address are provided above. In the event the arbitrator or arbitrators selected pursuant to the **Rules of Procedure** above decline to act, either party may submit the dispute to arbitration in accordance with the Rules of Procedure of ADR Services, Inc. (ADR) or Judicial Arbitration and Mediation Services, Inc./Endispute (JAMS/Endispute). The selection between ADR and JAMS/Endispute shall be made by the claimant first filing for arbitration. The parties to an arbitration may agree in writing to use different rules and/or arbitrator(s). The cost of mediation and/or arbitration shall be governed by the Rules of Procedure. The parties shall have the right to discovery in accordance with Code of Civil Procedure Section 1283.05. In all other respects, the arbitration shall be conducted in accordance with Part III, Title 9 of the California Code of Civil Procedure. Judgment upon any arbitration award may be entered in any court having jurisdiction thereof.
7. Exempted from the provisions of these mediation and arbitration provisions is the collection of monies due Heritage Christian School for tuition or other charges. Such collections may be enforced directly by legal action. The mediation and arbitration provisions created herein are not intended and do not give parents, guardians, or other legal representatives standing to arbitrate matters arising from the administration and implementation of the School’s educational functions. Also exempted from the provisions of this Mediation and Arbitration of Disputes Agreement are any disputes which by law are required to be resolved by a governmental agency or are by law expressly exempted from arbitration.
8. If a dispute or claim involves an alleged injury or damage to which the School’s insurance applies, the School’s insurer may elect not to submit the dispute or claim to mediation or arbitration as described in this Agreement, in which event unless the parties otherwise agree, this Mediation and Arbitration of Disputes Agreement shall no longer be binding with regard to that part of the dispute or claim to which the School’s insurance applies. Except as otherwise provided herein, the parents, legal guardians and legal representatives of their student agree that this Mediation and Arbitration of Disputes Agreement shall provide the sole remedy for any dispute between them, their children, or students, and the School and do hereby waive, on behalf of themselves, their children and students, the right to file any legal action against the School in a civil court or agency, except to enforce an arbitration award.

**MIDDLE/HIGH SCHOOL SPECIFIED FEE INFORMATION  
2018-2019**

Delinquent Tuition Charge		\$25.00
Returned Check Fee		\$30.00
Athletic Participation Fees	<u>Middle School</u>	
	Football and Basketball	\$150.00 per sport
	All other Middle School Sports	\$125.00 per sport
	<u>High School</u>	
	Football and Baseball	\$200.00 per sport
	Tennis and Golf	\$225.00 per sport
	All other High School Sports	\$175.00 per sport
Tutoring Fee		\$50.00 per hour
Duplication of School Records		\$1.00 per page
Textbook/Notebook Retrieval Fee		\$1.00 per item
Transcripts per set after 3 (no charge for the first 3 sets)		\$5.00 per set
Damage to School Property	Administration decision based on extent of damage	
Graduation Fee		
8th grade		\$50.00
12th grade		\$90.00
Yearbook		To be determined
After-School Detention and Saturday School Fee		\$10.00 per hour
Extended Day Care Fee		\$4.75 per hour
Withdrawal Fee		\$50.00 per student

**\*\*FEES ARE SUBJECT TO CHANGE\*\***

**Appendix A**  
***Heritage Christian School***  
**Student Agreement**  
**Internet Code of Conduct**

**PRIVILEGES.** Heritage Christian School provides Internet access for students and staff in a supervised classroom or library setting. The use of the Internet enhances learning opportunities by focusing on the application of skills in information retrieval, searching strategies, research skills, and critical thinking. Access is available for news, resources from businesses, libraries, educational institutions, government agencies, research institutions, and a variety of other sources. Student use of the HCS Network is a privilege, not a right. Inappropriate use may result in cancellation of rights to access the Internet and disciplinary action up to and including expulsion from school.

**REQUIREMENTS.** Students using the HCS Network must abide by the following requirements:

1. **PRIVACY.** Do not send any message that includes personal information such as a home address or personal phone number for you or for any other person. Immediately report to your teacher any person who asks for personal information or violates your privacy in other ways. Remember that the HCS Network is not a private system; information you send or receive electronically could be read by anyone connected to the Internet. Additionally, if you are aware of private information posted by other students, please either remind them of this danger or notify your principal or teacher. In order to ensure student safety, the security of the HCS Network, and the most appropriate use and effective allocation of educational resources, HCS reserves the right to monitor all traffic on the HCS Network.
2. **BE POLITE.** Never send, or encourage others to send, messages that are not polite.
3. **APPROPRIATE USE.** Remember that you are a representative of your school when you are online. Do not send or download material that contains or suggests pornographic content, racism, violence, or other activity which damages the Christian testimony of the school. Using the Internet as a means of harassment, as defined in the Parent Student Handbook, is considered a violation of this Agreement.
4. **USE ELECTRONIC RESOURCES WISELY.** Log off when you are finished. Be considerate in selecting files to download; for example, files heavy with graphics, video, audio, etc. take much longer to download than do files containing simple text. Please, take only the information you need.
5. **ELECTRONIC MAIL.** An electronic mail (e-mail) account is provided for South Campus students for school related use. This account remains the property of the school and is not private – the school may access it at any time. Email should be used only in accordance with the Acceptable Use Policy provided to students and parents.
5. **DISRUPTIONS.** Never use the HCS Network in any way that would disrupt its use by others.
7. **COMMERCIAL PROVIDERS.** This agreement does not restrict your ability to browse or use the Internet/World Wide Web in your home where access is through a provider other than HCS.
8. **GAMES.** Do not use the HCS Network to play games with others on the HCS Network or on the Internet.
9. **MISUSE.** Immediately report to your teacher any misuse of the HCS Network.
10. **AVOID PLAGIARISM** (the adoption of someone else’s ideas or writings as your own.) Cite references for any facts you present or material you use.
11. **USE OF CHAT ROOMS.** Permission must be received from the supervisor prior to entering any Chat Room.
12. **VANDALISM.** Vandalism is any malicious attempt to harm or destroy the property (including data) of any other person or persons, disrupting the normal operations of their system/s. Vandalism results in loss of privileges.
13. **PROPERTY RIGHTS.** Respect and protect the property rights of others by not violating copyright law in the use and distribution of images and text. Do not use the Internet to acquire or distribute “bootleg” or “pirated” software.
14. **FINANCIAL RESPONSIBILITY.** The parents are responsible for any damages done to any computer by the student.

The signatures of the student and a parent on the acknowledgment section at the front of this handbook indicate compliance with the Internet Code of Conduct.

**APPENDIX B**  
**HERITAGE CHRISTIAN SCHOOL**  
**GENERAL STUDENT ANTI-HARASSMENT POLICY**  
**(Student - Student and Staff - Student)**

**GENERAL STATEMENT OF POLICY**

It is the policy of HERITAGE CHRISTIAN SCHOOL to maintain a learning environment that is free from any form of student harassment. HERITAGE CHRISTIAN SCHOOL prohibits any and all forms of student harassment because of an individual's sex, race, color, national origin or disability. Anyone who violates this policy will be subject to appropriate disciplinary action, up to and including termination or expulsion.

It shall be a violation of this policy for any student, teacher, administrator, or other School personnel to harass a student through conduct of a sexual nature, or regarding race, color, national origin or disability, as defined by this policy. This policy shall also prohibit harassment of students by other students or third parties, including any third parties who are participating in, observing, or otherwise engaged in activities that involve of HERITAGE CHRISTIAN SCHOOL.

For purposes of this policy, the term "School personnel" includes School board members, School employees, agents, volunteers, contractors, or persons subject to the supervision and control of HERITAGE CHRISTIAN SCHOOL.

HERITAGE CHRISTIAN SCHOOL will act to promptly investigate all complaints, either formal or informal, verbal or written, of harassment because of race, color, sex, national origin, or disability; to promptly take appropriate corrective action to protect individuals from further harassment; and, if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student, teacher, administrator or other School personnel who is found to have violated this policy, and/or to take other appropriate action reasonably calculated to end the harassment.

This policy applies to grades TK through 12.

**PROHIBITED CONDUCT**

**A. Sexual Harassment.**

The School has a strict, zero tolerance policy with respect to the sexual harassment of students. Examples of conduct which may constitute sexual harassment include:

- unwanted sexual advances or propositions between students, and sexual advances of any type between a student and non-student covered by this policy
- offering academic benefits in exchange for sexual favors
- making or threatening reprisals after a negative response to sexual advances
- inappropriate touching, patting, grabbing or pinching of another person, whether that person is of the same sex or the opposite sex
- displaying of cartoons, pictures or images of a sexual nature
- sexual gestures
- sexual or dirty jokes
- touching oneself sexually or talking about one's sexual activity in front of others
- spreading rumors about sexual activity or performance
- unwelcome, sexually motivated or inappropriate patting, pinching or physical contact. This prohibition does not preclude legitimate, non-sexual physical conduct such as the use of necessary restraints to avoid physical harm to persons or property, or conduct such as a teacher's consoling hug of a young student, or one student's demonstration of friendship or consolation
- other unwelcome sexual behavior or words, including demands for sexual favors
- romantic, flirtatious or sexual relationships between any student and non-student covered by this policy

**B. Harassment Because of Race or Color.**

For purposes of this policy, racial harassment of a student consists of inappropriate conduct or comments relating to an individual's race or color. Examples of conduct which may constitute harassment because of race or color include:

- cartoons or pictures containing racially offensive images or language
- name calling, jokes or rumors

- threatening or intimidating conduct directed at another because of the other's race or color
- notes or cartoons
- racial slurs, negative stereotypes, and hostile acts which are based upon another's race or color
- written or graphic material containing racial comments or stereotypes which is posted or circulated and which is aimed at degrading individuals or members of protected classes
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, race or color
- other kinds of aggressive conduct such as theft or damage to property which is motivated by race or color

**C. Harassment Based Upon National Origin or Ethnicity.**

For purposes of this policy, ethnic or national origin harassment of a student consists of inappropriate conduct or comments relating to an individual's ethnicity or country of origin or the country of origin of the individual's parents, family members or ancestors. Examples of conduct which may constitute harassment because of national origin or ethnicity include:

- cartoons or pictures containing offensive images or language which are derogatory to others because of their national origin or ethnicity
- threatening or intimidating conduct directed at another because of the other's national origin or ethnicity
- jokes, name calling, or rumors based upon an individual's national origin or ethnicity
- ethnic slurs, negative stereotypes, and hostile acts which are based upon another's national origin or ethnicity
- written or graphic material containing ethnic comments or stereotypes aimed at degrading other individuals
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, ethnicity or national origin
- other kinds of aggressive conduct such as theft or damage to property which is motivated by national origin or ethnicity

**D. Harassment Because of Disability.**

For purposes of this policy, harassment because of the disability of a student consists of inappropriate conduct or comments relating to an individual's physical or mental impairment. Examples of conduct which may constitute harassment because of disability include:

- cartoons or pictures containing offensive images or language which are derogatory to others because of their physical or mental disability
- threatening or intimidating conduct directed at another because of the other's physical or mental disability
- jokes, rumors or name calling based upon an individual's physical or mental disability
- slurs, negative stereotypes, and hostile acts which are based upon another's physical or mental disability
- graphic material containing comments or stereotypes aimed at degrading other individuals
- a physical act of aggression or assault upon another because of, or in a manner reasonably related to, an individual's physical or mental disability
- other kinds of aggressive conduct such as theft or damage to property which is motivated by an individual's physical or mental disability

**REPORTING PROCEDURES**

Any student who believes he or she has been the victim of sexual harassment or harassment based on race, color, national origin, or disability by a student, teacher, administrator or other school personnel of HERITAGE CHRISTIAN SCHOOL, or by any other person who is participating in, observing, or otherwise engaged in activities, including sporting events and other extra curricular activities, that involve HERITAGE CHRISTIAN SCHOOL, is encouraged to immediately report the alleged acts to the person designated by this policy.

Any teacher, administrator, or other school official who has or receives notice that a student has or may have been the victim of any form of harassment prohibited by this policy is required to report the matter as set forth below.

Any other person with knowledge or belief that a student has or may have been the victim of sexual harassment or harassment based on race, color, national origin, or disability as set forth above, is encouraged to immediately report the alleged acts to the person designated by this policy. The school encourages the reporting party or complainant to use the Report Form available from the principal or available from the School office, but oral reports will be accepted as well. Use of the Reporting Form is not mandated, but is strongly encouraged. Reports of alleged harassment should be made to the principal of the school in which the complaining student is enrolled (e.g. elementary, middle school and high school). If the complaint involves the principal, the complaint should be made or filed directly with the School Superintendent. If the complaint involves the Superintendent, the report shall be made directly to any member of the Board of Trustees.



## INVESTIGATION

Upon receipt of a report or complaint alleging harassment prohibited by this policy, the receiving principal shall immediately undertake or authorize an investigation. That investigation may be conducted by the principal or by another person designated by him or her.

The investigation may consist of interviews with the complainant, the individual against whom the complaint is made, and others who have knowledge of the alleged incident or circumstances giving rise to the complaint. The investigation may also consist of the evaluation of any other information or documents which may be relevant to the particular allegations.

Because victims of harassment may find it difficult to come forward, and because of the sensitive issues that often surround such complaints (particularly when children are concerned), it is important that the investigation of complaints be handled in a confidential manner. Confidentiality should be maintained to the extent possible consistent with a fair and neutral investigation process. Anyone contacted in the course of an investigation will be advised that all parties are entitled to respect, and that any retaliation or reprisal against an individual who is an alleged target of harassment or retaliation, who has made a complaint, or who has provided information in connection with a complaint will not be tolerated. In determining whether the alleged conduct constitutes a violation of this policy, the investigator shall consider, when relevant:

- the age of the alleged victim
- the nature of the behavior
- how often the conduct occurred
- whether there were past incidents or past continuing patterns of behavior
- the relationship between the parties involved
- the identity of the perpetrator, including whether the perpetrator was in a position of power over the student allegedly subjected to harassment
- the number of alleged harassers
- the age of the alleged harasser
- where the harassment occurred
- whether there have been other incidents in the School involving the same or other students
- whether the conduct adversely affected the student's education or educational environment
- the context in which the alleged incidents occurred.

Whether a particular action or incident constitutes a violation of this policy requires a determination based on all the facts and surrounding circumstances.

The investigator shall make a written report upon completion of the investigation. The report shall include a determination of whether the allegations have been substantiated as factual and whether they appear to be violations of this policy. The obligation to conduct this Investigation shall not be extinguished by the fact that a criminal investigation involving the same or similar allegations is also pending or has been concluded.

## SCHOOL ACTION

The school will take prompt appropriate action to remediate any violation of this policy. In the event the violation involves a student, that student may be subject to discipline, up to and including expulsion as provided for in the student discipline procedure set forth in the Parent/Student Handbook. In the event the violation involves a teacher or school personnel, that person will be subject to employee discipline up to and including termination. In determining the appropriate response to harassment in violation of this policy, the school shall consider:

- cartoons or pictures containing offensive images or language which are derogatory to others because of their national origin or ethnicity
- what response is most likely to end any ongoing harassment
- whether a particular response is likely to deter similar conduct by the harasser or others
- the amount and kind of harm suffered by the victim of the harassment
- the identity of the party who engaged in the harassing conduct
  
- whether the harassment was engaged in by School personnel, and if so, the School will also consider how it can best remediate the effects of the harassment

**REPRISAL OR RETALIATION PROHIBITED**

Anyone may raise concerns about student harassment without fear of retaliation or reprisal. The school will not tolerate any form of retaliation against persons who report possible harassment in good faith or who participate in the investigation of harassment complaints in good faith. Any person who attempts to discourage or prevent a student from bringing harassment to the attention of the Administration will be subject to disciplinary action, including possible suspension, expulsion or termination of employment.

**STUDENT COUNSELORS**

Because of the sensitive nature of the issues and reluctance on behalf of some victims to report instances of harassment, HERITAGE CHRISTIAN SCHOOL has identified several individuals to act as counselors to any student who has questions or wishes to discuss the subject of harassment or a possible incident covered by this policy. Any student who wishes to use one of these counselors to obtain counseling may do so. Such counselors may, from time to time, be changed. Until further notice, the following individuals have been designated as student counselors under this policy:

**South Campus**

- Middle/High School Principal, Mr. Lance Holiday (818) 894-5742
- Dean of Students, Mr. Brent Huff (818) 894-5742

**North Campus**

- Elementary School Principal, Mr. Martin Frenndt (818) 368-7071
- Leadership Administrator, Mrs. Elissa MacLean (818) 368-7071
- Leadership Administrator,Assistant, Mrs. Marilyn Jones (818) 368-7071

**HARASSMENT AS ABUSE**

Under certain circumstances, harassment may also be child abuse under California Law. In the event reasonable suspicion of child abuse exists, the procedures set forth in the Child Abuse Procedures Manual should be followed.