

Hilltop Christian School
Parent/Student Handbook
2021-2022



HILLTOP CHRISTIAN SCHOOL

PRESCHOOL – 8TH GRADE

Teach, Think, Serve

Address: 2200 Country Hills Drive

Antioch, CA 94509

925.778.0214

www.hilltopcs.org

2021-2022 STAFF

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2021-2022 SCHOOL CALENDAR

August

26 Back to School Night
27 Welcome Back Water Day!

September

6 No School ~ Labor Day
10 Walk-a-thon
Vespers
20 - 24 Spirit Week
27 - Oct1 Hume Lake Gr 6-8
27, 28 Monterey Gr 3 - 5

October

4 - 8 Week Of Prayer
8 Vespers
12 Picture Day
22 End of 1st Quarter

November

10, 11 P/T Conferences - ½ Day
12 Vespers
22 - 26 Thanksgiving Break

December

9 Christmas Program
20 - Jan 2 Christmas Break

January

3 School Resumes
7 100th Day
10 - 14 Spirit week
17 No School - MLK Day
24 - 28 Read-a-thon
25 Curriculum Fair

February

21 No School - Presidents Day

March

Feb. 28 - 4 Scholastic Book Fair
Week of Prayer
11 Vespers
14 Pi Day
18 End of 3rd Quarter
21 - 25 Spring Break
28 No School

April

8 Vespers
18 - 21 Leoni Meadows Gr 5/6
20, 21 P/T Conferences - ½ Day

May

2 - 6 Teacher Appreciation Week
8 Mother's Day
13 Vespers
26,27 8th Grade Ditch Day
30 No School - Memorial Day

June

1 8th Grade Graduation
2 Kindergarten Graduation
Last Day of School

ABOUT HILLTOP CHRISTIAN SCHOOL

MISSION STATEMENT

Hilltop Christian School exists to show children Jesus, nurture their love for Him and others, teach them to think, and empower them to serve.

PHILOSOPHY OF HILLTOP CHRISTIAN SCHOOL

Hilltop Christian School is affiliated with the Northern California Conference of Seventh-day Adventists. This institution does not discriminate on the basis of race, color, or national origin, and it extends an education to everyone who abides by its philosophy and governing policies. Hilltop Christian School has the responsibility of following denominational guidelines based on an education that has the highest ideals. We also maintain a system of education in compliance with the regulations of the State of California.

Seventh-day Adventists recognize that God is the Creator and the sustainer of the earth and the entire universe. Because of this basic assumption, we believe that all the common branches of learning, rightly taught and understood, point to God as the source of all truth.

God created man perfect in His own image. However, because of sin, man lost his original estate. It is the purpose of Christian education to restore in man the image of his Creator by perfecting faith in Christ, by promoting the harmonious developments of body, mind, and soul, and by preparing man for conscientious, unselfish service to his church and community.

Because we believe man to be God's crowning act of Creation, Seventh-day Adventists accept as reality the biblical concept of man's body as the temple of God. Consequently, principles of health are emphasized in order that the student may more effectively carry out God's purpose, and that he may live the rewarding and abundant life promised in the scriptures to those who do His will.

Another aspect of having been created in the image of God is that every human being is "endowed with a power akin to that of the Creator- individuality, the power to think and to do...It is the work of true education to develop this power, to train the youth to be thinkers, and not mere reflectors of other men's thoughts." Education p. 17. The purpose of this school is to send forth young people "who possess breadth of mind, clearness of thought, and courage of conviction." Education p. 17. Like Christ, we are in this world to do service for God. We are here to become like God in character, and by a life of service, to reveal Him to the world. Seventh-day Adventists accept the challenge of training youth to be effective coworkers with God and of sharing with the world the knowledge of Christ's imminent return.

Seventh-day Adventists believe that knowledge of a personal God can never be derived by human reason alone, but that God has communicated His nature, purpose, and plans through divine revelation. The Holy Scriptures of the Old and New Testaments were given by inspiration of God and contain the only unerring rule of faith and practice. A true knowledge of God is to be the source; fellowship with Him in study, prayer, and service is to be means; and a likeness to Him in character is to be the aim of Seventh-day Adventist education.

CORE VALUES

The following core values indicate the high esteem and respect that is placed on the infinite worth of every student. Our school exists:

- ❖ To present Jesus Christ as a personal Savior.
- ❖ To lead students to adopt scripturally-based Seventh-day Adventist philosophy, objectives, and standards which will become their mode of life.
- ❖ To help students demonstrate a good understanding of the scriptures and be conversant with the doctrines of the church.
- ❖ To see that students demonstrate understanding from a scriptural standpoint of the historical perspective of the religious, political, social, scientific, aesthetic, and economic forces which shape contemporary life.
- ❖ To encourage mastery of basic academic skills in a Christ-centered classroom.
- ❖ To teach students that all others are of infinite value, and are worthy of respect and friendship.
- ❖ To teach students to practice and uphold wholesome social standards as demonstrated in exercising self-control and self-discipline, and by avoiding all forms of delinquency.
- ❖ To provide opportunities for students to increase their self-esteem, to develop their leadership potential, and to know and practice health principles.

SCHOOLWIDE LEARNER OUTCOMES

- ★ Hilltop students WILL be effective communicators and collaborators
- ★ Hilltop students WILL be critical thinkers and problem solvers
- ★ Hilltop Students WILL be empowered to serve (Church and Community)

HISTORY AND LOCATION

Hilltop Christian School was established in 1980 at its former location in Antioch, California. Hilltop first served as a “satellite school” for Pleasant Hill Academy before branching off and becoming its own school with its own local School Board in 1980. Hilltop Christian School opened its doors at its current location (2200 Country Hills Drive) in 2001.

ORGANIZATION AND GOVERNANCE

CONSTITUENCY

Hilltop Christian School is operated by the Antioch Seventh-day Adventist Church under the auspices of the Northern California Conference of the Seventh-day Adventist Church. Hilltop Christian School is governed by a school board whose members are appointed by Antioch Seventh-day Adventist

Church, along with the Northern California Conference of Seventh-day Adventists, give financial support to the school.

The board chairperson and vice chairperson are elected annually by the board. The Principal of the school serves as the secretary to the board. In addition to the church representatives the following individuals serve as ex officio members.

- Assigned Educational Superintendent from the Northern California Conference of Seventh-day Adventist Educational Department
- Treasurer of Hilltop Christian School
- Pastor or Senior Pastor of each constituent church.
- Head Elder of each constituent church.
- Home and School Leader for Hilltop Christian School
- Marketing Director for Hilltop Christian School

2021-2022 School Board

Julie Hubbard-----School Board Chair
Melissa Galloway-----Principal
Coreen Hicks-----NCC Representative
Dorothy Coker-----Preschool Director
Chalena Ramirez-----Treasurer
Pastor Gabriel-----SDA Church Pastor
Rosalind Altheimer-----Home & School Chair
Clarence Lewis-----Head Elder
Bianca Massena-----SDA Church Parishioner
Philip Morgan-----SDA Church Parishioner
Elva Jackson-----SDA Church Parishioner

SCHOOL BOARD MEETINGS

School Board meetings are held regularly throughout the year. School board members are chosen by the Nominating committee of the Antioch Seventh-day Adventist Church. By Seventh-day Adventist Church policy, only members of the Seventh-day Adventist Church are eligible to be members of the School Board. Items for School Board agendas may be suggested by any interested individual to the School Board Chairperson. If you wish to attend a School Board meeting, please contact the School Board Chairperson or the Principal in advance of the meeting.

ADMISSION

REQUIREMENTS FOR ADMISSION

Hilltop Christian School is open to all Seventh-day Adventist children and youth who wish to apply, and also, as room permits, to other children and youth who are not members of the Seventh-day Adventist Church. Acceptance is granted to those who desire a Christian education and agree to hold high the standards of conduct and thought. Race, nationality, or creed are not factors in admission.

NON-DISCRIMINATION STATEMENT

Hilltop Christian School admits students of any race, color, religion, national or ethnic origin with all the rights, privileges, programs and activities generally made available to every student. It does not discriminate on the basis of race, color, religion, national or ethnic origin, or gender in administration of its educational policies, admission policies, scholarships and other school-administered programs.

NEW STUDENTS

All students registering from other schools must present grade cards or other evidence showing satisfactory completion of the previous year's work. In addition, all students must be tested before being considered for enrollment. Registration after the beginning of the school year will not be complete until satisfactory records are obtained from the previous school. **All new students are accepted on a nine-week probationary status.**

KINDERGARTEN ENTRANCE

Children may be admitted to kindergarten if their fifth birthday is on or before September 1 of the year of enrollment. Students entering kindergarten must show proof of age (birth certificate).

FIRST GRADE ENTRANCE

Children may register for first grade if their sixth birthday is on or before September 1. First graders who did not attend kindergarten must also show proof of age (birth certificate).

PHYSICAL EXAMS

All new students and all students entering Grade Seven must have a current physical examination. A Medical Examination form is available for parents to give to the physician at the time of the appointment. Physical examinations for students in Grade Seven must include a scoliosis exam and proof of T-DAP immunization.

IMMUNIZATIONS

For families who hold a personal belief exemption to vaccinations, signed and dated prior to January 1, 2016, that exemption will continue to be valid until their next vaccination checkpoint, Kindergarten or 7th grade, even when transferring to or from another school. At their next vaccination checkpoint, Kindergarten or 7th grade, these students will need to receive all mandatory vaccinations unless they can provide a medical exemption-to-immunization letter, completed by a physician. Students who do not have a personal belief exemption form on file, prior to January 1, 2016, are required to receive all mandatory vaccinations. Students who will be in Kindergarten or 7th grade in the fall will need to have all mandatory vaccinations unless they can provide a medical exemption-to-immunization letter, completed by a physician. State law requires that any student entering school for the first time must furnish proof of having the required state vaccinations. Seventh-graders must show proof of receiving T-DAP booster immunization.

Step 1 - Application Process:

- Complete online application at www.hilltopcs.org
- Copy of the most recent Report Card/Transcript
- Copy of the most recent Standardized Test Scores (if applicable)
- Copy of the Birth Certificate
- Interview with Principal (New Students)
- Physical Examination - Required of all Kindergarten, new students and seventh graders.
- Immunization Record - The California School Immunization Law requires that children be up to date on their immunizations to attend school.
- Previous IEP/504 (if applicable)

Step 2

- Complete Registration online including all required documentation.
- Submit all medical, health, and immunization records.
- First month's tuition.
- Visit your child's classroom and meet the teacher.
- All new students are admitted on a nine-week probationary basis.

RE-ADMISSIONS POLICY

Our goal at Hilltop Christian School is that each student enrolled will have a positive and successful experience. On occasion, however, we may not be able to meet the needs of a given student for reasons beyond our control. It is our responsibility to carefully consider the practicality of readmission to the school. Consideration of all aspects of the student's experience/performance including academic progress, attendance record, behavior/discipline record, and financial account will be reviewed as each student is considered for re-admission.

STUDENT RECORDS

In compliance with the Family Educational Rights and Privacy Act (FERPA), federal law protects the privacy of student education records. Only parents/guardians have access to their children's education records. Student records include reports cards, standardized test scores, attendance records, and student photos. (*Education Code A26-108-120*)

FINANCIAL POLICIES

GENERAL POLICIES

1. The family account from the previous years expenses at HCS must be settled before the student is permitted to enter the current school year.
2. A student owing an account at another Adventist school, including Hilltop Christian Preschool, will not be accepted until the account is paid or satisfactory arrangements have been made with the former school.

3. Accounts will be considered late if not paid by 10 days after the chosen due date. A late fee of \$40 will be charged at that time.
4. If the family account is not cleared within 30 days of billing, parents will receive notice that their account must be cleared within 10 days or face interruption of attendance until the account is brought current, or satisfactory arrangements are made.
5. For students who register late or withdraw early, tuition will be prorated for the month in which they enter or leave.
6. The yearly tuition is divided into ten payments beginning in August and continuing through May.
7. A returned check fee will be applied to any account that incurs a returned check.
8. Students with an outstanding account may not be able to participate in 8th grade graduation exercise at the end of the year.

TUITION DISCOUNTS

- 5 % -- Year's tuition paid in advance
- 10% -- Second student from the immediate family
- 20% – Third student from the immediate family
- 30% – Fourth student from the immediate family

TUITION

Payments are broken down into 10-month (August through May) payment plans. The first payment is due at registration. Tuition includes registration fee, book costs and all field trips except the 8th grade class trip. Overnight field trip cost is included in the monthly tuition for 3rd - 8th grade students.

Members of Seventh-day Adventist Churches whose tithes and offerings subsidize the school system as part of its mission get a \$40 per month discount on the listed price and members of the Antioch SDA Church that directly subsidizes Hilltop Christian School get a \$60 per month discount.

2021-2022 tuition rates 10 billing periods, (August through May)

Grade(s)	Per Month	Per Year
Kindergarten	\$682	\$6,828
1st Grade	\$682	\$6,828
2nd Grade	\$698	\$6,992
Grades 3, 4	\$709	\$7,101
Grades 5-8	\$766	\$7,669

WITHDRAWING FROM SCHOOL

Families withdrawing from school will have their school charges recalculated if a 30-day notice is given to the school office. If the school is NOT informed of the student's withdrawal or is within the 30 days, tuition charges will remain in place for that month and thereafter.

GENERAL INFORMATION

ACCIDENT INSURANCE

All students are covered by an accident insurance policy. A copy of the policy is available at the school office. All accidents must be reported immediately as no claims will be paid unless an accident report has been filed.

SCHOOL DROP-OFF AND PICK-UP

School begins at 8:20 a.m. for all students and ends at 2:15 p.m. (Monday through Thursday) for Kindergarten-2nd grade. For Grades 3-8 school dismisses at 3:05pm Monday through Thursday and 2:00pm on Fridays.

Drop-off: Cars should line up near the school curb and move on once the student has exited the vehicle. No parking is allowed in the drop-off zone.

Pick-up: Parents will receive a numbered Pick-up tag to hang on their visor and the student will receive a tag to clip on their back pack. Cars will line up and a staff member will call in with the number on the visor and have the student released to the car. No parking is allowed in the pick-up zone. Parents are asked to remain in their vehicles unless they have an appointment with the office.

COVID-19 ACTION PLAN

A detailed Covid-19 action plan is available upon request in the school office.

Here are the Major On-Campus Changes:

- **K-8** students will remain in the same classroom with the same teacher for the day.
- **Lunch** will be eaten in class groups.
- Lessons and lunch will happen **outside** when possible.
- If a student gets sick with Covid-19, only that class is required to quarantine, along with any siblings.
- All our classes are ready to be taught **remotely**, K through 8.
- **Masks** will be required except when students are outside.

****Due to Covid-19 we ask that pick-up/drop-off is done via the car line. If you need to come on-campus please call to make an appointment****

LUNCH

Hot lunch is available for purchase at the cost of \$5.00 every Friday, excluding holiday and special events. A cold lunch is recommended for Monday -Thursday as the lunch period is 30 minutes. It is important that the lunch size is appropriate for the time frame. Make sure you pack napkins, eating utensils, water, or water bottle. Maximum microwave heat up time is 30 seconds. No foods that require

water and/or longer microwave time are allowed. Due to COVID guidelines please do not use Doordash or other food services to deliver lunch to your student.

****Due to Covid-19, we are encouraging students to bring a cold lunch (no heating required), or order a hot lunch. We would like to minimize microwave use****

EXTENDED CARE

No student should arrive on campus before 7:00 a.m. Students who arrive between 7:00 a.m. and 8:20 a.m. must report to Room 5 and wait there with the extended care supervisor until the faculty pick them up at around 8:20 a.m. After 8:20 a.m., students must report to their homeroom. There is a \$4.25 charge from 7:00-8:00 am.

Students should leave school no later than 15 minutes after dismissal unless they are involved in an after-school club or program. **Any student that is still on campus 15 minutes after school is dismissed who is not involved in a club or program will be sent to Extended Care.** If a child is working in a teacher's classroom after school they will be checked into extended care where charges will begin. Extended Care ends at **6:00 p.m.** Monday through Thursday and at **5:00 p.m.** on Friday.

Extended Care does NOT provide food, snacks or drinks. If your child will be in extended care, he/she should bring extra snacks/drinks to school for extended care.

The charge for afternoon care is **\$4.25/hr.** For Grades K- 8, we will cap the charges at \$225 a month. If you reach the cap, you may continue using Extended Care, but you will not be charged any more than the cap amount.

FOOD/DRINK

Food, drinks and other snacks are to be eaten in the school cafeteria. Water bottles are acceptable in the classroom. Chewing gum is NOT permitted anywhere on school grounds. Food/Snacks/Drinks are not permitted in the gym; water is OK.

LEAVING EARLY

If at all possible, schedule student appointments after school. Students leaving early is a disruption to the classroom. In addition, the student may miss important instructions, assignments and tests. Any student leaving school for any reason during the day must be signed out by a parent or guardian in the office. If someone other than the parent or guardian will be picking up, a photo id will be needed for pick-up. Once on campus, students may not leave without permission from the office.

VISITORS

****Due to Covid-19 we are needing to limit visitors on campus this year. If you need to come into the school office or your child's classroom please call ahead to make an appointment****

ATTENDANCE

According to California State Law, absences are excused ONLY if the student is ill, has a verified medical or dental appointment, or if there is a death in the immediate family. All other reasons for absences will not be accepted. A maximum of **10%** of the school year is allowed. If the students goes over the maximum days allowed, they will not be promoted to the next grade level.

TESTING

It is very important for students not to be absent during **Testing days**. Please do not schedule other appointments or trips for this time. We will have testing during the Fall, Winter and Spring quarters.

TARDINESS

Students arriving at the school after 8:30 a.m. will need to check-in at the school office to receive a tardy slip. Students will not be allowed in class if they do not have a tardy slip upon arriving late. If the student arrives 30 minutes late without a valid excuse three times during the school year per California Law the student is considered truant. It's important that your student arrives on time. Late arrivals are disruptive to the class and the student may miss important information or instructions from the teacher.

ABSENCES - CLASS WORK

When a student has missed school for an excused absence, it is the students responsibility to make up the missed work. To receive credit for the work the student has missed, it should be made up within the same amount of time that the student has been absent, e.g., if one day is missed, the work should be made up within one school day after returning to school, two days absent within two school days, etc. School work missed because of an unexcused absence cannot be made up. Academic credit will not be given to any student whose absences, whether excused or unexcused, exceed 15 percent during any given semester unless otherwise voted by the faculty.

PREARRANGED ABSENCES

A prearranged absence requires a written request by the parent or guardian at least one week before the absence will occur. This request will be taken to the faculty for its approval or denial. Classwork to be missed must be pre-arranged with the teachers. A maximum of five prearranged absences are allowed during the school year. Any exceptions will be at the discretion of the faculty.

SCHOOL TELEPHONES

The school office telephone is for school business. Occasional student use of the office phone for **important** calls is allowed when students have a note from their teacher. Students will not be allowed to use the school telephone to arrange after school "play dates" with friends.

CELL PHONES/SMARTWATCHES

Students are NOT allowed to use cell phones or smartwatches at HCS. Students must turn in cell phones to their classroom teacher at the beginning of each school day. Cell phone calls may only be made to parent/guardian with the teacher's permission. Should a teacher or staff member see a student using a cell phone or smartwatch on campus or hear a cell phone or smartwatch in the classroom, they will be confiscated and submitted to the administrative office and held until the parent can retrieve it. Cell phones will be returned to students for the first time. Any occurrences after that, the cell phones and/or smartwatches will only be returned to parents. Please know, any loss or damage of a cell phone or smartwatch device is not the responsibility of the school.

- First offense: Cell phone/smartwatch will be taken by school personnel, turned in to the office. Students may pick up after school.

- Second offense: Cell phone/smartwatch will be taken, turned in to the office. Parents must pick up the phone/smartwatch and meet with the administrator. A \$5 retrieval fee will be charged.
- Third offense: Cell phone/smartwatch will be taken, turned in to the office. Parents must pick up the phone/smartwatch and meet with the administrator. A \$10 retrieval fee will be charged and will be **doubled at each additional offense.**

MEDICATIONS AT SCHOOL

Medications may be administered by school personnel. Self-administration of prescription or non-prescription drugs is not permitted. Any pupil who is required during the regular school day to take medicine prescribed for him by a physician may be assisted by designated school personnel if the school receives (1) a written statement from the physician detailing methods, amount, and the time schedules by which the medication is to be taken and (2) a written statement from the parent or guardian of the pupil indicating the desire that the school assist the pupil in the matters set forth in the physician's statement. Medication must be delivered to the school in the original container as delivered by the pharmacy and it must bear the original pharmacy label. This label must contain the name and place of business of the seller, the serial number and date of such prescription, the name of the person for whom such drug is prescribed, and the name of the medical professional who prescribed the drug, and must also bear directions for use as prescribed. Nonprescription medications (such as cough drops) must be delivered to the classroom teacher with a note specifying how and when the medication is to be administered. The teacher will keep the medication in her office and will administer it according to those instructions.

PROPERTY RIGHTS

Each student is expected to respect the property rights of the school and of every member of the school. A student is required to pay for damages done by him or her to the school's or someone else's property. The student should exercise the same care when using school property or supplies as if the article used were his or her own. The administration is always grateful when equipment which is out of order is reported at once so that needless waste and expense may be averted. The school takes no responsibility for books, musical instruments, clothing, money or other personal property left by anyone on the school grounds or in the school buildings. Student insurance covers injuries only. It does not cover personal property loss either on campus or off campus. Parents must accept responsibility for their child's actions at school. This may include financial liability for damaged materials, supplies, equipment, facilities, and/or possessions of other students.

GRADE REPORTS

A report card for all students will be issued after each nine-week period.

INCOMPLETES

At the teacher's discretion, a student may receive an incomplete should any school work not be completed during the grading period. Should an incomplete be issued, the work missed must be made up within four weeks following the end of the grading period. If this is not done, the teacher will base the grade for that class on whatever work has been turned in.

PARENT-TEACHER CONFERENCES

Parent/Teacher conferences will be held in October and in April. Notes will be sent home and appointments made with each teacher. Parents will be able to choose between an afternoon or an evening appointment. It is important for parents to be on time. If a parent is more than 5 minutes tardy, the

teacher may have to arrange for a different time for the appointment. Parent-Teacher Conference Days are half-days of school ending at 12:30. Please make arrangements for students to be picked up early. Any student still at the school at 12:45 will be sent to After-Care, and the parents will be charged accordingly.

GENERAL DEPARTMENT

This school was established for the purpose of giving a distinctly Christian-oriented education. This fact should be reflected in the conduct of the students attending here. The operating principles of a Christian school require that students relate themselves respectfully to those in charge. It is understood that each member of the faculty has disciplinary rights on the school grounds over any student. Disobedience or disrespect will not be tolerated. School policies are applicable for all school functions, on and off campus. While it is not practical to notify parents of every problem that may arise at school, they will be contacted by phone, e-mail, or postal mail of any problem judged serious enough to warrant notification. Because some practices cannot be permitted in a Christian school, students who, in the judgment of the faculty, violate the rules and policies of the school, become liable for disciplinary action. Whenever, in the judgment of the faculty, a student makes his connection with the school undesirable, for his own good or other students' good, the principal may recommend and the board may declare such a student no longer acceptable in the school. Any regulation not included in the bulletin but publicly stated by the faculty is equal in effect to those published.

SPECIFIC STANDARDS OF CONDUCT

Experience has shown that there are some practices that should not be permitted in our schools. Since any Seventh-day Adventist school would not knowingly receive students who would offend in these practices, the first offense on the following points renders a student liable to serious discipline or to immediate dismissal from school:

1. Disseminating atheistic ideas or undermining the religious ideals of the school
2. Dishonesty, including theft, willful deception regarding violation of school regulations, cheating on examinations, class work, or in any phase of school business
3. Use, possession, or supplying of drugs, alcoholic beverages, narcotics or tobacco in any form
4. Using profane language, or indulging in lewd or suggestive conduct; possessing or displaying obscene literature, pictures, clothing, or such articles
5. Continual and willful disrespect or disobedience to any member of the faculty
6. Gambling or betting
7. Improper or harmful conduct involving persons of the same or opposite sex
8. Conspiracy or participation in hazing or initiations, bullying, or committing any act that injures, degrades, or disgraces a fellow student
9. Willful destruction of school property or any form of vandalism
10. Breaking locks, doors or windows in order to enter locked places; tampering with school locks, wiring or telephone wires
11. Possession of firearms, firecrackers, or other explosives
12. Leaving the campus without proper permission
13. Being insubordinate by continual violation of any school regulation

Items may not be bought or sold among students.

Chewing gum is not permitted on campus or on school sponsored trips unless special permission is granted by the teacher.

DRESS REGULATION

Students are expected to dress in harmony with basic principles of health, modesty, appropriateness, and attractiveness. Students are expected to follow all dress standards at any school-sponsored program whether or not they are participants.

The School Board has given the Principal, Mrs. Galloway, the authority to decide the appropriateness of dress and appearance of all students.

- Jewelry worn around the neck, on the wrist, on the ankle, or fingers is not permitted. Stud earrings no larger than 4mm are allowed.
- Ear lobe gauging is not permitted.
- Tattoos of any kind are not permitted.
- Hair is to be neatly groomed with no designs/words cut into hair and no Mohawk cut of any kind. Students' hair should remain its natural color throughout the school year.
- Modest looking make-up and nail polish are allowed.
- Hats and hoods are not to be worn in the school building.

DRESS CODE

UNIFORM TOP –Hilltop logo burgundy polo shirts are required and available for purchase during school business hours.

Students may wear a sweater or **hoodless** sweatshirt over the shirt. Non-Hilltop logo sweaters or sweatshirts must be a solid uniform color (grey, navy, burgundy, or black) and must not have words or pictures on them. **Field trip shirts** are available at the beginning of the school year for purchase during school business hours and must be worn on all off-campus trips. They may also be worn on Fridays.

UNIFORM BOTTOMS – Navy or khaki long pants or shorts that come to the knee, skirts should be no more than two inches above the knee solid uniform-colored leggings can be worn under the skirt. Sweatpants will not be acceptable. Multi-colored leggings will not be acceptable. Pants of any sort cut to fit on the hips exposing the navel or tops of underclothes are unacceptable; pants are to be worn at the waist.

Blue jeans are worn on Fridays ONLY, with uniform shirts or field trip shirts. They must be neat, clean, and with NO holes in the fabric.

All shoes must cover the entire foot. Flip-flops are not acceptable as school wear. Velcro shoes are recommended for grades K-2 as untied shoes are a safety hazard.

OUTERWEAR – Coats, hooded sweatshirts, hats or caps may be worn to school, but must be removed inside the school. Non-Hilltop logo Coats and hooded sweatshirts must be gray, navy, burgundy, or black **with no wording**. The hat policy applies to girls as well as boys.

1. If your child comes to school without the proper uniform, he/she will be sent to the office to be given a loaner uniform. Loaner uniforms must be washed and returned the next day. Parent will also be notified via Facts.
2. For the second offense students will be issued a demerit, will be sent to the office to change, and parent will be notified via Facts.
3. Third offense two demerits will be issued; student will be sent to the office to change, and parent will be notified.
4. Fourth offense students will be issued 2 demerits and parent will need to meet with school Principal prior to the student returning to class.

PE UNIFORMS

Grades 5-8 are required to wear the Hilltop logo PE uniform which can be purchased in the office during school business hours.

Shoes must be athletic shoes that can be tied and can be worn in the gymnasium or on the field.

- NO EXCEPTIONS TO THESE POLICIES.

COMMUNICATION

A good relationship between home and school requires good communication. If this communication is to have a favorable outcome, it must be free of obstructions which may lead to misunderstandings and deteriorating relationships. We hope that the following guidelines will help in making your student's experience here more profitable.

Cooperation between parents and teachers will help provide positive educational experiences. When students perceive a spirit of mutual support and cooperation between parents and teachers, they will display a more eager attitude toward learning and achievement.

1. **Contact the teacher before drawing conclusions.** Make sure you understand the situation thoroughly - get the full picture.
2. Be sensitive to the personal needs of the teacher. Make your contact within reasonable hours (never during class time, at Church, etc.)
3. Expressing negative opinions or judgments about a teacher in the presence of your child undermines confidence in the teacher and affects your child's relationship with the teacher.
4. Talk with the teacher about your problem privately. **You should talk to the teacher before speaking to the principal.**
5. Be patient. Allow some time for the resolution of the problem by the teacher, student, and/or principal. Establish with the teacher a mutually agreed upon time limit to review the progress. Stay in contact.
6. Remember that while the teacher sees your child from a different perspective than you, he/she also desires your child to succeed as much as you do.

DISCIPLINE PLAN

In keeping with the mandates of our Christian values, Hilltop Christian School will promote positive interpersonal relationships through:

- a) Respect for God.
- b) Respect for others and self, which includes encouraging words and modeling positive behavior.
- c) Respect for property whether personal or public

It is our understanding that any behaviors outside of these guidelines will be deemed unacceptable and will not be permitted.

Plans for dealing with inappropriate behavior (including bullying)

- a) Understanding there are 3 levels of inappropriate behavior, which include, but are not limited to:

Level 1 – Minor Infractions:

Teasing, taking someone's ball, disrespect for others, gum chewing, eating in class, etc.

Level 2 – Serious Infractions:

Physical, verbal, and emotional abuse, bullying, loitering (without supervision), swearing, repeated dress standard violations, etc.

Level 3 – Severe Infractions (see “Specific Standards of Conduct”)

b) Discipline reports (demerit), will be written when a staff member observes inappropriate behavior. Each discipline report will be emailed to the child’s parent(s).

Level 1 (minor infraction) is worth 1 demerit,

Level 2 (serious infraction) is worth 2 demerits, and

Level 3 (severe infraction) results in immediate referral to the Administration.

More than 5 demerits may result in suspension, withdrawal from school, or School Board requested expulsion.

Olweus Bullying Definition: “Bullying is when someone repeatedly and on purpose says or does mean and hurtful things to another person who has a hard time defending himself or herself”.

Bullying may be physical, verbal, emotional, or sexual in nature. For example:

Physical bullying includes punching, poking, strangling, hair pulling, beating, biting, and excessive tickling.

Verbal bullying includes such acts as hurtful name-calling, teasing and gossip.

Emotional bullying includes rejecting, terrorizing, extorting, defaming, humiliating, blackmailing, rating/ranking of personal characteristics such as race, disability, ethnicity, or perceived sexual orientation, manipulating friendships, isolating, ostracizing and peer pressure.

Sexual bullying includes many of the actions listed above as well as exhibitionism, voyeurism, sexual propositioning, sexual harassment and abuse involving actual physical contact and sexual assault. If at any time you feel that your child is a victim of or witnesses any inappropriate behavior, we encourage you to contact the school immediately.

PARENT PARTICIPATION

We are interested in enriching your relationship and affiliation with Hilltop Christian School. Parent Participation is designed to foster opportunities for our parents to get to know one another, and to support the mission of our school community. Having this requirement as part of our school program allows us to work together and minimize additional expenses for the operation of our school.

Time Requirements (per academic year):

Two-parent family = 25 hours or \$500

Single-parent family = 12.5 hours or \$250

You will be charged **\$20 an hour** for any hours which have not been served during the current year. Vouchers are available from the school office and are often provided at events. Each voucher must be signed by the HCS staff member in charge of the event or assignment. Unsigned vouchers will not be credited.

Suggested Volunteer Opportunities:

Go on Field trips
Set up / assisting with graduation (8th grade)
Watch for handouts from teachers for other opportunities
Vespers (2hrs)
Hot Lunch
Back-to-School Night
Concert set-up/tear down (2hrs)