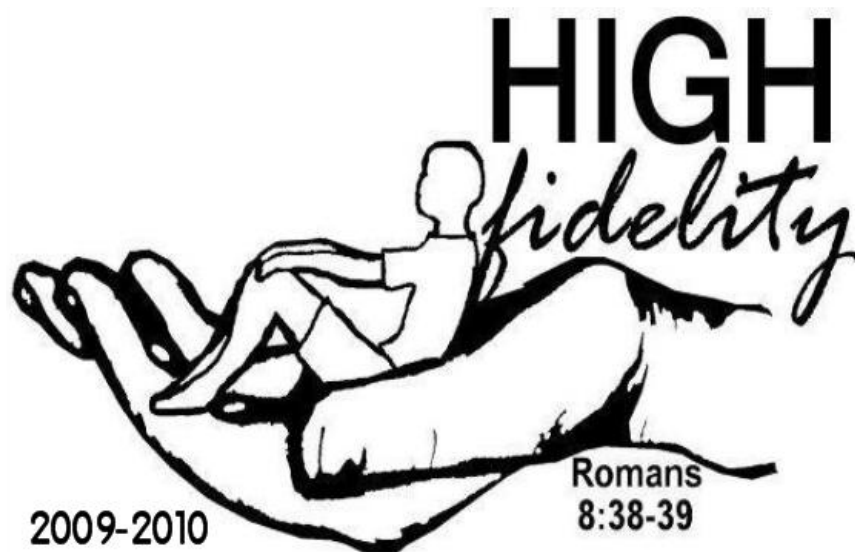


**2009-2010**  
**SECONDARY HANDBOOK**  
**for**  
**STUDENTS and PARENTS**

Revised June, 2009



**Hesperia Christian Junior High & High School**

*A Ministry of Hesperia Community Church*

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Hesperia Christian School does not discriminate on the basis of race, color, gender, or nation/ethnic origin in its admission or programs. It does, however, screen applicants on the basis of academic ability, deportment, and compatibility with the school's religious purpose, philosophy, and goals. Prospective students must show a desire to develop their personal relationship with Christ in order to be admitted to Hesperia Christian School. A student with a serious discipline problem or who is on probation with the courts may not be admitted to Hesperia Christian School.

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

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 God's Holy Word, the Bible.

Students who come to Hesperia Christian School should desire to receive spiritual training and a good education. It is important that parents and students investigate the school prior to admission. Christian education is centered around the Lord Jesus Christ, is based upon Biblical principles, and extends into every aspect of living. The goal is that the student may be “conformed to the image of Christ.” (Romans 8:29) On the other hand, students who fail to understand the purpose of the school may see its rules and standards as infringements upon their rights.

It is fully understood that true spirituality is not a result of rules. However, some rules are necessary for the smooth and efficient operation of the school. Others are guidelines of Christian conduct that will honor the Lord. Still others are for the purpose of character training and a well-rounded education. Rather than abiding by the letter of the law, it is expected that Hesperia Christian School students will 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 they reflect what Hesperia Christian School believes to be Biblical principles. Those who have set them are aware that there may be differences about these things even within the Christian community. Since parents are the primary initiators of discipline for their child, the school strongly desires to work in unison with parents on discipline. Our desire is to be firm, fair, and Christ-like in love. We pray and desire to include parents, both personally, spiritually, and physically in many of our decisions. We believe God would encourage high standards while disciplining in grace, mercy and love. While this entire handbook is designed to provide clarity for all involved, the administration reserves the right to discipline every case based on its unique and specific nature. The administration, faculty, and School Committee welcome constructive suggestions and honest questions about policies and practices. Backbiting and complaining, however, are detrimental and cannot be allowed.

All Hesperia Christian Students and their parents have signed a “Parent/Student Agreement” agreeing to forego specific behavior. Hesperia Christian students have agreed that while they are attending HCS they will do their best to represent the best values, morals and ideals of Christ in every circumstance in every way, every day of their life. Those students choosing behaviors contrary to this are telling us by their behavior that they are no longer desirous of attending HCS. Students are accountable to God, their parents, and the school for their behavior 24 hours a day, 7 days per week, 365 days per year - on and off campus.

Admissions policies and procedures are included in our philosophy statement.

Persons who feel that 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.

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## PARENT COMMUNICATION

The school is very sensitive to and desirous of communicating with parents effectively and often. Methods of communication include:

### **1. Seventh Grade & New 8-12 Grade**

**Orientation:** This is an informational meeting for students new to the secondary division and their parents. This is held just prior to the beginning of the school year.

**2. The Monday Morsels:** This is a weekly parent flyer emailed home the first day of each week. Hard copies are available in the office for those without email.

**3. Yearbook:** Each Junior and senior High student receives a copy of the student developed publication, Declaration, at the end of the school year. The cost is covered in the registration fees and by selling advertisements.

**4. Progress Reports:** “D or F” letters are mailed home at the midpoint of each quarter.

**5. Report Cards:** Students receive report cards four times per year. Quarter grades are sent home with the students, except in cases of Parent/Teacher Conferences. Semester grades are mailed home and are the only grades that appear on a student’s permanent record.

**6. Parent/Teacher Conferences:** These occur at the end of the First and Third Quarters. Sign-ups take place in the school office the two weeks prior to the conference

date. Teachers may also call parents to set up appointments if they feel it is necessary. Parents are always encouraged to contact teachers to set up conferences at any other time during the year.

**7. Informational Meetings:** Meetings are scheduled each fall for Junior and Senior parents to distribute class activity and general information as well as a meeting for parents of all 7-12<sup>th</sup> students regarding college needs and requirements. Other meetings may be called when deemed necessary.

**8. Open Door:** HCS has an “open door” policy. Any parent may visit the school or classroom at any time. We only ask that parents sign in at the school office before entering any class – and sign out again when leaving the campus. To avoid interrupting classes while exams, field trips, or videos are in progress, we suggest calling one day in advance to check schedules with teachers.

**9. Flyers and Notices:** Often flyers and notices of up-coming events are sent home with the students. Parents are encouraged to regularly ask their children if they brought any notices home. In addition, flyers and other notices are emailed to each family throughout the school year.

**10. Internet:** Secondary teachers post current assignments and grades regularly on the internet through RenWeb.com. There is a link to this system on [www.hesperiachristian.org](http://www.hesperiachristian.org).

## HESPERIA CHRISTIAN SCHOOL DRESS CODE

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 their 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.

### Dress Code for All Students

1. Clothing should be clean, neat, in good repair (not frayed, no holes or patches), 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. No objectionable pictures or slogans on outer wear such as: Non-Christian philosophies, non-Christian music, movie stars, skulls, skeletons, etc.

2. Footwear must be safe and secured to the foot. All shoes must have a back and sandals must have a back-strap.

3. Pants and shirts will be purchased at D Christian Uniforms located at the southeast corner of Bear Valley Road and Second Avenue in Hesperia. D Christian will have internet ordering capabilities. When ordering online from D Christian, students will need to visit the D Christian store to try on pants, shorts, or skorts to determine correct size.

4. Boys' or girls' long pants, shorts, or Capri pants are to be Dickie's brand developed for a uniform look at school and must be purchased from D Christian Uniforms. No alterations may be made

without pre-approval by the administration. All pants, whether long pants, shorts, or Capri pants will be black, navy or khaki in color. Belts are required to have a buckle and are to be worn through the belt loops on the pants.

5. Shorts must be hemmed and extend below the tip of the middle finger when the arms are straight down at the side OR must have an inseam of 8", whichever is longer. Belts are required to have a buckle and are to be worn through the belt loops on the shorts.

6. D Christian Uniforms has a long fly-front skirt that girls may wear, as well skorts for those who wish to wear them. Skirts and jumpers must be long enough to touch the floor when kneeling with the back straight and must be worn with a polo shirt.

7. On every day of the school week, except Fridays, shirts must be polo shirts with the Classroom brand, a division of Cherokee, and must be purchased from D Christian Uniforms. Shirts will be imprinted with a school logo. Buttons must be fastened one button length from the top. Shirts do not have to be tucked in.

8. The HCS polo or t-shirt is to be the outer garment. Additional shirts or stylish vests or short, sweater-like garments are not

permitted. Coast and regular-length, long-sleeved hoodies, sweatshirts, and sweaters designed for warmth are allowed.

### APPEARANCE CODE FOR ALL STUDENTS

A. Body piercing and tattoos are considered distracting and should be avoided. Tattoos and body piercings must be covered at all times when on campus or at school events (i.e. away games, banquets, etc.).

B. Symbols on clothing or jewelry representing anti-Christian philosophies (peace sign, horoscope, etc.) are not acceptable. Clothing, belts, etc. featuring skulls are also not to be worn.

#### Girls

C. 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 the date set or the student will receive further discipline..

D. Modest make-up for grades 7-12 is acceptable.

E. Jewelry must be kept to a minimum. Earrings must be worn on the ear only. Multiple earrings may be worn as long as they are not distracting. A single, discreet stud-type nose piercing that is not distracting in size, shape or color may also be worn.

F. Baseball caps may not be worn indoors.

#### Boys

G. Hair styles must be neatly trimmed, clear of the eyebrows, collar, and not longer than the bottom of the ear. Distracting hairstyles that 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.

longer than the bottom of the ear. Facial hair violations must be remedied by the time specified or the student will receive further discipline.

I. Boys may wear watches, rings and modest neck chains and bracelets. A single stud-type piercing may be worn on one or both ears. These must be small and not distracting. No chains on pants are permitted at HCS. Wallet chains must be completely concealed in a pocket.

H. Mustaches or beards are only acceptable for senior boys. Sideburns must be no

J. Hats may not be worn indoors.

#### ENFORCEMENT OF SECONDARY DRESS CODE POLICY:

For each individual violation of the dress code policy, a record will be kept. Violations are cumulative for each semester. Students will receive one discipline point (resulting in a detention) for each dress code referral..

A student arriving at school in violation of the dress code will have the following options:

1. Call parents to bring appropriate clothing during which time student will wait in a designated location on campus
2. Leave school with parent permission to change and return to school

3. If replacement clothing cannot be secured, they may be given loaner clothing to wear (which must be returned washed and in good repair) and sent back to class.

Class time missed for dress code violations will be considered unexcused. Penalties for missed classroom assignments will apply.

### HCS Patriot Dress Day

Each Friday, school dress will be adjusted to allow students greater flexibility in what they wear. The day will be designated as Patriot Dress Day. Students may wear solid-colored pants or jeans and any HCS shirt provided that the T-shirts are Patriot T-shirts purchased from the school office or as part of acceptable HCS athletic team apparel. Shirts from church mission trips or youth groups, etc. are not acceptable. Belts must still be worn.

### Sports Wear Guidelines

For any casual school-sponsored event (e.g. games, retreats, rehearsals), regular school clothing is always acceptable. In addition, the following would further promote the purposes established for HCS dress guidelines

A. Jeans, T-shirts, thermals, and 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 the "Skin" and Abercrombie & Fitch logos not be worn, as well

B. Shorts worn during casual events will follow the same guidelines as for the regular school day.

C. Sweat clothing should be loose fitting and in good repair.

D. All clothing should be modest. No spaghetti straps, bare midriffs, etc.

E. 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.

### Formal Wear Guidelines (Dresses)

The principle again is modesty. Even a dress that is long enough can be considered immodest if the slit is too high or the dress is clinging to the body. No see-through material is allowed.

Dresses, including the slit must be the same length as for regular school events and must touch the floor when kneeling with the back straight.

Backless, strapless, off-the-shoulder or spaghetti strap tops will not be allowed, unless covered by a jacket or sweater. The jacket or sweater will need to be worn during the entire school event. The midriff must be covered at all times and no cleavage or underwear should be showing. Low

necklines and immodestly tight clothing are not acceptable.

The HCS Dress Code will be enforced at all special events. Students may not be allowed to participate in the activities if not dressed properly. They may even be sent home.

Dresses must be brought in to the office before the event to be checked. Remember, some "judgment calls" will have to be made, so it would be best to take precautions ahead of time and not be disappointed during the special event. It is each student's responsibility to have items of clothing approved ahead of time.

## CURRICULUM

### 7<sup>th</sup> Grade

Bible 7  
English  
Life Science  
History  
Basic Math or Pre-Algebra  
PE/Music  
Art/Keyboarding

### 8<sup>th</sup> Grade

Bible 8  
English  
Earth Science  
US History  
Pre-Algebra or Algebra I  
PE/Music  
Computers/Spanish

### 9<sup>th</sup> Grade

Bible 9  
Mathematics  
English

### General High School Electives

P. E. or Athletics  
Theatre Arts  
Computer Applications  
Yearbook  
Speech & Debate  
Spanish II  
Art Survey

Biology  
Spanish I

### 10<sup>th</sup> Grade

Bible 10  
English  
World History  
Physical Science  
Mathematics

### 11<sup>th</sup> Grade

Bible 11  
US History  
American Literature  
Mathematics  
Practical Living

### 12<sup>th</sup> Grade

Bible 12  
British Literature  
Government/Economics  
Senior Philosophy

### 11<sup>th</sup>/12<sup>th</sup> Grade Electives

Chemistry\*  
Physics\*

### Senior Electives

Pre-Calculus\*\*

Foreign language requirements for graduation are: 2 years of foreign language OR 1 year of foreign language and 1 year of Visual or Performing Art (i.e. Art, Theater Arts)

Physical Education (P.E.) requirements for graduation are: 2 years (4 semesters). One semester of P.E. Credit is given for participating in an athletic sport or Spirit Squad. If a student is involved in both P.E. and a sport at the same time, only one semester of credit is given.

\*Chemistry and Physics Pre-requisite:

1. Grade of “C” or better in Biology and Physical Science
2. Grade of “C” or better in Algebra II or concurrent enrollment
3. Students may appeal to the class instructor in exceptional cases

\*\* Pre-Calculus Pre-requisite: Grade of “C” or better in Algebra II

### GRADUATION REQUIREMENTS

(Grades 9-12)

<u>Classes</u>	<u>Units</u>
Bible (5 units per semester at HCS)*	40
English (4 years)	40
Social Studies	30
World History	
U.S. History	
Amer. Govt./Economics	
Senior Philosophy	10
Mathematics (3 years)	30
Science (Physical & Biology)	20
P.E. (2 years)	20
Foreign Languages	20
(OR For. Lang. 10 AND Visual/Perf. Art 10)**	
Electives	40
	250

\* Students are required to complete a prescribed number of Community Service hours as part of their Bible class. See the Community Service materials for more information.

\*\*State requirement

Hesperia Christians School will not allow mid-term graduations. Revised March 1992.

#### Seventh – Tenth Grade

The SAT 10 is taken in the spring by all students

#### Tenth - Eleventh Grade

PSAT testing is administered to all Sophomores and Juniors in the fall.

#### Eleventh-Twelfth Grade

Seniors need to take either the SAT or ACT test in the fall. Juniors should take the test in the spring.

#### College Orientation

Each year college representatives visit Hesperia Christian to inform students on the opportunities available to them.

#### Class Schedule Changes

Class changes, with parent and administration approval, may be made up through the second week of the fall semester and through the first week of the spring semester.

GRADING SCALE ( 7-12)

- A= Superior 90-100%
- B= Above Average 80-89%
- C= Average 70-79%
- D= Barely passing 60-69%
- F= Failure 59% or below

G.P.A. ASSIGNMENTS OF LETTER GRADES

A+ = 4.0	B+ = 3.0	C+ = 2.0	D+ = 1.0		
A = 4.0	B = 3.0	C = 2.0	D = 1.0	F = 0	
A- = 4.0	B- = 3.0	C- = 2.0	D- = 1.0		

GENERAL INFORMATION  
ACADEMIC HONORS

It is our desire to recognize students who do well academically. At the end of each semester, we will publicize the names of all students who have achieved at least a B average for the semester. There are three levels of academic achievement:

- Merit Roll 3.0
- Honor Roll 3.5

Principal's List 4.0

A valedictorian and salutatorian will be chosen for each graduating class based on GPA. To qualify for these awards, 51% of their units must be from Hesperia Christian School. Any classes graded on a pass/fail basis will not count toward these awards.

FINAL EXAMS

Comprehensive Final Exams will be given at the end of each semester. These finals will count as 10% of the semester grade for junior high school and 20% of the semester grade for high school. A special finals week schedule will be made to allow longer time periods for the exams and to insure that no more than two exams are given in any one day. Students must be in attendance during this time as it is difficult to make up these exams. Those absent from an exam due to

illness must have a doctor's note for the exam to be made up at full credit. Any special arrangements must be made through the Secondary Principal. Missed exams without administrative approval will be treated as an unexcused absence (20% reduced credit). Exams will not be returned to students. If students and/or parents want to review an exam, they should make an appointment with the instructor

PROMOTION

Students going into the 8<sup>th</sup> and 9<sup>th</sup> grade: Jr. high students must pass at least four of the five core classes (Bible, English, History,

Math, and Science) in order to be promoted to the next grade. Students with two F's may be promoted if they pass at least one of

the classes in the summer session. All failed classes must be passed in either the summer session or during the next school year. Students going into the 10<sup>th</sup> and 11<sup>th</sup> grade: All required classes must be passed in order for a student to graduate from HCS. Any required class that is failed must be made up. An F in English must be made up during the summer session before the

subsequent school year begins. A student cannot carry more than two failed semesters of any required classes into a new school year. When this is the case, parents may choose to have their child repeat a grade level.

Students going into the 12<sup>th</sup> grade: All required classes must be made up prior to the beginning of the senior year.

### CONFERENCES AND REPORT CARDS

Report cards are issued every nine weeks. At the end of the first and third quarters, parents are encouraged to meet with teachers on Parent/Teacher Conference Day and discuss the student's progress. Appointments may be made through the

school office. The last report card is mailed home at the end of the year, pending completion of all financial obligations. Report cards will be held for any outstanding debts.

### HOME SCHOOL STUDENTS

A program has been established so that secondary home school students, under Hesperia Christian Academy, may attend up

to three classes per semester at HCS. Full details about courses offered may be requested from the office.

### SUMMER SCHOOL

Hesperia Christian School conducts a summer school each year. The purpose is to help students make up credits that they need for graduation or to retake classes that have been failed. Students cannot take a class ahead of schedule.

All summer school classes are individualized. One teacher will conduct all classes and help students with their individual packets. Summer school

generally starts the first Monday after school is out and runs for six weeks. There is a charge based on number of semesters taken.

Summer school grades will replace the final quarter grade when figuring athletic eligibility. However, for the permanent cumulative record, both the summer school grade and the regular school grade will be averaged, using the grading scale as previously delineated.

### EXTRA-CURRICULAR SCHOLASTIC OPPORTUNITIES

Hesperia Christian School provides students an opportunity to excel in several areas. Students can be involved in leadership, math

competitions, theatre, and other areas as opportunities arise.

ELIGIBILITY FOR ALL EXTRA-CURRICULAR ACTIVITIES

Students who participate in extra-curricular activities must meet the following criteria to maintain eligibility:

1. Athletes must have a dated physical form filled out and signed by a medical professional. The form must clearly state that the student is physically fit to participate in interscholastic athletics. (It must also be dated and signed by the parent.)

2. A student must maintain a GPA of 2.0 or higher and have no “F’s” for each quarter. The grades of students entering 7th and 9th grades will not be considered for first quarter eligibility. Summer school grades will replace the final quarter grade when figuring athletic eligibility. Both grades will be used when computing the academic GPA. (A student who has P.E. and sports in the same quarter/semester will have the higher grade used for GPA or athletic eligibility - NOT BOTH.) Either Athletics or PE credit will be given towards graduation when taken concurrently, up to two sports per year, not both.

3. All athletes will be evaluated at regular intervals regarding their classroom cooperation. If a student is placed on probation because of receiving Blue Slips or Detentions, he/she might not be allowed to participate in athletics for a time determined by the principal. The student may sit with the team at home games, if given permission by the coach, but not in uniform.

Athletics are an extra-curricular activity. Students are expected to place their academics before athletics and must take extra responsibility for homework and other duties when participating in sports. When students miss a class because of an athletic event, it is their responsibility to get their homework ahead of time and turn the assignment in on the day it is due. Assignments may be given directly to the teacher or handed in at the office to be given to the teacher. No extra days will be given to turn in homework because of games even when leaving school before the class for which the homework is assigned.

ATHLETIC TEAMS

Hesperia Christian High School is a member of the Agape league and of the California Interscholastic Federation (C.I.F.). The school fields the following teams each year pending sufficient number of participants.

	<u>Boys</u>	<u>Girls</u>
<u>FALL</u>	Eight-Man Football J.V. Football Cross Country	Volleyball J.V. Volleyball Cross Country
<u>WINTER</u>	Basketball J.V. Basketball	Basketball J.V. Basketball
<u>SPRING</u>	Baseball J.V. Baseball Track & Field Golf	Softball J.V. Softball Track & Field Golf

The following junior high teams are fielded (pending coaching availability):

<u>Boys</u>	<u>Girls</u>
Football	Volleyball
Basketball	Basketball
Baseball	Softball
Cross Country	Cross Country

#### ATHLETIC FEES

To help offset the costs of our athletic teams, the following fees have been established:

High School Football	\$175
High School non-Football	\$125 per sport
Junior High Football	\$125
Junior High non-Football	\$100 per sport

#### SPIRIT SQUAD

The selected members of the Spirit Squad are responsible for the cost of the uniforms and other related expenses. They must be available for after-school practices and participation at sports events from

September through May. There may be summer camps to attend as well. More detailed information will be available at a meeting held prior to tryouts in the spring of each year.

#### STUDENT SPECTATORS

All HCS Secondary Students:

1. Shall be required to wear modest clothing to school games. Sports clothing is acceptable as per dress code.
2. Shall be encouraged to support the team and the team and the Spirit Squad by cheering in support of the athletes.
3. Shall be encouraged to make positive remarks to encourage team and players.

4. Shall be encouraged to refrain from booing or making derogatory remarks to opposing team members or officials.
5. Shall be encouraged to remain silent for free throws of both basketball teams at any other times that the Spirit Squad shall direct.
6. Shall not use or bring any horns or other noisemakers to games. (C.I.F. regulations)

#### ATTENDANCE POLICY

Many students do not realize the negative effect poor attendance has on their classroom performance. Most students cannot afford to miss class for the normal excused absences let alone many of the unexcused reasons. If a student's absences become excessive, he/she could have their

grade lowered, or be in jeopardy of failing the class.

The Education Code of California clearly states the importance of attendance in school. Section 48260 reads: "Any pupil subject to compulsory full-time education or

to compulsory continuation education who is absent from school without valid excuse more than 3 full days in one school year or tardy or absent for more than any 30 minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, is truant and shall be reported to the attendance supervisor or to the superintendent of the school district.” At Hesperia Christian School, we comply with state legal and education codes where mandated as much as deemed educationally sound and not contrary to our Christian principles.

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 will be recommended for independent study through Hesperia Christian Academy and will be in danger of not promoting to the next grade.

The education code considers students truant for unexcused absences in the following circumstances:

- 3 missed periods = one day of absence
- 3 tardies of 30 minutes or more = 1 day of absence
- 3 unexcused absences = truant
- 6 unexcused absences = second truancy
- 7 unexcused absences = third truancy
- 8 unexcused absences = fourth truancy

Students who are considered habitual truants may be reported to the local District Attorney and parents held accountable for their child’s attendance in school.

When an absence occurs, we ask the parents to call the office by 9:00 a.m. the day of the absence. If the office hasn’t heard from the parent by 9:00 a.m. the school will attempt to contact one of the parents. If contact is made, a written note will not be required for readmittance. If contact is not made, the student will need to bring in a note when he/she returns to school. The information needed in the call or on the note is as follows: Name of the Student, Date(s) of Absence, Reason, and if by note a Parent/Guardian Signature.

The student is responsible to get a readmit slip from the office prior to attending the first class of the day upon return from an absence. Students who fail to do so will be considered tardy. After a planned absence or where phone contact was made an additional note from a parent is not needed.

An absence where a parent has not been reached by a phone call, or a parent/guardian note or planned absence form has not been brought to the attendance office is an “undeclared” absence. An undeclared absence will be changed to “Unexcused” if not cleared by the third day after returning to school. In addition a detention will be assigned if the absence is not cleared within three days.

Absences fall into the following categories:

Excused Absence

This includes absences caused by personal illness (doctor’s verification may be required if school deems absences are excessive), quarantine under the direction of health office, personal medical appointments (requires doctor’s note), exclusion for medical reasons (not to exceed 5 school days), a death in the family, funeral services for family members, and approved planned absences. The student will have the number of days of the absence to make up daily

homework. (Example: If absent on Monday, work is due on Wednesday.) In the case of a planned absence the work is due upon return. Students should expect to make up quizzes and tests on the day they return to class, if they were assigned before their absence. If a student's absence is long term or if he has missed class reviews for a quiz or test, then arrangements by the student with the teacher may be made to make up the work. 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 Secondary Principal.

#### Planned Absences

In an effort to assist families with the demands of life and family, Hesperia Christian School has instituted a process to approve absences when it is reasonable to do so. Planned Absences may be excused if the Secondary Principal is notified **in advance**. A Planned Absence form should be obtained in the office and must be completed at least 48 hours before the absence. On a Planned Absence, work is due the day the student returns. No extra time is given. If a test is scheduled during the planned absence, arrangements to take the test must be made before the trip or it will be considered an unexcused absence. Also, it is the student's responsibility to have teachers sign the planned absence form. Planned Absences may be given for:

- (1) Immediate family activities (no more than 5 days per school year)
- (2) Student serving on jury duty
- (3) Personal court appearances (requires verification)
- (4) Employment conference

(5) Observance of a religious holiday or ceremony

(6) Christian sponsored retreat

(7) Prior principal approval when deemed appropriate for the circumstances

In addition, the student must be current with their school work, must have no less than 2.0 grade point average, and must have no excessive discipline issues. **Students must be in class during finals week. Prior approval of the Secondary Principal is needed for any finals to be made up except in cases of doctor's excuse!** Missing a final exam without administrative approval will be treated like an unexcused 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 within the school calendar for vacations and family activities.

Any junior or senior will be excused to visit a college. Work can be made up the same as any other excused absence. A Planned Absence form is not needed. It is best if students check with teachers to avoid missing major tests.

Doctor's appointments should be made after school hours, if at all possible. If an appointment is scheduled during the school day, a note must be brought to the attendance office before school that day to be put on the attendance sheet.

#### Unexcused Absences

From the education code, the following reasons are not acceptable for being absent from school and are considered truancies or unexcused absences from school (truant if the student does the following; unexcused absence if the parent requires the student to do the following):

- (1) Going to work with parent or other family member
- (2) Visiting with extended family members
- (3) Going to the beach, lake, river, mountains, or desert
- (4) Going to a concert
- (5) Getting ready for a date
- (6) Baby-sitting, taking care of other family members
- (7) Under the influence of alcohol or other drugs
- (8) Joyriding or partying
- (9) Personal problems
- (10) Repairing car or household items
- (11) Waiting for service or repair people to come
- (12) Shopping
- (13) Camping
- (14) Attending a sporting event (including observing an away HCS sports event)
- (15) Doing homework or working on a school project
- (16) Late school activity the previous night unless school gives all participants approval to arrive late the next day
- (17) Any other reason not included in Excused Absences

A note from a parent will not excuse an absence for the above reasons.

On the first unexcused absence per quarter there will be no disciplinary action taken. On the second unexcused absence, the

parent will be notified. On the third and subsequent unexcused absences, a detention will be assigned. As well, trancies may be cause for suspension, expulsion, or non-enrollment for future school years.

#### Make-up for Unexcused Absences

Classwork and assignments due on the day(s) of the unexcused absences will receive no credit for each day of class missed. (See Discipline System at end of this handbook for information about making up homework for days missed due to suspensions.) Major tests and assignments missed must be made up with a 20% reduced credit.

#### Student Participation in Extra-Curricular Activities

If a student has an UNEXCUSED absence for any part of the day, he/she may not be allowed to participate in any extracurricular activity that day at the discretion of the administration.

In order to participate in extracurricular activities, a student must be in attendance for four full periods a day. Permission to miss school additional periods would be granted for unavoidable appointments as covered by the attendance policy, except illness

### TARDIES

Students arriving late to school (from 8:00 a.m. to 8:10 a.m.) are to go directly to class, but will be marked tardy by the classroom teacher. Students arriving past 8:10 a.m. must report to the office before being admitted to class.

Each time a student is tardy coming to school during the first period, a courtesy e-mail will be sent to the parents. On the third

tardy to the first class of the day and on subsequent tardies, a \$5 fine will be charged to the parent. After five first-period tardies, students will be assigned a detention in addition to the \$5 fine. Tardies will be assessed on a quarterly basis.

For 2<sup>nd</sup> through 7<sup>th</sup> periods, the third tardy, and each subsequent tardy to each class of the day will result in ½ discipline point. A

student is considered tardy for a class when he/she is not seated when the tardy bell begins to ring. A student is considered to be

skipping class if they have not reported by 10 minutes into any period.

## REWARDS

The Lord looks favorable upon His children who seek to honor Him in their words and deeds and blesses them accordingly. In an effort to spur our students on to seek God's best for their lives, rewards can be earned on a quarterly basis for demonstrating a high level of faithfulness in the areas of behavior, attendance, academic responsibility and achievement, and promptness. Some of the rewards students can earn include free sodas, homework passes, five minute early release at the end of the day on Friday, pizza parties, final exam exemptions, and off-campus lunch privileges (juniors and seniors only). Students that qualify earn a higher number of rewards based on quarterly GPA. Students earn these rewards by fulfilling the following conditions:

- (1) No more than five 1<sup>st</sup> hour tardies
- (2) No more than one unexcused absence; no excessive days out of school
- (3) No academic detentions
- (5) No more than one discipline point
- (4) Minimum 2.0 GPA or strong academic improvement (i.e. removal of a previous F or .5 increase in overall GPE; no Incompletes)

Students that earn rewards for the first three quarters of the school year will receive a day off from school in May for demonstrating a consistently high degree of faithfulness. Students who do not qualify for this specific reward are expected to be in school. Planned absences will not be approved for this day unless an emergency arises.

## STUDENTS ON CAMPUS AFTER HOURS & JUNIOR HIGH DAY CARE

Parents are asked to pick up, or make ride arrangements for picking up of, their junior high and high school students at the end of every day unless they are involved in after school activities. High school students waiting for rides after 3:00 p.m. may wait at the benches right outside the school office.

Junior high students will be checked into Day Care at the usual rates. Junior high students may attend athletic contests on campus if they have a note from a parent giving them permission for that event. They must remain in the gym or at the playing field or they will be checked into Day Care.

## ASSEMBLIES

Assemblies by outside speakers, performing groups and organizations may be held at a time designated by the administration. They may be incorporated into chapel time. Students are expected to show the utmost

respect and courtesy as guests visit the campus. Students are encouraged, when possible, to introduce themselves and ask if they can assist in any way. When guests are introduced in chapel, they should be greeted

warmly. Students may, if they wish, stay at

the close of the assembly to speak to them.

## FOOD AND DRINK

Food and drink are to be consumed in designated areas only and must be discarded before entering classrooms, the gym, and the

chapel. Exceptions may be made for special activities, as determined by the school administration.

## AUTOMOBILES

### Student Automobiles

Students must comply with the following regulations:

1. Vehicles are to be parked in the designated student parking area.
2. A parking agreement must be signed and a tag obtained from the office.
3. All vehicles must have the parking tag displayed.
4. Non-compliance with the above will result in a warning, a Blue Slip, detention, temporary loss of driving privilege or complete loss of driving privileges on campus.

5. Other than driving to school in the morning and home in the afternoon, vehicles are not to be used during school hours unless permission has been granted to do so by the school administration and the parent/guardian.
6. No students are to loiter in the parking area or to sit in/on cars. Cars should be locked when parked.
7. A student may not borrow another student's car or other motor vehicle.
8. Students are also to drive safely on school property. Non-compliance of any policies stated here will result in discipline as outlined in Number 4.

## BICYCLES, SKATEBOARDS, IN-LINE SKATES

Bicycles are to be parked and locked immediately upon arrival and removed from the bike rack only as the student is ready to leave the campus. The bike rack is not to be otherwise approached during school hours.

Skateboards, in-line skates, and roller-skates may not be used on HCS property. It is suggested that they not be brought on campus as the desire to ride may be too great.

## CELL PHONES, MP3 PLAYERS, ETC.

It is recommended that radios, CD, MP3 players, and video games not be brought on campus and are not to be used during school hours. Cell phones may be used for **emergencies only** and should be turned off during all classes, chapels, and special events and should be kept in lockers or backpacks. They are not to be used during class time "bathroom breaks." Cell phones, PDA's or any other electronic devices that

contain a digital camera and/or are internet-connected are not permitted on campus. Non-emergency phone calls to parents should be made from the office. Parents needing to make contact with their children during the school day should do so through the school office phone system. Students will lose the privilege of having cell phones on campus if they are used for non-emergency purposes. On the first offense

the phone will be taken and the student can pick up the phone in the school office at the end of the day. On the second offense the parent must pick up the phone from the

school office. On the third offense the phone will be kept in the office safe until the end of the school year and the student will be suspended.

## CHAPEL

Chapel is held once each week. Since worship and inspiration are the main purpose of this time, students are requested to enter quietly and maintain a worshipful atmosphere and to participate wholeheartedly in the service. Each student is

expected to bring his/her Bible to chapel. Parents are encouraged to attend the chapel service. Behavior "Blue Slips" will be issued to students disturbing or distracting others.

## YOUTH GROUP ATTENDANCE FOR NEW STUDENTS

All students new to HCS are required to attend a church youth group on a regular basis and to turn in weekly attendance forms to the office as a condition for admission.

New students who are not able to fulfill this requirement will be dismissed from HCS at the end of their first semester

## FIELD TRIPS

Field trips may be planned by individual teachers to enhance and supplement classroom instruction. Students will be expected to participate in field trips. Excusal will only be given in extreme cases and by prior arrangement with the instructor. Parents will be informed in writing of the

destination, transportation, supervision and general schedule of the trip and will be required to sign an event specific permission slip. Students/Parents will be responsible for cost of transportation, admissions, etc. as necessary.

## SUPPLIES

Each junior and senior high school student is required to purchase and have available at

the proper time his own supply of pens (blue or black ball-point), pencils, and paper.

## LOCKERS

Lockers are the property of Hesperia Christian School and the administration reserves the right to search any locker. Locks are to be purchased from HCS and students will sign a "Locker Agreement"

form at the beginning of each school year. Any student tampering with a lock or locker will receive discipline in accordance with the locker agreement.

## LOST AND FOUND

Lost and found items are kept in the school office. Students are charged \$1 each time they retrieve books, binders, and other

curricular materials. There is no charge to retrieve lost clothing, lunch boxes and other personal items.

### CHEATING

Cheating (including plagiarism) is not only considered wrong at Hesperia Christian School, but also carries penalties with it as well. Any copying of another student's work inside or outside of class is considered a type of theft (i.e. taking that which does not belong to you). Sharing homework answers could result in an automatic detention for all students involved. Cheating on quizzes or tests will be an automatic "F" and the

student will be subject to suspension. Cheating is defined as:

1. Looking at another's test or quiz
2. Using a "cheat sheet"
3. Copying someone else's work (including homework)
4. Complicity in cheating
5. Any form of communication during testing
6. Plagiarizing another source

### RESPECT

Students are expected to obey and respect the God-given authority of the faculty, administrators and support personnel as outlined in Romans 13. Failure to do so will result in disciplinary action. A behavior "Blue Slip", detention or suspension can be

issued for each incident. Gossip, slander, lying and excessive teasing are also considered disrespect whether aimed at an adult or another student. A student lying about a mistake will compound discipline received.

### INTERNET

The "Student Commitment" signed by all HCS Junior High and High School holds students responsible to a great degree to represent Christ well in their public behavior off-campus. Posting vulgar, sexually

oriented or threatening comments on internet sites such as "My Space", "Dittytalk", etc. are considered public acts and HCS students engaged in such behavior will be subject to school discipline.

### SENIOR DITCH DAY

HCS does not recognize or authorize a "Senior Ditch Day." The time spent on the senior trip (five days out of school) is

considered to be their "ditch day." Students who take a "ditch day" will be suspended.

### PUBLIC DISPLAYS OF AFFECTION

While we don't wish to discourage demonstrations of care and concern, excessive public displays of affection (i.e.

lap-sitting, hand-holding, kissing, long embraces) are discouraged and may result in "Blue Slips" or detentions being assigned.

## FRIENDS AND VISITORS ON CAMPUS

Students may bring visitors interested in attending HCS in the future under the following: 1) Visitors must have written permission from their own parent AND a

parent of the sponsoring HCS student. 2) Visitors must have written permission from the Secondary Principal;

## HOW PARENTS CAN HELP THEIR CHILDREN BE SUCCESSFUL AS STUDENTS

1. Pray for your child and the teachers.
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 communications from the school.
6. Support your child by checking daily to see if there are any homework assignments or communications from the school.
7. Read all communications carefully. Be prompt in returning those requiring a response.
8. Encourage your child to work independently, and take responsibility for his own work.
9. Provide an adequate study center for your child. A well-lit desk away from TV and radio is recommended.
10. Pray for your child and the teachers.

## MORE THAN CONQUERORS

“We are more than conquerors thru Him who loves us so. The Christ who dwells within us is the greatest power we know. He will fight beside us tho’ the enemy is great; who can stand against us; He’s the captain of our fate. Then we will conquer; never fear; so let the battle rage. He has promised to be near, until the end of the age (forever). We are more than conquerors thru Him who loved us so. The Christ who dwells within us is the greatest power we know!”

## DISCIPLINE SYSTEM FOR SECONDARY LEVEL

Adopted August 1994

Latest Revision June 2008

(Hebrews 12:5-13 "...the Lord disciplines those He loves")

I. All Secondary Teachers will make copies of their individual classroom procedures available to their students on the first day of school.

II. Office Referrals are used when the teacher determines that the school administration needs to get involved. Office Referrals may take the form of a Blue Slip (1/2 discipline point), Automatic Detention (1pt.), Class Suspension (1.5 pts.), or In-house/Home Suspension (2pts.). Students may be interviewed by school personnel or local authorities as deemed necessary to address office referrals or other disciplinary matters.

A. Blue Slip: Students receive a Blue Slip for minor offenses that include, among others, class disruption, dress code violations, gum chewing, failure to follow school policies, food in the classroom, not showing up for detention, etc. The point value of a Blue Slip (1/2 pt.) will double when the same school rule or policy is violated three or more times. A after-school detention will be assigned when a student accumulates excessive Blue Slips (see III below).

B. Automatic Detention: Students will immediately be assigned a after-school detention for more significant violations of school rules including, among others, skipping class, disrespectful behavior, bullying, graffiti, inappropriate language, playing with matches or starting fires, etc. Automatic Detentions are equal to 1 discipline point.

C. Class Suspension: After repeated warnings, a student may be removed from a particular class for continual disruption or other unacceptable behaviors. Parents will be contacted when this occurs. Class suspensions are equal to 1.5 pts.

D. In-house/Home Suspension: Certain actions deserve more immediate, stronger discipline. Students are accountable to God, their parents, and the school community for their behavior 24 hours a day, 7 days per week, 365 days per year, both on and off campus.

1. Suspensions may be either In-house (whereby a student remains on campus and is assigned academic work or work duty for one or more class periods), or Out of School.

2. Suspensions may be given at the discretion of the administration for actions that are disruptive, illegal (e.g. drugs, cigarettes, alcohol, the possession of knives, guns of any kind [including BB & paintball] or other weapons on campus), that cause physical harm (e.g. fighting), that show a complete disregard for biblical principles (e.g. possession of pornography, vulgar language, outright defiance, deliberately breaking a clear school policy, inappropriate public postings on the

internet, etc.), or that are simply unacceptable (e.g. skipping school, leaving campus without permission, etc.). Suspensions are equal to 2 discipline points.

3. Students may also receive a suspension for accumulating an excessive amount of discipline points during the same semester (see III below).

4. Suspension of any kind will count as unexcused absences and all penalties pertaining to unexcused absences will apply. Classwork and assignments due for the day(s) of suspension will receive no credit for each day of class missed. However, students are expected to complete the assignments for the day(s) he/she is suspended. The penalties for missed assignments will apply to these assignments. Assignments given the day before the suspension will be due the day the student returns to school. Major tests or major assignments missed as a result of a suspension must be made up with a reduction of 2 letter grades. Any work not made up within three days receives a zero for the test or assignment.

III. Behavioral Accountability System: School discipline is progressive in nature and will be administered as follows:

A. Point Accumulation/Student Accountability

1 point = 1 detention

2 points = 2 detentions

3 points = after-school work duty from 1 to 5 days + parent notification

4 points = 1 to 2 day suspension, social probation, + parent notification

5 points = 3 to 5 days suspension, social probation + parent notification

6 points = home school, long-term suspension or dismissal

B. Student athletes that receive 3 or more detentions of any kind (both academic and behavioral) during a single quarter may miss game time. Athletic penalties will be determined by the athletic director and the student's coach.

C. For the purposes of the Rewards Program, discipline points are cleared after each quarter. For students that have ongoing discipline problems, points are cumulative throughout each semester. Also, students accumulating 3 or more points in any two quarters of the school year will be placed on strict behavioral probation.

D. All discipline detentions will be served after school. Students will be assigned a supervisor fee of \$2.00 for each detention.

IV. Academic Detention: These are assigned when a student fails to complete classroom assignments.

A. The first two missed assignments in an individual class will result in a warning. Subsequent missed assignments in the same class will result in Academic detentions to be served either during the lunch period (at the discretion of the classroom teacher) or before school. An excessive amount of academic detentions will result in after-school work duty and possibly suspension or expulsion from school.

B. The teacher will determine the due date for making up the missed assignment. If it is not turned in by the given date, the student will receive a zero for that assignment; no extra detention will be given.

#### V. Probation

1. Students are placed on **academic** probation upon receiving a GPA of below 2.0 in any grading period or an “F” in any class. Students placed on academic probation will not be eligible for participation in athletic and other extra-curricular activities until the probationary period is over.
2. **Social and/or athletic probation** may be incurred as outlined in section III.
3. Students on probation two consecutive semesters may be subject to dismissal from HCS.
4. Probation length will be determined by the Secondary Principal, according to the nature and severity of the offenses.

#### VI. Determining Home School, Long-term Suspension and Expulsion

A. Students who are placed on probation or suspended two consecutive semesters may be subject to dismissal from HCS at the end of the semester. Other options for discipline may include Home School through Hesperia Christian Academy or Long-term Suspension.

B. Values ascribed to each form of automatic discipline:

1. Blue slip = .5 point
2. Detention = 1 point
3. Class Suspension – 1.5 points
4. In-house/Home Suspension = 2 points

#### C. Description of Home School, Long-Term Suspension and Expulsion

1. A Home school program through Hesperia Christian Academy is available at the Secondary Principal’s discretion for students who are at eight or more discipline points. This program is an option for students who have accumulated excessive, minor offenses. The student remains on the program for one quarter and if he/she has shown a willingness to correct his/her behavior, he/she may be allowed to return to school. If the student is unsuccessful in the Independent Study program, he/she will have to leave school as described under the expulsion policy.
2. Long-Term Suspension is usually deemed the appropriate consequence for a student who accumulates eight discipline policy points at the end of the school year when Independent Study is not feasible. The student is allowed to return to HCS after the current school year ends. Final disciplinary action will be determined by the school administration.
3. Expulsion will include the current semester plus the next and may include a longer time period. If the student reapplies to enter HCS, a review will be made by the school administration to determine if he/she will be allowed to return.

VII. Issues of Integrity: Character qualities such as honesty and integrity are essential to the development of a community of freedom and trust. It is essential that each and every HCS secondary student come to embody these values so as to strengthen the school community as well as their relationship with the Lord. For this reason, behaviors that demonstrate a lack of integrity over the course of the entire secondary term (7<sup>th</sup> – 12<sup>th</sup> grades) will be treated with a higher level of accountability. The behaviors in view include cheating, plagiarism, lying, forgery, stealing, and vandalism.

A. Definitions of Infractions

1. Cheating: To give or receive inappropriate assistance on a test, quiz or homework without the teacher's permission.
2. Plagiarism: To make use of and receive credit for someone else's work without proper recognition or citation.
3. Lying: To purposefully make a false statement or misrepresent the facts of a situation, especially with the intent to deceive, including the forging of signatures, altering hall passes and parent notes, etc.
4. Stealing: To take or "borrow" someone else's belongings without his or her permission.
5. Vandalism: To purposefully deface or destroy the property of others (including school property).

B. Accountability – these are minimum guidelines, more severe consequences may be warranted, depending upon the circumstance. Conversely, if two years or more have passed since the last occurrence the student may be assessed at the same level as the previous action.

1. First Occurrence: 2 detentions, parent phone call
2. Second Occurrence: 1-2 day suspension; parent conference
3. Third Occurrence: 3-5 day suspension; parent conference
4. Fourth Occurrence: Dismissal

VIII. Pranks – HCS does not approve of pranks that take place on school grounds or at school events. Any individuals or student groups that are on the campus grounds without HCS Staff supervision will be considered to be trespassing.

IX. Documentation – All discipline as described above will be documented and placed in the appropriate student files for the current school year.

Charges for Academic and Discipline detentions: \$2 per detention.

X. All school rules apply at all school-sponsored events, both on and off campus.

## 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 the 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; Accrediting 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.

## STUDENT SEARCHES

The HCS administrative and teaching staff retains the right to search student lockers, backpacks, vehicles, athletic bags, luggage (on student trips), clothing, and so on when an individual student or students may be suspected of being in violation of specific school rules (e.g. having tobacco on campus). In keeping with a student's due process rights, students and parents will be notified of the reason for any inspection of their locker or personal property, will be invited to give their input during the disciplinary investigation and have opportunity to appeal any finding they might disagree with to the HCS committee.