MIDDLE/HIGH SCHOOL

PARENT/STUDENT HANDBOOK

2026-27

HERITAGE
CHRISTIAN SCHOOL

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MIDDLE SCHOOL/HIGH SCHOOL
(South Campus)
PARENT - STUDENT HANDBOOK
ACKNOWLEDGMENT FORM
2026-27

The handbook has been compiled for the benefit of both parents and students. Although 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 electronically sign and submit the acknowledgment form before the first day of the school year. Failure to submit the acknowledgment form, 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.

Mr. Christian Smith
Middle School Principal

Mrs. Cindy Marston
High School Principal

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2026-27
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MISSION STATEMENT

Heritage Christian School's Mission is to glorify God by providing quality education grounded in Biblical truth 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 a larger facility 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 Middle/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. Currently, there are two preschools—North Campus and West 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 46th 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, (HCS).

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 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, financial aid, 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:

- 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.
- Intellectual development – The school provides a carefully planned educational program with a goal of preparing students to be lifelong learners.
- Physical development – Combinations of programs and activities are designed to meet age-appropriate skill levels through physical education classes and after-school sports activities.
- 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.
- 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)

T - Trust in the redemptive power of God and demonstrate it in your own life.
R - Reveal Christ in your life and identity, and in the lives around you.
U - Understand Biblical truth and develop as a lifelong learner.
S - Seek to love and appreciate others.
T - Treat our bodies well to maintain a healthy lifestyle.

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 onto 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 removed 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. This policy extends to off-campus Heritage Christian School sponsored events.

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 the Volunteer Application, available online, ten business days 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. Additional screening and testing may be required (background check, Live Scan, TB test, etc) for volunteers who have direct, repeated, or prolonged contact with students. Heritage has the right to deny parent volunteer services at any time.

Parent Action Team (PAT)

All parents are encouraged to become involved in the Parent Action Team, parents who are willing to volunteer time and support to various projects which will aid the school and teachers in improving our school. Specific information will be sent to parents periodically. Parents working directly with students are required to fill out an HCS Volunteer Application and may receive additional background screening.

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 have responsibilities during their school hours and have other obligations after school hours. There will be times when the teacher may request a conference and contact parents to set up a time to meet.

Teachers and other staff at Heritage Christian School have email addresses. The addresses are on our web page (HCS.LA).

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, 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. It is the responsibility of the parents/guardians to provide the most current custody documents to the school. 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.

Complaints and Criticism Policy

Heritage Christian School administration and teachers welcome constructive criticism, suggestions for improvement, or receiving 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 that 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 or engaging in behavior that creates a public disturbance or presents a negative role model to students are 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 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 parent and 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 and behavioral expectations. All incoming students and students transferring to Heritage Christian School may be placed on academic probation for one or more semesters.

Immunizations must be up to date for enrollment and re-enrollment as outlined and required by the CDPH. Also, an Emergency Treatment Authorization Form, health history, and Student Contact Form for reenrolling 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 IEPs.

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, disciplinary records, and family cooperation are among the factors considered in determining the admission and re-enrollment of an applicant.

Disclosure of Medical History and IEP Information

All students, parents, and guardians are required to disclose to Heritage Christian School all psychological or psychiatric counseling prescribed or received by the student, any prescribed program of medication in connection therewith, or any involvement with social services, law enforcement or juvenile authorities (this includes arrests, detention or conviction) and suspension or expulsion from other schools. Parents are required to provide the school with copies of all documents including IEPs listing special needs and copies of educational testing administered by educational psychologists. 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 Programs

The mission of the Academic Support Center (ASC) is to equip students identified with learning challenges to succeed academically and in life as independent learners. Our staff are trained in identifying and developing personalized success plans for a student's unique learning needs. Education Therapists are not licensed health care professionals, psychologists, psychiatrists, family or marriage counselors, or clinical social workers. Neither Heritage Christian School nor its Educational Therapists or teachers diagnose learning disabilities or render medical or professional advice. Because of the brain's continuous capacity for change, educational therapy can be effective at any age. Parents with interest in any program in the South Campus Academic Support Center should contact the school office for further information. There are additional costs for the Academic Support Center Programs; Discovery, ASC, and the Academic Coaching Class.

The Academic Support Center/Discovery Program is recognized by the National Institute for Learning Development (NILD).

Enrollment in the Academic Support Programs

In some cases, participation in Educational Therapy or academic support through the ASC, Discovery Program, or Academic Coaching Class is a condition of acceptance and/or continued enrollment at Heritage Christian School. In such cases, disenrollment from this Program, whether voluntarily, or involuntarily, may result in disenrollment from Heritage Christian School.

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.
- 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.
- Be committed to Heritage Christian School's Mission and Belief Statements.
- Reside with an English-speaking host family. (Note: Heritage Christian School does not provide host homes, nor is it 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, guardian, or host parents must schedule a meeting with the International Coordinator to finalize the student's acceptance to 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
- Failure to disclose a history of learning difficulties or submit an IEP
- Disenrollment from Academic Support Programs where participation in Educational Therapy or an Academic Support Center-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.

Such dis-enrolled students will not be allowed to reenroll.

Transferring to Another School

Students transferring out of Heritage Christian School during the school year must submit a withdrawal form provided by the Registrar. All financial obligations such as: tuition, book fines, detentions, and assessments must be paid at the time of withdrawal. In accordance with the Parent/Student Handbook, a withdrawal fee will be assessed. The finance office will issue a final closing financial statement once the withdrawal form is submitted.

Students are responsible for checking in all school property such as: books, athletic/performing arts props/uniforms and loaned electronic devices in addition to clearing out his/her locker on the day of the withdrawal.

Students will receive a copy of their transcript upon withdrawal.

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 will be suspended until the tuition is brought current. The suspension includes no attending classes, athletic and performing arts practices and events, field trips, extracurricular activities, promotion, graduation, and access to HCS school email and RenWeb. 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. All tuition and school fees are due by May 5th. Any outstanding tuition and fees after May 5th will result in immediate suspension.

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.

Additional siblings may not enroll, for any reason, if tuition is not current for the already enrolled sibling(s).

Special circumstances will be considered by the Business Office on an individual basis.

Internet Conduct

Heritage Christian School provides internet access for students' use at school, for academic purposes.

Students must read the Technology Acceptable Use Policy in Appendix A. Parent and Student signatures of this handbook indicate student compliance. A computer password will be issued after acknowledgement of the Parent/Student Handbook has been submitted. A lost or forgotten password will incur a charge of $5.00.

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/Guardians are required to monitor their child's devices and usage; this includes, but is not limited to text messages, social media posts/comments, access to inappropriate content, unconsented visual/ audio recording, and distribution of aforementioned items. Any student violations on or off school hours will result in disciplinary action as outlined in this handbook.

Student Class Placement

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

Full-time students must take English, Bible, and Social Studies on campus during the school year. Full-time students may not take these classes through an online or community college class.

Biblical Guidance and Counseling

In the course of Christian education, Heritage Christian School and individual members of the Heritage Christian School staff, including biblical counselors, 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.

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 do 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, without prior Parent consent, 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

Heritage Christian School Position on Common Core State Standards (CCSS)

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
- earn at least 70 credits in the eighth grade (40 credits each semester, each semester course passed results in 5 credits).

An eighth grade student who fails more than two semester courses during the school year (three or more F's between the first and second semester) is not eligible to participate in the promotion ceremony.

An eighth grade student will not receive their promotion certificate until all grades of "F" are made up through Credit Recovery and they have completed all requirements and accumulated the 80 credits necessary to be promoted.

Participation in the promotion ceremony will be at the discretion of the administration. All financial obligations must be met and the Promotion Participation Agreement signed before the student can participate in the promotion ceremony. All eighth grade students participating in the promotion are required to attend the promotion ceremony rehearsal.

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 260 -280, *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 260-280.

A senior who fails more than two semester courses during the school year (three or more F's between the first and second semester) is not eligible to participate in the commencement ceremony.

Seniors will not receive their diploma until all grades of "F" are made up through Credit Recovery and they have completed all requirements and accumulated the 260-280 credits necessary to graduate. Participation in the ceremony will be at the discretion of the administration.

All financial obligations must be met and the Commencement Participation Agreement signed before the student can participate in the commencement ceremony.

Drop/Add Procedure

Classes are added or dropped during the "Program Adjustment Period" in the first two weeks of the semester. No class may be added for credit after the two week adjustment period without administrative approval. 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 upon administrative approval. No class may be dropped after the fifteenth week. Students who withdraw for any reason will not be provided grades if this occurs before the first grading period in the first semester. Students who are withdrawing will be given the latest available cumulative grades.

Academic, Career, and College Guidance

A success plan is developed for every student to guide their school career. The counselor reviews the plan regularly to ensure that the student is enrolled in the courses required to earn his/her diploma. It is important that the student becomes involved in extracurricular and community service activities, as this is required by many colleges/universities. It is the students/parents responsibility to know the requirements for the schools they are applying to.

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

A parent/guardian must email the student's college counselor to request an excused absence for official college visits. The email must include the student's name, date(s) of the visit, and the name of the college being toured. Excused absences for college visits are limited to students in 11th and 12th grade. Approval is subject to satisfactory attendance, positive conduct record, and academic eligibility.

The College Counseling Center utilizes Naviance Family Connection, a college web-based program that is a comprehensive website that students, parents, and counselors use in making decisions about college and careers. Naviance is introduced in 9th grade and builds through 12th grade. Seniors utilize the active college application section to order and track transcripts, letters of recommendation, and connect with their counselors. Students are encouraged to seek out scholarship opportunities and track their college application status.

Grading and Grade Reporting

The teacher has authority in their classroom and can set the weight/percentage of each grading category such as tests, projects, and homework. This will vary by teacher and department.

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 the course objectives.

"B" = the student is doing good work and has demonstrated mastery of all the course objectives.

"C" = the student is doing acceptable work in the completion of the course objectives.

"D" = the student is doing work of poor quality and has not completed the course objectives.

"F" = Students who fail a course at the end of the semester will be required to make it up through the online Credit Recovery Program. Failing both semesters of a course may affect promotion to the next grade and/or graduation. At the recommendation of school counselors and upon approval by administration, students who fail a class for the first semester may be scheduled into an alternate class for the coming second semester.

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. Students who receive "N" or "U" may not be eligible to participate in certain school activities and events.

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. 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 academically ineligible may be disenrolled from school or may not be allowed to re-enroll.

Making Up a Class

A student who has failed a class must make it up through the Online Credit Recovery Program or repeat the class the following school year if possible. This option is also available for students who want to improve a "D" grade. Passing recovered grades will replace "D" and "F" grades when calculated into G.P.A. However, the "D" and "F" grades will remain on the transcript. Contact the College Counseling Center for details. It is the financial responsibility of the parent to pay for the Credit Recovery class(es). The School will not be responsible for offering financial aid or including it with the tuition payments. Students receiving more than two failing grades in a semester may be disenrolled from school or may not be allowed to re-enroll.

Student Retention

Student retention in the same grade level is solely at the discretion of the administration. The school does not retain students in the same grade based upon parental requests.

Parent Access to Student's Grades and Attendance

Parents can view their student's grades online and are required to monitor their child's academic progress.

Extra Credit Assignments

Teachers are not obligated to provide extra credit opportunities. If provided, extra credit work is given at the sole discretion of the teacher and must be available to all students.

Academic Awards and End of Semester Recognition

Special awards are given for achievement in academics during and at the end of each school year. To qualify for Honor Roll students must have a weighted 3.80 G.P.A. or higher, and no grades lower than a B for the third and fifth grading period. To qualify for the All A's Award students must have a non-weighted 4.0 G.P.A. To qualify for membership in CJSF (California Junior Scholarship Federation) 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. In addition to grade point average, Heritage Christian School also

evaluates each student's character to be consistent with the teachings of Scripture, a Christian worldview, the mission of Heritage Christian School, as well as UC A-G approved course credits earned.

Academic Probation

Academic Probation is an official notice that a student does not currently meet the required academic standards for Heritage Christian School. Being placed on Academic Probation may occur upon enrollment or during the course of the school year. In order to be in good academic standing at Heritage a student must achieve and maintain a minimum of a 2.0 GPA (grade point average) at the end of each grading period in any course required for 8th grade promotion or 12th grade graduation. A student on Academic Probation will be notified in writing by mail of their status. If academic standards do not improve, the student may be required to complete credit recovery, repeat a course on campus, be withdrawn from Heritage or be ineligible for re-enrollment. Students on Academic Probation may also be ineligible for participation in athletics, performing arts, field trips, school events and other extracurricular activities.

Academic Ineligibility

- Any student who has a grading period GPA lower than 2.0 is immediately academically ineligible.
- Any student who has more than one "F" at any grading period is immediately academically ineligible.
- Any student who has more than one "U" at any grading period or has excessive absences is immediately academically ineligible.
- Academically ineligible students will have until the end of the next grading period to earn a 2.0 GPA or greater.

Restrictions

Students who are academically ineligible will be restricted from participating in activities that require them to miss class time during the regularly scheduled school day. In addition, academically ineligible students who are not involved in athletics or performing arts may not participate in extracurricular activities before 3:30pm. These restrictions are intended to provide students with additional time to focus on their academic responsibilities and to be available for extra help from teachers after school.

Restricted activities include, but are not limited to:

- Classroom field trips (Some grade-level field trips are required by all students).
- Club activities
- Extended lunches
- ASB or Student Council meetings
- Chapel worship band participation

Additional restrictions for academically ineligible students include

- Performing arts students – participation in rehearsals, performances, and related activities (drama, choir, band, etc.).
- Athletes – participation in athletic practices, games, and events (see HCS's athletic ineligibility policy).

Exceptions

Academically ineligible students may be permitted to attend, at the sole discretion of the administration:

- Performing Arts performances that are the class final, where class time is not missed.
- Grade-level field trips or retreats provided that this does not require them to miss non-grade-level academic classes.
- Certain planned, high-cost field trips (e.g., 8th grade Washington DC Trip).

Eligibility for Sports Activities

Per CIF rules, which HCS applies to grades 6-12, to be eligible to participate in athletics, a student must have a minimum overall 2.0 grade point average at the end of each reporting period with no more than one fail in a class. Students cannot have more than one "U" in Citizenship. See the Athletic Handbook.

Extracurricular Activities

The administration reserves the right to exclude a student from extracurricular activities when the staffing for any event is insufficient or in cases pertaining to special health needs of a student (seizures, severe diabetes, physical/mental health issues, or other health concerns). Student's current academic or behavioral concerns may restrict student participation per administrative decision.

Homework and Classwork

Homework is one of the methods used to reinforce concepts taught, to promote progress, and to teach good work habits and responsibility. It may be in the form of daily assignments, long-term and group projects, reading, studying, exam preparation, and reviewing of classwork. Projects, book reports, research, long-term projects, or term papers, etc., will be assigned at least two weeks in advance of the due date.

All homework is not necessarily graded. Classwork and tests are the best indicators of what the students can do on their own, and it tells the teacher what is needed in planning for the future and when it is time to test.

If a student is present but does not turn in an assignment that is due, the assignment is considered late. 50% credit for the late assignment will be given only if it is turned in by 3:00 p.m. the next class meeting. After that, no credit is given.

It is the student's responsibility to find out what he/she needs to do and when the work must be turned in. After the second consecutive absence, parents may contact the teachers to request classwork 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 digitally on the due date to receive full credit. If the work is turned in the day the student returns, the maximum grade deduction for a long-term assignment will not exceed 50% of the earned grade.

Exam Release Policy

Students' completed quizzes, tests, and exams will be made available to students upon request. The distribution method (to be viewed in the classroom or sent home) is at the sole discretion of the teacher. Any attempt to share or leak materials, may lead to receiving a score of "0" and/or disciplinary actions.

Test Make-Up

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

Students with planned school absences (athletics, music, and ministry teams, etc.) must arrange with their teachers to take any scheduled exams in advance. Exams and Finals missed due to scheduled family trips/vacations etc. will earn the score of "0" if not made up within the time frame of the scheduled grading period. It is the parent and student's responsibility to arrange alternate testing schedules with their teachers in advance.

Tutoring

Peer tutoring may be 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 register through the school website under 'academics'; 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 in-person tutoring must be done on the school campus. Unfortunately, there may not be enough tutors available at school and outside arrangements will be necessary; however, such tutoring will not be conducted on Heritage Christian School property or use of the School's facilities. The school does not officially endorse any tutoring service or individual tutor.

Summer Tutoring

Parents of students who desire tutoring 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, 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. Fines for book damage are assessed at the end of the school year.

Books are used subject to the following rules:

- Books must be used only by the student to whom they are issued.
- All hard-bound books, issued to individual students for use at home, must be covered at all times.
- Students should avoid dropping or throwing books.
- Books must not be left where weather conditions may harm them.
- No marks are to be made in hard-bound textbooks.

If these rules are violated, the textbooks 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 for the student to participate in the trip. Permission will not be granted by phone, email, or text. Students who do not have the appropriate permission slip will not be allowed to go on the field trip. If a student requires preventative or rescue medication(s) for a known medical condition, they will not be allowed to attend field trips without that medication and the accompanying authorization paperwork. Based on grade level participation, students who do not attend should not come to school. Special circumstances for attendance, in mixed level classes, will be reviewed on an individual basis.

Parents accompanying students on field trips must complete the Volunteer Application, available online, at least ten business days before the trip in order to participate in the event. Additional screening or testing may be required (background check, Live Scan, TB test, etc.). Volunteers need administrative approval.

Parents considering letting their student participate in overnight trips are reminded that tuition must be kept current.

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 extracurricular activities when the staffing for any event is insufficient or in cases pertaining to behavioral concerns and/or special health needs of a student (seizures, severe diabetes, physical/mental health concerns, etc.).

Many of our field trips are in public venues. If and when students, who are not appropriately registered for a field trip, arrive at the venue, truancy will be recorded and work cannot be made up. No exceptions.

Consent to Electronic Signature

Heritage Christian School may 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 ink signatures.

Physical Education (P.E.)

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 P.E. credit if the activity meets the state minimum requirement hours for P.E. and must be from an approved institution. Counselor and administrative approval required.

Physical Education Exemptions

High School students are required to have four semesters or two years of P.E. A student who is enrolled in P.E. and sustains an injury or is unable to participate for a period of six weeks will not receive credit for the semester period of P.E. missed, with the following exception. Other than an actual emergency, a note from a primary care physician/specialist pertaining to that specific injury or medical condition is required. 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 directly to the P.E. teacher. Thereafter, a written excuse is required from the student's health care provider, and submitted to the Main Office. Other than an actual emergency, a note from a primary care physician/specialist pertaining to that specific injury or medical condition is required.

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 line (818) 810-3089, or email AttendanceSouth@hcs.la to report all absences. Notifying the school of a student's absence does not 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 are considered absent if they arrive to class more than 40 minutes after the start of that class.

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

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 – a three-hour Saturday School Detention

2 or more periods - suspension and placement on behavioral probation

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

When a student becomes ill at school, he/she must report to the Office for assistance in parental notification and arrangements to leave campus.

All work is to be made up by the student within the same number of days absent. Refer to the *Test Make-Up* section for more details.

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.

A parent/guardian must email the student's college counselor to request an excused absence for official college visits. The email must include the student's name, date(s) of the visit, and the name of the college being toured. Excused absences for college visits are limited to students in 11th and 12th grade. Approval is subject to satisfactory attendance, positive conduct record, and academic eligibility.

All minimum days, finals week, and school activity days are considered compulsory attendance days.

Absence Reporting and Returning to School

- If a student is absent, a parent or guardian must report the absence to the attendance line at (818) 810-3089, or email AttendanceSouth@hcs.la for each day of absence. A note may also be submitted upon return.
- A primary care physician's note for readmission to school is required for FIVE OR MORE CONSECUTIVE DAYS OF ABSENCE due to illness.
- Returning to campus: a student who has checked out of school earlier in the day must check back in at the Main Office.

Absence Definitions

- **UNEXCUSED ABSENCE** is any absence without a parent or guardian note, email, or phone call notification of explanation.
- **EXCUSED ABSENCE** is an absence reported by a parent by note, email, or phone call notification of explanation, as well as for the purpose of medical or dental needs supported by a note from the primary care physician or specialist pertaining to the specific absence.

Student Release During School Hours

The following steps must be followed when a student is to be released from school prior to the school day ending

- The parent must sign out their child in the Main Office. If the parent is not picking up their child, written consent must be submitted by the student's parent/guardian containing the student's full name, date, time, reason for leaving campus, and the authorized adult who will be picking up the student. The authorized adult must come to the Main Office to sign the student out. Valid photo I.D. will be required for verification in the Main Office.
- Students, regardless of age, cannot sign themselves out without parental written consent, with the exception of early release students.
- If the student is driving themselves, a parent must submit parental consent to the Main Office.

Students will not be released to Uber, Lyft, taxi cab drivers, etc. without proper written documentation provided by the parent/guardian.

If the child is left under the care of an adult other than the parent/guardian, the Main Office should be notified in writing for emergency reasons or for other verifications.

Excessive Absenteeism

If a student is absent for more than 10 days to a single class period or 10 full days, excused or unexcused, without proper documentation, they may result in forfeiture of course credit. Students may be disqualified from awards and special recognition including, but not limited to, honor roll, summa/magna cum laude, and scholarship opportunities. Students may be placed on academic ineligibility, restricted from school events and activities, and referred for possible suspension or expulsion.

The following policies will, therefore, be enforced

- The school will inform the parent/guardian when their student's absences reach 5 times to a single class period/5 full days or more in each semester.
- Students reaching 10 absences to a single class period or 10 full days, whichever comes first, will be notified.

Partial Day Attendance

Students who leave school before the end of the day must be signed out by the parent/guardian with the exception of early release students. Students will be called from class once the authorized person arrives at the main office. The person picking up a student early must be the parent/guardian with custodial rights, or have written permission from the parent/guardian sent to the Main Office prior to the student being released. Written permission is to be emailed to AttendanceSouth@hcs.la

Doctor/Dentist appointments should not cause an absence of more than 2 class periods, and a doctor's note is required to be submitted to the Main Office.

To participate in or attend any school events such as athletics, performing arts, field trips, etc., the student *must attend at least 2 class periods on the day of the* event (or the day before if the event falls on a weekend or school holiday) and the partial absence must be excused as outlined in the Attendance Policy. Violations may result in dismissal from the event and may lead to disciplinary action.

When participating in a weekend activity, attendance is based on the last day of school. (i.e., Saturday game - student must meet attendance requirement on Friday.)

Athletes/Performers who violate the attendance requirement may be suspended for one

game/performance. Further violations may result in dismissal from the team.

Students who are not involved in athletics but violate the attendance requirement will result in detention and/or ineligibility to attend the activity.

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

Late Arrival Protocol

- Students arriving to class before 8:10 a.m. report directly to class.
- Students arriving after 8:10 a.m. must report to the Main Office. A parent note, call, or email containing the student's full name, date, time, and reason for late arrival is required.
  Attendance Line: (818) 810-3089
  Attendance Email: AttendanceSouth@hcs.la

Excessive Tardies

Tardies are counted on a semester basis, per class, and regardless of the reason, for all students.

- 3rd tardy - assigned a one-hour detention with a $20 detention fee assessed.
- 4th tardy - assigned a one-hour detention with a $20.00 detention fee assessed.
- 5th tardy and each tardy thereafter - assigned a three-hour Saturday School Detention with a $60 fee assessed.

*Continued tardiness, regardless of the reason, may result in restrictions from school events and activities. Students with excessive tardiness may be referred for suspension, behavioral probation, or expulsion.

Truancy

A student is considered truant from school when absent from any part of the school day without the knowledge and consent of parents/guardians and 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.

- 1 period results in a 3-hour Saturday School
- 2 or more periods result in a suspension and placement on behavioral probation

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 that 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 as determined by administration.

Respect for Authority

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

Students are to use Miss, Mrs., Mr., Coach, Dr., 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 initially handled by the teacher.

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

The following basic rules also apply in each classroom:

- Students are not to be in any classroom unless a teacher is present.
- The teacher's desk, bookshelves, and cabinets are private areas and may not be touched without the teacher's permission.
- Students must have permission from the teacher to leave the classroom during instructional time.
- All students must report to their assigned classroom on time.

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 a recommendation for expulsion. Whether to impose discipline progressively or which step to impose is within the sole and absolute discretion of Heritage Christian School. Administration is authorized to meet with any Heritage student to discuss any matter of concern prior to parental contact and/or without parental consent. 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, detention, 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 of Students

Students will be referred to the Dean of Students who will address the conduct warranting the referral and determine an appropriate consequence. The action taken becomes part of the student's record. Parents will be contacted after the Dean talks with the student. 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 behavioral probation and/or suspension. All disciplinary actions are at the sole discretion of Heritage Christian School and will not be altered or removed by parental request. No exceptions.

Level 5. Parent-Student-Dean of Students Conference

If a conference is required, the Dean of Students 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 administration. 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 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 and the parent or guardian will be notified. There is no right to appeal a suspension, and a student will be placed on behavioral probation.

Students will not attend or participate in school events or activities on the day of suspension and/or weekend school events and activities. Students must be cleared by administration prior to returning to school and/or participating in school events.

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

Level 8. Expulsion

Expulsion is the most severe level of discipline imposed and is generally reserved for the most serious misconduct, when behavioral probation is violated, or as a last resort where other less severe levels of discipline have failed to correct a behavioral 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 the School Board upon the recommendation of the designated committee.

A student who is asked to disenroll, or is expelled, or one who withdraws pending disciplinary action may not attend any school activity or school function.

Furthermore, the student may not return to campus without prior written approval by administration. The student may be ineligible for re-enrollment at the sole discretion of administration.

Repeated Referrals to Dean/Administration

Depending on the severity of the conduct, one or more steps may be bypassed in favor of more severe discipline up to a recommendation for expulsion. Whether to impose discipline progressively or which step to impose is within the sole and absolute discretion of Heritage Christian School.

1st office referral - Conference with student, detention, or parent contact

2nd office referral - Detention, Saturday School, suspension and/or behavioral probation

3rd office referral - Suspension and/or behavioral probation with an administrative conference before the student returns to school

4th office referral - Suspension, and/or behavioral probation, or recommendation for expulsion

Students suspended from school may be ineligible for re-enrollment at the sole discretion of administration.

Appeals of Student Discipline

Student expulsions are the only form of student discipline which can be appealed. The written appeal is made directly to the School Board, no later than 10 days from the effective date from the expulsion, whose final decision will stand.

Conduct Warranting Discipline

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

1. Chewing gum on campus: No gum is permitted on the campus at any time
2. Dress code violations
3. Excessive absences and/or tardiness to class
4. Inappropriate display of affection (holding hands, kissing, hugging, etc.)
5. Frequent referrals to the Office
6. Behavior which is disruptive to the classroom or school campus
7. Attempting to injure, degrade, haze, or bully any student intentionally with the purpose of humiliation
8. Destroying or tampering with another student's property (including school lockers)
9. Giving, receiving, or plagiarizing information during an exam or class assignment will result in a score of zero (0). This includes artificial intelligence generated or photo shared materials.
10. Forgery
11. Being disobedient, disrespectful, or lying to school personnel
12. Saying "God," "Jesus," "Christ," etc. in a dishonorable way
13. Use of profane, vulgar, racist, or obscene words, gestures, or pictures.
14. 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
15. Gambling
16. Stealing
17. Truancy, cutting class or required activities; leaving campus without permission
18. Roughhousing, horseplay, fighting, threatening with violence, physical contact or verbal abuse to a student or staff member
19. Bringing to school, possessing, distributing, or using substances such as: tobacco or nicotine products, drugs, prescribed drugs not registered with the Health Office, alcohol, controlled substances such as stimulants, depressants, non-tobacco products such as marijuana, E-cigarettes, Hookah pens, or any vaporizing products for inhalation or simulated smoking, THC infused products such as beverages, gummies, and other edibles. See Substance Abuse Policy, pg.16
20. Conduct which violates the school's Substance Abuse Policy
21. Sexual immorality (I Corinthians 6:9 and Romans 1:24-27)
22. 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)
23. Involvement in or affiliation with activity resembling gangs or similar groups
24. Conduct which violates the school's weapons and school violence policy or possession of an object which poses a danger to others. See Weapons and School Violence Policy, pg.16
25. Conduct which violates the school's harassment policy as described in this handbook (Appendix B)
26. The use of technology to improperly access school data/information or disseminate materials which are offensive and violates the law or HCS' Technology Acceptable Use Policy (Appendix A)
27. The possession or distribution, by any means, of pictorial or written materials that include inappropriate social media posts, any pornographic material, and/or material which libels or defames, impugns, casts an untrue or unfavorable light on any individual and/or damages or demeans the Christian testimony of Heritage Christian School; this includes sexting which is the act of sending, receiving, or forwarding sexually suggestive messages, photos, or images via cell phone, computer, or other digital devices; the school considers sending, sharing, possessing, or viewing pictures, text messages, or emails that contain a sexual message/image, a violation that will result in school discipline, up to and including expulsion, and in the notification of law enforcement; students are required to immediately report any such activities to a teacher or an administrator
28. Conduct jeopardizing the health, safety, or welfare of students or school personnel
29. Violating any policy contained in this handbook.

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, directly or indirectly impugns or diminishes the integrity of the ministry disregarding the biblical position of Heritage Christian School.

Cheating/Plagiarism

Heritage Christian School expects students to be responsible for their own assignments, homework, written projects, and tests. Obtaining and sharing information or answers before, during, or after an examination is considered cheating. Plagiarism or copying class/homework assignments will also be considered cheating. This includes submitting work without proper citation as well as the misuse of electronic devices or artificial intelligence resources such as ChatGPT or any electronic devices.

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 score of zero (0) with no opportunity for make-up. The Dean of Students will meet with the student and notify the parent/guardian.
2. A second incident of cheating within the same school year will result in a score of zero (0) with no opportunity for make-up and Saturday School will be assigned. The Dean of Students will meet with the parent/guardian and the student. The student will also be put on behavioral probation.
3. Any further incident of cheating may result in a suspension/recommendation for expulsion. Cheating on a final exam/project will result in the reduction of the semester grade by at least one full letter grade.

Student Harassment Policy

Heritage Christian School is committed to maintaining 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 any misconduct from students, staff, and parents/guardians. 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, or the possession of weapons. Heritage Christian School believes the school's first responsibility is the safety of all of its students. The school takes this responsibility very seriously. All threats of violence, possession of weapons or any items that can be perceived and/or used as weapons will be investigated by the school. Any suspicion warrants a search and 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 limited to, having a weapon in a locker, backpack, purse, vehicle, on one's person or within his/her immediate control.

Although not an exhaustive list, under this policy, weapons include, but are not limited to, ammunition, guns or firearms (any type, nature or description), any object capable of firing, shooting, or slinging a projectile, knives or cutting instruments, grooming and beauty tools, 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 specifically 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 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

Bringing to school, possessing, distributing, or using substances such as: tobacco or nicotine products, drugs, prescribed drugs not registered with the Health Office, alcohol, controlled substances such as stimulants, depressants, non-tobacco products such as marijuana, E-cigarettes, hookah pens, or any vaporizing products for inhalation or simulated smoking, THC infused products such as beverages, gummies, and other edibles, is not allowed.

Any student violating this policy, whether on or off campus, 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 with or without parental consent. The student may not attend school until the test results are communicated to the school. Students may be placed on behavioral probation and may be required to undergo additional testing at a testing site referred by the school and complete an educational program, counseling, or rehabilitation at their own expense in order to continue their enrollment at Heritage Christian School. It is expected of students and parents to report any violations as soon as they occur.

Dress Code

Students are required to wear the prescribed school uniform purchased from the HCS uniform store.

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, appropriate dress code still applies at such events.

Dress code violations will be documented and tracked per school year. Communication will be sent to the parents to take corrective measures to solve any issue or misunderstanding. For females, the privilege of wearing a skirt will be revoked on the 3rd skirt violation.

Repeated dress code violations of any type will result in the following consequences:

4th dress code violation - assigned a one-hour detention with a $20 detention fee.
5th dress code violation - assigned a one-hour detention with a $20 detention fee.
6th dress code violation - referred to the Dean of Students and assigned a three-hour Saturday School with a $60 detention fee.
7th dress code violation - referred to the Dean of Students, a suspension will be issued, and the student will be put on behavioral probation.
8th dress code violation - subject to the terms of the student's behavioral probation which may lead to recommendation for expulsion.

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

Monday through Thursday

1. HCS uniform polo shirts must be worn at all times. Plain white, black, or navy blue long-sleeved shirts may be worn underneath the uniform polo shirt.
2. Solid navy blue, khaki, or black shorts, pants, or skirts with a uniform polo shirt (long or short-sleeved), worn at all times. Girls may wear the approved plaid skirt in the following colors: navy blue, khaki, black, or white. These items may be purchased from a retail store that sells a uniform line of clothing.
3. Sweatshirts, jackets, and cardigan sweaters must be purchased through the HCS uniform store. Students may also wear HCS jackets and sweaters representing the Senior Class, student leadership, athletic teams, performing arts, and other approved school groups. All outerwear must still be HCS, and is worn in addition to an HCS polo.
   *During inclement rainy weather, students may wear solid black waterproof jackets (logo must be inconspicuous).
4. Seniors, only after Easter Break, may wear shirts/sweatshirts of the college to which they have been admitted. Uniform bottoms are still required.
5. Eligible student athletes may wear their in-season spirit pack clothing on game days as assigned by their coaches. Eligible performing arts students may wear their assigned attire by faculty on performance days.

Fridays

- Monday through Thursday dress code
  OR
- Participate in $2.00 Jeans/HCS Sweats. Must wear Heritage t-shirt or polo
  OR
- Heritage t-shirt and uniform bottoms (no charge)

Jeans/HCS Sweats Fridays—If students choose to participate on Fridays, $2.00 towards missions is required and must be submitted to their first teacher of the day. Students choosing to participate must abide by the guidelines of wearing long pants, shorts, and skirts made of denim or jean material. Ripped jeans are not allowed, this includes holes, tears, and cuts. HCS Sweats must be from the HCS uniform store or an HCS spirit pack. Any non-HCS sweats, pajama bottoms, leggings, or yoga pants do not qualify as appropriate sweats and are not permitted.

Skirts - Must be worn with a length not exceeding three inches from the top of the kneecap. The privilege of wearing a skirt will be revoked on the 3rd skirt violation, and will stay in effect for the remainder of the academic school year. Boys are not permitted to wear skirts to school.

Shorts - Must be worn with a length not exceeding three inches from the top of the kneecap. Underwear should not be longer than uniform shorts.

Shoes - Athletic and casual shoes are acceptable. Slippers, sandals, Crocs, Tasman Uggs, Foam Runners, and high-heeled shoes are not permitted. Shoes are required to be closed-toe and closed-heel.

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, pink, etc.). The administration will make the final decision on all questionable cases.

Facial Hair - Boys are to be clean-shaven or neatly trimmed with a #1 guard. Boys in non-compliance will be sent to the Dean of Students.

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 navy blue tights, stockings, or leggings under their uniform skirts or shorts. No open weave or fishnet patterns. Boys and girls may wear solid black athletic compression pants underneath their uniform shorts/ skirts.

Girls' Make-up and Jewelry - Should be modest. Visible earrings may be worn in the ears only. No facial piercings of any kind are allowed, such as gauge expanders, nose, brow, lip, tongue, etc.

Boys' Make-up and Jewelry - Earrings, facial piercings, make-up, and fingernail polish for boys are not

permitted. This applies to all school activities whether on or off campus.

Hats/Caps/Beanies - Only HCS hats/caps/beanies and solid white, black, or navy blue beanies are acceptable headwear for any student. Hats, caps, beanies, and hoods may not be worn in the classroom or in chapel.

Free Dress Passes

On occasion, free dress passes are given as prizes and for birthday recognition. These passes are only valid on the specified date of the current school year. The pass must be carried with the student on the day of the free dress, or a dress code violation will be issued. Free dress attire must be HCS dress code appropriate.

The following are not permitted at school:

- Leggings or yoga pants may not be worn as pants
- Spaghetti straps, halter tops, off-the-shoulder tops and crop tops
- Blankets may not be brought to school or worn
- Clothing and/or hairstyles in any way associated with gangs or any other negative influence
- Visible Underwear
- Visible bra straps
- Undershirts with inappropriate writing or pictures
- Torn, altered, or inappropriately fitted/sized clothes
- 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 kneecap
- Pants worn below the waist level or worn low enough to expose underwear
- Bandanas and sweatbands
- Chains for wallets and keys
- Having tattoos, temporary tattoos, 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

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 will result in a dress code violation and students being held out of class until appropriate clothing is brought to school by parent or guardian.

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 the midriff, that are low cut, or that 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 code violations will still be issued at any HCS sponsored event.

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.

Backpacks

Backpacks, messenger bags, and book bags may be stored in the provided school lockers, and should never be left unattended on campus. Loose backpacks on floors or in hallways are not permitted as they pose a safety hazard for safe egress and impede exit routes for evacuations.

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. Students must be picked up by 6:00 p.m. Older siblings may not be responsible for their younger sixth and seventh grade siblings.

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 will be gone from the school grounds before 6:00 p.m.* Should students, not under the immediate supervision of a coach or activity advisor, be observed on the school grounds at 6:00 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 6:00 p.m.*

*On certain minimum days preceding holiday breaks (Thanksgiving, Christmas, and Easter) and the last day of school, students must be picked up by 2:00 pm. They may not remain on campus or wait in buildings after this time unless they are under the immediate supervision of a coach or activity advisor.

GENERAL INFORMATION

Hours of Operation

Students are not permitted on campus before 6:45 a.m. or after 6:00 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

The school office is open year-round from 7:30 a.m. to 4:00 p.m., Monday-Friday. The office closes at 1:30pm on minimum days. The office is closed for national holidays, Thanksgiving week, Christmas weeks, and Easter week.

Commons Hours/Rules

The Commons will be available before, during, and after school. The hours of operation are subject to change and will be posted. No food, candy, or drinks are allowed. Personal computers may be used to complete class assignments. The Commons 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 Commons; repeated requests will result in loss of Commons study privileges. The printer in the Commons may be used to print schoolwork only. A per-page charge may be imposed.

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. Alumni/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.

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. Parents must communicate with their student before school to inform them that they will deliver something in the school office, and the items should be labeled with the student's name. Students must be responsible for checking with the office for such items during passing periods, nutrition, lunch, and after school.

Parents and students may not have food delivered to the school by services such as Uber Eats, GrubHub, Postmates, etc. The School is not responsible for these items and will refuse delivery as it is not our responsibility to organize, monitor, or distribute food delivered through outside companies. The School is also not responsible for any financial loss. These delivery drivers are not permitted, under any circumstance, to enter our campus to deliver food using any method. Repeated violations will result in disciplinary actions. Students may bring food prepared from home or order from the food vendor on campus in advance.

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. Bikes must immediately be locked to the bicycle racks upon arrival. Bicycle riders are to enter campus only by the Kinzie Street parking lot gate on the South Campus.

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. All students using bicycles, skateboards, roller blades, and skates must abide by all safety rules and wear an approved helmet as required by state law.

Distribution of Non-School Generated Material

Distribution of non-school generated material through any means is not permitted without prior approval from the administration.

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

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 are 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 discretion 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:

- Report any locker problems or damage via the Locker Repair Request link on the HCS website.

- Lockers are to be kept locked at all times.
- Combinations must not be given to others.
- Lockers must be kept clean and neat at all times.
- Locks may not be altered to facilitate quick and easy opening, this damages the lock. Students will be charged according to the extent of damages.
- Students may not share or exchange lockers.
- The school is not responsible for lost, stolen, or damaged goods belonging to students.
- Failure to abide by these rules may result in fines, disciplinary action, or loss of locker privilege.

Bus Routes/Shuttle Service

Bus routes from various locations are available for a fee. Refer to our website (Bus Routes) for more information, as availability is subject to change.

Student Vehicles and Parking

The school provides a student parking lot for student vehicles. Parking permits are required and are obtained from the Main Office. Permits must be displayed at all times; however, all parking is at the driver's own risk. Students are encouraged to keep their vehicle locked at all times. Vehicles in the parking lot are at risk from athletic activities on adjacent fields. (Balls that come over the fence, etc.). The school is not responsible for loss from or damage to vehicles or their contents. Students are not permitted access to the student lot during school hours. Students are not permitted to loiter in the parking lot. Reckless driving will result in student parking lot-privileges being revoked. Students are not permitted to use the Visitor Lot on Woodley during school hours.

The following student parking rules and regulations apply:

- Student parking is a privilege and not a right. Compliance with these rules and regulations is a condition to enrollment.
- On-campus parking during school hours is by permit only. Applications are available in the Main Office.
- Student parking is limited to designated student parking spaces. Parking other than in designated student parking spaces is prohibited.
- There is a 5MPH 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.
- 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.
- 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.
- 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 Vehicles and Parking Policy and must be strictly adhered to.
- Heritage Christian School is not responsible for damage to any vehicle parked on or off the campus. Parking is at your own risk.

Searches

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. This also applies to off campus school related events. 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 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 belongings including but not limited to lockers, cell phones, computers, backpacks, vehicles, purses, cases, luggage, and digital devices are subject to search at any time, by any means, with or without prior notice or consent, and with or without cause or suspicion, on or off campus during school events.

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.

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 search, and any item that is observed or seized, must be documented 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. 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 the school food vendor. Parents may order these lunches online. Other snack options are available for purchase at the Student Store. Any outside food sold on campus must be pre-approved.

Food in the Classroom

No food or beverages are allowed in the classroom, with the exception of water. All food distributed by the school intended for students' consumption on campus must be commercially prepared and pre-packaged or prepared on campus by Heritage employees, or a school-sponsored event with prior administration approval. Therefore, the sale of "home-cooked" food is not permitted on campus during school hours.

Personal Items/Belongings

Students are not to bring personal 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 Phone Free Campus Policy

Students are not allowed to use or display cell phones between 8:00 AM and 2:45 PM. This includes lunch, nutrition, and passing periods. During school hours, phones must remain silenced and stored in lockers or backpacks. They should not be seen or used unless a teacher or staff member, with prior administrative approval, gives permission.

If a student needs to contact a parent during the school day, they may request to use the school phone in the office. Similarly, parents who need to get a message to their student should call the Main Office. Staff will ensure that all emergency messages are delivered.

Heritage Christian School uses technology purposefully to support Christ-centered education. Students are still required to bring approved academic devices, such as laptops or tablets, when needed for schoolwork. All device use must follow the school's Acceptable Use Policy (Appendix A)

Violations of the cell phone policy will result in the following consequences:

1st Offense: The phone will be confiscated and held in the Main Office for student pick-up after school only. Parents will be notified.

2nd Offense: The phone will be confiscated and held in the Main Office for parent/guardian pick-up only. A one-hour detention will be assigned.

3rd Offense: The phone will be confiscated and held in the Main Office for parent/guardian pick-up only. A three-hour Saturday School Detention will be assigned and will lead to temporary or extended loss of phone privileges on campus.

4th Offense and Beyond: The phone will be confiscated and held in the Main Office for parent/guardian pick-up only. Suspension, behavioral probation, or recommendation for expulsion will be determined solely at the administration's discretion.

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

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

Electronic Devices

Student use of electronic devices (e.g., earbuds, headphones, smart watches, smart glasses, etc.) is prohibited in the classroom except when headphones are allowed by a teacher as part of a class assignment.

Students may not use audio/video/recording devices to record others without their knowledge or permission.

Students cheating with an electronic device during a quiz or test will receive a score of zero (0) on that quiz or test and will be disciplined for cheating/plagiarism policy.

Laptops and tablets are permitted on campus provided they are used for class work only, including during lunch and nutrition. School email and chat functions should only be used for appropriate communication with teachers and classmates. Playing computer games, texting, surfing the internet or sharing of passwords will result in the revocation of computer privileges.

The use of any electronic device for anything non-school-related will result in the following consequences:

1st Offense: The device will be confiscated and held in the Main Office for student pick-up after school only. Parents will be notified.

2nd Offense: The device will be confiscated and held in the Main Office for parent/guardian pick-up only. A one-hour detention will be assigned.

3rd Offense: The device will be confiscated and held in the Main Office for parent/guardian pick-up only. A three-hour Saturday School detention will be assigned.

4th Offense and Beyond: The device will be confiscated and held in the Main Office for parent/guardian pick-up only. Suspension, behavioral probation, or recommendation for expulsion will be determined solely at the administration's discretion

If an electronic device is confiscated, the contents of the device may be examined by school personnel

The school does not assume responsibility for lost, stolen, or damaged items, under any circumstance

Photographs of Students

Throughout the school year, photographs are taken of students and student groups to be published in the school yearbook, social media, placed on the website, 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 posted 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 Extracurricular Activities for further information. HCS applies CIF rules to grades 6-12 in order to be eligible to participate in athletics.

High School Athletics

The California Interscholastic Federation (CIF) governs all high school interscholastic athletic competitions 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 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. To participate in summer sports, tryouts, practices, or games, students must be enrolled in HCS for the upcoming school year.

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

Work Permits

Students must have a 2.0 grade point average or higher, and satisfactory attendance for the school to issue the permit. Allow three business days for verification and issuance of the permit. If evidence received by the school establishes, to the satisfaction of the school, that the schoolwork, behavior, 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 reviewed by the administration at their sole discretion.

HEALTH AND SAFETY

Illness

If a student becomes ill, or is injured, during the school day, a parent or emergency contact will be notified and is expected to pick up the student promptly. Students are not permitted to leave campus without parent authorization.

To help protect the health of our school comuunituy, students should remain home if they have a fever, vomiting, diahrrhea, a contagious rash, hjead lice, eye infection, or other symptoms that prevent them from participation in normal school activities.

Students may return to school when they meet the following criteria:

- **Fever (100.3°F or higher):** Fever-free for at least 24 hours without the use of fever-reducing medication, and symptoms are improving.
- **Vomiting:** No vomiting for at least 24 hours (or after tolerating at least two meals without vomiting).
- **Diarrhea:** Diarrhea-free for at least 24 hours.
- **Rash:** Rash has resolved, or the student has been evaluated and cleared to return by a physician. Students diagnosed with impetigo must begin treatment and receive physician clearance before returning.
- **Head Lice:** Appropriate treatment has been completed, and the student has been cleared by the Health Office.
- **Eye Infection:** Evaluated by a physician and cleared to return, unless the condition is documented as chronic.
- **Hospitalization:** Released to return by the treating medical provider. Parents should notify the Health Office before the student's return.

Students with communicable illnesses may be required to provide medical clearance before returning to school.

Injury

Students returning with crutches, splints, orthopedic braces, sutures, or other assistive devices must provide a doctor's note outlining any restrictions and the anticipated return to normal activities. Minor self-treated injuries requiring an elastic (Ace) wrap may be accommodated for up to three school days with a parent note. If symptoms persist beyond three days, a doctor's note is required.

Medical Notes

Medical documentation supports a student's health and well-being; however, a doctor's note does not supersede Heritage Christian School policy. Student

participation in and out of the classroom may be limited or modified according to the doctor's instructions and/or school policy.

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 at school. 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 indoors (lockdown) drills. Students will not be released to a parent/guardian or others listed on the emergency list during a lockdown. Office staff will not answer phones. Information will be provided via the school website or automated phone message.

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

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 Office attendant or staff designee with the "Request for Medication to Be Dispensed by School Personal" form completed by the parent/guardian and the student's doctor. This form can be found on the Heritage website, HCS.LA, under "Forms".

Parents must deliver 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 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
- Medication name
- Expiration date of prescription
- Dosage
- Dose form
- Schedule

Medications will be kept in a locked cabinet in the office.

For your child's safety all medications, including over the counter (Tylenol, Motrin, Advil, Midol, Tums, cough drops, vitamins, etc.) are not to be brought to school at any time. Medication will not be dispensed by staff designee unless the proper paperwork has been completed and approved by the Health Office. Parents must provide the medication at the time the paperwork is submitted to the Health Office. All vitamins or herbal treatments should be given at home 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 non-episodic condition shall inform the school office or staff designee of the medication being taken, the current dosage, and

the name of the supervising physician. With the consent of the parent/guardian of the student, the staff designee may communicate with the physician and receive instructions.

Medication Exceptions

Upon approval, with required paperwork, some students may be permitted to carry a predetermined medication(s) and/or store them in their lockers or sports bags. These medications include inhalers, EpiPens, Benadryl, and diabetic care medication only. This exception will only be made if the above procedure has been completed, and an additional form titled "Request for [Specific Medication] to be Carried on Person" waiver has been filled out for each medication and signed by the parent and student. See health office attendant for further information.

Rescue Medications

Students prescribed rescue medications (inhaler, epi-pen, insulin, anticonvulsants) must have the "Request for Medication to be Dispensed by School Personal" form completed and submitted, along with the medication, to the Health Office for the student to attend classes and to participate in Heritage activities. See Administration of Medication above for more details.

Live Animals

Because of health and safety considerations, no live animal or pets may be brought onto campus or to any school-sponsored event. Students, parents, visitors, and guests are prohibited from bringing live animals or pets onto school property or to any school-related activity unless prior approval has been granted by school administration. Requests involving service animals or other exceptions will be reviewed by school administration in accordance with applicable law and school policy. The school reserves the right to deny or revoke approval for any animal if it is determined the animal poses a health, safety, or operational concern or is otherwise not in the best interest of the school community.

Glass

Glass bottles and containers 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.

MEDIATION AND ARBITRATION OF DISPUTES

1. Hillcrest Christian School, a California nonprofit corporation dba 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 Guidelines for Christian Conciliation **Rules of Procedure** of the Institute for Christian Conciliation, a division of Peacemakers Ministries (or its successor), which can be found at http:// peacemaker.net/project/guidelines-for-christian-conciliation. The mediation shall be conducted at a location in the San Fernando Valley, as determined under the **Rules of Procedure**. 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 legally binding arbitration in accordance with the **Rules of Procedure** promulgated by the Institute for Christian Conciliation, and judgment upon the arbitration award may be entered in any court having jurisdiction. In the event the arbitrator or arbitrators selected pursuant to the **Rules of**

Procedure above described decline to act, either party may submit the dispute to arbitration which shall be conducted in accordance with the Rules of either ADR Services, Inc. (ADR) or Judicial Arbitration and Mediation Services, Inc.- Endispute (JAMS/Endispute). The selection of ADR or JAMS/Endispute shall be made by the party 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 an arbitration award may be entered in any court otherwise having jurisdiction.

7. Exempted from the provisions of these mediation and arbitration provisions is the collection of monies due the 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.

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.

MIDDLE | HIGH SCHOOL SPECIFIED FEE INFORMATION

2026-27

Advanced Placement (AP) Class Fee		$125.00 per class
Advanced Placement (AP) Seminar Fee		$175.00 per class
After-School Detention and Saturday School Fee		$20.00 per hour
After-School Student Supervision Fee		$7.00 per hour $2.00 per minute after 6:00 p.m. $10.00 minimum monthly charge
Athletic Participation Fees	Middle School	
	Football and Baseball	$200.00 per sport
	Cheer	$125.00 per sport
	All other Middle School Sports	$180.00 per sport
	High School	
	Football and Baseball	$250.00 per sport
	Tennis and Golf	$300.00 per sport
	Cheer	$175.00 per sport
	All other High School Sports	$225.00 per sport
Damage to School Property		Administration decision based on extent of damage
Delinquent Tuition Charge		$25.00
Duplication of School Records		$1.00 per page
Graduation Fee		
8th grade		$75.00
12th grade		$140.00
Lost Books		Replacement Cost
Retreat Fee		$50.00
Returned Check Fee		$30.00
Senior Transcripts per set after 3 (no charge for the first 3 sets)		$5.00 per set
Textbook/Notebook Retrieval Fee		$1.00 per item
Tutoring Fee		$75.00 per hour
Withdrawal Fee		$50.00 per student
Yearbook		To be determined

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

APPENDIX A
Technology Acceptable Use Policy
Heritage Christian School
(Student Agreement)

PRIVILEGES. Heritage Christian School provides Internet access for students and staff in a supervised classroom 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.

This policy applies to:

- School-owned technology on the HCS Internet/network, on non-school networks, and offline
- Privately owned technology that is connected to the HCS Internet/network and on privately owned networks while on school property

Acceptance and Compliance of Responsible Use

I will:

1. Use school technologies for school-related activities at appropriate times and in approved places. Recognize that the use of school technologies is a privilege and treat it as such.
2. Follow the same guidelines for respectful, responsible behavior online that I am expected to follow offline. Be courteous and respectful.
3. Treat school resources carefully, and alert staff if there is any problem with their operation.
4. Encourage positive, constructive discussion if allowed to use communicative or collaborative technologies.
5. Alert a teacher or other staff member if I see threatening, inappropriate or harmful content such as images, messages, and posts online.
6. Cite sources when using online sites and resources for research.
7. Be cautious to protect the safety of others and myself and help protect the security of school resources.

I will NOT:

1. Use school technologies in a way that could be personally, spiritually, or physically harmful.
2. Share any school account information (usernames & passwords) with others.
3. Attempt to find inappropriate images or content. I am aware that doing so is a violation of this policy.
4. Try to find ways to circumvent the school's network safety measures and filtering tools.
5. Create, distribute, or deploy multi-user servers or gaming software on or within any HCS network.
6. Engage in cyberbullying, harassment, or disrespectful conduct toward others.
7. Use school technologies to send spam or chain mail.
8. Plagiarize content I find online.
9. Post or otherwise disclose personally identifying information about myself or others.
10. Post any information that I would not want students, parents, teachers, future colleges or employers to see. Once something is online, it is available to the world.
11. Agree to meet someone I met online in real life.
12. Use language online that would be unacceptable in the classroom.
13. Use school technologies for illegal activities or pursue information on such activities.
14. Attempt to hack or access sites, servers, or content that isn't intended for my use
15. Destroy the property (including data) of any other person(s), disrupting the normal operations of their system(s).
16. Violate copyright laws in the use and distribution of images and text

The signatures of the student and parents on the acknowledgment form for this handbook indicate compliance with the Technology Acceptable Use Policy.

APPENDIX B

General Student Anti-Harassment Policy

Heritage Christian School

(Student-Staff-Parent/Guardian Agreement)

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 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 extracurricular 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.

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.

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

- High School Principal, Mrs. Cindy Marston (818) 894-5742
- Middle School Principal, Mr. Christian Smith (818) 894-5742
- Vice Principal, Dean of Students, Ms. Melanie Orellana (818) 894-5742
- Vice Principal of Academics, Mrs. Cynthia Peterson (818) 894-5742
- Campus Pastor, Daniel Cracium (818) 894-5742
- Shepherd Campus Pastor, Michael Johnson (818) 894-5742
- Girls' Spiritual Counselor, Sara Oyama (818) 894-5742
- Boys' Spiritual Counselor, Adam (Doc) Jacobs (818) 894-5742

North Campus

- Elementary School Principal, Mrs. Kathy Casillas (818) 368-7071
- Elementary School Vice Principal, Dean of Students, Mr. Josh Augur (818) 368-7071