

**2015-2016**

**Hesperia Christian School**

**ELEMENTARY HANDBOOK**

**for**

**STUDENTS and PARENTS**

*Revised October 5, 2015*



**Hesperia Christian School**

*A Ministry of Hesperia Community Church*

16775 Olive Street

Hesperia, CA 92345

(760) 244-6164

Fax (760) 244-9756

*<http://www.hesperiachristian.org>*

Hesperia Christian School is incorporated as a non-profit organization through the ministry of Hesperia Community Church.

Nickname: Patriots

Colors: Red, White, and Blue

Motto: "Building Leaders with Christlike Character"

Mascot: Patriot

SAT/ACT: 051172

Office Hours

Regular: 7:30 AM – 3:00 PM

Summer: 9:00 – 3:00 PM (M-TH)

Elementary School Hours

8:00 AM – 2:35 PM

## TABLE OF CONTENTS

PREFACE.....	3
HISTORY.....	3
STATEMENT OF PURPOSE.....	3-4
ADMISSION POLICY AND PROCEDURES.....	4
STUDENT MEDICATION AT SCHOOL.....	5
GRADES.....	5-6
ATTENDANCE POLICY.....	6-9
DRESS CODE AND APPEARANCE STANDARDS.....	9-11
MISCELLANEOUS INFORMATION.....	11-14
DISCIPLINE.....	14-15
STUDENT PRIVACY.....	16
PARENTS AND HOME.....	16
HOW PARENTS CAN HELP.....	17

## **PREFACE**

Our desire is to see our student's grow academically, physically, emotionally and spiritually. This handbook is intended to explain the rules, policies and procedures for the school. Thank you for allowing us to be a part of your students academic career.

Students who wish to attend Hesperia Christian School should desire spiritual training along with a quality academic education. It is important that students who enroll, do so of their own volition. Christian education extends into every aspect of living, is centered on the Lord Jesus Christ and is based upon Biblical principles. The goal of HCS is to train students to be "conformed to the image of Christ." (Romans 8:29)

It is fully realized that spiritual life is not the result of rules. Students who fail to understand the purpose of the school may resent its rules and standards as infringements upon their rights. However, some rules are necessary for the smooth and efficient operation of the school. Other rules serve as guidelines for Christian conduct that honors the Lord and still other rules are for the purpose of character training. Rather than merely abiding by the letter of the law, it is expected that Hesperia Christian School students submit themselves to the spirit and purpose of the school regarding its rules and standards.

The policies and procedures herein have been prayerfully considered and reflect what Hesperia Christian School believes to be Biblical principles. Those who have set these rules are aware that there may be differences of opinion even within the Christian community. The administration, faculty, and school committee welcome constructive suggestions and honest questions about policies and practices. Negative, destructive comments however, are detrimental.

Persons who feel they may have been wronged or who observe wrong doing on the part of others should go directly to the persons involved, seeking a solution according to the Biblical principles of Matthew 18:15-17 and Galatians 6:1.

## **HISTORY**

Hesperia Christian School was founded in 1966 by a group of concerned parents who wanted to provide a Christian education for their children. Enrollment has grown from a first year of 12, K – 1<sup>st</sup>, to a current enrollment of approximately 300 in pre-school through high school. The facilities have grown from one small classroom to 27 classrooms plus a gymnasium and baseball, softball and football fields. The school is affiliated with Hesperia Community Church, a non-denominational church, and is a member of ACSI (Association of Christian Schools International). We are accredited by both ACSI & WASC.

## **STATEMENT OF PURPOSE**

Mission – Hesperia Christian School exists to assist Christian families in their God-given responsibility to train and nurture their children to be Christlike by providing an education based on The Bible, God's Holy Word.

### Philosophy of Education

- A. Hesperia Christian School pursues academic excellence by
  1. Providing opportunities for students to excel in their academic

- pursuits.
2. Teaching the knowledge and skills required for future study or for occupational success.
  3. Developing the student's creative skills and an appreciation for the fine arts.
  4. Developing effective communication skills of the student including speech and writing.
  5. Teaching our American heritage and the current issues facing our country and the world.
  6. Teaching the student to work independently and cooperatively
  7. Showing the student his civic responsibilities and to prepare him for adult responsibility as a Christian citizen of our nation.
  8. Teaching the student to apply himself to his work and use his gifts to fulfill his various responsibilities.
- B. Hesperia Christian School integrates biblical principles to the student's daily life by
1. Integrating biblical truths in all subjects.
  2. Teaching the student to submit to authority
  3. Encouraging the student to think for himself and to stand up for his personal convictions in the face of pressure.
  4. Teaching the student that the Christian life is motivated by the love of Christ that results in a desire to be distinctly and attractively different from non-Christians.
  5. Showing the student that growth in the Christian life depends upon fellowship with God through Bible reading, prayer and service.
  6. Helping the student develop a desire pleasing to God for wholesome physical and mental activities.

### **ADMISSION POLICY AND PROCEDURE**

Hesperia Christian School has maintained and will continue to practice a racially non-discriminatory policy for admitting students. Hesperia Christian School admits students of any race, color, national and ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school.

### **ADMISSION REQUIREMENTS**

1. Parental agreement with philosophy and goals of the school.
2. Personal desire to attend HCS for Christian training.
3. Satisfactory academic and deportment record from previous school.
4. Willingness to develop the spiritual, physical, social, and mental aspects of life.
5. Desire to assimilate Christian values so as to develop a Christian worldview.

## STUDENT MEDICATION AT SCHOOL

Hesperia Christian School must conform to State Legislation mandates concerning student medication. Therefore, the following rules will be strictly enforced.

1. The medication must be brought to school by the parent or guardian.
  2. The medication must be in the original container with the physician's prescription on the label.
  3. A written statement from your physician (or fax) detailing the method, amount, and time schedule by which the medication is to be taken. Forms are available in the school office.
  4. A written statement from the parent or guardian indicating the desire that the school assist the student in taking the medication in compliance with the doctor's prescription.
  5. If a child forgets their morning medication, the parent or guardian must come to school and administer it.
- 6. All medication must be kept and administered in the school office except as allowed by state law.**

## GRADES

Pursuing excellence and doing one's best for God are strongly stressed at this school. Students are challenged to give 100% of their effort in all they do.

### Grading Scale

#### Kindergarten

Kindergarten students will receive grades of M, P, ✓, L, and N. M - Mastery P – Progressing  
✓ - Accomplished L – Limited Progress N – Needs more Improvement

#### Grading (1-3)

In grades 1 – 3, the grading scale is the same as for grades 4 – 6 for Math, Language, Reading, and Spelling. Each student will also receive an effort grade of E, S, or N. All other subjects are graded E, S, or N.

E – Excellent      S – Satisfactory      N – Needs Improvement

#### Grading Scale (4-6)

A+ = 97-100%	B+ = 87-89%	C+ = 77-79%	D+ = 67-69%
A = 94-96%	B = 84-86%	C = 74-76%	D = 64-66%
A- = 90-93%	B- = 80-83%	C- = 70-73%	D- = 60-63%
			F = 59% or below

#### Honor Roll

At the end of each quarter, the names of all students who have achieved at least a “B” average for the quarter will be publicized in an effort to recognize students who are doing well academically.

Merit Roll 3.0-3.49  
Honor Roll 3.5-3.99  
Principals List 4.0 (All A’s)

### Progress Reports

Parents will be able to track their students progress through Ren Web. Midway through each quarter a progress report is e-mailed to parents for each student.

### Report Cards

Report cards are issued every nine weeks. At the conclusion of the first and third quarter, parents will sign up for a conference with the teacher. The last report card is mailed home at the end of the year, pending completion of all financial obligations.

### Conferences

Parent/Teacher Conferences are held at the end of the first and third quarters. Fall conferences are mandatory for all elementary students. In addition, teachers are always available to discuss grades and student progress with the parents. Please feel free to contact your child’s teacher before or after school, through email or by leaving a message in the teacher’s voice mailbox.

## **ELEMENTARY ATTENDANCE POLICY 1st-6th Grade Attendance Line: 244-6164 ext. 303**

Research has shown a direct link between student attendance and academic performance. When a student misses class, they miss out on a valuable learning opportunity that can not be repeated. If a student’s absences become excessive, he/she may be in danger of having their grades lowered, or be in jeopardy of failing the grade level. At Hesperia Christian School, we comply with mandated state legal and state education codes, as much as deemed educationally sound and not contrary to our Christian principles.

### **WHEN YOUR CHILD IS ABSENT:**

1. Call the attendance line before 9:00 a.m. the day of the absence (see phone number above). Leave your name, student’s name, date you are calling and the reason for absence.
2. An absence where no contact has been made and no note has been brought in will be considered unexcused upon the student’s return to school.

### **ABSENCES FALL INTO THE FOLLOWING CATEGORIES**

## EXCUSED ABSENCES

Policies and procedures concerning excused absences are as follows:

1. Absences are considered excused for:
  - Illness (doctor's verification may be required if absences are excessive)
  - Family Emergency
  - Medical or Dental Appointments (doctor's verification may be required if appointments are excessive)
  - Approved Planned Absences
2. Parents may request homework assignments for students which may be picked up at the end of the school day in the school office. Parents will find all class and homework assignments that the child has missed on RenWeb.
3. The student will have the number of days of the absence to make up daily work excluding a two or more day planned absence. (Example: If absent on Monday, work is due on Wednesday.) In case of a planned absence, work is due upon return.
4. Students should expect to make up quizzes and tests on the day they return to class if they were assigned before their absence. Papers and projects which are assigned two weeks or more prior to their due date must be turned in on the day a student returns to school from an absence. Where frequent or intermittent absences cause long delays in completion of homework, a teacher may institute a five-day (school days) deadline on all materials due. Such action is to be taken after consulting the school Administration.

## PLANNED ABSENCE

As stated previously, it is important for students to be in class. While family activities are encouraged, every effort should be made to work around the school calendar when planning vacations and family activities. Students must be current with their school work, and have no less than a 2.0 grade average, and must not have excessive discipline issues. Students must be present for standardized testing.

1. A planned absence form can be obtained in the school office or on the school website.
2. Planned absences may be approved for:
  - a. Immediate family activities (no more than 5 days per school year)
  - b. Personal court appearance (requires verification)
  - c. A Christian sponsored retreat
  - d. Observance of a religious holiday or ceremony
  - e. Employment conference
3. Planned absences are approved at the discretion of the Administration.
4. **Planned Absences for One Day Only:**
  - Planned absence request form must be completed and returned or called in to the office no later than then 8:00 a.m. the morning of the absence.
  - School administration will approve absences based on the guidelines above.
  - Students may make up work as for excused absences.
5. **Planned Absences for Two or More Days:**
  - Planned absence request form must be completed and returned at least 48 hours before the absence.
  - The school administration will request the student's teachers to provide homework for the day(s) of the planned absence. The homework may be picked up in the office on the day before (after school) the absence begins. Work



assigned during the planned absence is due the day the student returns (no extra time given).

- If a test is scheduled during the planned absence, arrangements to take the test must be made with the teacher prior to absence.

## **UNEXCUSED ABSENCES**

Policies and procedures concerning excused absences are as follows:

1. Absences are considered unexcused if:
  - The student and/or parent fail to comply with the guidelines for excused or planned absences.
  - The student is absent from school without parental permission.
  - The student has been suspended from school.
2. A note from a parent will not excuse an absence for the above stated reasons.

## **TARDIES/PARTIAL ABSENCES/HALF DAY ABSENCES**

Students are expected to be in class, seated and ready to learn at 8:00 a.m. All students who are late will be issued an unexcused tardy and need to be signed into the office by a parent/guardian. Tardiness causes a classroom disruption to the learning process which affects both the teacher and the other students.

Policies and procedures concerning tardies are as follows:

1. A parent must personally sign their child in at the school office
2. A student is considered tardy if not in their classroom at the start of school.
  - 6 tardies = 1 absence
3. A partial absence is more than 10 min. late and less than 2 hours absent for the day.
  - 3 partial absences = 1 absence
4. A half day absence is more than 2 hours and less than 1 day.
  - 2 half day absences = 1 absence

Excused tardies are issued for:

1. Medical or Dental Appointments
2. Vehicle Problems
3. Extreme Weather Conditions
4. Family Emergencies

## **CHECKING OUT EARLY**

1. If you are planning on signing your child out early, please notify the office before school starts.
2. Checking your child out early needs to follow the excused absence guidelines or it will be marked as an unexcused partial absence or half day absence.
3. 3 partial absences = 1 absence
4. 2 half day absences = 1 absence
5. Sign your child out in the office (do not go directly to classroom) and a message will then be sent to the teacher.
6. If your child is returning to school, parent must sign student in to get an admit slip.

No person is able to pick up a student early from school if not the parent or guardian unless we have a written note from the parent or guardian (this includes grandparents/siblings). Any family/friend or other person will not be allowed to accompany a student for lunch or visit unless a note has been sent beforehand by the parent.

## **EXCESSIVE ABSENCES**

Ten absences is considered to be excessive. Therefore, when a student has been absent from school ten times in one school year, a conference will be held with the family to determine whether the student is able to continue enrollment or if the family should consider an alternative means of educating their student. When a student has been absent from school twenty times in one school year, the student may be recommended for independent study through Hesperia Christian Academy and may be in danger of not being promoted to the next grade.

## **Elementary** **DRESS AND APPEARANCE CODE** Hesperia Christian School

**Hesperia Christian School has established the following dress code to accomplish several purposes:**

To improve the educational atmosphere of the campus. Studies have shown that schools that have adopted a uniform dress code have seen a remarkable improvement in the morale and behavior patterns of their students.

To allow students to focus on their education rather than who is wearing what to school and whether it's in style

To allow teachers to focus on teaching and on relationships with their students rather than having to evaluate student dress

To help build school unity and pride, much the same way many business organizations expect their employees to wear a uniform or company logo

While the dress code does not define what a Christian should wear to demonstrate spiritual depth in his/her life, it is designed to provide the maximum benefit to the entire school community as students pursue the responsibility they have been given at this time, i.e. to pursue a Christian education.

### **1. Dress Code Guidelines:**

- Clothing must be clean, neat, in good repair (not frayed, no holes, patches or bleached spots), modest and should not be made of distracting fabrics or colors
- Baggy or oversized clothing may not be worn as well as clothing that is too tight
- Symbols on clothing, jewelry, backpacks, hats belts and totes representing anti-Christian philosophies (peace sign, horoscope, etc.) are not acceptable
- No objectionable pictures or slogans on outer wear, backpacks, totes, hats, or belts such as: non-Christian philosophies, non-Christian music, movie stars, skulls, skeletons, etc.
- "Skin" and Abercrombie & Fitch logos on clothing, totes, backpacks, hats or belts are not acceptable

### **2. Footwear**

- Must be safe and secured to the foot

- All shoes must have a back
  - For safety concerns, elementary students may not wear sandals
3. **Polo Uniform Shirts with HCS Logo**
    - Must be purchased at D Christian Uniforms located at the southeast corner of Bear Valley Road and Second Avenue in Hesperia
    - Polo shirts must cover the back and mid section completely when bending over
    - No alterations may be made without pre-approval by the administration
    - Buttons must be fastened one button length from the top
    - Shirts do not need to be tucked in
  4. **Pants**
    - Plain blue or black denim jeans purchased at a store of your choice
    - Students may also wear uniform pants purchased from D Christian Uniforms
    - Pants are not to be worn too tight or too baggy and must follow the Dress Code Guidelines
    - Belts are required if needed to hold pants up
  5. **Outer/Under Garments**
    - The school uniform shirt is to be the outer garment
    - Solid color blue, red, white or black, plain (no lace) long sleeved shirt or tank top may be worn under the polo shirt
    - Additional shirts or stylish vests or short, sweater-like garments are not permitted
    - A winter coat, HCS sweatshirt (Hoodie or Crew) or HCS zip up sweatshirt (Hoodie) may be worn for warmth (no other outerwear will be permitted)
  6. **Shorts and Capris**
    - Plain blue or black denim jean material purchased at a store of your choice
    - Students may also wear uniform shorts purchased from D Christian Uniforms
    - Shorts must be hemmed and be no shorter than 6 inches from the ground when kneeling and no longer than 2 inches below the knee
    - Leggings, stockings, tights and knee high socks are not to be worn with shorts or capris
    - Belts are required if needed to hold shorts up
  7. **Skorts and Jumpers**
    - Must be purchased at D Christian Uniforms
    - Must extend below the tip of the middle finger when the arms are straight down at the side or no shorter than 6 inches from the ground when kneeling, which ever is longer.
    - Uniform polo shirt needs to be worn with skorts and jumpers.
    - Shorts must be worn under jumpers to ensure modesty on the playground
    - Solid color knee high socks can be worn with skorts and jumper
  8. **Patriot/Spirit Dress**
    - On Fridays
    - A school t-shirt or sweatshirt may be worn with blue or black denim jeans or shorts
    - T-shirts and sweatshirts need to be purchased in the school office or be part of acceptable HCS activity, group or athletic team apparel
    - Shirts from church mission trips or youth groups, etc. are not acceptable
    - Shirts are not to be tied or fit adjusted in anyway
  9. **Body piercing and tattoos**
    - Are not allowed

## **APPEARANCE CODE**

### **Girls**

- Hair styles must be worn clear of the eyebrows. Distracting hairstyles which draw attention to the student are not permitted (i.e. starkly contrasted, unnatural-looking colors, unusually spiked, large differences in length, or symbols cut in hair.) Hair cut violations must be remedied by date set or the student will receive further discipline.
- Make-up is discouraged.
- Jewelry must be kept to a minimum.
- Hats of any kind may not be worn indoors.

### **Boys**

- Hair styles must be clear of the eyebrows, collar and no longer than the bottom of ear. Distracting hairstyles which draw attention to the student are not permitted (i.e. starkly contrasted, unnatural-looking colors, unusually spiked, large differences in length, or symbols cut in hair). To give direction with regards to variation of hair length, we ask that there be no more than a 2 level difference between hair lengths. Example: if the sides have been cut to a 1 length the top could be no longer than a 3 length. Hair cut violations must be remedied by date set or the student will receive further discipline.
- Boys may wear watches, rings and modest neck chains or bracelets.
- Hats of any kind may not be worn indoors.

## **HCS DRESS CODE FOR SPECIAL EVENTS**

Certain circumstances warrant a change in our everyday code. For any casual school-sponsored event (e.g. games, retreat, rehearsals), regular school clothing is always acceptable. In addition, the following would further promote the purposes established for HCS dress guidelines.

### **Sportswear Guidelines**

- Should follow general Dress Code Guidelines
- Jeans, T-shirts, thermals, warm-up suits that do not include objectionable pictures or slogans are acceptable. (“Objectionable pictures or slogans” means anything relating to non-Christian philosophies or life-styles, like non-Christian movies, movie stars, or television characters, non-Christian music or music stars, skulls or skeletons, beer ads, etc.) We are also asking that “Skin” and Abercrombie & Fitch logos not be worn, as well.
- Shorts worn during casual events will follow the same guidelines as for the regular school day.
- Sweat clothing should be loose fitting and in good repair.
- All clothing should be modest. No spaghetti straps, bare midriffs, etc.
- All swimwear should be modest. Girls’ swimsuits should be one-piece and French-cut bottoms are not allowed. Students will be asked to wear a dark T-shirt over immodest or two-piece suits.

## **MISCELLANEOUS INFORMATION**

### **Bicycles, Skateboards, Scooters, In-line Skates**

Students are permitted to ride bicycles to school. Bicycles are to be parked and locked immediately upon arrival and removed from the bike rack only when the student is ready to leave the campus. The bike rack is not to be otherwise approached during school hours. Do not leave bicycles on campus overnight. Skateboards, scooters, in-line skates, and roller skates may **NOT** be used on HCS property.

### **Electronic Games and Toys**

Electronic games and toys are not allowed at school. They cause distraction and are easily lost or misplaced. HCS is not responsible for toys/games brought to school.

### Chapel

Chapel is held each Wednesday. Since worship and inspiration are the main purpose of this time, students are requested to maintain a worshipful atmosphere and to participate wholeheartedly in the service. Each class will present a chapel program over the course of the year. We will also have films and special speakers. Parents are encouraged to attend chapel services. **We request parents comply with the dress code when attending chapel.**

### Insurance

Each student is covered by school accident insurance. The insurance is an excess coverage plan that goes into effect when a family does not have insurance or after family insurance plan has paid to its limits. Ultimate financial responsibility rests with the parents and not the school. Payment arrangements prior to the insurance company payment varies from doctor to doctor and arrangements should be made with the doctor.

### Library

Students may check out books from the library, but they are responsible for the care of the book while it is in their possession and for returning it on time. Formal rules are posted in the library. Each class will have a regular time to go to the library.

### Field Trips

**Parental Commitment:** We give permission for our child to go on field trips that are a part of his/her class program. We understand that we will be informed in writing of the destination, transportation, supervision, and schedule. We will pay the costs of transportation and admission, as necessary. These field trips will be properly supervised, and our child will be covered by his/her own school insurance or our family insurance program. We will not hold the school, administration, or faculty responsible in case of an accident. Each class is allowed to take one field trip of an educational nature per semester. Teachers welcome suggestions.

### Lunch

Students may bring a lunch or purchase a lunch at school. Lunches are to be purchased in our finance office by 8 a.m. Cancellations are to be made by 8 a.m. or lunch will be missed. To cancel a lunch call the finance department by 8 a.m. or leave a message on the lunch cancellation line: 1-760-244-6164 ext. 301.

### Supplies

Students are asked to supply their own notebooks, paper, pencils, pens, and crayons. A teacher may also require students to have special supplies relating to specific assignments. The school will supply general classroom, art, and paint supplies. **Parents are encouraged to put their child's name on all items, including clothing.** Kindergarten students need specific kinds of supplies. Kindergarten teachers will give parents a list with full instructions.

### Homework

Homework is assigned to give extra practice to the students and to develop self-discipline. Homework may be assigned every night. Teachers are encouraged to assign little, or no homework, on Wednesday to encourage participation in Wednesday night church programs. Homework should take the average student approximately 15 minutes (grades 1 & 2), 30-45 minutes (grades 3 & 4), or 60 minutes (grades 5 & 6).

### Lost and Found

The “lost and found” is located in the school office. Items may be picked up before or after school. Items left in the office will be taken to Goodwill on the last Friday of every month.

### Telephone

The telephone in the office is for emergency use only. Students are not allowed to call home for homework or permission to visit friends. Teachers are not available to talk on the phone during school hours, but the office will take messages for the teacher to call outside of class hours or messages may be left on each teacher’s personal voice mail.

### Chewing Gum

**Gum is not permitted to be chewed on the school grounds before, during, or after school.**

### Faculty

Teachers are hired on the basis of their strong personal commitment to the Lord Jesus Christ and their desire to minister to the lives of the students in their class. The school policy is to hire teachers with a college degree. The majority of our teachers are credentialed or are working toward a credential.

### Snow Days

In the event of a possible school closure due to snow, please listen to the radio stations KVVQ (1910 AM), Y102 (102.3 FM), or KATJ (100.7). School closures will be announced on these stations. Do not call the school or school personnel. Once school has begun for the day, it will remain open regardless of inclement weather. Parents, however, are welcome to pick up their children at any time.

### Health Requirements

Hesperia Christian School abides by state and local health regulations as administered by the San Bernardino County Health Department. Students must have all immunizations required by the state and present a health care provider generated immunization record prior to entering school.

### School Hours

School hours are from 8:00 a.m. to 2:35 p.m. Students are not to be on campus before 7:45 a.m. or after 2:45 p.m. unless they are participating in a school activity or program. Unsupervised students on campus at these times will be placed in day care.

### Day Care

Extended day care is available from 7:00 a.m. to 8:00 a.m. and from 2:45 p.m. to 6:00 p.m. Day care is only available on school days. The office has a day care policy and procedure information sheet.

### Parking

In the morning the west half of the front parking lot (Olive St. entrance) is a drive-through area. You may drop your children off, but if you must leave your car, please park it. Both the Gym parking lot and the front parking lot are open for parking. Elementary students must be picked up in their classrooms by a parent or parent-authorized individual.

### Handling Problems

The school policy follows the Biblical guidelines of Matthew 18. Parents are to talk directly to the teacher. After that, an appointment may be made with the principal to meet with the teacher and principal. Parents are not to complain to other parents as that leads to gossip. Problems or concerns of a general nature should be brought directly to the principal.

### Special Activities

Hesperia Christian School is a member of A.C.S.I. (Association of Christian Schools International) and participates in many of its events. We hold an Elementary Speech meet and Spelling Bee here on campus. Spelling Bee winners go to the area meet. The Kindergarten presents a Patriotic program in February. Each class will present a chapel program sometime through the year. Grades 3-6 have a basketball league from January through mid-March.

### Parent Involvement

Parents are welcomed to become involved in their child's classroom and school activities. Many things take place at the school because parents are willing to volunteer.

### Room Parents

Each class has room parents who plan the class parties. The room parents are selected at the beginning of the school year. Additional assistance is solicited from all parents for each party during the school year.

### Student Cell Phones

Elementary school students are not allowed to use cell phones at school. Cell phones brought to school should be left in the students backpack. If a student uses their cell phone while at school, it will be confiscated and brought to the office.

## **DISCIPLINE**

Learning to follow rules and submit to authority are necessary life skills. At Hesperia Christian School, rules are clearly explained to the students; and consequences for misbehavior are also clearly communicated. Many teachers use a mark system. The first time a child misbehaves a

warning is given. Each successive violation of the rules results in consequences which become more severe with each occurrence. Serious misbehavior such as lying, cheating, stealing, fighting, intentionally harming others or property, and repeated misbehavior, will be referred to the Elementary Principal. Parents who enroll their children in HCS must agree to support school discipline.

## CODE OF CONDUCT

Students are expected to behave in a manner pleasing to the Lord. They are to treat others with respect and kindness. All communication is to be of a positive and encouraging nature. All students will assist in providing a positive school environment where students may learn and grow.

### Progressive Discipline Plan Elementary

<p><b><u>Level A Behaviors</u></b></p> <ul style="list-style-type: none"> <li>• Violation of Class Rules</li> <li>• Disrespect to fellow students</li> <li>• Inappropriate items- MP3, I Pods, cell phones, etc...</li> <li>• Dress code</li> <li>• Disruption of class</li> <li>• Unacceptable language</li> <li>• Rough play</li> <li>• Excessive physical contact- hugging, kissing, etc...</li> </ul>	<p><b><u>Level A Consequences</u></b></p> <ol style="list-style-type: none"> <li>1. Verbal warning</li> <li>2. Written record kept by teacher</li> <li>3. Time outs</li> <li>4. Parent contact</li> </ol> <p><b>There will be no points assigned for level A infractions.</b></p>
	<p><b>Teachers must have made parental contact when referring a student to the office for repeated Level A behaviors</b></p>
<p><b><u>Level B Behaviors</u></b></p> <ul style="list-style-type: none"> <li>• Repeated violation of Level A behaviors</li> <li>• Possession of a dangerous item-lighter, can opener, etc...</li> <li>• Fighting-cause or threaten bodily harm</li> <li>• Bullying</li> <li>• Damage to school property</li> <li>• Inappropriate language- profane, obscene or sexual</li> <li>• Defiance of authority</li> </ul>	<p><b><u>Level B Consequences</u></b></p> <ol style="list-style-type: none"> <li>1. Parent notification by Administrator</li> <li>2. Parent conference required by Administrator</li> <li>3. Restriction of privileges</li> <li>4. Suspension up to 3 days</li> <li>5. Behavioral contract</li> <li>6. After school or lunch detention</li> </ol>



<ul style="list-style-type: none"> <li>• Stealing</li> <li>• Cheating-academic</li> </ul>	<p><b>.5 point will be assigned by the administrator for each Level B infraction.</b></p>
<p><b><u>Level C Behaviors</u></b></p> <ul style="list-style-type: none"> <li>• Repeated violation of Level B behaviors</li> <li>• Possession of a controlled substance</li> <li>• Possession of a weapon</li> <li>• Repeated defiance- no change by the previous disciplinary action</li> <li>• Assault upon any student or staff member</li> </ul>	<p><b><u>Level C Consequences</u></b></p> <ol style="list-style-type: none"> <li>1. Parent notification by administrator</li> <li>2. Restriction of activities and privileges</li> <li>3. Suspension</li> <li>4. Expulsion</li> </ol> <p><b>1 point will be assigned for each level C infraction</b></p>
<p><b>A student who has accumulated 6 points in any given year may be in danger of expulsion</b></p>	

## STUDENT PRIVACY

Based on the Family Education Rights and Privacy Act (FERPA), Hesperia Christian School gives parents certain rights with respect to their children’s education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are “eligible students.”

\*Parents or eligible students have the right to inspect and review the student’s education records maintained by the school. Such records remain school property and may be reviewed in the school office. If geographical distance or other restraints make it impossible for the records to be reviewed in the office, the school may provide copies for the parents or the students to review at the expense of those requesting records.

\*Parents or eligible students have the right to request that the school correct records which they believe to be inaccurate or misleading. If the school decides not to amend the record, the parent or eligible student then has the right to a formal hearing with the School Committee. After the hearing, if the school still decides not to amend record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

\*Hesperia Christian School will require written permission from the parents or eligible student in order to release any information from a student’s record, except when requested under the following conditions: School officials with legitimate educational interest; Other schools to which a student is transferring or applying; Specified officials for audit or evaluation purposes; Appropriate parties in connection with financial aid to a student; Organizations conducting certain studies for or on behalf of the school; Accreditation organizations; To comply with a judicial order or lawfully issued subpoena; Appropriate officials in cases of health and safety emergencies; State and local authorities, within a juvenile justice system, pursuant to specific state law.

\*Hesperia Christian School may disclose, without consent, “directory” information such as a student’s name, address, telephone number, date and place of birth, honors and awards, and

dates of attendance. However, Hesperia Christian School will tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. The school will notify parents and eligible students through student handbooks of their rights under FERPA.

## **PARENTS AND HOME**

God has given parents the responsibility of raising their children. The school is not a substitute for proper parental supervision. The stated goals of Hesperia Christian School can only be reached through the combined efforts of the home and the school reinforcing the same principles. Parents are encouraged to make Biblical values a part of home life by praying as a family, studying God's Word together, discussing daily happenings in light of scripture, and attending church regularly. Parents must show their children by their lifestyle that God is important if the values taught at home and school, are to be instilled in the lives of the students.

## **HOW PARENTS CAN HELP**

1. Pray for your child and his/her teacher.
2. Attend Sunday worship services regularly with your child.
3. Attend parent-teacher conferences. We encourage both parents to attend.
4. Support school discipline of your child.
5. Register any complaints directly with the teacher or principal. Do not discuss problems with other parents.
6. Support your child by checking daily to see if there are any homework assignments or communications from school. Read the Monday notes and school mailings and check email regularly.
7. Read all school communications carefully. Be prompt in returning those requiring response.
8. Encourage your child to work independently and take responsibility for his own work.
9. Provide an adequate study center for your child.
10. Have your child to school on time and pick him/her up promptly after school.