

Table of Contents

<u>Welcome to Hillcrest Christian School.....</u>	<u>1</u>
<u>Mission Statement.....</u>	<u>1</u>
<u>Vision Statement.....</u>	<u>1</u>
<u>Statement of Faith.....</u>	<u>1</u>
<u>School Life.....</u>	<u>2</u>
<u>Philosophy of Education.....</u>	<u>2</u>
<u>Admissions Philosophy & Procedures.....</u>	<u>2</u>
<u>Nondiscrimination Policy.....</u>	<u>2</u>
<u>The School Family.....</u>	<u>3</u>
<u>The School as a Community.....</u>	<u>3</u>
<u>The School as a Facility.....</u>	<u>3</u>
<u>The School as an Institution.....</u>	<u>3</u>
<u>General Information.....</u>	<u>3</u>
<u>Arrival.....</u>	<u>3</u>
<u>Classrooms.....</u>	<u>3</u>
<u>Chapels.....</u>	<u>3</u>
<u>College and Career Advisement.....</u>	<u>3</u>
<u>Dismissal.....</u>	<u>3</u>
<u>Early Check-Out.....</u>	<u>3</u>
<u>Electronic Devices.....</u>	<u>4</u>
<u>Childcare.....</u>	<u>4</u>
<u>Gum Chewing.....</u>	<u>4</u>
<u>Hallways.....</u>	<u>4</u>
<u>Handbook Policies.....</u>	<u>4</u>
<u>Health Care.....</u>	<u>4</u>
<u>Hillcrest Café.....</u>	<u>4</u>
<u>Library.....</u>	<u>4</u>
<u>Locker Area.....</u>	<u>4</u>
<u>Loitering.....</u>	<u>4</u>
<u>Lost and Found.....</u>	<u>5</u>
<u>Lunch Area.....</u>	<u>5</u>
<u>Phone Use.....</u>	<u>5</u>
<u>Profanity.....</u>	<u>5</u>
<u>Public Display of Affection.....</u>	<u>5</u>
<u>Publicity Consent.....</u>	<u>5</u>
<u>SAT Testing.....</u>	<u>5</u>
<u>Senior Activities/Graduation.....</u>	<u>5</u>
<u>Skateboards/Bicycles/Scooters/Etc.....</u>	<u>5</u>
<u>Student Insurance.....</u>	<u>5</u>
<u>Student Records & Privacy Statement.....</u>	<u>5</u>
<u>Tardies.....</u>	<u>5</u>
<u>Traffic & Parking.....</u>	<u>6</u>
<u>Transcripts and Records.....</u>	<u>6</u>
<u>Truancy.....</u>	<u>6</u>
.....	<u>6</u>
<u>Tutoring.....</u>	<u>6</u>
<u>Vicinity.....</u>	<u>6</u>
<u>Visitors On Campus.....</u>	<u>6</u>
<u>Volunteer Hours.....</u>	<u>6</u>
<u>Withdrawal from School.....</u>	<u>6</u>
<u>Yearbooks.....</u>	<u>6</u>
<u>Communications.....</u>	<u>6</u>
<u>Communication Fliers.....</u>	<u>6</u>

Contacting Staff by Phone & Email.....	6
Four-Week Reports.....	7
Parent Conferences.....	7
Parent Signatures.....	7
Report Cards.....	7
School Newsletter.....	7
School Team Communication System.....	7
Financial Policy.....	7
Policies.....	7
Tuition Insurance.....	7
Scholarships & Discounts.....	7
Delinquent Accounts.....	7
Guidelines For Student Appearance- Dress for Success.....	8
Condition of Clothing.....	8
Hair.....	8
Hats/Accessories.....	8
Jewelry/Make-up.....	8
Uniform Policies.....	8
Field Trip Uniform.....	9
Chapel Attire.....	9
Consequences for Uniform Violation.....	9
Honor Code & Student Conduct.....	9
School Discipline.....	10
Administrative Discipline Procedures.....	10
Simple Correction/Warning.....	10
Conference with Student.....	10
Notice to Parents.....	10
Teacher/Student Conference.....	10
Detention.....	10
Saturday Workday.....	10
Suspension.....	10
Disciplinary Probation.....	10
Strict Probation.....	10
Dismissal Procedures.....	11
Minor Infractions.....	11
Serious Violations.....	11
Criteria for Dismissal.....	11
Elementary School Policies.....	12
Absences.....	12
Absences - Excused.....	12
Absences - Unexcused.....	12
Tardies.....	12
Field Trips.....	12
Classroom Discipline Policy.....	12
Class Time.....	12
Academics.....	12
Class Requests.....	12
Homework.....	13
Homework Scheduling.....	13
Late/Missing Homework.....	13
Grading Procedures.....	13
Honor Roll Requirements.....	13
Grade 3.....	13
Consequences of Failing Grades in Sixth Grade.....	13
Toy Policy.....	13
Physical Education.....	13

Secondary School Policies.....	14
Absences.....	14
Absences - Excused.....	14
.....	14
Absences - Unexcused.....	14
Absences – Test Days.....	14
Class Time.....	14
Homeroom Tardies.....	14
Off-Campus Lunch Privileges (9th-12th Grades).....	14
Academics.....	15
Community Service.....	15
Graduation Requirements.....	15
Honors & Advanced Placement Classes.....	16
Honors/AP Classes - Criteria for Admission.....	16
Honors/AP Classes - Criteria for Maintaining Class Eligibility.....	16
Homework.....	16
Late Homework.....	16
Late Projects.....	16
Tests and Quizzes.....	16
Finals 9th-12th Grades.....	16
Grading Procedures.....	16
Grade Point Averages.....	16
Honor Roll Requirements.....	17
Incomplete Grades.....	17
Consequences of Failing Grades in High School.....	17
Consequences of Failing Grades in Middle School.....	17
Academic Probation/Eligibility.....	17
Senior Schedules.....	17
Schedule Changes.....	17
Transfer Credit.....	17
Physical Education.....	17
Physical Education Clothing.....	18
Locker Rooms.....	18
Athletic Programs & Athlete’s Code of Ethics.....	18
High School Athletic Teams.....	18
Middle School Athletic Teams.....	18
Athletic Fees.....	18
Participation.....	18
Academic Requirements.....	18
Parental Involvement.....	18
Lettering Policy.....	19
Elementary (K-6).....	20
Middle School.....	20
High School.....	20
Elementary Café Break & Lunch Schedules.....	20
Elementary Chapel Schedule.....	20
Childcare Hours.....	20
Secondary Class Period Schedule.....	20
Secondary Chapel Day Schedule.....	20
Secondary Half-Day Schedule.....	20
“Whom to See About What”.....	21
Attendance.....	21
Athletic Director/Student Activities.....	21
High School ASB.....	21
Middle School Leadership.....	21
Class Schedule Changes.....	21

Curriculum Adoption/Guides.....	21
Community Service.....	21
Department Heads.....	21
National Honor Society.....	21
ELEMENTARY (K-6).....	21
Attendance.....	21
Chapel.....	22
Curriculum Adoption/Guides.....	22
Extended Day Care.....	22
Report Cards.....	22
Speech Competition.....	22
Spelling Bee.....	22
Student Council.....	22
Director.....	22
OPERATIONS.....	22
Admissions.....	22
BUSINESS OFFICE.....	22
Accident Insurance.....	22
Accounting.....	22
Purchasing Supplies.....	22
Maintenance and Facilities.....	22
Activities Director.....	23
Board of Directors.....	23
Community Resources.....	23
PE Uniforms.....	23
PFA (Parent-Faculty Association).....	23
Safety/Disaster/Fire - Overall.....	23
School Uniforms.....	23
Scrip.....	23
Textbooks Ordering/Purchasing.....	24
Trips.....	24
Tutoring Information.....	24
“Whom to See About What” (compiling).....	24
Work Permits.....	24
2008-2009 Staff Directory.....	25
Administration.....	25
Preschool.....	25
Elementary School.....	26
Middle & High School.....	26
Daycare (Elementary / Middle School).....	26
Campus Map.....	28
Café Menu.....	29
Morning Drop-Off Traffic Pattern.....	30
Afternoon Pick Up Traffic Pattern.....	30
Rules of the Road at HCS.....	31

Welcome to Hillcrest Christian School

Dear HCS Students and Parents,

Welcome to HCS – a place for your children to develop into outstanding young people. The goal of Christian education and Hillcrest Christian specifically, is that your child will be able to grow in Christ in the same manner as did Jesus according to Luke 2:52 – “And Jesus kept increasing in wisdom and stature and in favor with God and men.” (NASB)

HCS is an extension of your home. As you and the school strive together, the contents of this handbook become a tool for mutually developing your child’s training ground. Work, home, church, and social clubs all have rules, and a school is no different. Please take the time to read the contents of the handbook and secure your family’s commitment to work within the school guidelines.

Please take the time to review individual goals with your children this year. Make this a discussion that results in mutually agreed upon goals rather than dictated goals. Each year can be a fresh start for all of us: administration, teachers and staff, and parents and children. “...discipline yourself for the purpose of godliness;” (1 Timothy 4:7b)

This handbook assists to bring clarity to issues that occur throughout the school year. However, like any handbook, it is unable to cover all of the possible questions that could develop. Feel free to make an appointment, use the telephone, email, or our website at www.hillcrestcs.org if you need assistance beyond what this handbook provides. Note that in the handbook, we have added a section called “Whom to see about what.” This addition should help you to identify whom to see regarding a variety of topics.

In His and Your Service,

Steve Allen, Head of School
Cathe Jackson, Preschool Director
Kathy Horan, Principal
Carolyn Krause, Dean of Students
Judy Logan, Middle School Lead Teacher
September, 2009

Mission Statement

Hillcrest Christian School exists to serve the Christian community by providing high quality Christian education and training for the development of well-rounded students who will impact this world for the Lord Jesus Christ through Biblical thought and action.

Our “Expected School-Wide Learning Results” (ESLRs) are expressed with the acronym, “A.C.T.S.”

- A** – Authentic Christianity
 - Discipline
 - Service-Outreach
 - Worship
 - Biblical Integration
- C** – Communication Skills
 - Essays
 - Oral Discussions
 - Presentations
 - Speech
- T** – Team Building
 - Group Learning
 - Study Trips
 - Peer Tutors
 - Study Buddies
 - Student Leadership
- S** – Self-Directed Learning
 - Research
 - Technology

Vision Statement

Our vision is to develop and maintain an accredited, multiple-facility, interdenominational, community-wide, Christian school system for students in grades preschool through 12th grade. The school system will provide rigorous academic instruction that is faithfully integrated with a God-centered worldview including a wide range of extra-curricular and athletic activities. Our goal is to help students strengthen their personal relationships with the Lord Jesus Christ and develop their talents, abilities, and characters to impact this world for Him.

Statement of Faith

We believe the Bible to be the inspired, the only infallible, authoritative Word of God.

We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.

We believe in the deity of our Lord Jesus Christ, in His virgin birth, 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 returning power and glory.

We believe that eternal salvation comes through faith alone, in Christ alone, by His sacrifice on the cross alone, not as a result of works.

We believe that for the salvation of lost and sinful man,

regeneration by the Holy Spirit is absolutely essential.

We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a Godly life.

We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life and they that are lost unto the resurrection of damnation.

We believe in the spiritual unity of believers in our Lord Jesus Christ, with equality across racial, gender, and class differences.

School Life

Philosophy of Education

The educational philosophy of Hillcrest Christian School is based on a God-centered view of life. This view holds that God created and sustains all things. All things, including man, are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot glorify or have a relationship with God on his own. He can do this only by choosing God's gift of salvation through His Son, Jesus Christ, thereby committing his life to the lordship of Jesus Christ. The God-centered view of life also holds that God communicates truth to man through the Bible. The Bible is the inspired, the only infallible, authoritative Word of God and is the standard for all Truth.

Our primary aim is to assist Christian parents in their responsibility for the education and training of their children. As such, Hillcrest Christian School will provide a rigorous academic instruction and numerous extra-curricular activities that are integrated with a God-centered view of life. The intent is to help students to develop their talents, abilities, and character to impact this world for the Lord.

This philosophy requires that we promote high academic standards while helping students to achieve skills in creative and critical thinking using the best-integrated curriculum model available. The curriculum will be taught by qualified Christian faculty, who will also serve as role models. The objective of our instructional program is to enable the student to pursue the post-secondary education of their choosing, whether in college, university, or vocational training.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These areas are inseparable and are all influenced by the truth that God is the center of life. Therefore, the Bible will not be taught compartmentally or on the intellectual level alone. Instead, the truth of

God's Word will be incorporated throughout the whole curriculum.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of Hillcrest Christian School.

Admissions Philosophy & Procedures

Hillcrest Christian School is a ministry to Christian families.

For the student to be eligible for admission, at least one parent or guardian must be a Christian who desires a Christ-centered education and who agrees with and actively supports our statement of faith, guiding principles, and policies. A Christian student who desires to be here but whose parents are not Christians will also be considered.

All families seeking admission to HCS will fill out a pre-interview questionnaire. Families must present report cards, SATs, church reference, and any special education assessments as part of their pre-interview documentation. Families will be provided with a statement of faith and student standards of conduct to review prior to the interview.

After receiving the pre-interview papers, the office will schedule a parent interview and student interview and testing. The principal and/or interviewing teacher will meet with the parents and student together, and there will also be a time where the teacher interviews the student separately while the principal answers questions and explains enrollment and financial policies to the parents. The student will take a basic skills test focusing on mathematics, language, reading and writing skills.

An admissions committee will review all candidates for admission. Applicants will be notified of the decision of the admissions committee by phone or mail.

Nondiscrimination Policy

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

The School Family

The School as a Community

Whenever people associate with other people in a public way, such as attending school, they assume responsibility for conducting themselves in a manner that respects the dignity of others. They are expected to eliminate from their behavior those elements that display hostility or reveal a lack of concern for promoting what is desirable in human life. Members of a Christian community are challenged to express in their behavior a genuine love and concern for each other that flows from their faith in Jesus. Each member's own personal behavior should reflect a willingness to grow and mature as a contributing member of the community.

The School as a Facility

Since a school is also a facility which young people use and share to pursue their education, each member of the school community is responsible for the use and care of the school plant. The situation demands that everyone respect the buildings and the property, so that the school will be attractive in appearance and useful for the good of all who attend there.

The School as an Institution

The administration of the school is charged with the responsibility of assuring conduct in accord with its stated policies.

General Information

Mascot – Saints

Colors – Navy & Gold

Alma Mater –

**Hillcrest, Hillcrest we pledge our loyalty;
To our dear alma mater, we all sing to thee.
We are forever faithful to blue and gold.
Thy name and honor we shall ever uphold
Hillcrest, Hillcrest, thy strength God shall always
provide;
Dear alma mater, He has been thy guide;
Be forever true to the faith of old,
God's name and honor we shall ever uphold.**

Arrival

Students arriving after 7:45 are to go directly to the playground through the front or back gates. Unless the weather is inclement, all other areas are off limits to them. If it is raining, students may use the lobby to enter or exit the building. Otherwise, only students accompanied by a parent may use the lobby entrance.

Classrooms

Students are to be in classrooms and seated at their desks when the tardy bell rings. Students may not consume food, drinks, or chew gum in classrooms or hallways.

Classroom furniture is to be kept in good condition.

Students are not to be in any classrooms or hallways without proper supervision.

Chapels

Elementary, middle school, and high school chapels are held weekly. Students are required to wear chapel uniforms unless otherwise announced. Parents are always welcome at chapel.

College and Career Advisement

Vocational and college counseling and information about admissions, financial aid, and college SAT and ACT registration are available through College Counselor Carolyn Krause. Parents and students should watch for training sessions announced in the school's newsletter. During the second semester, an SAT/ACT preparation course will be offered for a nominal fee.

Disaster Preparedness

HCS stocks emergency supplies to be used in the event of a major disaster in which the students might have to stay at the school for an extended period of time. Each student must also turn in a Comfort Kit on the designated date, at the beginning of each school year. Earthquake drills are held at least once a quarter. Fire drills are held once a month. Lockdown drills and Disaster Preparedness drills are also scheduled during the course of an academic year.

Parents are asked to give the school their disaster contact number and an out-of-state "Home Base" contact number. The local number is the first number to be called in the event of a school-wide emergency and should be carefully chosen as the contact number where we are most likely to reach someone. Our policy is to first call the disaster contact for all students. If we are unsuccessful in reaching someone with this first round of calling, then we will go back and start calling alternate phone numbers including the "Home Base" contact number should local numbers not be accessible.

Dismissal

Students up through 8th grade who are on campus after 3:30 will automatically be clocked in to Extended Child Care and their parents billed a minimum of 1 hour at the Drop-In rate. The only exception to this is for students involved in a supervised, scheduled school activity; however, students not picked up after scheduled school activities will also be sent to ECC. The purpose of this policy is to ensure student safety with proper supervision while on campus.

Early Check-Out

Once students have arrived on the school grounds, they are considered "on campus." Students may not leave campus between arrival and dismissal without being

signed out by a parent or other designated adult at the school office. High school student drivers must have written permission to sign themselves out of school. 9th – 12th students who have valid off-campus lunch passes may go off campus in accordance with the school policies and procedures. Doctor and dentist appointments should be scheduled for after school.

Electronic Devices

Laptop computers are allowed at school as long as they are only used for schoolwork.

Pagers, radios, personal music devices, TVs, laser pointers, electronic games, etc. are prohibited on school grounds at all times. Items, which are confiscated, must be picked up from the school office by the student's parent.

Childcare

Childcare for preschool through 8th grades is offered both before and after school. Please consult the financial policies for fees. Families on a monthly payment plan are allowed to change this plan due to mitigating circumstances, only one time during each school year. Payment plans are based on an annual fee averaged over the ten-month school year; no adjustments are made for student absences, school holidays, or short months.

Gum Chewing

Chewing gum is not allowed on campus during school hours or during extended childcare hours.

Hallways

Unnecessary noise, roughhousing, running and/or loitering are strictly prohibited.

Handbook Policies

Although every effort has been made to ensure the accuracy and completeness of the information in this handbook, students and parents should note that laws, rules, and policies change from time to time, and these changes may alter the information contained in this publication. This handbook does not constitute a contract or the terms and conditions of a contract between the student or parent and Hillcrest Christian School.

Health Care

If a student becomes ill or is injured during the school day, an attempt will be made to reach the parent or the emergency contacts designated by the parent. If a student has to take medication during school hours, a form must be completed and filed in the office. Over the counter medication will be dispensed if parental permission has been filed with the office. Students may not self-medicate. All medication must be in the original bottle, complete with physician's instructions, and given to the office for

dispensing.

Hillcrest Café

Snacks and lunch items may be purchased during morning breaks, lunch times, and after school. Hot lunches, including drinks, may be ordered during homeroom each day. A menu is sent home at the beginning of the year showing the specific hot lunch items offered each day, along with the a-la-carte selections such as sandwiches, chips, snacks, and drinks. Credit accounts for each student may be established directly with the Café; parents will be notified in writing when the credit needs to be replenished. No charges will be accepted.

Library

Students have the opportunity to use the school library from 7:30 A.M. to 4:00 P.M. each day. Books and other materials are to be returned on time so others may enjoy them too. If library materials are not returned or are lost, and they are not paid for, the students may be denied their yearbook at the end of the year. Please follow the librarian's rules of behavior, so others can enjoy this on-campus resource.

Locker Area

Lockers may be used before school, between classes, during nutrition, lunch, and after school. Hillcrest assumes no responsibility for loss of any personal property due to theft or damage.

Students may only use their assigned lockers and are responsible for keeping them in good condition. Hillcrest reserves the right to search lockers at any time. Students are responsible for all items found in their lockers. Students are also responsible for following all other locker rules. Items are to be stored inside the lockers. At no time are personal items to be stored on top of the lockers.

Students whose books are damaged due to rain in the lockers must inform the librarian immediately if they wish to avoid end of the year charges.

Loitering

No student is to be in the auditorium, classrooms, locker rooms, or lobby either before, during, or after school hours unless under the actual supervision of a designated faculty member. This applies especially during lunch periods.

Students loitering in any restricted area including bathrooms, parking lots, athletic fields behind the building, and all construction areas are subject to disciplinary action.

Lost and Found

Lost and found articles may be turned in to or reclaimed at the facilities office. Small articles are kept in the Front Office. Unclaimed articles will be given to charity at the end of each quarter. Please label all jackets and lunchboxes, in particular, to facilitate returning items to their owners.

Lunch Area

Students must remain in the lunch area during the stated times. Orderly conduct is expected there at all times. The vending machines are for use during lunch and nutrition times only. They are not to be used between classes. All food and drinks are to remain in the lunch area.

Phone Use

Cell phones are allowed on campus, but may only be used before and after school, and at lunch. Cell phones may not be turned on during instructional, assembly, or passing periods. Students who must use their phones to inform their parents of schedule changes etc. should ask their teacher for permission to do so. Cell phone camera functions are not to be used on campus. Office and classroom phones are not for student use. Students may not use the phones in the P.E. office, teacher's lounge, etc. without express approval.

Profanity

Profane, unkind, and offensive language (name calling) is prohibited and usage of such language will result in student discipline.

Public Display of Affection

Public displays of affection are inappropriate.

Publicity Consent

Students, parents, and other visitors to our campus may subsequently have their likeness used in school promotional materials, the school's website, school publications such as the yearbook and newspaper, and other media. All such materials disseminated by Hillcrest Christian School will be consistent in their content with the school's mission statement and purpose. Parents may sign a form to request that their image and/or their child's image not be used for this purpose; please see the Registrar for more information.

SAT Testing

The Stanford Achievement Test is administered to all students in grades K-11 each spring. Students should make every effort to be at school for SAT testing, well rested, and well nourished. Make-up times are generally not scheduled. Results are given to parents with the final report card. Please do not schedule doctor and other appointments/trips during SAT testing. See school calendar for exact dates.

Senior Activities/Graduation

Graduation, senior activities and other school functions are considered privileges that may be taken away from students who fail to comply with rules and regulations made by the administration, faculty and staff.

Skateboards/Bicycles/Scooters/Etc.

Skateboards, roller blades, bicycles, and scooters are not to be ridden on school grounds. Bicycles may be secured to the bike racks. Hillcrest Christian School is not responsible for theft or damage to personal items.

Student Insurance

Accident insurance is provided for each student as a supplement to the family's own insurance.

Student Records & Privacy Statement

Hillcrest maintains a cumulative record for all students, which includes all academic and health information, as well as registration and emergency information. Counseling records, discipline records, and financial documentation are maintained separately from the cumulative folder. In compliance with state law, we will forward the academic and health data in the cumulative folders of former students upon receipt of a written request from the new school. Parents must specifically request that counseling records be transferred.

Hillcrest uses student name, parent name, home address, home phone, and email address in the publication of its annual Family Directory. This publication is distributed only to Hillcrest families, but HCS has no control over how individuals may further use this information. Parents may opt out of the directory by indicating this preference on the student registration form. Similar data may be given to parents for use in organizing school events.

HCS will release student information as compelled by legal action or medical emergency. Otherwise, the above-mentioned situations are the only circumstances in which student data is released to anyone other than Hillcrest personnel without specific parental consent.

Tardies

Elementary students who are tardy to school must go to the Front Office to obtain a tardy slip before attending class. Secondary students will report to the registrar's office for their tardy slips. Students late to school for excused reasons should have a parent sign them in at the Front Office upon arrival.

Students are required to be in class when the tardy bell rings. Promptness is essential in beginning class quickly and on time. If a student is on campus and does not report to class on time, a tardy or truancy will be recorded. Excessive tardies may be cause for disciplinary action.

Traffic & Parking

Parents and students are to obey school personnel at all times in the parking lots and crosswalks. Please drive slowly and carefully for the safety of everyone. See Rules of the Road section of the handbook.

When entering through the east parking lot at the rear of the school, parents should never leave their vehicles during drop-off and pick up. In the front parking lot, the center lane should be kept clear for cars to pass. Do not double park in front of handicapped, reserved, or empty parking spaces. Do not park in handicapped or reserved parking spaces unless authorized.

If you must double park, advise the Office Manager and return to your vehicle as quickly as possible to prevent delays to other drivers.

Student drivers are to park only in the east parking lot at the rear of the school.

Transcripts and Records

Requests for transcripts and records must be submitted in writing to the registrar, with a minimum of 48 hours prior notice. Current HCS students will receive copies of their transcripts at no charge.

Truancy

Truancy is defined as the unauthorized absence from school or arrival to any class after the first 15 minutes of class. Truancy has serious consequences for students that could include suspension.

Tutoring

Teachers are available by appointment for thirty minutes right after school to answer student questions. Frequent, prolonged, or remedial tutoring can be arranged for an hourly fee. Call the office for a list of suggested tutors.

Vicinity

All on-campus rules and regulations are to be observed not only on campus but also within the vicinity of the campus.

Visitors On Campus

All visitors must check in at the school office to obtain a visitor's pass, which must be worn at all times. Students are not allowed to bring visitors on campus during the school day unless written permission has been obtained from the administration one day in advance. Permission will rarely be granted and only for reasons deemed worthy by the administration.

Volunteer Hours

Families are required to complete 20 hours of volunteer service to the school throughout the year. There are numerous opportunities for service in both classroom and

school-wide activities. Speak with the teachers, check at the front office, and watch the newsletter for suggestions. Parents are responsible for logging their hours worked at the front office. Families will be invoiced at a rate of \$20/hour for any hours not completed by 6/6. Hours completed after that date will be credited for the 2010-2011 school year. Volunteer hours will be granted for the following Saturday workdays: 9/5, 10/3, 11/7, 1/9, 2/6, 3/6, 5/1, and 6/5.

Withdrawal from School

To withdraw a student during the school year, parents should notify the Registrar and schedule an exit interview. At this meeting, the Registrar will verify that all textbooks, library books, athletic uniforms, and other school property have been turned in. In addition, we will review all account balances and determine if there is a balance due or if a refund is owed to the family. It is important that the exit interview take place, so that there will be no delay in forwarding records to the student's next school.

Yearbooks

Yearbooks will be made available for purchase. In order to receive a yearbook, students must sign an agreement that they will not damage or write inappropriate comments or pictures in other students' yearbooks. Students who do so will be required to purchase a new replacement book.

Communications

We believe that Christian education is a partnership between the school and the families that we serve. Good communication is one of the keys to working successfully together.

Communication Fliers

Do not distribute school-wide flyers for posting on building walls or cars in the parking lot. Promote your event ahead of time and regularly in the school newsletter. Please meet the Monday noon deadline for school newsletter publication, which is available by hard copy, email, and via the Internet.

Contacting Staff by Phone & Email

All HCS staff has a voice mailbox – parents are asked to leave teachers a message during the school day, so that teachers can then return calls during non-teaching times. Staff can also be contacted by email. Every staff member has an email addresses consisting of the first initial of the first name, then the complete last name, then *@hillcrestcs.org*. An example for Jane Smith would be *jsmith@hillcrestcs.org*.

Four-Week Reports

Four-week reports will be made available on RenWeb for any student in grades 3-12 who is earning a “D” or an “F” in any subject after the first four weeks of each quarter. This is intended as a warning to the parent and the student.

Parent Conferences

Scheduled parent conferences at the end of 1st quarter are mandatory for all parents. Check the school calendar for dates and watch the newsletter for reminders. Parents of all students will pick up first quarter report cards at the time of the scheduled parent/teacher conferences. If a parent would like to converse with a teacher at another time, he/she should call the school and leave a voice mail message for the teacher.

Parent Signatures

Any communication sent home for a parent signature must be signed and returned the next day. This may include test reports, conduct reports, permission slips, or any other administrative document.

Report Cards

Report Cards will be available about one week after the end of each quarter except the fourth. Fourth quarter report cards will be mailed home for all students at the conclusion of the school year. Check the school calendar for exact dates.

School Newsletter

The school newsletter, “Hillcrest This Week,” is sent home once a week, usually on Thursday via email or hard copy. Copies of the newsletter are also available in the lobby and on the school website.

School Team Communication System

HCS is fortunate to have this new tool for contacting parents. Throughout the school year, you will receive brief, recorded messages that will keep you informed on important events at the school and even possibly emergency situations. This system allows us to contact all our families in a fast and efficient manner.

Financial Policy

Policies

HCS charges an annual tuition due in full by July 1 or at the time of registration for those enrolling later in the year. Monthly payment plans are available, but enrollment in a deferred payment plan does not imply any pro-ration of this obligation for the full amount. Fees and tuition are not refundable or prorated for any reason if a student chooses to withdraw. For late entrants, tuition will be calculated based upon the month of entry, with our school year being defined as a 10-month year, September-June.

All deferred payments must be completed by May.

Tuition Insurance

Tuition Insurance is available for those families who pay-in-full prior to July 1 or at registration; tuition insurance is required for any family using a deferred payment plan. The insurance program, underwritten by A.W.G. Dewar, will pay benefits should the student need to withdraw during the school year, thus assisting the family with meeting its contractual obligation. Benefits are payable under a variety of circumstances, including medical withdrawal, family relocation, change in employment status, voluntary transfer to another school, academic or disciplinary dismissal, etc. See the Registrar for a brochure on the specific benefits or for claim forms.

Scholarships & Discounts

A limited number of scholarships are available on the basis of financial need for students in grades K-12. Scholarship requests must be processed by April 1st for the following school year; late entrants will be considered based upon the availability of funds. Applications are available from the Finance Manager.

Hillcrest offers discounts to faculty and staff, approved full-time pastors, and families with more than one child; only one discount can be applied.

Delinquent Accounts

It is the responsibility of the person signing the Financial Policy Contract to keep the Finance Manager informed about relevant changes to the family’s financial situation or problems that may arise. This is particularly important in families where there are multiple parties paying on the account. This applies to all HCS accounts including but not limited to childcare billing, Café and Sport Shack accounts.

It is vital that all HCS families understand their financial commitments to the school and faithfully pay all tuition and other fees on time. In situations where this becomes a problem, and alternative arrangements have not been made, the following policies apply:

Families that miss two monthly payments are subject to having their child(ren) dismissed from school.

Families with unpaid tuition from a previous year must pay all balances in full by August 1 or readmission may be denied.

If, on 2 or more occasions, a family has checks returned for NSF or EFT payments which have been rejected, Hillcrest may require all future payments be paid by cash, cashier’s check, money order, or credit card. Additional fees may be assessed, as well.

If an account is persistently delinquent or problematic, HCS reserves the right to impose appropriate penalties. These may include, but are not limited to:

- Denial of re-enrollment
- Suspension of students
- Not allowing students to sit for exams
- Restricting student participation in non-academic and extra-curricular activities
- Withholding of yearbooks
- Withholding of records and transcripts to the extent allowed by law
- Reporting of account history to credit bureaus
- Collections action and other legal remedies

Guidelines For Student Appearance- Dress for Success

A neat and properly attired student body produces an atmosphere that is conducive to study and good work in a Christian school. God's Word speaks concerning the importance of the beauty of the inner person rather than the individual's eye-catching outward appearance. "Your beauty should not come from outward adornment, such as braided hair and the wearing of gold jewelry and fine clothes. Instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit." 1 Peter 3:3-4 NIV

Hillcrest students should be clean, neat, and well groomed. While specific regulations for every style of dress will be judged in relationship to this standard, administrators will be the final authority in questionable cases.

The school does not claim that these standards for dress and grooming are inspired or sanctified. While you may have other preferences, we ask for cooperation with the school in these matters.

Condition of Clothing

Clothing should not be excessively tight or so loose fitting as to appear sloppy. Clothing should be without holes, tears, or ragged edges. Pants should be worn around the waist, with no undergarments visible. Students may wear garments all the same color, but this is discouraged. Uniforms may not be altered except to make clothes fit in an appropriate manner.

Hair

Hairstyles should not distract from the desired learning environment. Boys' and girls' hair must be combed, neatly groomed, and clean. Boys' hair must be trimmed at the collar in the back, not lower than the bottom of the ears on the sides, and kept out of the face. Boys may not have any facial hair. Sideburns may not extend below the ear.

Hats/Accessories

Hats may not be worn at any time on the school grounds

or in the building – exceptions to this will only be made for medical reasons as substantiated by a note from the student's doctor. We do not allow anyone to wear a bandana as some bandanas are used for gang affiliation in the gang culture. All accessories need to be of a style and color that complements and does not distract from the desired uniform look.

Jewelry/Make-up

All jewelry and make-up, when worn, must be in moderation. Nose rings, tongue piercing studs or other types of body piercing jewelry are not allowed. Visible tattoos are not allowed. Girls may wear no more than two pairs of earrings; boys are not allowed to wear any type of earring. Wallet chains, studded or spiked collars or bracelets are not permitted.

Uniform Policies

All K-12 students are required to be in uniform while on campus. All pants, shorts, skirts, skorts, jumpers, sweaters, blouses, and neckwear must be purchased through Norman's Apparel.

Undershirts must be solid white with no lettering or pictures. Long undershirts must not be worn with short sleeve oxfords or polos as Norman's does have an ample supply of the long-sleeved polos.

As published in previous handbooks, all outerwear without school logo must be solid navy. However, seniors may wear sweatshirts with college logos daily and freshmen, sophomores, and juniors may wear sweatshirts with college logos on Fridays.

Only solid navy blue, black, or white socks or tights may be worn with the uniform. Sheer knee- high stockings are not permitted.

Shoes must be dark blue, dark brown, black, or white in color. Shoes must have a closed toe and heel with rubber soles, and they should have a heel no higher than 2 inches. This is requested to ensure the safety of all students. Elementary students should only wear laced/Velcro athletic type shoes as they must participate in P.E. every day. All footwear should be in good repair. Ugg boots or Ugg-type boots, high-topped boots and western boots are not appropriate for school. Shoes should not have characters on them. It is acceptable for shoes to have an accent of color.

All students are required to wear the designated chapel attire to chapel. Chapel wear can be worn on other days, if so desired.

Elementary girls must wear shorts under their skirts to ensure modesty when participating in P.E. or when playing on the playground equipment.

Secondary girls must wear shorts or “boy shorts” under their skirts to ensure modesty.

Students may wear HCS logo clothing from previous years. Any HCS logo shirt, letterman jacket, sweater, and sweatshirt is acceptable, so long as it meets the minimum standards for good repair.

Field Trip Uniform

Depending upon the nature of the field trip, students will be directed to wear one of three field trip uniforms.

- Chapel attire
- School polo shirts with appropriate uniform pants, skirts, shorts, or shorts
- Designated attire approved by the administrator depending upon the nature of the field trip

Chapel Attire

Every grade has a designated set of clothing that must be worn to chapel. All shirts must be worn tucked in to chapel. *Parents, please read entire section.*

- **K-3rd Girls:** Plaid jumper, peter pan blouse, or sailor blouse with tie.
- **4th-6th Girls:** Plaid skirt with white oxford shirt and uniform necktie.
- **K-6 Boys:** Navy twill pants or shorts, white oxford shirt, and uniform necktie. No corduroy bottoms on chapel dress days.
- **7th-8th Girls:** Uniform skirt, white oxford shirt, and uniform necktie.
- **7th-8th Boys:** Uniform pants, white oxford shirt, belt, and uniform necktie.
- **9th-12th Girls:** Uniform skirt, white oxford shirt, and uniform necktie to coordinate with skirt.
- **9th-12th Boys:** Uniform pants, white oxford shirt, belt, and uniform necktie.
- **Elementary boys** may remove their ties after chapel.
- **Secondary students** may only wear the navy uniform v-necked sweater or vest to chapel. Hooded sweatshirts must be removed for chapel, but may be worn for the remainder of the day. Shirts must be tucked in except during lunch time.

Consequences for Uniform Violation

Elementary students out of uniform may be suspended from class until the situation is corrected. Upper elementary students will receive a detention after three violations. Secondary students may be issued a detention and/or given a “special substitute” uniform. A parent or guardian will be notified if a student is suspended from class and will be asked to bring appropriate attire.

Multiple violations of the uniform policy constitute defiance of, and noncompliance with, school rules. All detentions will be served after school. In the case of excessive violations, students may be required to attend a Saturday workday.

Honor Code & Student Conduct

To develop a sense of Christian morality, all students, staff, and faculty of Hillcrest Christian School are expected to demonstrate in daily living, on and off campus, those moral virtues encompassed in the Gospel of Jesus Christ. In order to facilitate this commitment, the Hillcrest community has recognized that a campus-wide honor policy is desirable. We believe that students have a duty to be truthful and just. Therefore:

A student submitting work for credit under his/her name must have personally completed the work. (Plagiarism is defined as claiming another person’s work and/or ideas as your own.)

A student taking a quiz or test must follow the individual teacher’s instructions.

A student’s communication and interaction with others must be honest and considerate.

Cheating, dishonesty, and falsification of records are included under “immoral conduct.”

Consequences for Cheating

1st Violation: An automatic failure of the assignment, quiz or test will be issued. The teacher will notify the student’s parent/guardian and the administration.

Additional Violations: The teacher will refer the student to the administration for additional consequences which may include failure of the entire semester class.

Students should always conduct themselves in speech, manner and dress, in a way that reflects a commitment to Christian morality and Christian charity, on or off campus, at all times. Each student will, at all times (24 hours a day, 7 days a week) while registered at Hillcrest Christian School, refrain from any actions which violate basic Christian and civic norms. The school administration is the final judge of what is unacceptable behavior. The student who does not maintain these standards will be referred to administration for action, and he/she may be suspended or dismissed from the school.

Students are to refrain from vulgar, obscene, suggestive, or insulting expressions, overt demonstrations of disapproval, and all other behavior disruptive to the classroom situation. Students are not to argue about tests, grades, and punishments during class, but rather see the teacher after class or at the end of the school day in order to resolve such difficulties in a respectful manner.

A prank is defined as, “A mischievous trick or practical

joke.” Students are encouraged to not participate in any type of prank. There are no redeeming qualities to pranks, as someone is always humiliated, insulted or injured physically or emotionally. Pranks at school indicate disdain for the school. Students participating in pranks on school property are subject to disciplinary action. This includes, but is not limited to, suspension, expulsion or denial of the privilege of participating in promotion or graduation exercises.

School Discipline

Guiding Principles for the Exercise of School Discipline:

- To model Christ-like behavior
- To educate a student to self-discipline
- To educate a student to take personal responsibility for his/her behavior
- To balance justice with mercy
- To make decisions based on patterns of behavior and not just isolated incidents, unless the incident is of a serious nature
- To make decisions based on the common good of the whole school community
- To be consistent in exercising discipline without neglecting to consider individual circumstances

Administrative Discipline Procedures

School employees handle the majority of incidents at the lowest possible levels – teacher to student or teacher to student with parent. The paragraphs below are in regards to discipline referred to the administration.

The following are the procedures to be used at the discretion of the administration based on the stated policies of the school, the nature of the offense, and the current discipline record of the student.

Simple Correction/Warning

Teachers and staff will issue a simple correction/warning for minor violations. In addition, classroom teachers will follow the discipline outlined at “Back to School Night.”

Conference with Student

The administrator counsels the student in terms of what the student can do to remedy the situation. The counseling may include a warning, a delineation of future consequences, the requirement of specific actions on the part of the student, etc.

Notice to Parents

Depending on the nature of the incident, the administrator may:

- Notify the parents by mail or hand delivery.
- Call the parents on the phone.
- Set up a conference with the parents.

Teacher/Student Conference

In certain situations the administrator may determine that the best approach to solving a disciplinary situation is to have the student meet in a session with the appropriate teacher(s) and administrator.

Detention

Students may be assigned to detention when an administrator deems it appropriate. Detention is conducted once a week. Notice of one day is always given. No excuses are accepted for missing detention other than a legitimate absence from school on the day of the assigned detention. Work, athletic practices, co-curricular activities, etc... are not acceptable reasons for missing detention. A student who wants to discuss the detention must see the Administration before the assigned detention. If the student fails to report to an assigned detention, he/she will be required to serve two additional detentions (3 total). A suspension will be given to a student who fails to report to a second detention.

Saturday Workday

As an alternative to suspension, the administration may refer some students to a Saturday workday. Students must arrive on time and stay until they are dismissed. Failure to do so may result in a suspension. Only a school administrator may assign a student to a Saturday workday. Any conflict with the assigned Saturday workday must be cleared with the administration, but very few exceptions will be permitted as noted with the detention policy. Saturday workday dates: 9/5, 10/3, 11/7, 1/9, 2/6, 3/6, 5/1, and 6/5

Suspension

Students are suspended from school for a serious violation of the rules of conduct. The length and type of suspension is determined by the Administration through consideration of the nature and seriousness of the incident/violation and weighing in the disciplinary action previously employed. Suspension length is usually for a period of one to five days. Students will not receive credit for assignments that are due on the day(s) of the suspension.

Disciplinary Probation

Disciplinary probation is reserved for serious violations of school rules. Students are placed on probation for a designated period of time determined by the administration. During this period, the student is expected to demonstrate marked improvement in behavior; any violation of school rules, disciplinary policies, or the terms of probation during this time renders the student subject to dismissal.

Strict Probation

Strict probation is reserved for more serious violations of school rules. Students on strict probation may not attend any school functions outside of school time such as dances or athletic events, nor can they participate in student council, athletic teams, performing arts groups, or any club or organization. They are to be present on campus only during regular school hours. Any violation of school rules or disciplinary policies or the terms of the strict probation during this time may result in the student's immediate dismissal from Hillcrest Christian School.

All the above procedures are entered on the student's disciplinary record when they are invoked. Discipline records are maintained separately from the student's cumulative folder.

Dismissal Procedures

1. Incident reported to the administration.
2. Student suspended until a meeting is arranged.
3. Meeting with the student, parents, and vice principal and/or principal. Student and parents are given an opportunity to be heard.
4. The administration evaluates the situation. The vice principal will make a recommendation to the principal, who renders the final decision. After the decision is rendered, an appeal may be made for a review by the Head of School.
5. If a student is asked to withdraw from school and the parents choose not to withdraw the student, the principal can exercise his prerogative to expel the student.

Minor Infractions

Teachers may take any reasonable disciplinary action for minor violations of the rules. For example, additional assignments, short lunch detention, keeping student after school with 24 hours notice, etc.

Serious Violations

Students guilty of a serious violation of school rules will at the very least be suspended from school and be placed on strict probation. In each case, the administration reserves the right to invoke a more severe penalty including expulsion or required counseling if it judges that the nature of the action or the circumstances warrants it.

Criteria for Dismissal

Criteria rendering a student subject to dismissal from school:

Three or more failures or the equivalent (no credit) in the same school year

Pattern of disruptive behavior in the classroom

Pattern of defiance or non-compliance with school rules

Violation of probation or strict probation

A serious violation of the Honor Code or Student Conduct Code can result in immediate dismissal. For example:

Hazing or committing any act that injures, degrades, or disgraces a fellow student or person attending the school

Destruction or defacement of school property; vandalism on school grounds including tampering with locks or locked doors, computer hacking, and pranks of any kind

Disrespect toward faculty or staff members, or anything that manifests contempt for school authority

Serious conduct in speech, writing, or action including cheating, dishonesty, or forging school or legal documents

Being in possession of, under the influence of, or using drugs or alcohol on campus, in the immediate vicinity of the campus, at school activities, or school functions; being in possession of drug paraphernalia

Selling or giving drugs, drug paraphernalia or alcohol to another member of the Hillcrest student body at any time

Theft of any school or personal property

Setting a fire; tampering with fire alarms or fire extinguishing equipment

Scandalous, illegal, or immoral conduct on or off campus at any time

Extortion, assault or any threatening behavior, or endangering the well being of any person (e.g. setting off a firecracker, throwing objects, possession of flammable or explosive material, etc).

Bringing a weapon onto campus or to a school function (The appropriate legal authorities may also be contacted.

Harassment: e.g. verbal, physical or written intimidation, picking on other students, ethnic slurs, name-calling, prejudicial behavior, making life miserable for others

Gang/Crew Involvement: e.g. anything that signifies gang affiliations, including the wearing of gang colors, the writing of gang graffiti, association with known gang members, dance crews, party crews, etc; any behavior, dress, mannerism or action interpreted by the administration to signify gang/crew affiliation or association with any person or group that is a threat to Hillcrest Christian School or its students

Graffiti: Possession of any object (e.g. books, clothing, notebooks, etc.) that is marked with graffiti or possession of items used to produce graffiti (e.g. spray paint can, markers, etc.).

In addition to the above criteria, the administration reserves the right to dismiss a student from Hillcrest Christian School for what it considers due cause.

Finally, students may be dismissed from the school if the actions of the parent(s) are disruptive to the

school.

Elementary School Policies

Absences

Regular school attendance is required by Hillcrest Christian School and is necessary for good scholarship. We expect all parents to support HCS by not allowing students to miss school except for legitimate reasons.

Doctor and dentist appointments should be scheduled for after school. If students must leave school earlier than the normal dismissal time, a parent must sign the student out at the Front Office before leaving campus.

Absences due to vacation during the school year can seriously affect student grades. We discourage this practice since it can dramatically interfere with student progress and causes extra work and planning for the teacher.

Absences - Excused

Excused Absences will be recorded for the following reasons:

- Personal illness (or quarantine)
- Medical or dental appointment
- Death in the immediate family

An emergency or special set of circumstances judged as sufficient cause by school authorities.

Schoolwork assigned during an excused absence may be made up within a reasonable time limit (usually one day of extension allowed for each day of absence).

Absences - Unexcused

Unexcused absences will be recorded for any reason other than those listed for excused absences. Many other good reasons for being absent may seem legitimate to parents, but are, nevertheless classified as unexcused. Unless prior arrangements are made with each teacher, all homework, papers or projects assigned before or during an unexcused absence must be turned in on the day the student returns to class.

Tardies

Students may have four unexcused tardies per quarter. Students who are not at their desk by 8:30 are considered tardy. Students and or parents will be notified after the fourth occurrence and a one hour after school detention will be assigned for each tardy after the fourth occurrence.

Field Trips

Siblings will not be allowed to attend a field trip unless an administrator designates it as a family friendly event. This will ensure better supervision of students by the parents and chaperones who attend the field trip.

Classroom Discipline Policy

Each elementary classroom will participate in the school-wide behavioral management discipline plan. The objective of this plan is to produce a progressive discipline that will lead to self-discipline in each student.

Each classroom teacher in the elementary school will establish "Classroom Rules." Teachers will then familiarize the students with these rules through discussions of the desired behavior and activities that enable their understanding. A behavior chart will be displayed in the classroom, and students will bring home a weekly report documenting the behavior record on Fridays.

If a student violates a class rule or a rule in the HCS Conduct Code, the student will be asked to pull his or her card out of the designated slot and move it forward on the chart. Consequences progress as follows with variations dependent upon the students' age and the severity of the violation:

- Verbal warning
- Time working away from the group
- Note or call to parents
- Student sent to administrator

Full details of the program are explained to parents at the Back to School Night held in September. Teachers are required to use this behavior management system as their primary form of discipline, but they may augment it as necessary for the developmental needs of their students

Class Time

Elementary students line up to enter the building at 8:25 A.M. and are dismissed at 3:00 P.M.

Academics

Hillcrest Christian School is committed to offering the highest level of academic curriculum in order to prepare each student for the challenges of the next grade or division and ultimately to fulfill God's plan for his/her life. All curriculum is carefully reviewed by administrators and teaching staff. Each course is taught from a God-centered worldview and Biblical thought is integrated into every subject. A variety of effective teaching strategies are employed to address different student learning styles and multiple intelligences. A variety of assessment methods are employed to monitor student learning.

Class Requests

Elementary students have one teacher/classroom for all academic subjects. As part of our program they also have music, art, Spanish, computer, library, and physical education each week taught by various teachers in each

field. Each class is carefully chosen to balance academic ability, behavior, and personality, and therefore, we do not allow parents to request a particular teacher for their child.

Homework

Homework is an essential part of the educational program. After excused absences, students must make up the homework and other assignments they've missed. Teachers will allow the students to have at least one day to make up work for each day they've missed.

Homework assigned and or due during an unexcused absence must be turned in on the day that the student returns to class unless other arrangements are made with the teacher prior to the absence. Although teachers will not grade those assignments, they will not be counted as missing assignments or zeroes. Students will be allowed to make up tests and major quizzes for which grades will be recorded.

Elementary parents may call the school office and request the day's assignments in the event of a student's illness. Parents should call the office before 9:00 A.M. so that every attempt can be made to have all assignments and books available in the school office at dismissal time.

Homework Scheduling

Grade	Avg. Amt per Day	Days per Week
1	20-30 minutes	3
2-3	30-45 minutes	4
4-6	45-90 minutes	5

Parents will have access to the homework assignments by using the Renweb Parents login located on the HCS website. In addition to assigned homework, elementary teachers will require that unfinished class work be completed at home. Please note that the average times per day represents the teacher's best estimation of how much time the homework should take. Individual times may vary. Parents of students who seem to regularly have excessive amounts of homework should arrange a meeting with their child's teacher.

Late/Missing Homework

Elementary students who do not turn in homework on time will receive a lower grade. No work will be accepted after the day it is due. After three missed assignments, students in the upper elementary will be assigned to an after school detention. After two detentions in a quarter, the student will be referred to the administration for academic counseling. Parents may keep track of these missing assignments using the Parentsweb.

Quizzes and Tests

Students will have no more than two tests and one major quiz on any given day. Tests will always be announced ahead of time in class and on RenWeb. Quizzes may or may not be announced.

Grading Procedures

Pass/Fail grades are given for music, art, computer, Spanish, and P.E. in grades 1-6, and also for history and science in grades 1 and 2.

Letter grades are given for all other subjects in all grades. The letters are assigned at 10% intervals. 90% and above is an "A", 80%-89% is a "B", and so on. Within the intervals, further classification is as follows, for example: 70%-72% is a "C-", 73%-76% is a "C", and 77%-79% is a "C+". "A+" is 98% or higher

Honor Roll Requirements

Grade 3

Students have the opportunity to earn Honor Roll distinction for each semester, based on their grades in academic subjects.

"A" Honor Roll 3.5 or better in academics

Honor Roll Requirements

Grades 4-6

Students have the opportunity to earn Honor Roll distinction for each semester, based on their grades in academic subjects.

"A" Honor Roll 3.5 or better in academics

"B" Honor Roll 3.0-3.4 in academics

Consequences of Failing Grades in Sixth Grade

A student who fails any course will be placed on academic probation and referred to the principal for academic counseling. Failure to raise this grade by the end of the semester may render the student ineligible to participate in extra-curricular activities.

Sixth grade students who fail one or more semester courses will receive a certificate of completion and not a diploma, but will be allowed to participate in the 6th grade promotion ceremony.

Toy Policy

Toys may not be brought to school unless they are used as part of a teacher created lesson.

Physical Education

Hillcrest Christian School is committed to developing a student's mind and body, and desires to maintain excellence in its physical education classes. (Physical conditioning, specific physical skills, game rules and strategies, and sportsmanship are all part of the age-appropriate curriculum.)

All elementary students at Hillcrest Christian are required

to participate in physical education to the best of their ability unless some medical condition prevents it. Elementary students do not “dress out” for physical education; the school uniform and required footwear have been selected with consideration for their appropriateness for physical activity.

Playground Rules

This handbook does not provide a list of all the playground rules and procedures. Your child’s teacher will go over playground rules in detail with the class.

Secondary School Policies

Absences

Regular school attendance is required by Hillcrest Christian School and is necessary for good scholarship.

We expect all parents to support HCS by not allowing students to miss school except for legitimate reasons. High school students who are absent for more than ten (10) days for any reason, in any one class in a semester, will fail that class and receive no credit. In exceptional circumstances, students may apply to the principal for an exemption.

There are three classifications for absences – Excused, Unexcused, and Truant.

Absences - Excused

Excused Absences will be recorded for the following reasons:

1. Personal illness (or quarantine)
2. Medical or dental appointment
3. Death in the immediate family
4. An emergency or special set of circumstances judged as sufficient cause by school authorities.

Absences will be excused with a note from the parent when due to one of the above reasons. Students are to bring their absence note with them when they return to school. A re-admittance slip will not be issued to the student without a note from the parent; 7th-12th grade students will not be admitted to class after an absence without a re-admittance slip from the office. The note must contain the student’s name, the date of the absence and the reason. If no note is received, the absence will be permanently recorded as unexcused. The student will have each teacher sign the re-admittance slip and will turn it in to the last period teacher.

Schoolwork assigned during an EXCUSED ABSENCE may be made up within a reasonable time limit (usually one day of extension allowed for each day of absence).

Absences - Unexcused

Unexcused absences will be recorded for any reason other than those listed for excused absences. Many other good reasons for being absent may seem legitimate to parents, but are nevertheless classified as unexcused. Unless prior arrangements are made with each teacher, all homework, papers or projects assigned before or during an UNEXCUSED ABSENCE must be turned in on the day the student returns to class. Failure to follow these procedures will result in a zero for the assignments.

Absences – Test Days

Students in grades 7-12 who are absent for an announced test or quiz must take the test or quiz before the end of that reporting period. (A reporting period is from the beginning of each quarter until the end of the 4-week grading period, and from 4-weeks until the end of the quarter.) The student may come to the make-up testing time provided in P-4 on Thursdays immediately after school, or the student may arrange with the teacher a mutually convenient time during lunch, study hall, or after school. Either way, any test or quiz that is not made up within that reporting period will automatically receive a grade of zero. The only exception will be for students who miss a test or quiz in the last week of the reporting period. In that case, the test or quiz must be made up as soon as possible. Students have two weeks after a quarter’s end to clear incomplete grades. See the school calendar for reporting period dates.

Class Time

Middle school classes begin at 7:55 A.M. Dismissal is at 3:20 P.M.

High school classes begin at 7:55 A.M. Dismissal is at 2:35 P.M., but may vary depending on the particular student’s class schedule.

Homeroom Tardies

Students may have four unexcused tardies per quarter. Additional tardies will be handled in the following ways:

4th occurrence	student notified
5th occurrence	one detention
6th occurrence	one detention, student calls home
7th occurrence	letter sent, loss of off campus pass (9-12)
8 th occurrence	Saturday School assigned
After 8 occurrences	one day suspension for each additional tardy

Off-Campus Lunch Privileges (9th-12th Grades)

9th and 10th grade students in good standing are eligible to leave campus for lunch on Fridays. Students are given an additional ten minutes for lunch and may go to a variety of nearby restaurants. Parents must sign a permission slip authorizing students to exercise their off-campus lunch privileges.

11th grade students in good standing are eligible for off-campus privileges on Tuesdays and Fridays.

12th grade students in good standing are eligible for off-campus privileges every day but will only have an extended lunch on Tuesdays and Fridays.

All students must carry an HCS Off-Campus Lunch Pass. This is required by the school and by local law enforcement officials

Students must show their valid passes before leaving campus. Parents may not issue notes in lieu of a pass as sometimes passes are taken away in school as a disciplinary measure. Students who lose their pass should request a replacement pass from the office. A five dollar replacement fee will be assessed. Students who do not return on time will have their off-campus privileges revoked for the next two eligible lunches.

Academics

Hillcrest Christian School is committed to offering the highest level of academic curriculum in order to prepare each student for the challenges of the next grade or division and ultimately to fulfill God's plan for his/her life. All curriculum is carefully reviewed by administrators and teaching staff. Each course is taught from a God-centered worldview and Biblical thought is integrated into every subject. A variety of effective teaching strategies are employed to address different student learning styles and multiple intelligences. A variety of assessment methods are employed to monitor student learning.

Community Service

Community service provides a practical application that supports our school's mission statement to "develop well-rounded students who will impact this world for the Lord Jesus Christ through Biblical-thought and action." Further, community service is an expectation for students applying to many universities and colleges. Secondary students are required to perform 20 hours per year of community service. Community service projects are approved by the student's Bible teacher. Five of the twenty hours may be fulfilled with projects at HCS. Community service hours must be voluntary (not for pay).

Graduation Requirements

Our high school course of study is designed to meet minimum entrance requirements for most colleges and universities. Two hundred forty (240) credits of work from 9th through 12th grades are required for graduation. Five credits are assigned for the successful completion of each semester of course work. No credit is given for an "F" grade, or for Study Halls.

Students who have accumulated a minimum of 235 credits will be allowed to participate in all graduation

activities; however, their diplomas will be held until all credits have been earned.

Students who are not on track to have accumulated a minimum of 235 units by the end of the third quarter will not be allowed to participate in any graduation activities including but not limited to Disney Grad Night, the senior trip, and commencement.

The two hundred forty credits must include the following:

1. **Bible For Each Year As A Hillcrest Student** (40 credits)
2. **Four Years Of High School English** (40 credits)
All English courses include the elements of grammar, literature, composition, spelling and vocabulary. Course offerings include: Introduction to Literature and Composition, World Literature and Composition, American Literature and Composition, and British Literature and Composition.
3. **Three Years Of High School Math** (30 credits),
Four Years Recommended - Course offerings include Algebra I and II, Geometry, Math Foundations, Business Math, Statistics, Trigonometry/Pre-Calculus, and Calculus. Math placement depends upon testing and scheduling.
4. **Three Years Of Social Science** (30 credits)
Courses offered are World History, European History, U.S. History, and a semester each of U.S. Government and Economics.
5. **Three Years Of Science** (30 credits), including two years of Lab Science – Course offerings include Physical Science, Biology, Marine Biology, Chemistry, Geology, and Physics.
6. **Two Years Of The Same Foreign Language** (20 credits) - Three years are recommended for students planning to enter a four-year university.
7. **Two Years Of Physical Education/Health** (20 credits) – All high school students are required to take 2 years of Physical Education classes including 1 semester of health. Participation on a high school sports team may count toward the 2 year requirement.
8. **One Year of Computer Class or a Successful Challenge of Microsoft Proficiency Exam** (10 credits) - This will begin with the Class of 2013.
9. **Three Years of "Electives"** (30 credits) - This credit may be earned with academic courses as elected or assigned, and with enrichment courses. Typical course offerings are Speech, Advanced Composition, Art, Drama, Art History, Newspaper, Yearbook, Computer and Teacher's Aide Courses offered depend upon student interest and instructor availability.

Honors & Advanced Placement Classes

Hillcrest offers a variety of honors classes designed to challenge students who have demonstrated exceptional academic promise. Students enrolled in honors & AP classes should expect to have a more rigorous curriculum than regular classes.

Honors/AP Classes - Criteria for Admission

- 3.0 academic grade point average
- Teacher recommendation
- Demonstrated ability in the specific subject area

(Note: Advanced classes taken in 8th grade do not count toward graduation requirements and are not reflected on high school transcripts)

Honors/AP Classes - Criteria for Maintaining Class Eligibility

- Students must maintain an 80% semester average to remain in that honors course.
- Students must miss no more than 5% of all assignments in a semester.
- Students must complete ALL major projects and assignments.
- Students who do not meet these criteria will lose honors designation on their report card even if, due to schedule conflicts, they cannot be transferred out of that course into another section.

Homework

Homework is an essential part of the educational program. Middle school and high school teachers will post weekly homework in the classrooms for student planning purposes.

Field trips, doctor's appointments, athletic and other special events do not provide an excuse for not turning in homework on the day it is due.

After excused absences, students must make up the homework and other assignments they've missed. Teachers will allow the students to have at least one day to make up work for each day they've missed.

7th-12th grade students should call a friend to get the day's assignments. Parents may stop by school between 3:00 and 3:30 P.M. to get books if necessary. In addition, 7th-12th parents may get assignments from the teachers' web desks or from the weekly assignment sheets posted in or outside every classroom.

Homework Scheduling

Grade	Avg. Amt per Day	Days per Week
7-8	1½-2 hours	5
9-12	1½-2½ hours	5

Late Homework

7th-12th grade students who do not turn in homework when collected will receive a zero for the assignment. Students may also be assigned detention for excessive missing homework assignments.

Late Projects

Long-term projects, such as major reports, will be accepted late with a ten percent (10%) reduction in the grade earned for each day the project is late. For example, if the grade on a paper would have been a "B" but the paper is two days late, the grade will be a "D" instead.

Tests and Quizzes

Students will have no more than two tests and one major quiz on any given day. Tests will always be announced ahead of time in class and on RenWeb. Quizzes may or may not be announced.

Finals 9th-12th Grades

All students are required to take both semester final exams. The only exception will be for seniors who have earned an "A" first semester and at least a "B" going into the final exam during the second semester. All students must take their finals on the specified test dates or receive an "F" as their final exam grade. Exceptions are as follows:

Excused Absence: First semester makeup exams will be scheduled after school. Second semester makeup exams will be scheduled during the summer. Makeup exams may be different from the original exams.

Final exams for the second semester may be scheduled earlier for seniors.

Grading Procedures

Letter grades are given for all subjects in all grades. The letters are assigned at 10% intervals. 90% and above is an "A", 80%-89% is a "B", and so on. Within the intervals, further classification is as follows, for example: 70%-72% is a "C-", 73%-76% is a "C", and 77%-79% is a "C+". "A+" is 98% or higher.

Grade Point Averages

In calculating the grade point average, an "A" earns four (4) points; a "B" earns three (3) points, a "C" earns two (2) points, a "D" earns one (1) point, and an "F" earns no (0) points.

High School Honors courses are graded on a five-point scale. An "A" earns five (5) points and a "B" earns four (4) points. Students who earn a "C" or below receive no additional grade points: a "C" earns two (2) points; a "D" earns one (1) point, and an "F" earns no (0) points.

The Standard GPA includes all courses attempted at HCS; the Academic GPA averages grades from English,

science, math, history, foreign language, and Bible courses only – electives and PE are not included. Middle school GPAs include work completed in 7th and 8th grade; high school GPAs include work completed in 9th-12th grades.

Honor Roll Requirements

Students have the opportunity to earn Honor Roll distinction for each semester, based on their grades in academic subjects.

“A” Honor Roll	3.5 or better in academics
“B” Honor Roll	3.0-3.4 in academics

Incomplete Grades

Students who have not completed the required course work by the end of a grading period may be eligible for a grade of “Incomplete” (I). Students who do not complete the required work within two weeks of the quarter’s end will receive a zero for all missing assignments and a course grade will be assigned based on the quarter and/or semester average including the zeros.

Consequences of Failing Grades in High School

If a student earns a failing grade for the semester, one of the following courses of action ensues:

If one subject is failed, that subject may be retaken, either in summer school or at HCS (if possible to schedule). In high school, all failed required subjects must be retaken with a passing grade to earn the necessary credit for graduation.

If two subjects are failed, the student will be re-enrolled for the next semester on academic probation. This means that he/she must pass all classes and maintain a minimum 2.0 Grade Point Average for the first quarter of the next semester, or be subject to dismissal. In addition, all failed required subjects must be retaken.

If three or more subjects are failed, the student may not be allowed to return to Hillcrest Christian School.

The failing grade for any class that is subsequently retaken and passed remains on the student’s transcript, and is still part of the student’s GPA.

Consequences of Failing Grades in Middle School

A student who fails any course will be placed on academic probation and referred to the secondary principal for academic counseling. Failure to raise this grade by the end of the semester will render the student ineligible to participate in extra-curricular activities.

Eighth grade students who fail one semester course will receive a certificate of completion and not a diploma, but will be allowed to participate in the 8th grade promotion ceremony.

Eighth grade students who fail more than one semester course, will receive a certificate of completion only, and will be ineligible to participate in the promotion ceremony.

Academic Probation/Eligibility

All HCS students in good standing are expected to maintain an academic grade point average of 2.0 with no failing grades (“F”). A student who earns a grade point average of less than 2.0 in any quarter is automatically put on academic probation for the following quarter. While on probation he/she will be allowed to participate in interscholastic sports; however, if the student does not raise his/her grade point average to at least 2.0 before the end of the probationary quarter he/she becomes ineligible to participate for the next quarter. Parents and students will receive notification after the end of the grading period.

Senior Schedules

All seniors must take a minimum of five classes regardless of excess credit. Students may, with the principal’s approval, enroll in college courses that do not conflict with the five-class minimum schedule.

Schedule Changes

Schedules are developed for secondary students on the basis of student need, student choice (when options are available), class size limitations, and instructor availability. Requests for schedule changes may be submitted to the principal. Students may withdraw from a class during the first two weeks of the semester without penalty. If a student requests a withdrawal within weeks three through twelve of the semester, a grade of “Withdraw Passing” (WP) or “Withdraw Failing” (WF) will be given. A student may not withdraw from a class after week twelve of the semester. Final decisions regarding dropping or adding classes will be made by the administration.

Transfer Credit

For high school students, Hillcrest will recognize credits earned at other accredited secondary institutions only for the purposes of fulfilling graduation requirements. Exceptions to this are rare and will be reviewed by the administration. Courses taken at the college level will be awarded twice the number of college credit hours. These courses and credits will be listed on the student’s transcripts, with a notation made as to where they were earned. Under no circumstances will the grades earned at other institutions be included in the student’s official grade point average.

Physical Education

Hillcrest Christian School is committed to developing a student’s mind and body. As with all of its programs, HCS desires to maintain excellence in physical education classes and in its competitive athletic teams. Physical conditioning, specific physical skills, game rules and strategies, and sportsmanship are all part of the age-appropriate curriculum.

High school students may earn physical education credit for participation in competitive sports with the approval of the athletic director and the principal. A Pass/Fail grade will be given to satisfy the second year of the PE requirement for graduation.

Physical Education Clothing

Student in grades 7-10 are required to dress for class unless a parent or physician note specifically requests “not dressing”. Notes to excuse a student because of no P.E. clothes will not be honored; loaners will be provided.

The appropriate clothing for 7th-10th grade P.E. is:

1. HCS physical education T-shirt *and shorts*
2. Athletic shoes with laces (tied) and athletic socks.

P.E. clothes must be marked according to the specifications of HCS and must be taken home regularly for washing.

Locker Rooms

Lockers are installed in the locker rooms. Two students will share a locker if necessary. It is the student’s responsibility to provide his/her own lock and see that the locker is safely locked at all times. Lockers will be periodically checked for cleanliness.

Any locker found unsecured may result in the contents of the locker being impounded by the P.E. staff and held for safekeeping. Students will be assigned work detention as a consequence for leaving lockers unlocked.

Athletic Programs & Athlete’s Code of Ethics

Athletics is an integral part of the school’s total educational program. All school activities, curricular and extra-curricular, in the classroom and on the playing field, must be congruent with the school’s stated goals and objectives established for the intellectual, physical, social and moral development of its students. It is within this context that the following code of ethics is presented.

- As an athlete, I understand that it is my responsibility to:
 - Place academic achievement as the highest priority.
 - Show respect for teammates, opponents, officials, and coaches.
 - Respect the integrity and judgment of game officials.
 - Exhibit fair play, sportsmanship, and proper conduct on and off the playing field
 - Maintain a high level of safety awareness.
 - Refrain from the use of profanity, vulgarity, and other offensive language and gestures.
 - Adhere to the established rules and standards of the game to be played.
 - Respect all equipment and use it safely and appropriately.
 - Refrain from the use of alcohol, tobacco, illegal and non-prescriptive drugs, anabolic steroids, or any substance to

increase physical development or performance that is not approved by the USDA, Surgeon General of the United States, or the American Medical Association.

Know and follow all state, section, and school athletic rules and regulations as they pertain to eligibility and sports participation.

Win with character; lose with dignity.

High School Athletic Teams

- | | |
|-------------|---|
| 1. Fall | Girls’ Volleyball
Boys’ Football |
| 2. Winter | Boys’ and Girls’ Basketball |
| 3. Spring | Boys’ and Girls’ Golf
Boys’ Volleyball
Boys’ Baseball |
| 4. All Year | Cheerleading |

Middle School Athletic Teams

- | | |
|------------|--|
| 5 Fall | Girls’ Volleyball
Boys’ Flag Football |
| 6 Winter | Boys’ & Girls’ Basketball |
| 7 Spring | Boys’ & Girls’ Soccer |
| 8 All Year | Cheerleading |

Athletic Fees

All students participating in competitive athletic teams are charged a participation fee per sport; fees vary depending upon the level of student participation and the fees associated with the sport. In addition, students may be required to purchase specific equipment or athletic gear.

Participation

Students must attend tryouts and meet all team requirements.

Middle school teams follow an “all play” philosophy. Due to the competitive nature of high school sports, all players may not play on a regular basis.

Academic Requirements

All student-athletes are required to maintain an overall grade point average of 2.0 with no more than one ‘F’ in order to participate on a competitive athletic team. Athletes who do not meet these criteria may petition the principal for one quarter’s probationary status. Students who are not granted one-quarter probation or who fail to meet the academic requirements after one-quarter probation may not compete on any HCS team.

Coaches will regularly monitor the athlete’s academic progress. Playing time may be limited if the student is not performing at acceptable academic levels.

Parental Involvement

Parents are encouraged to participate in all HCS athletic programs. Parents are frequently needed to help with

transportation, serve as a team parent, or be a member of a booster club to raise funds for sports. Parents are encouraged to attend all competitions.

At least one parent is required to attend an orientation meeting for every sport in which his/her son/daughter participates. Team policies, requirements, schedules, etc., will be discussed at these meetings.

Lettering Policy

Letters are awarded according to school regulations – the Athletic Director and Coach will provide specific details according to the sport. All coaches reserve the right to deny anyone a letter who is in violation of any rules even though the athlete qualifies in every other way. If the team wins a league championship, the coach may letter all team members. Any player who suffers an injury, which prevents him from continuing to participate, can receive a letter at the coach’s discretion.

Daily Schedules

Elementary (K-6)

Arrival	8:25 A.M.
Dismissal	3:00 P.M.
Half-Day Dismissal	12:30 P.M.

Middle School

Arrival	7:55 A.M.
Dismissal	3:20 P.M.
Half-Day Dismissal	12:20 P.M.

High School

Arrival	7:55 A.M.
Dismissal	2:35 P.M.
Half-Day Dismissal	12:20 P.M.

Secondary Class Period Schedule

Homeroom	8:00 – 8:05 A.M.
Period 1	8:10 – 8:55 A.M.
Period 2	9:00 – 9:45 A.M.
Period 3	9:50 – 10:35 A.M.
Period 4	10:40 – 11:25 A.M.
LUNCH	11:25 – 12:05 P.M.
Period 5	12:10 – 12:55 P.M.
Period 6	1:00 – 1:45 P.M.
Period 7	1:50 – 2:35 P.M.
Period 8	2:40 – 3:20 P.M.

Elementary Café Break & Lunch Schedules

	Break	Lunch	Lunch (Thurs. only)
K	10:30 – 11:00	12:00 – 12:55	
1 st	9:30 – 9:45	12:10 – 12:55	12:20 – 1:05
2 nd	9:30 – 9:45	12:10 – 12:55	12:20 – 1:05
3 rd	10:00 – 10:15	12:10 – 12:55	12:20 – 1:05
4 th	10:35 – 10:55	12:45 – 1:15	12:50 – 1:20
5 th	10:15 – 10:30	12:45 – 1:15	12:50 – 1:20
6 th	10:15 – 10:30	12:45 – 1:15	12:50 – 1:20

Secondary Chapel Day Schedule

Chapel	8:00 – 8:45 A.M.
Period 2	9:00 – 9:40 A.M.
Period 1	9:45 – 10:20 A.M.
Period 3	10:25 – 11:00 A.M.
Period 4	11:05 – 11:40 A.M.
LUNCH	11:40 – 12:20 P.M.
Period 5	12:25 – 1:05 P.M.
Period 6	1:10 – 1:50 P.M.
Period 7	1:55 – 2:35 P.M.
Period 8	2:40 – 3:20 P.M.

Elementary Chapel Schedule

K – 6th	Thursday	8:50 – 9:20
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Secondary Half-Day Schedule

Homeroom	8:00 – 8:05 A.M.
Period 1	8:10 – 8:45 A.M.
Period 2	8:50 – 9:25 A.M.
Period 3	9:30 – 10:05 A.M.
NUTRITION	10:05 – 10:20 A.M.
Period 4	10:25 – 11:00 A.M.
Period 5	11:05 – 11:40 A.M.
Period 6	11:40 – 12:20 P.M.

Childcare Hours

A.M.	7:00 – 8:00
P.M.	3:00 – 6:00

“Whom to See About What”

<u>Secondary (7-12)</u>		
Attendance		Lorna West (x205)
Academic Advisement		Kathy Horan/Carolyn Krause (x227, x224)
Advanced Placement Tests (AP & College Entrance SAT)		Kathy Horan, LuAnn Malcolm, and Carolyn Krause (x227, x204, x224)
Athletic Director/Student Activities		Tim Dominguez (x251)
High School ASB		Bridget Murphy (x245)
Middle School Leadership		Judy Logan (x260)
CA Junior Scholastic Federation (CJSF)		Carolyn Krause (x224)
CA Scholastic Federation (CSF/HS)		Carolyn Krause (x224)
Career Guidance		Carolyn Krause (x224)
Chapel		Les Enloe (x252)
Class Advisors	Senior	Ben Waggoner (x248)
	Junior	Carolyn Krause (x254)
	Sophomore	Jessica Navarro (x255)
	Freshman	Bridget Murphy (x245)
Class Schedule Changes		Kathy Horan (x227)
College Placement/Applications/Admissions		Carolyn Krause (x224)
Curriculum Adoption/Guides		Kathy Horan (x227)
Grades and Report Cards		Kathy Horan (x227)
Community Service		Ben Waggoner (x248)
Department Heads		
	Bible	Les Enloe (x252)
	Computers	James Kosako (x259)
	English	Kathy Horan (x227)
	Foreign Language	Jessica Navarro (x255)
	Math	Kristin Gilchirst (x253)
	Science	
	Social Science	Kathy Horan (x227)
Discipline		MS – Judy Logan (x260) HS – Carolyn Krause (x224)
Dress Code		MS – Judy Logan (x260) HS – Carolyn Krause (x224)
Lockers		Judi Menger – volunteer
National Honor Society		Jessica Navarro (x255)
Science Fair		Jennifer Cecil (x254)
Teacher Assistants (students)		Kathy Horan (x227)
Transcript Requests		Lorna West (x205)
<u>ELEMENTARY (K-6)</u>		
Attendance		Teacher
Academic Advisement		Kathy Horan (x227)

Achievement Tests (SAT-10)		Kathy Horan (x227)
Chapel		Donna Essick (x211)
Class Schedule Changes		Kathy Horan (x227)
Curriculum Adoption/Guides		Kathy Horan (x227)
Dress Code		Teacher, Carolyn Krause (x224)
Discipline		Carolyn Krause (x224)
Extended Day Care		Joni Metcalfe (x201)
Homework Requests		Gail Matheson (x200)
Report Cards		Kathy Horan (x227)
Speech Competition		Julie Thurman (x213)
Spelling Bee		Sylvia Hawisher (x235)
Student Council		Julie Dimas (x262)
<u>PRE-SCHOOL</u>		
Director		Cathe Jackson (x258)
<u>OPERATIONS</u>		
Admissions		LuAnn Malcolm (x204)
Communications		
	Car Pool Information	Gail Matheson (x200)
	Facility Requests	Don Meyers (x257)
	Fliers and Fundraising requests	Steve Allen (x210)
	Master Calendar	Gail Matheson (x200)
	Staff Nametags	LuAnn Malcolm (x204)
	Newsletters and articles	LuAnn Malcolm (x204)
	Staff Telephone List/Extension/Voice Mail System	Lorna West (x205)
	Student/Parent Telephone Directory	Lorna West (x205)
	Website and Webpages	LuAnn Malcolm (x204)
Development		Steve Allen (x210)
	Fundraising	Steve Allen (x210)
	PFA	Steve Allen (x210)
	Volunteers and Volunteer Committees	Steve Allen (x210)
Registrar		Lorna West (x205)
Strategic Planning		Steve Allen (x210)
<u>BUSINESS OFFICE</u>		
Accident Insurance	Students	Lorna West (x205)
	Staff	Lorna West (x205)
Accounting		Sharon Geller (x203)
	Payables/Receivables	Sharon Geller (x203)
	Payroll	Sharon Geller (x203)
	Purchasing Supplies	Sharon Geller (x203)
	Tuition	Sharon Geller (x203)
Maintenance and Facilities		Steve Allen (x210)
	Cafeteria/Food Service	Dee Covany (x 206)
	Keys	LuAnn Malcolm (x204)

	Maintenance Requests	Don Meyers (x257)
Human Resources		Lorna West (x205)
	CPR Training	Kathy Matsuo (x246)
	Employee Benefits	Lorna West (x205)
	Employment & Credential Verification	Lorna West (x205)
	“Employee of the Month”	Lorna West (x205)
	Employee Reviews	Employee Files: Lorna West (x205) Preschool: Cathe Jackson (x258) Elementary: Kathy Horan (x227) Secondary: Kathy Horan (x227) Athletics: Tim Dominguez (x251) Administration: Steve Allen (x210) Others as per organizational chart
Technical	Audio/Visual Equipment	Don Meyers (x257)
	Technical Requests	Front Office Mail Box
<u>GENERAL</u>		
Activities Director		Lorna West (x205)
Board of Directors		Melissa Dundas (Chairman – Volunteer)
Community Resources		Gail Matheson (x200)
Emergency Preparedness		Kathy Matsuo (x246)
Library		Julie Thurman (x213)
Performing Arts		
	Elementary	Donna Essick (x211)
	Secondary (MS & HS class)	
PE Uniforms		Tim Dominguez/Heather Neuman (x225)
Photography	School Portraits	O’Connor Bros. Photography (805 306-9542)
	Senior Portraits	Bennett Photography (529-1240)
PFA (Parent-Faculty Association)		Robin Oglesby
Safety/Disaster/Fire - Overall		Kathy Matsuo (x246)
	Preschool	Cathe Jackson (x258)
	Elementary	
	Secondary	
School Uniforms		Norman’s Uniforms (310)832-8342 normansuniforms.com (code 384) Joni Metcalfe (x201)
Scrip		Sharon Geller (x203)
Sports	Athletic Director (MS & HS)	Tim Dominguez (x251)
	High School Sports Coaches	
	Basketball (boys)	Tim Dominguez (x251)
	Basketball (girls)	
	Cheerleading	Brooklyn Geller
	Golf	Tim Dominguez (x225)

	Track/Field	Vacant (x)
	Volleyball (girls')	Vicki Woodard
	Volleyball (boys')	Vacant (x)
Textbooks Ordering/Purchasing		
	Elementary	Kathy Horan (x227)
	Secondary	Kathy Horan (x227)
Trips	4 th grade Sacramento	Penny Hawkins (x249)
	7 th grade trip	Jennifer Cecil (x254)
	8 th grade Washington D.C.	Judy Logan (x260)
	Europe Trip	Kathy Horan (x227)
	Senior Trip	Kathy Horan/Ben Waggoner (x227, x248))
	Senior Grad Night Trip	LuAnn Malcolm (x204)
Tutoring Information		LuAnn Malcolm (x204)
"Whom to See About What" (compiling)		LuAnn Malcolm (x204)
Work Permits		Gail Matheson (x200)
Work Room (S.O.N. Room)		Cathe Jackson (x258)
Yearbook		Ben Waggoner (x248)

2008-2009 Staff Directory

Hillcrest Christian School
 384 Erbes Road
 Thousand Oaks, CA 91362
 hillcrest@hillcrestcs.org

Phone: (805) 497-7501
 Main Fax: (805) 494-9355
 Finance Fax: (805) 497-0282
 Childcare Pager: (805) 377-7997

Administration

Ext.	Staff Member	Responsibilities	Room
210	Allen, Steve	Head of School	01
227	Horan, Kathy	K-12 Principal	136
224	Krause, Carolyn	K-12 Dean of Students, College Advisor	P-2
260	Logan, Judy	Middle School Lead	P-6
258	Jackson, Cathe	Director - Preschool	109
251	Dominguez, Tim	Director: Athletics	115
203	Geller, Sharon	Finance Manager	04
204	Malcolm, LuAnn	Administrative Assistant, Admissions Director	02
205	West, Lorna	Registrar; Director of Human Resource, Activities Director	100a
202	Metcalfe, Joni	Day Care	100b
200	Matheson, Gail	Office Manager	Front Office
207	Mandeville, Earl	Facilities & Maintenance	M2
307	Meza, Jesse	Facilities & Maintenance	M2
206	Covany, Dee	Manager - Café	Café
213	Thurman, Julie	Librarian	Library
209	Conference Room		140
225	ELD Office	Gilroy, Katherine	P-3
225	P.E. Office	Neuman, Heather	P-3
239	Science Lab	Carpenter, Courtney	117
215	Staff Lounge		103

Preschool

258	Jackson, Cathe	Director - Preschool	109
229	Baltau, Debbie	Teacher - Preschool	108
261	Galvin, Kerry	Teacher - Pre-K	105
228	Nicole, Lauryn	Teacher - Pre-K	107
231	Sweet, Sonya	Teacher - Pre-K	102
230	Smith, Tamara	Teacher - Preschool	106

Elementary School

Ext. Staff Member	Responsibilities	Room
227 Horan, Kathy	Principal	136
224 Krause, Carolyn	Dean of Students	P-2
237 Thompson, Elizabeth	Teacher – Kindergarten	118
214 MacLaury, Diane	Teacher - Kindergarten	104
241 Brennan, Meghan	Teacher – First Grade	124
233 Ochoa, Misty	Teacher – First Grade	126
236 Gonzales, Joann	Teacher – Second Grade	112
262 Brown, Michelle	Teacher – Second Grade	113
238 Madden, Libby	Teacher – Third Grade	114
235 Hawisher, Sylvia	Teacher – Third Grade	121
243 Dimas, Julie	Teacher – Fourth Grade	111
249 Hawkins, Penny	Teacher – Fourth Grade	129
232 Davis, Joan	Teacher – Fifth Grade	134
239 Thomas, Nicole	Teacher – Fifth Grade	130
234 Brown, Rosa	Teacher – Sixth Grade	116
247 Zimmerman, Amanda	Teacher – Sixth Grade	132
211 Essick, Donna	Teacher – Music	101
250 (to be determined)	Teacher – Art	120
266 Farah, Katherine	Teacher – Spanish	P-3
259 Kosako, James	Teacher – Computers	127
225 Dominguez, Tim	Teacher – P.E., Athletic Director	115
225 Neuman, Heather	Teacher – P.E.	P-3
201 Metcalfe, Joni	Elementary Daycare	132

Middle & High School

227 Horan, Kathy	Principal; Dept. Chair & Teacher, English & History	136
224 Krause, Carolyn	Dean of Students, English, History	P-2
260 Logan, Judy	Middle School Lead, Teacher – History/Home Economics/Health/MS Lead	P-6
225 Dominguez, Tim	Athletic Director, Teacher – P.E.	115
266 Farah, Katherine	Teacher – ELD	P-3
264 Armstrong, Andrea	Teacher – Science	P-3
253 Gilchrist, Kristin	Teacher – Math,	P-3
259 Kosako, James	Teacher – Computer Lab	127
252 Enloe, Les	Teacher – Bible, Math	P-1
256 Carpenter, Courtney	Teacher – Science/Math	117
248 Waggoner, Ben	Teacher – Bible/Yearbook	P-2
255 Navarro, Jessica	Teacher – Spanish	131
225 Neuman, Heather	Teacher – P.E./Health	P-3
245 Luebbert, Bridget	Teacher – English/ASB Advisor	P-5
265 Yee, Danielle	Teacher – Humanities	
252 Cecil, Jennifer	Teacher – Science/Math	P-1
308 Barbour, Anne	Teacher – High School Worship Band	
250 (to be determined)	Teacher – Art	120

Daycare (Elementary / Middle School)

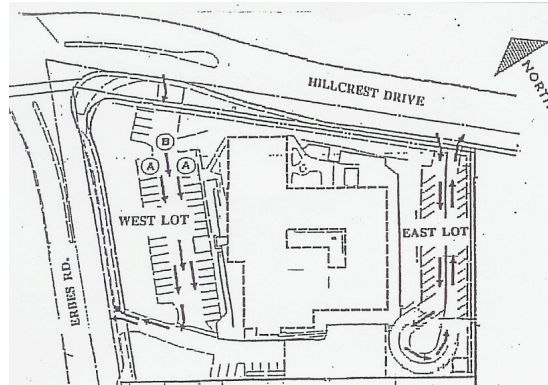
202 Metcalfe, Joni	Childcare Coordinator	132
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Campus Map

Café Menu

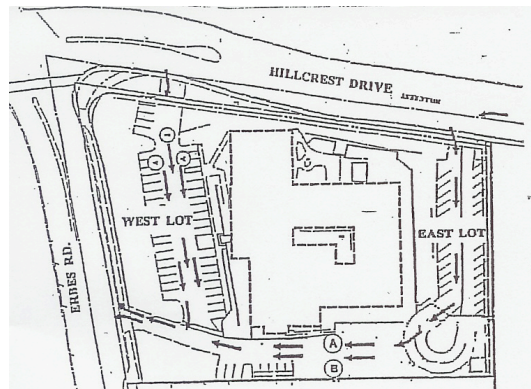
Morning Drop-Off Traffic Pattern



THE WEST LOT (in front of the school): Enter from Hillcrest Drive, exit on to Erbes Road. Use caution when entering. Make sure you give cars behind you plenty of signal time, and if cars in our lot are backed up... DO NOT STOP but continue on to the rear lot entrance. In the front lot, if you must go in the school for drop off, please park in available spaces or the outside lanes. Leave the center lane clear as a drive-through lane.

THE EAST LOT (at the rear of the school): Enter and exit from Hillcrest Drive. The U-turn area is determined by the traffic director.

Afternoon Pick Up Traffic Pattern



From 3:00 – 3:30, drivers may pick up students from either lot by entering from Hillcrest Drive. All traffic then exits on to Erbes Road.

In the front lot, drivers may pull to the outside lanes for pick up, leaving the center lane clear for drive-through.

In the rear lot, drivers should form three lanes, with a drive-through lane between each line. Drivers should NEVER leave their vehicles for any reason. If you need to leave your vehicle, please pull through and park in the parking areas or use the front pick up area.

Rules of the Road at HCS



- ✓ **BE PATIENT:** One of the curses of growth at HCS is the traffic problems we experience, especially in the afternoon. Please allow plenty of time and be patient with children and other drivers.
- ✓ **OBEY THE TRAFFIC DIRECTORS:** You'd be surprised how many people ignore our traffic directors. They are there for your protection. Please follow their lead.
- ✓ **ALWAYS PULL FORWARD** if you are in the Pick Up / Drop Off lane. Don't stop closest to the door causing traffic to backup behind you. The duty teachers and traffic directors will help your children find you, and get in the car safely.
- ✓ **ALWAYS PULL INTO AVAILABLE PARKING STALLS** if you are waiting for your child or dropping off, even if for just a second. We must fill available parking stalls to allow for more cars to pull into the lot and not backup onto the surrounding streets.
- ✓ **NEVER** leave your car unattended in any traffic lane.
- ✓ **DON'T TURN LEFT** onto Hillcrest when exiting the back lot during peak traffic times.
- ✓ **PLEASE DO NOT COME EARLY TO PICK UP YOUR CHILD:** We have carefully staggered school beginning and ending times each day for specific purpose of spreading out the traffic.
- ✓ **JOIN A CAR POOL:** Car pools save you time and money and reduce the number of cars coming and going from our lot. The Office will provide lists of families by zip code at Back to School Night.
- ✓ **DO LET YOUR CHILDREN KNOW WHERE YOU WILL PICK THEM UP:** Elementary parents should let their child's teacher know where their child is to be picked up so the students can be at the right place at the right time. Any student K-8th grade not picked up by 3:30 will be signed in to Daycare.
- ✓ **STUDENTS MAY NOT PARK IN THE FRONT LOT. THE FRONT LOBBY IS NOT A STUDENT ENTRANCE:** Students who are dropped off in the front in the morning must enter through the gate to the back playground area. Students in morning Day Care may use the front entrance before 7:45.
- ✓ **DO NOT PARK** in handicapped spaces unless you have the necessary permits. Do not double park in front of the handicapped spaces either. Thousand Oaks Police will ticket you for this! Also, do not park in any parking place marked "Reserved," and never double park in front of any empty parking spaces – this just adds to our traffic congestion by limiting access to needed parking.

THANKS FOR YOUR COOPERATION!

Sexual Harassment Policy Addendum