

Hilltop Christian School  
Parent/Student Handbook

**2024-2025**



Address: 2200 Country Hills Drive

Antioch, CA 94509

925.261.7556

[www.hilltopchristian.school](http://www.hilltopchristian.school)

# 2024-2025 STAFF

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# 2024-2025 SCHOOL CALENDAR

<b><u>August</u></b>	<b><u>December</u></b>	<b><u>April</u></b>
22 First Day of School	13 Christmas Program	1 School Resumes (Q 4)
28 Back to School Night	19 Half Day No After Care	7 Parent Teacher Conf.
30 Back to School Bash	20-3 Christmas Break	21-25 Week of Worship
<b><u>September</u></b>	<b><u>January</u></b>	*25 Spring Concert
6 Grandparent's Day Program	6 School Resumes	28-2 MAP Testing
16-17 No School Teacher Development	17 Vespers/2nd Quarter Ends	<b><u>May</u></b>
20 Vespers	20 MLK Day No school	1 Graduation Meeting
<b><u>October</u></b>	21 3rd Quarter Begins	9 Vespers
30-4 6-8 HUME Lake Retreat	24 Kindergarten Roundup	12 Early Dismissal
11 Vespers	27 Early Dismissal Day PLC	26 No School Memorial Day
16 Unity Day	27 MAP Testing Begins	29 Preschool graduation
25 1st Quarter Ends	<b><u>February</u></b>	<b><u>June</u></b>
26 Fall Festival (School Day)	6 Curriculum Fair	5 8th grade Graduation
28 2nd Quarter begins	14 Vespers/Valentines Day	6 Kinder Grad
28-1 Red Ribbon Spirit Week	17 President's Day No School	6 Last Day of School
<b><u>November</u></b>	<b><u>March</u></b>	*No after last day of school
7 Parent Teacher Conf (No School)	3 Professional Dev Day No School 14 Vespers	
14 Ruby Bridges Day	17-21 Spring Spirit Week	
18-21 Fall Week of Worship	21 End of 3rd Quarter	
22 Thanksgiving Program	21* Walk-a-Thon	
25-29 Thanksgiving Break	24-31 Spring break	

\*Calendar subject to change - check online calendar for most up to date information [www.hilltopcs.org](http://www.hilltopcs.org)

# 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

### 2024-2025 School Board Members

Edyth Miller	School Board Chair
Larry Rich	Superintendent
Liliana Samuel	Principal
Earl Cornell	Treasurer
Dr. Ascencio	Antioch Pastor

Clearance Lewis	First Elder
Elva Jackson	Church Member
Natalie Hubburd	Church Member
Chanelle Fernandez	Hilltop Parent
Gladys Ekwurube	Church Member
David mulkrins	COPP Director
Steven Johnson	Head Deacon

## 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. They are open for anyone to attend during the general session, but will be asked to leave during executive session.

## 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. Hilltop Christian School reserves the right to question a student about his or her behavior or academic program at any time without parental consent.

### 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. [Pacific Union Conference EDUCATION CODE, 2003, Section 1504]

## 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) and will be assessed by the kindergarten teacher and the school will follow his/her recommendation.

## 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), and will also be assessed by the first grader teacher. The school will follow his/her recommendation.

## ELEMENTARY PLACEMENT

Appropriate academic placement of the student is a fundamental principle of education. The following factors are to be considered in grade or level placement:

- Chronological age.
- Emotional, physical, and social development.
- Scholastic achievement as determined by; - Standardized achievement test scores. - Teacher observation of the student's ability to reason and to express ideas logically. - Documentation of academic progress.

Hilltop Christian School wants to ensure that your child succeeds in the appropriate learning environment for their skills, so all new Kindergarten through Grade 8 students will be scheduled for an academic assessment test. First-grade students will be re-evaluated during the first two weeks of school.

## SPECIAL NEEDS/ RESOURCES/IEPs

Seventh-day Adventist schools usually do not have the equipment or staff necessary for special needs students, students that require extra resources or have IEPs from previous schools. Hilltop Christian School may be unable to

accept students who have exceptional mental, physical or special needs, which would require special staff or equipment. If such a student is accepted, a waiver is to be signed by parents acknowledging that the school may be unable to meet the identified needs of special needs students.

## 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](http://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)
- Assessment
- 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 eleven payments beginning in August and continuing through June..
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.

### **2024-2025 tuition rates 11 billing periods, (August through June)**

<u>Grade</u>	<u>11 Month Plan</u>	<u>Tuition</u>
Kindergarten	\$729	\$8,019
First grade	\$729	\$8,019
Second grade	\$745	\$8,195
Third Grade	\$757	\$8,327
Fourth Grade	\$777	\$8,547
Grades 5-7	\$811	\$8,921
Grade 8	\$816	\$8,976

## 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 2:20pm (Monday through Thursday) for Kindergarten-2<sup>nd</sup> grade, 1:30 pm on Fridays.. For Grades 3-8 school dismisses at 3:20pm Monday through Thursday and 2:00 pm 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.

## LUNCH

Hot lunch is available for purchase through the company "My Hot Lunchbox" all arrangements must be made through their website. Students who are not getting hot lunch will bring their own lunch to school. There are microwaves available for students to re-heat their lunch.

## 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 the gym 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 \$6.25 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, and 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 provides some food, snacks or drinks. If your child will be in extended care, he/she is highly recommended to bring extra snacks/drinks to school for extended care.

The charge for afternoon care is \$6.25/hr for all Hilltop students.

## 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. Please check your child's teacher on classroom snack times.

## 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.

## 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 go over the maximum days allowed, they will not be promoted to the next grade level.

We follow the public school policy for excessive absences. If a student misses more than twenty five (25) days during the school year, he/she may be retained in that grade for the following year.

## 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. Please keep up with school emails and teacher's newsletters for your child's testing dates.

## 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 student's 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. Teachers are **NOT** required to have packets ready if a child is missing school for unexcused absences (including family vacations). A maximum of five prearranged absences are allowed during the school year. Any exceptions will be at the discretion of the faculty. Please give teachers at least a week's notice about their student's absences and if they are willing to make work packets.

## SCHOOL TELEPHONES

The school office telephone is for school business. Students may call a parent/guardian if they have a note from their teacher or are not feeling well. They may not use the phone without permission from Office staff.

## CELL PHONES/SMARTWATCHES/OTHER ELECTRONICS

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.

Airtags are allowed for your child to have on their backpack or to wear; however the school is not responsible for any lost or stolen items. This policy goes for (but does not exclude) any other items that are electronic, such as airpods (headphones), personal tablets, or gaming devices.

## 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.



## CHILD ABUSE REPORTING

Certificated and administrative employees are bound by the following sexual misconduct policy and guidelines for education personnel in the union.

### 1) The purpose of Policy and Guidelines

It is the policy of the Pacific Union Conference of Seventh-day Adventists to eliminate sexual misconduct through prevention, appropriate investigation of complaints, civil reporting and corrective action where appropriate. The Northern California Conference of Seventh-day Adventists, Office of Education and Hilltop Christian School are responsible for implementing policies and procedures to prevent sexual misconduct and to investigate and to take corrective action in response to complaints.

2) Definition of Sexual Misconduct Sexual misconduct, as used in this policy, refers to sexually oriented behavior by an adult, volunteer or employee toward a student. It includes but is not limited to, sexual advances; requests for sexual activity; inappropriate touching of a sexual, offensive or abusive nature; sexual comments, suggestions or threats; or conduct, which has the purpose or effect of sexually stimulating the adult or student.

3) Prevention of Sexual Misconduct The Northern California Conference of Seventh-day Adventists and Hilltop Christian School attempt to prevent sexual misconduct by:

- A careful screening of adults before employment begins. This screening will include a completed application, reference checks and a criminal record check where required by law.
- Periodic training for all adults who have a contact with students regarding sexual misconduct and child abuse reporting requirements.
- Regular training for students which emphasizes identification of and protection from sexual misconduct and reporting procedures for suspected incidents to an adult.

### Obligation to Report Instances of Suspected Sexual Misconduct or Child Abuse

All instances of alleged sexual misconduct or child abuse must be reported to the appropriate school administrator and child protection agency as specified by state laws. Persons, who are mandated to report suspected child abuse by law, are protected from retaliation and civil or criminal liability under applicable state laws.

## **CUSTODY DISPUTES**

When there is a court document outlining custody arrangements, a copy should be provided to the school. The school will abide by the specifications of such a document and will remain as neutral as possible in any custody disputes. In any legal dispute between parents, school personnel will provide information to the courts, attorneys, parents or their agents only in response to a lawful summons or subpoena.

## **DISASTER PLANS**

Students, faculty, and staff participate in safety drills for fire, earthquake, playground emergencies and lock-down. Our Disaster/School Crisis Plan is updated annually and reviewed with staff at the start of each school year. The plan addresses traditional crises and emergencies, such as a natural disaster, fire, school shooting, or accident, as well as biological, radiological, chemical, and other terrorist activities. The plan addresses four major areas: prevention/mitigation, preparedness, response, and recovery. All classrooms are provided with an emergency backpack and it is to be taken out during all drills.

## **ACADEMICS**

### **ELEMENTARY AND MIDDLE SCHOOL COURSES**

All students enrolled in grades Kindergarten through grade 8 will receive instruction in certain core classes. Students in elementary and middle school grades are expected to participate in all classes available to them. Required Courses

- Bible
- Language Arts
- Science
- Social Studies
- Art
- Technology
- Physical Education
- Math

### **ELECTIVES/After School Clubs**

- Robotics
- Private music lessons
- Arts
- STEM
- Life Skills

- Clubs (Book, Spanish, Chess etc.)  
**\*Subject to change**

## INDIVIDUALIZED EDUCATION PLAN (IEP), ACCOMMODATIONS, MODIFICATIONS

Because Hilltop Christian School recognizes specific and changing needs of students with learning challenges, the administration grants student accommodations or modifications to students who qualify and who we are able to accommodate. (see Special Needs qualifier) In accordance with the Americans with Disabilities Act (1973), a student may be offered accommodations under the following conditions:

- The student must have been tested and given a medical, psychological, or educational diagnosis that relates directly to educational struggles.
- Accommodations may be granted, with conditional status, when a parent provides documentation of an upcoming evaluation.
- Hilltop Christian School recognizes a student's local school district and/or an approved educational psychologist as an acceptable testing source.

The Accommodations Program at Hilltop Christian School is constituted by, but not confined to, the following procedure:

1. An IEP meeting is initiated by the student, parent, or school. The meeting is composed of the district representative, the student, parents, and all teachers in applicable academic subjects, educational consultant, and a member of the administration.
2. The meeting occurs at a mutually agreed upon day and time for the purpose of assessing the student's needs and creating a reasonable modification plan.
3. Parents, teacher

## 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 twice a year. 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 can be a full day or half days for students. Any student still at the school at 12:45 will be sent to After-Care, and the parents will be charged accordingly.

## GRADUATION REQUIREMENTS (8TH GRADE)

The following requirements must be met before students can obtain a diploma from Hilltop Christian School:

- The student must attain a passing yearly average grade in all subjects
- All tuition and fees must be paid one week before graduation.
- An eighth-grader who owes money or fails a subject will not march during the graduation exercises and will be issued a diploma only when he or she retakes and passes that subject through summer school, an approved correspondence course, or under the direction of a certified teacher/tutor.

## ELIGIBILITY FOR SPORTS

Members must try out, make the team, and remain eligible according to the following criteria:

- Maintain a GPA of 2.0 or better.
- Have good attendance.
- Have at least a C- or above in all classes
- The release of liability signed and returned.
- Medical form filled out and returned (physical exam form). • Fees paid.
- Eligibility will be evaluated weekly.

Student athletes, who do not meet the above standards, will have two weeks to improve in that area. During that time, they should attend practices but will not be eligible to play. The level of practice participation of the student-athlete will be determined by the Athletic Director in conjunction with the coach. The student-athlete should take advantage of available tutoring. If the standards are not regained in two weeks' time, the student-athlete will not be eligible to play for the remainder of the season. Student-athletes may file an appeal. All appeals will be presented to the faculty for consideration and any necessary action.

## 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. Possession of a knife or blade
13. Leaving the campus without proper permission
14. 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. Samuel, the authority to decide the appropriateness of dress and appearance of all students.

Hilltop School highly encourages parents to be closely involved with their children's appearance before they leave their homes. HCS staff expects parents to enforce and support the school's dress code.

Administration has outlined our dress code; however administration will have the final say on what is and is not acceptable within our school dress code.

- 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 and well kept.
- Modest looking make-up and nail polish are allowed.
- Hats and hoods are not to be worn in the school building.

## DRESS CODE K-4th grade

<b><u>Clothe item</u></b>	<b><u>Description</u></b>	<b><u>Colors</u></b>
Shirts and Cardigans	-Polo 2-3 button short or long sleeve with logo or plain color -Turtle necks with no writings or logos -Cardigans may have no logos or writings on them	Navy and maroon
Pants/Skirts	-Uniform cotton or twill material (dockers style) Shorts must be no more than 3' above knee -skirts must be no more than 3' above knees. -leggings are allowed	Navy, Khaki, or Black
Sweaters	-Uniform must be worn underneath -No sweaters with mask on them	Preferably school colors

## DRESS CODE 5th-8th grade

<b><u>Clothe item</u></b>	<b><u>Description</u></b>	<b><u>Colors</u></b>
Shirts and Cardigans	-Polo 2-3 button short or long sleeve with logo or plain color -Turtle necks with no writings or logos -Cardigans may have no logos or writings on them	Navy and maroon
Pants/Skirts	-Uniform cotton or twill material (dockers style) Shorts must be no more than 3' above knee -skirts must be no more than 3' above knees. -leggings NOT allowed	Navy, Khaki, or Black
Sweaters	-Uniform must be worn underneath -No sweaters with mask on them	Preferably school colors

## Shoes

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.

**Crocs** are allowed at school as long as the back of the shoe is down. Students may not wear crocs for PE grades 3rd-8th. If there are behavioral issues with crocs we will notify parents and the student will no longer be allowed to wear them to school.

**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. All items must be labeled with your child's name. The hat policy applies to girls as well as boys. The school is not responsible for lost jackets, sweaters, shoes or any other clothing.

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(s) 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(s) will be notified via Facts.
3. Third offense two demerits will be issued; student (s) will be sent to the office to change, and parent(s) will be notified.
4. Fourth offense students will be issued 3 demerits and parent(s) will need to meet with the school Principal prior to the student returning to class.

### **PE UNIFORMS**

Grades 5-8 are required to wear PE uniforms which are gray tops and black bottoms. Shoes must be athletic shoes that can be tied and can be worn in the gymnasium or on the field. No Crocs for PE.

- 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.

Each teacher will give out their best contact information and hours to best reach them. Here are some for contacting your student's teacher:

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.

## **INTERNET USAGE**

The school has the right and duty to monitor and restrict both the amount of time online, and the sites visited. This responsibility extends to any communication to or from sites. Parents are expected to oversee cell phone use and access settings with parental controls and review their child's screen time regularly. It is not possible to list all activities that are not permitted, but the following are examples of unacceptable behavior that extends to all technology:

- Cyberbullying, harassing, insulting or stalking others.
- Using social media and/or groups to separate or be unkind or mean to others.
- Sending or displaying offensive messages or pictures.
- Distributing personal information about yourself or any other student on sites using chats, blogs, social networking, or email.
- Arranging a meeting with online contact without school or parental approval.
- Using obscene language.
- Damaging computers, computer systems, or computer networks.
- Violating copyright laws.
- Using another person's password or sharing your password with others.
- Browsing in another person's folders, work, or files.
- Using profiles or any other technology to bypass the school's filtering, including using other wireless networks such as mobile hotspots, etc.
- Intentionally wasting resources.
- Using the network for commercial purposes.
- Other violations as deemed by the Discipline Committee
- All students and parents must sign the Hilltop Christian School Computer Use Agreement to use school computers.



## 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

### **Classroom Management**

Each teacher has their own classroom management plan in place that consists of classroom rules, incentives and consequences. All of their systems align with our Hilltop code of conduct standards although they all may differ from class to class. Hilltop administration will support teachers on their individual classroom management plans and consequences. Administration is responsible for all behavior throughout the day that includes, but not limited to, morning and after school care, lunch, recess, sports etc. Any school faculty member may write up a demerit to any student that they see is violating school and classroom discipline plans. You may log into FACTS to check on your student's behavior reports.

### **Administration Behavioral Management K-4**

**\*Each student will be taught school/classroom rules and given a warning before demerits will be given.**

<b>Categories</b>	<b>Demerits</b>	<b>Consequences</b>
<b><u>Category 1</u></b> -Not following directions -note writing -Talking back to teacher/aide -Unkind words or actions to peers	1-3	*Handled in the classroom by the teachers and message to be sent home to parents/guardian
<b><u>Category 2</u></b> -Possession of electronics -Sent to office for exceeding classroom behavior limits -Rudeness or disrespect -Repeat offense of teasing and unkind actions	4-5	Student will be sent to the office and a report from FACTS will be sent home
<b><u>Category 3</u></b> -Hitting or Fighting -Inappropriate language -Physical or verbal harassment (threats) -Bullying -Sexual talk or drawings -Leaving class without	25	1 Day suspension /in house suspension with assignment -Parent meeting

permission		
<b>Category 4</b> -Vandalism to school or church property -Stealing from school, church, staff or students -Premeditated fighting -Cheating -Truancy	35	-Suspension with assignment -Parent teacher conference (may or may not include Pastoral staff)
<b>Category 5</b> -Alcohol -Smoking of any kind or devices	50	-2 day suspension -Discipline contract -Parent conference
<b>Category 6</b> -Weapons -Illegal drugs -Threats of endangerment -Destruction -Defamation or character of staff or authority	100	Expulsion and law enforcement report.

Accumulation of 15 demerits in the school year will be given a reflection assignment, parent notification and \$10 supervision fee for after school detention.

Accumulation of 25 demerits the student will receive a 1 day suspension or in house suspension with an assignment. May lose privileges to attend extra activities at teacher/principal discretion.

Accumulation of 50 demerits in the school year will result in 2 day suspension, and a reflective assignment. Student may not be allowed to participate in field trips, class parties or school special events at principal and teacher discretion.

Accumulation of 75 demerits will result in a 3 day suspension and an assignment. Parent conference with principal and a behavioral contract. Will lose privileges to attend extra activities at teacher/principal discretion.

Accumulation of 100 demerits in the school year or 75 in the first semester, they have lost the privilege of attending Hilltop Christian school, subject to the discretion of the principal.

**\*\_All large behavioral issues will be reviewed and consequences may vary based on admins discretion. Any student that intentionally causes harm to another student or staff will be sent home for the day and appropriate disciplinary action will be taken.**

## **Administration Behavioral Management 5th-8th**

**\*Each student will be taught school/classroom rules and given a warning before demerits will be given.**

<b>Categories</b>	<b>Demerits</b>	<b>Consequences</b>
<p><b><u>Category 1</u></b>            -Not following directions -note writing/passing            -Failure to return parent-signed papers            -Tardies between classes            -Not on Task            -Eating/drinking in class            -Obsessive talking during instruction</p>	1-3	*Handled in the classroom by the teachers and message to be sent home to parents/guardian
<p><b><u>Category 2</u></b>            -Rudeness/disrespect or talking back to teacher            -Violation of classroom rules or exceeding classroom behavioral limits            -Cellphone/electronics going off in class/Not turning them in            -Hallway misconduct            -Teasing</p>	5	Student will be sent to the office and a report from FACTS will be sent home. -Lunch Detention
<p><b><u>Category 3</u></b>            -Inappropriate language/profanity            -Physical or verbal harassment (threats)            -Bullying            -Sexual talk or drawings            -Leaving class without permission            -Fieldtrip misconduct            -Lying</p>	10-15	Students will be sent to the office and a report from FACTS will be sent home. -After School Detention with \$10.00 supervision fees
<p><b><u>Category 4</u></b>            -Cheating/plagiarism            -Vandalism to school or church property            -Stealing from school, church, staff or students            -Premeditated fighting            -Cutting class            -Truancy</p>	25	-Suspension with reflective assignment and missed classroom assignment at the discretion of the teacher -Parent teacher conference (may or may not include Pastoral staff) -After school detention with \$20.00 supervision fee.

-Inappropriate use of social media or electronic devices		
<b>Category 5</b> -Alcohol -Smoking of any kind or devices -Explicit photos	50	-2 day suspension -Discipline contract -Parent conference
<b>Category 6</b> -Weapons -Illegal drugs -Threats of endangerment -Destruction -Defamation or character of staff or authority	100	Expulsion and law enforcement report.

Accumulation of 15 demerits in the school year will be given a reflection assignment, parent notification and Lunch detention.

Accumulation of 25 demerits the student will receive a 1 day suspension or in house suspension with reflective assignment and class assignments. May lose classroom extracurricular activities at teachers discretion.

Accumulation of 50 demerits in the school year will result in 2 day suspension, and reflective assignment. Must complete all classroom assignments (teacher discretion) and students may not be allowed to participate in field trips, class parties or school special events at principal and teacher discretion.

Accumulation of 75 demerits will result in a 3 day suspension and a reflective assignment. Parent conference with principal and a behavioral contract. Loss of extra curricular activities.

Accumulation of 100 demerits in the school year or 75 in the first semester, they have lost the privilege of attending Hilltop Christian school, subject to the discretion of the principal.

**\* All large behavioral issues will be reviewed and consequences may vary based on admins discretion. Any student that intentionally causes harm to another student or staff will be sent home for the day and appropriate disciplinary action will be taken.**

## **Olweus Program**

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.

## **HOME AND SCHOOL ASSOCIATION**

Our Home & School provides parents opportunities to participate and be acquainted with the school's objectives, ideals, and personnel. A child's success in school is influenced, to a large degree, by the parents' relationship and attitudes toward the school and its activities. Parents are encouraged to take an active part in the activities of the Home & School Association. Hilltop Christian School is always in need of parent leaders that will use their talents to participate in school activities that enhance your child's school experience and enriches the faculty and staff's lives. Home and school is already actively involved in making our school a place where everyone is happy, thriving, and involved in a spiritual journey that is stronger every day. Parents are our supporters, cheerleaders, fundraisers, educators, event planners and partners in realizing our school's mission.

Home and School Priorities are:

- School Spirit and Parent Morale
- Coordination of Room Parents (ensure a monthly classroom event, work with teachers)
- Communication and being the cheerleaders for HCS to families regarding events
- Fundraise for HCS cause (worthy students, equipment, events, special programs and when possible, partner with classes and organizations to fundraise)

- Providing Education opportunities for students (ie Choose Kindness Curriculum) and parents (ie phone safety, cyber security)

Events:

- Back to School Night: Food and festivities
- First Day of School Welcome
- Walk - a - thon
- Spring Festival – partner teachers and classes for this fun event!
- Christmas Musical food and festivities
- Teacher Appreciation Week events honoring our teachers.
- Spring Concert support and snacks
- Special Events

## VOLUNTEERS AND DRIVERS

Volunteers are an essential element of Hilltop Christian School. Volunteers are so important to us and we greatly appreciate all the donations provided to the school. Volunteer, you will not be reimbursed for your donations of gas, lodging, food, materials, time and other items given to benefit the students. We are committed at all times to providing a safe environment in which our students can grow mentally, spiritually, physically, and emotionally, therefore, we require all volunteers to be background checked.

### VOLUNTEER GUIDELINES

Volunteers are encouraged to respect the confidential nature of anything they see or hear. Concerns should be shared only with the classroom teacher or school principal. Thus, sharing information with anyone else is not advised. The professional staff of the school is responsible for everything that goes on at school including student instruction, safety, and discipline. Volunteers work under the direction and guidance of paid staff, supplementing and supporting the program. Unless acting as an approved volunteer teacher, volunteers should NOT:

- Discipline students
- Diagnose student needs
- Evaluate achievements
- Counsel students
- Discuss student progress and concerns with parents
- Have access to materials in students' permanent record files.

Because students are the priority, the right to be a volunteer can be rescinded at any time due to behavior that conflicts with the Guidelines for Volunteers as outlined in the Appendix.

## CHILD PROTECTION SCREENING

Northern California Conference of Seventh-day Adventists requires all volunteers to complete the online Child Protection Screening by going to [www.ncsrick.org/adventist](http://www.ncsrick.org/adventist). On this site, you are giving permission to perform a Background Check and obtain driver information that is required for all volunteers. If transporting students, additional forms are required including proof of insurance and a copy of a valid California Driver's License. Once authorized clearance has been received by the school, the volunteer/driver may fully participate in school activities. Child Protection Screening will remain in effect for three years. Insurance and Driver's License information needs to be updated when they expire. Forms and instructions can be found in the Appendix.

## VOLUNTEER AUTO INSURANCE

Automobiles used to transport students on these trips must have \$100,000/\$300,000 liability coverage. Drivers for a field trip must file proof of this insurance coverage and a valid driver's license with our office each year. California law limits the number of passengers in a vehicle where students are transported to no more than nine (9). Each student must wear a seat belt. A student must be at least 13 years of age to ride in the front seat where an airbag is in place

## 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):

Per family = 10 hours or \$200

Any family member can help in completing the required volunteer hours as long as they fill out the volunteer voucher. 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

Fundraiser activities

Set up / assisting with graduation (8th grade or Kinder)

Vespers (1hrs)

Back-to-School Night

Concert set-up/tear down (2hrs)

Watch for handouts from teachers for other opportunities