

# Parent/Student Handbook

## 2018/2019



# PARENT & STUDENT HANDBOOK

## Table of Contents

PHILOSOPHY/ABSENTEEISM.....	2
BELL SCHEDULE .....	4
CAMPUS EXPECTATIONS .....	5
CHAPEL.....	5
CIVIL DEFENSE PROCEDURE .....	5
DISCIPLINE .....	5
DRESS CODE.....	8
SEVENTH/EIGHTH GRADE CLASS TRIP .....	9
EXTENDED CARE/ELIGIBILITY-SPORTS .....	9
FINANCE .....	10
FINE ARTS FESTIVAL.....	11
FIRE DRILLS/FOG DELAYS .....	11
GRADING SCALE.....	11
HCS EMPLOYEE AND STUDENT DIGNITY POLICY .....	11
HEADLICE.....	11
HOMEWORK .....	13
LIBRARY .....	13
LOCKERS .....	13
LOST AND FOUND.....	13
MEDICAL INFORMATION .....	13
MONEY .....	14
MUSIC .....	14
ONLINE COMMUNICATION .....	15
PARENT-TEACHER CONFERENCES.....	15
PARENTS' CLUB .....	15
PARKING.....	15
PICK-UP AND DROP-OFF PROCEDURE.....	15
PHYSICAL EDUCATION .....	16
RETENTION .....	16
RECESS AND BREAKS .....	16
REPORT CARDS .....	17
SCHOOL LUNCHEES AND MILK .....	17
SCHOOL SOCIETY MEETINGS .....	17
SCHOOL VISITORS/ SUPPLY LISTS.....	17
TARDINESS.....	17
TELEPHONE/ELECTRONIC DEVICES.....	17
TEXTBOOKS AND SCHOOL EQUIPMENT .....	188
USE AND CARE OF BOOKS AND CHROMEBOOKS .....	18
WEEKLY NEWSLETTER .....	18



## **PHILOSOPHY**

1. All children are created in the image of God and placed on earth to serve God and man. Christian schools recognize the true nature and purpose of man. No child shall be denied entrance on the basis of race, national origin, sex, or color.
2. Hanford Christian School is a society-owned and operated organization. The Society is designed to educate the children of Christian parents. It is not a part of any denomination. Membership in the Hanford Christian School Society shall be open to Christian parents of currently enrolled students, or it could be those members eighteen years of age who are of recognized supporting churches who agree with the basis and principles of the Hanford Christian School Society. Those members must have given a formal declaration of their faith in the Lord Jesus Christ as their personal Savior and acknowledgment of the Word of God as the only infallible rule of faith and practice. Membership includes the privilege of voting at the meetings of this society as well as readiness to participate in activities in behalf of the school entered into by the organization.
3. Hanford Christian School Society uses the following basic principles as the foundation upon which the organization is operated:
  - a. The basis of all meaningful life is the belief in God and in Jesus Christ as the only way to personal salvation.
  - b. The Bible is the only inspired, inerrant, authoritative Word of God.
  - c. The Bible is the avenue by which we can come to know God and His rule for our lives.
  - d. We need this Word in order to correctly understand God's general revelation which includes creation and life around us. All of life needs to be interpreted in the light of God's Word.
  - e. Christian education's aim is to relate the Christian faith and Biblical teachings directly to all of knowledge and the practical application of that knowledge in daily life.
  - f. Christian education seeks the complete development of each child: his intellectual, physical, spiritual, emotional, and social growth (Luke 2:52).
  - g. The Reformed Standards with their emphasis upon the all-embracing Calvinistic world and life view are helpful in an understanding of Christian education. This emphasis is reflected in the statements of the Heidelberg Catechism, The Canons of Dort, and The Belgic Confession which assist in the interpretation of God's Word.
  - h. The primary authority and responsibility of educating children rests with the parents (Deuteronomy 6 and Ephesians 6). The authority of the teacher in discipline and character training is derived from the teacher's position of standing in 'loco parentis'. The teacher derives authority in subject matter from faithfulness to the laws of God in special and general revelation.
  - i. The Christian community is responsible for supporting and encouraging Christian education for its children. On the basis of these principles Hanford Christian School was established. It is the society's desire to provide a high quality Christian education for children from Christian homes.

## **ABSENTEEISM**

Absenteeism causes a variety of problems for the student, teacher, and class. We encourage parents to be supportive of consistent school attendance. Obviously, some absences will take place. For the safety of each student, the office will contact parents for any unreported absences.

The policy that will be used regarding absence is as follows:

Students in K-8, who miss more than (30) thirty days of school in a school year, will not be promoted to the next grade level. (Exceptions may be made at the discretion of HCS to allow promotion, if there is a prolonged illness or unusual circumstances.)

## A. Unforeseen absences

1. If a child is sick and the absence is unforeseen, a parent should notify the school by telephone or they may email the office the morning of the absence.
2. Unforeseen absences which are acceptable are those related to sickness, death in the family, or an emergency. In these cases the child will be given due consideration in making up work.
  - a. The child is responsible to get all missed assignments.
  - b. Children will have one day for each day absent to complete missed work. (See B-2, b-4 this section)

## B. Foreseen absences

1. If the absence is foreseen, the parents are to contact the teacher before the date the child is to be absent. This is to be done preferably in person, or by phone. If the absence is for part of the day, such as for a doctor or dentist appointment, please call or send a written note the day prior to the appointment. **Parents of students in grades K – 8<sup>th</sup> must come to the office to sign children out. When signing a student back in, K-4<sup>th</sup> grade parents must come to the office to sign them in, students in 5-8<sup>th</sup> grade are permitted to come to the office to sign in.**
2. The following pre-planned absences are discouraged: vacations, skiing trips, working, shopping, any type of lesson etc. These absences can cause attitudes that are detrimental to good learning habits. Absences also take away time from teachers being able to instruct the class, when they have to help the student make up the gaps in the learning process. The following procedures will be used for make-up work, for these types of absences:

### a. K-5 POLICY

- 1) Assignments will be gathered during the time of the child's absence.
- 2) A child will have one day for each day of absence to make up the work missed, but not to exceed 5 school days.

### b. 6-8 POLICY

- 1) Assignments will be gathered during the time of the child's absence.
- 2) Gathered assignments will be brought to the office for student/parent pick up.
- 3) It may be necessary to schedule a time to take missed tests after school.
- 4) A child will have one day for each day of absence to make up the work missed.
- 5) If student assignments are not returned to the teacher within the designated time frame, missed daily work will be recorded as an F.
- 6) If a test was missed during a planned absence, it must be taken on the first day the student returns to school. If a regularly scheduled test is given on the day the student returns, the test must be taken on that day with the rest of the class. No modification of the test will be made because of missed learning opportunities. Delayed testing affects the quality of learning for other students since tests cannot be returned and discussed. Book reports and major projects, which carry the same weight as a test, are due on the second day after the student returns.

**NOTE:** It is our hope that together parents and teachers will communicate by their actions to the students that they have a common, shared goal of providing a faithful, Christ-centered education to each covenant child.

## BELL SCHEDULE

<u>K-5th</u>		<u>6th-8th</u>	
8:15	Warning	8:15	Warning
8:20-10:00	Class Time	8:20-9:09	Period 1
10:00-10:15	Recess	9:12-10:00	Period 2
10:16-11:55	Class Time	10:00-10:15	Break
11:55-12:10	Lunch	10:16-11:04	Period 3
12:10-12:38	Recess	11:07-11:55	Period 4
12:42-1:34	Class Time	11:55-12:10	Lunch
1:34-1:50	Recess	12:10-12:38	Recess
1:54-3:04	Class Time	12:41-1:27	Period 5
3:10	Dismiss	1:30-2:18	Period 6
		2:21-3:04	Period 7

## CAMPUS EXPECTATIONS:

Students will Respect God by:

1. Delighting in learning about God and His creation
2. Honoring God by respecting others and property entrusted to them

Students will Respect others by:

1. Respecting teachers and others in authority (Romans 13:1-15)
2. Contributing to a positive learning environment
3. Respecting the ideas and feelings of others and encouraging one another with speech, actions, and attitudes

Students will Respect property by:

1. Treating the campus and classroom with respect, contributing to its upkeep
2. Understanding the boundaries of other people's property

## CAMPUS RULES:

- A. Campus Behavior
  1. Students will use appropriate language
    - a. No mean, hurtful, crude, or poor statements will be allowed
  2. Students will keep their hands, feet and objects to themselves
    - a. No fighting or play-fighting
    - b. No throwing objects at another student
    - c. Shoes will be worn on campus at all times
- B. K – 8 Campus Rules
  1. Students must walk on the sidewalks for safety reasons
  2. Balls are not to be bounced against buildings or on the porch
  3. Swing back and forth only, no jumping from swings, only one person per swing
  4. All snacks must be eaten by the trash cans or benches before going out to play
  5. The bathroom is not a safe zone for tag
  6. No ball tag in courtyard or on play equipment or between buildings
  7. Sliding - don't stand on end
  8. Stay out of flower beds
  9. No climbing up the outside of enclosed slide
  10. Put all equipment away at the end of every recess
  11. Stay out of Kindergarten playground
  12. Only K-2 may use small basketball hoop
  13. During Intramurals – only 5<sup>th</sup> – 8<sup>th</sup> allowed in gym
  14. Stay off of all fences and trees
  15. Stay away from rooms where class is in session.
  16. Students may not play in the west grass rea next to the 2<sup>nd</sup> and 3<sup>rd</sup> grade rooms.

- C. K – 5 Campus Rules
  1. Stay out of playing areas during junior high P.E. classes
  2. All sticks stay on the ground
  3. Do not play directly north of the gym
  4. Jump ropes will only be used for jumping rope
  5. When playing tag, students will use 2 fingers to tag rather than full hand or 2 hands
  6. Fourth grade is on ball duty at the end of the day
  
- D. Additional 6 – 8 Campus Rules
  1. No couples out of sight and sound; no public displays of affection
  2. No basketball shots further than three feet beyond the 3- point shot line
  3. Don't interfere with K-4 recess
  4. No loitering by lockers
  5. Stay out of bushes
  
- E. Bathroom Behavior
  1. Bathrooms are not to be used as a play area.
  2. No intentional splashing of water.
  3. Use proper bathroom manners
  4. No willful destruction of bathroom facilities
  
- F. Consequences
  1. First offense: Student sits on the bench and counts to 100
  2. Second offense: Parent will be called by teacher

## CHAPEL

Chapel is a special time set aside in the life of our school to come together as a student body to glorify God through worship. Chapel is held on a monthly basis according to a schedule posted in the school newsletter. Parents are welcomed and encouraged to attend this time.

## CIVIL DEFENSE PROCEDURE

In case of an official disaster warning (Civil Defense) the children will be sent home as soon as possible.

## DISCIPLINE

### Philosophy for Biblical Discipline

Discipline is an integral part of any educational program. Because every aspect of the program is to be seen in the light of Scripture, in Christian education, the objectives and methods used in carrying out discipline also must develop from the teachings of God's Word. HCS staff members believe that discipline is discipling children to grow in being followers of Jesus Christ. When one studies the book of Proverbs, a book especially given to help parents in raising children, one finds repeated instruction to children to listen to their parents. In the school's understanding of education, Christian teachers are representatives of the parents, so that what Scripture says about a child's relationship to his parents is also true of the child's relationship to his teacher.

Proverbs 1:8 reads, "Listen, my son, to your father's instruction and do not forsake your mother's teaching." To listen is to gain wisdom; to not listen is foolish. This discipline should be carried out in a loving attitude as directed in Ephesians 6:4 ("Fathers do not exasperate your children; instead bring them up in the training and instruction of the Lord.") and Colossians 3:21 ("Fathers do not embitter your children, or they will become discouraged.")

As an extension of a Christian home, the staff believes that parents who send their children to Hanford Christian School want their children educated Biblically, which includes being disciplined Biblically. The teachers believe they should enthusiastically promote a position of discipline that is Biblical. It is not promoting self-esteem that is needed for children, as many expressions of humanistically-based positions on discipline promote. It is promoting submission to Jesus Christ's lordship and carrying out a disciplined life of servanthood toward one's fellow man that is needed. The latter will prepare children for a meaningful role as adults in Christ's Kingdom.

## **Objectives of Biblical Discipline**

- A. Discipline is administered to provide structure and support to enable a student to perform his work in such a manner that learning takes place.
- B. Discipline is administered to teach the student to be submissive to God and the authorities God has placed over the student. Discipline helps the student recognize how man's natural tendency to hate God and his neighbor influences his behavior.
- C. Discipline is administered in such a manner that the child will be able to make the choice to avoid further corrective action. (Proverbs 13:15).

### **Methods Used in Carrying out Biblical Discipline for Kindergarten – 5<sup>th</sup> grade:**

- A. For any general misbehavior a student will be instructed to stop and be redirected by his teacher. He will be told specifically what behavior is expected of him for the specific situation.
- B. For repeated misbehavior of the same nature, the student will be admonished consistently by the teacher. Also included with the verbal admonitions may be disciplinary instructional activities related to the misbehavior such as staying in to finish work, "time out" on the bench during recess, removal from class until the teacher can talk to the child, etc. It is important that the student is not left unattended.
- C. If the teacher determines the verbal discipline or other disciplinary instructional activities are not effecting a positive change the student will be sent to the principal for further disciplinary measures and the students' parents will be contacted.
- D. If there is a more general class problem, the whole class may be placed on warning.

### **Methods Used in Carrying out Biblical Discipline for 6<sup>th</sup> – 8<sup>th</sup> grades:**

If a student does not follow the school rules, the student will be subject to disciplinary actions. A progression of corrective measures is spelled out for the benefit of students, parents and teachers. Disciplinary issues are usually solved at the first level for all students. Levels 2 through 4 are our guidelines for situations that we are not able to resolve at the first level.

#### **Level 1, In-Class Discipline**

Each teacher is responsible for the communication and daily enforcement of classroom and school standards. Teachers will talk with students about a disciplinary matter on a personal and private basis when necessary. When a behavioral problem appears to be habitual, the teacher will contact the parent. Repeated offenses will subject the student to higher levels of discipline.

Counseling, staying in at noon hour, being asked to leave a class for a short period of time, giving a written response, etc., are examples of initial steps that may be taken to correct a problem that occurs, and to call attention to the fact that incorrect behavior must not continue.

#### **Level 2, Behavior Detention**

A behavior detention is a more serious matter, for it signifies to the parent and administrator that the student has not chosen to correct misbehavior and is in need of additional help.

Detentions are 60 minutes in length and are to be served Monday or Wednesdays from 7:00 – 8:00a.m. Students must be on time for detention; if they arrive after 7:00am, they will be assigned to daycare and need to make-up their detention at another time. If a student receives three behavior detentions in a nine-week quarter, he/she will receive an in-school suspension.

A detention slip will be used to notify the office and the parents. The parent copy will be sent home via the student. It must be signed by the parent and returned to school the following day before the student will be readmitted to class.

Detentions will be given for offenses such as disrespect to school staff or administration, disrespect to fellow students, disrespect to school property, lying, having a poor attitude, vulgar language or misuse of God's name, disobedience, repeated dress code violations, repeated late or unfinished homework (i.e., three lates per subject), repeated gum chewing, or other infractions of school policy.

### **Level 3, Suspension**

**In-School Suspension (ISS)** means that a student will report to the office as soon as he/she arrives at school. The student will be assigned to an area and will have no contact or social communication with other students until the suspension is lifted. While under suspension, the student will do the work assigned for all classes. In-school-suspensions may be given for offenses such as fighting, truancy, or may be the result of the progression of the natural disciplinary process.

**Out-of-School-Suspension (OSS)** means that the student may not attend school or participate in any school function. An OSS is usually given when a student breaks the law.

After an OSS, the faculty may possibly meet together to discuss further action. The Education Committee will also be notified. A student may be suspended for one to three days, depending on the severity and frequency of the problem. An OSS automatically requires a parent/student conference with a school administrator, as well as the student being placed on disciplinary probation.

### **Extra-Curricular Activities Probationary Period**

Following an in-school or out-of-school suspension, students will be placed on probation for a minimum of ten school days. During this probationary period, students will not be allowed to attend or participate in extra-curricular activities. Final approval for the termination of a probationary period will rest with administration with consultation from the child's teachers.

### **Disciplinary Probation**

Disciplinary probation is a probationary time when a student is given a written contract and an opportunity to meet its requirements. Students are placed on disciplinary probation by the administrator for other inappropriate behavior including, but not limited to, disobedience, disrespect for authority or fellow students, property damage, negative behavioral trends, sexual harassment or disregard for the rules or policies of the school.

Prior to placing a student on disciplinary probation, the administrator will schedule a conference with the student and the parent. The conference will focus on a written plan of action for the student to follow in order to successfully complete this probationary period. Failure to agree to the school's written plan or to fulfill the terms or conditions of the plan within this period can lead to expulsion.

### **Level 4, Expulsion**

The final level in the disciplinary process is to expel the student. Only the School Board has the authority to expel the student. The administrator may suspend a student pending a meeting of the Board's Executive Committee to make a recommendation on the expulsion. The Executive Committee will decide whether to continue the suspension or to allow the student to return to school until the full Board meets to decide on the expulsion.

Before a student is expelled, the student and his/her parents will be given the opportunity to appear before the Executive Committee to be heard. Students recommended for expulsion will also have an opportunity to be heard by the School Board prior to its decision. A student who is expelled from school by the School Board will not be allowed to return. The expulsion may be warranted by, but is not limited to, any illegal activity, disregard for the school rules and regulations, defacing property of other students or the school, anything that would endanger the safety of others, use of alcohol or drugs at school, two out-of-school-suspensions for the same offense, or by not maintaining a working relationship with teachers, staff or administrators.

### **Specific Misbehavior in Grades K-8**

- A. Fighting: All students who are caught fighting (physical altercation) will serve an in-school suspension.
- B. Language: Crude or poor language will not be tolerated and discipline will be administered per policy.
- C. Bullying: Repeated acts of bullying may be cause for expulsion.

## **DISCIPLINE THAT RESTORES**

One of the many ways that HCS provides structure to support the learning process is through our discipline program. As with a Christian school, the design and delivery of any such program must develop out of the Bible. Our discipline is directed to partner with parents to help children "to learn the blessed state of living in a God-glorifying life" and as such, in a loving manner "...that the child will be able to make the choice to avoid further correction".



In conjunction with our HCS guidelines for Biblical discipline, we have implemented a Discipline that Restores (DTR) approach throughout the entire school. The purpose of DTR is to guide teachers to respond to each conflict or misbehavior in ways that are life-giving and make things as right as possible. These responses recognize and respect individual freedom while improving relationships and building community life in the classroom.

## DRESS CODE

- A. A neat and properly-attired student will have a positive influence on the attitudes and study habits he or she exhibits. “Your beauty should not come from outward adornment; instead, it should be that of your inner self, the unfading beauty of a gentle and quiet spirit, which is of great worth in God’s sight.” I Peter 3:3-4. Everyone is expected to dress in Christian modesty.
- B. Specific areas requiring attention:
  - 1 Dress code for K-5 girls:
    - a Hemlines on dresses, skirts and shorts must measure no higher than 4 inches above the kneecap.
    - b Jeans may be worn if they are without tattering or holes.
    - c Tops must be fitted rather than oversized, undersized, sloppy, and/or revealing. Tops must extend below the waistline so that if arms are raised or extended, midriff skin remains covered. Bare midriffs, bare backs, tops with spaghetti straps and tank tops are not allowed. Dresses and tops must have sleeves, capped or full.
    - d Christian sensibility and values must be present in pictures, logos, slogans and advertising on any piece of clothing.
    - e For safety reasons, all shoes must be closed toe and at least one strap on the back. Therefore, no flip flops may be worn. Only stable soled shoes may be worn on campus. (No roller shoes/skates/blades.)
    - f Spandex and tight legwear may be worn only if the top/shirt covers the buttocks of the student.
    - g Tattoos are not allowed.
    - h Hats, caps and hoods must be kept in backpacks or on hooks in the classroom and may not be worn during class, chapel, or school assemblies.
    - i Hair color must remain natural color without dyeing or bleaching.
    - j Body piercing allowed only in the ear.
  - 2 Dress code for K-5 boys:
    - a Jeans may be worn without tattering or holes.
    - b Hemlines on shorts must be no higher than four inches above the kneecap.
    - c Shirts and T-shirts must be capped or full sleeved.
    - d Christian sensibility and values must be present in pictures, logos, slogans and advertising on any piece of clothing.
    - e For safety reasons, all shoes must be closed toe and at least one strap on the back. Therefore, no flip flops may be worn. Only stable soled shoes may be worn on campus. (No roller shoes/skates/blades.)
    - f Body piercing is not allowed.
    - g Hats, caps and hoods must be kept in backpacks or on hooks in the classroom and may not be worn during class, chapel, or school assemblies.
    - h Tattoos are not allowed.
    - i Hair must remain natural color without dyeing or bleaching. Hairstyles that are deemed to be distracting will not be permitted.
    - j Tops must be fitted rather than oversized, undersized, sloppy, and/or revealing. Tops must extend below the waistline so that if arms are raised or extended, midriff skin remains covered. Bare midriffs are not allowed.
  - 3 Dress code for 6-8 girls:
    - a Hemlines must be no higher than four inches above the kneecap.
    - b Jeans are allowed and must be free of tattering and holes.
    - c Tops must be fitted rather than oversized, undersized, sloppy, and/or revealing. Tops must extend below the waistline so that if arms are raised or extended, midriff skin remains covered. Bare midriffs, bare backs, tops with spaghetti straps and tank tops are not allowed. Dresses and tops must have sleeves, capped or full.
    - d Necklines on tops and dresses must remain on both shoulders at all times without exposing undergarments, spaghetti straps or tank tops. The neckline may not reveal cleavage at any time.
    - e Christian sensibility and values must be present in pictures, logos, slogans and advertising on any piece of clothing.
    - f All shorts must have a minimum inseam of 5 inches.
    - g For safety reasons, all footwear must have at least a strap on the back. No flip flops. Also excluded are roller shoes/skates/blades.
    - h Spandex and tight legwear may be worn only if the top/shirt completely covers the buttocks of the student.
    - i Body piercing is allowed only in the ear.

- j Hats, caps and hoods must be kept in backpacks or on hooks in the classroom and may not be worn during class, chapel, or school assemblies.
  - k Tattoos are not permitted.
  - l Hair must remain its original color with the exception of modest highlighting.
- 4 Dress code for 6-8 boys:
- a Jeans are allowed and must remain free of tattering and holes. Jeans must remain worn at the waist without ever revealing undergarments.
  - b Hemlines on shorts must be no higher than four inches above the kneecap and the inseam on shorts must have a minimum of 5 inches.
  - c Garments that are ripped, torn, or frayed may not be worn to school.
  - d Shirts and T-shirts must be capped or full sleeved.
  - e Christian sensibility and values must be present in pictures, logos, slogans and advertising on any piece of clothing.
  - f Hair must remain natural color without dyeing or bleaching. Hairstyles that are deemed to be distracting will not be permitted.
  - g Body piercing is not allowed.
  - h Tattoos are not allowed.
  - i Hats, caps and hoods must be kept in backpacks or on hooks in the classroom and may not be worn during class, chapel, or school assemblies.
  - j For safety reasons, all footwear must have at least a strap on the back. No flip flops. Also excluded are roller shoes/skates/blades.
- C. The school reserves the right to judge the appropriateness of any child's grooming or any clothing that a child is wearing to school. If, in the judgment of the administrator or teacher, a student's clothing is not appropriate, he or she will determine whether correction should be made immediately, or whether the child will receive a warning and told not to wear that clothing again. If the clothing is of the nature that it should be corrected immediately, the parents will be notified to bring a change of clothes or suitable HCS clothing will be provided. The clothing provided will need to be laundered by the parent/student and returned to the office. The school strongly encourages the parents to be involved in deciding proper dress and grooming for their children.

## SEVENTH/EIGHTH GRADE CLASS TRIP

Every other year the seventh and eighth graders have a class trip prior to the end of the school year. Money to help pay for this outing is generally raised by various money-raising activities sponsored by parents of eighth grade students. The seventh and eighth grade parents will meet at the end of the 6<sup>th</sup> grade year or the beginning of the 7<sup>th</sup> grade school year to determine the fund raising activities for the year.

## ELIGIBILITY-SPORTS

Students who participate in an athletic program must maintain an appropriate academic standard in their school work and must display a Christian attitude, good sportsmanship, and good citizenship. Their daily work must also be completed to the satisfaction of the teaching staff or the student will not be able to participate in that week's game. All students who have a missing book report, term paper, or any major class project are automatically ineligible. Students who are not eligible will miss the next game provided they have been given one day's notice. The end of a quarter does not mean a clean slate to start the next quarter. All the subjects are not averaged together but the cumulative average of each subject is counted separately. If the quarter grade is below 70%, the student is ineligible for at least **3 weeks**. The student's grade will then be reevaluated to determine further ineligibility.

## EXTENDED CARE

The Extended Care program is available to meet the needs of families before and/or after school. The Extended Care Program is available the same days as the regular school calendar. Please note that Extended Care will not be available on non-school days. Any students that arrive before 8:00 in the morning are asked to sign-in to Extended Care and any students not picked-up by 3:15 in the afternoon will be signed-in to extended care. **Extended Care will not be available when the school is on a foggy day schedule.**

**Location: Room 1**

**Hours:** 7:00 a.m. – 8:00 a.m.

3:15 p.m. – 6:00 p.m. (excluding school vacations and holidays.)

**Cost:** The school will bill at the rate of \$5.00 per hour. There is a late charge of \$6.00 for the first five minutes after 6:00 p.m. and \$2.00 each minute thereafter.

**Billing:** Extended Care expenses will be included in each month’s tuition statement.

**Extended Care Contract/Emergency Notification forms:** Must be completed, signed, and returned to Ms. Carre, Extended Care Director, at the time care is provided.

**Extended Care Schedule:**

**Morning Session**

7:00-7:30            Activity Time  
7:45-8:00           Prayer & Devotions

**Afternoon Session**

3:00-3:15           Arrival Time  
3:15-3:30           Snack Time  
3:30-3:45           Clean-up  
3:45-4:30           Homework  
4:30-5:30           Inside Activity  
5:30-5:45           Outside Activity  
5:45-6:00           Parent Pick-up

Note: Preschool arrives earlier for Extended Care at 3:05 p.m.

**FINANCE**

- A. All families are expected to pay the tuition rate as established at the annual society meeting. If a family feels that the tuition rate would create a financial burden, there may be financial assistance available. Application must be made through the Finance Committee to receive consideration.
- B. Tuition covers approximately 60% of the full cost of education. Parents are encouraged and solicited to contribute over and above tuition costs to make up the 40% difference in the budget.
- C. The Board conducts projects during the year to raise money to help defray the cost of education. These projects include the Annual Drive, Cattle Sale, Golf Tournament and the Spring Festival.
  - 1. In the fall all society members are contacted and encouraged to make a contribution to the school. The proceeds from this Annual Drive are used for the general operation of the school.
  - 2. The annual Spring Festival is a project which is carried out at Hanford Christian School. There are food, games, and a silent and live auction of donated items, the profits of which go to the general fund.
  - 3. Society members may also contribute to the general fund through the Cattle Sale and the Golf Tournament in the late winter/early spring.
  - 4. The Parents’ Club supports the school by buying materials or doing projects with money raised by their own fund raisers. Much of our audio-visual equipment, sports uniforms, library books, and refurbishing have been provided by the Parents’ Club.

## FINE ARTS FESTIVAL

- A. Each spring, students in grades 5-8 have the opportunity to use their talents in the areas of vocal and instrumental music, speech, art, and creative writing.
- B. Grades 5 and 6 participate in the categories of speech, poetry, and biblical memorization, instrumental, vocal, and small group participation. Grades 7 and 8, in addition, may participate in memorized oratory, dramatic oratory, and original oratory or poetry.
- C. The Fine Arts Festival includes Christian schools from Alameda, Ripon, San Jose, Walnut Creek, and Visalia. The responsibility of being the host school is rotated.

## FIRE DRILLS

Monthly fire drills are scheduled during the school year. All students are expected to exhibit strict obedience during drills. Students are expected to use exits as directed. They must walk briskly in single file with no talking.

## FOG DELAY

It is the responsibility of school families to sign up at the beginning of the year to the school's Remind Account. Through the school's Remind you will be notified of school fog delays as well as any other safety concerns.

### **In addition to remind.com, fog delays will be posted as follows:**

- A. Fog delays will be posted by 7:00 a.m. on the following media:
  - ~ HCS Webpage
  - ~ [KMPH Channel 26](#)-School information will be in the 'crawl' at the bottom of the screen
  - ~ [KFSN Channel 30](#) – information posted in the "crawl" at the bottom of the screen.
- B. A fog delay is a 2-hour delay. School will start at 10:20 a.m. Please do not have your child at school before 10:00 a.m.
- C. There will be no before-school care on Fog Days.
- D. Please use your own discretion to determine if it is safe for you to drive in your area, whether school is delayed or not.
- E. School will not be canceled due to foggy conditions; it will simply be delayed by 2 hours.
- F. If foggy conditions in your area persist and you must delay travel by more than 2 hours or you decide not to drive to school at all, please notify the school office at 584-9207

***Please give the media time to post our updates and continue to check after 7:00 a.m.  
To ensure you don't miss a late posting!***

## GRADING SCALE

A = 100-95	C = 76-74
A- = 94-90	C- = 73-70
B+ = 89-87	D+ = 69-67
B = 86-84	D = 66-64
B- = 83-80	D- = 63-60
C+ = 79-77	F = 60 and below.

## HCS EMPLOYEE AND STUDENT DIGNITY POLICY

Hanford Christian School intends to provide its employees and students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or unintentional, that subjects another person to unwanted attention, comments or actions because of race, national origin, age, sex, physical characteristic or disability, robs the person of dignity, and is not permitted.

Hanford Christian School does not condone or allow harassment of others, whether engaged in by employees, supervisors, students, or other persons who may be present in our facilities.

Any person who believes he or she has been subjected to harassment should report it immediately to an appropriate superior. Students may report to a teacher or administrator. Employees may report to the administrator or the board president if the administrator is involved. Each report will be given serious consideration and investigated thoroughly. Appropriate action will be taken to eliminate such harassment.

All reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report. Any person(s) who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).

Forms of sexual harassment prohibited by this policy are defined as follows:

1. Making submission to unwelcome sexual advances, submission to requests for sexual favors, or submission to other verbal or physical conduct of sexual nature, a condition of any employee's continued employment or any student's status or progress.
2. Making submission to or rejection of, such conduct the basis for employment or educational decisions affecting any person.
3. Creating an intimidating, hostile, or offensive working or educational environment.

## **HEAD LICE**

Teachers will notify the office of any student showing probable indication of head lice. They will also contact parents and notify them that their child was suspected of having head lice, and they will be asked to check their student at home. The student(s) will be checked at the earliest possibility. Precautions will be taken to maintain student privacy. Screenings will be done in a private setting. Using Pedi Sticks, hair shafts will be separated and hair will be examined in a systematic fashion, checking the entire scalp.

If a student is found to have lice:

1. The individual parent will be notified and asked to pick up the child.
2. The parent will be shown what was found, how to check for lice, nymphs, and nits, and given instructions on treatment and how to check the rest of the family. Instructions will include the recommended use of a medicated shampoo, containing Permethrin 1% or a doctor's recommendation.
3. If one student in a classroom is found to be positive for lice, nymphs or nits, then an email will be sent to that classroom. Home screening of student exposed is imperative to preventing the spread of lice.
4. Students, who are positive for lice, nymphs, or nits, will be re-checked. Parents should make an effort to remove all nits, but student may return to school if nits found are non-viable and more than ½ inch away from the scalp.
5. Nit removal and re-treatment are necessary in 7-10 days, to insure all nits are destroyed and to avoid misdiagnosis of an active case.
6. It is very important that everyone in a household and their recent close contacts, be checked thoroughly and treated, and to carry out a "lice clean-up" at the same time, to prevent re-infestation.

If the student has live nits only:

1. They can remain at school that day, but the parents will be notified by phone and/or receive a notice.
2. The student will be re-checked when next scheduled at school.
3. Student's privacy will be protected. Therefore, information will be released only on a "need-to-know basis." Head lice, nit removal and lice/nit-free households are the responsibility of parents.

**Head lice, nit removal and lice/nit-free households are the responsibility of parents.**

## **HOMEWORK**

- A. It is the policy of Hanford Christian School **not** to have excessive amounts of homework at the lower grade levels. However, there are times when homework will be necessary.
- B. At the upper grade levels (5-8) homework can be expected on a more regular basis, although even at these levels it is hoped that it will not become burdensome for the child. Parents are asked to cooperate with the teachers and the child in attempting to complete the work that has been assigned. If there are some difficulties which arise in the area of homework, the parents are encouraged to contact the teacher. (For assignments and music that are lost and require a new copy to be made, students will be charged \$0.25 per copy and be required to stay in at recess to complete the work. An assignment will be considered lost, if it is not handed in after the student has had one night to look for it.)
- C. The policy which applies to unfinished work or late papers is as follows:  
If an assignment is due on a specific day and is late, it will automatically be marked down to a "C". On the third day it is late, it becomes an "F". All assigned work must be turned in for the student to avoid receiving an incomplete on his or her report card. (Example: The assignment due Tuesday is not finished, so it is an automatic "C". By Thursday the grade is an "F", but the assignment still must be completed and turned into the teacher.)

## **LIBRARY**

Parents can volunteer to help once a week with the centralized library. Students are responsible for the proper care and prompt return of all books they check out. Students will be permitted to check out two books which may be renewed for one week. If a student has any overdue books they will not be allowed to check out more books until the book(s) are returned or replaced. Overdue fines: a fee of \$1 per week per book will be assessed. Books which are damaged or lost must be replaced by the student.

## **LOCKERS**

- A. Students in grades 6 through 8 are totally responsible for the care, upkeep, and cleanliness of their lockers.
- B. Any damage caused by a student will be charged to the student at the cost of repair or replacement.
- C. Students are also responsible to keep their lockers locked, remember their combinations, and pay for anything lost from unlocked lockers.

## **LOST AND FOUND**

**All personal belongings such as children's jackets, sweaters, lunch boxes, and backpacks must be clearly marked in order to identify misplaced belongings.** All lost and found items will be stored in the office for one month. . Please regularly check for missing items.

## **MEDICAL INFORMATION**

### **A. IMMUNIZATION**

- 1. Immunizations California law requires children to be current on their immunizations before starting school. Diseases like chicken pox, measles and whooping cough spread quickly, so children must be protected before they enter. Under the direction of the King's County Health and Human Services Agency, non-immunized students may be temporarily excluded from attending school during an outbreak of, or after exposure to, any of these diseases for the protection of the students and others.

### **B. ILLNESS**

- 1. Students must be fever free without medication (such as Tylenol, Motrin or other fever reducer) for 24 hours after the LAST episode of vomiting or diarrhea. Student too ill to participate in normal school activities should not be in school.
- 2. In the event your child becomes sick at school, the school will call the parents to inform them of the illness. If the parents cannot be reached, the school will call the people listed on the Emergency Form.

### **C. CONCUSSIONS**

1. If a student has a fall or is hit in the head during school hours, the student will be evaluated by office staff for symptoms of a concussion using the Centers for Disease Control (CDC) guidelines. In order to ensure your child's safety, parents will be asked to pick the child up from school for a doctor's evaluation. The student will not be able to return to school without a release from the student's physician.

### **D. MEDICATION POLICY**

1. If a student requires medication, parents are encouraged to provide that medication before or after school. Parents are allowed to provide medication to their own student, in the office during school hours. For the safety of the student, all medication in school must follow this protocol.
  - a. A physician signed RELEASE FOR ADMINISTRATION OF MEDICATION form must be provided to the Office. All medication, with the exception of rescue inhalers and Epi-pens, must be kept in the elementary office.
  - b. Prescription medication must be brought in its original pharmacist labeled container.
  - c. Over the counter medication must be new and unopened.
  - d. At the end of the school year, medication must be picked up by the parent within 30 days or will be destroyed by school staff.
  - e. Any refills of medication must be brought in by parent/guardian in original pharmacist label container.
  - f. Students are allowed to carry rescue inhalers on their person if they are fully trained in the use of the inhaler and have brought in a physician signed Medication in School Form to the elementary office.

### **E. FACTS TO KNOW**

1. A note from home is not enough. A RELEASE FOR ADMINISTRATION OF MEDICATION form must be completed by a physician and parent. This form may be picked up in the office or emailed home to you upon request.
2. Tylenol, cough drops, ointments, cold pills, eye drops, asthma inhalers etc., are all medications; therefore, the medication procedure must be followed.
3. By law, no exceptions can be made to these rules. If they are not followed, we cannot assist with administering medication at school and you must come to school and administer the medication to your child.

## **MONEY**

Excessive amounts of money should not be taken to school. Students may request that money be kept in the office for safe-keeping during school hours. The school is not responsible for lost money or articles.

## **MUSIC**

- A. Band is available to students in grades 5-8. We have some instruments that can be rented for the year. If the situation arises, in which more children ask to rent an instrument than we own, the determination will be by lot.
- B. Students not in band will be involved in a musical activity and/or supervised study time.

## ONLINE COMMUNICATION –RenWeb

Parent communication is an essential element to stay involved with the school life of your child(ren). Hanford Christian School uses a Learning Management System (LMS) called RenWeb. RenWeb allows teachers an opportunity to communicate with parents about assignments, instructional content, attendance, and upcoming events.

## PARENT-TEACHER CONFERENCES

Parent/Teacher conferences are held after the first marking period in October. They are arranged by the office. Parents are encouraged to make arrangements with the teacher any time they feel a conference is desirable. Parent/Teacher conferences are valuable in three areas: reporting, gaining information, and improving home-school rapport.

## PARENTS' CLUB

The Parents' Club is an organization under the jurisdiction of the Board of Hanford Christian School Society. The purpose of the organization is twofold: to give financial aid to the school and to provide closer cooperation between the home and school by communication of educational issues. Parents' Club meets once a month. All parents are considered members of Parents' Club regardless of meeting attendance and are expected to assist in the fund raising projects that are undertaken during the year.

## PARKING

Parents who park to drop off their children or pick them up must park in the gym parking lot accessible off 12<sup>th</sup> Avenue. There is no parking along the fence or ditches on Flint Avenue, nor in the parking lot off Flint. On game days, overflow parking is located on the grass north of the gym.

## PICK-UP AND DROP-OFF PROCEDURE

1. Morning
  - a. 12<sup>th</sup> Avenue parking area
    - i. Parents must park in a designated parking space to allow their student to exit their car.
  - b. Flint Avenue Drive Through
    - i. Drive in and park along the cement walk area to allow your child to exit the car. Immediately leave to allow for the flow of traffic
    - ii. Absolutely no parking in the drop off lane
2. Afternoon
  - a. 12<sup>th</sup> avenue parking area
    - i. 6<sup>th</sup> – 8<sup>th</sup> grade students, and their siblings, are encouraged to be picked up in the 12<sup>th</sup> avenue parking lot.
    - ii. In this parking area students will be permitted to walk to their car if the parent is parked next to the gym. If parents park in the west parking spaces then parents must get out of their car to get their children.
  - b. Flint Avenue Drive Through
    - i. 2:30-2:50 is for preschool pick up only
    - ii. 2:55-3:15 is for K-8<sup>th</sup> grade students.
      1. Pull forward to the furthest open spot and your child will walk to your car. Immediately pull out to the drive lane to exit.
    - iii. At 2:50 parking is permitted in the parking spots in this area. Parents who park there are required to get out their car to get their children.
3. Should you choose to walk your child to class or to Extended Care or personally pick up your child after school, please use the gymnasium parking lot on 12<sup>th</sup> Avenue.
4. When students are dismissed, they will be accompanied by teachers to the gate nearest the drop-off zone. Pick-ups will take place on the concrete pad on a first-come/first served basis. If your child is not ready, please re-enter the round-about and return in the line-up.
5. You are asked to please stay in the cone-lined drive through at all times as you await your child. **Vehicles in the inner lane must turn left out of the drive and vehicles in the outer lane must turn right out of the drive.**



6. There will be no parking at all along the fence or ditches on Flint Avenue. Please tell your family members and friends to use the parking lot by the gym on 12<sup>th</sup> Avenue or to use the cone-lined drive through.
7. If you pick up or drop off your child after 9:00 a.m. or before 3:00 p.m., you must park in the lot by the gym on 12<sup>th</sup> Avenue and enter through the gate. Be sure to use the code that was provided to you by Hanford Christian School.

## **PHYSICAL EDUCATION**

All students in grades 5-8 are required to take physical education unless excused by a doctor, parent, or teacher. The Hanford Christian School T-Shirt and royal blue/navy shorts are required. P.E. clothes can be purchased from the school office. It is helpful to mark each article of clothing with the student's name. P.E. clothes are to be kept neatly in place when not in use. They are to be taken home every Friday for washing.

Competition in sports is a part of the P.E. curriculum. Students lead busy lives and so certain guidelines should govern when games are scheduled. The following guidelines are to be followed for scheduling of games (which will be followed as closely as possible):

1. **5-6 POLICY**
  - a. No more than two games will be scheduled per sport.
  - b. If possible, games will be scheduled during the regularly scheduled P.E. period.
2. **7-8 POLICY**
  - a. No more than two after-school activities per week will be scheduled, not counting Saturday tournaments.
  - b. No more than one activity will be scheduled per week on a day when there will be school the next day.
  - c. Ordinarily no after-school activities will be scheduled when a school activity for parents is planned for that night.
  - d. Efforts will be made not to schedule activities on traditional church nights.

## **RETENTION**

1. The parents will be made aware that the child is having difficulties. This will be done by personal contact, not by phone or a letter.
2. Throughout the year, the teacher keeps a written record of the child's behavior, development, and performance in any area that would support or deny these suspicions.
3. The teacher should remain in close contact with parents and principal, keeping them informed of the child's behavior and development.
4. Once the teacher has concluded that there are some strong indications that a student should be retained, he/she shall submit to the principal, in writing, a retention form listing his observations and conclusions. Also to be included, in writing, is any other information or test result that may be helpful in deciding the matter. The deadline date by which these shall be submitted is May 1. (Exceptions could be made in special cases). This report will be made a part of the child's cumulative record, and the parents will receive a copy.
5. In the event of disagreements, the parents will then meet with the teacher, principal, and an Education Committee member to discuss the matter.
6. If the parents cannot come to an agreement with the teacher, principal, and an Education Committee member, then the decision will be made by the Board.

## **RECESS AND BREAKS**

Students will remain on the school grounds at all times. Care is to be taken that other classes in session are not disturbed. The play areas are to be kept free of litter. Waste baskets are provided outside of the classrooms for trash. The physical appearance of the grounds reflects on the students in attendance.

## **REPORT CARDS**

Report cards will be distributed by the homeroom teacher on the Wednesday following the close of the marking period. Cards should be signed by a parent and returned within one week of issuance. A \$25.00 fee will be charged for lost report cards. Progress reports for 6<sup>th</sup>-8<sup>th</sup> grades are sent home or emailed in the middle of each quarter to those parents where the teacher determines there is information to be shared.

## **SCHOOL LUNCHESES AND MILK**

A hot lunch is available for purchase each day. A menu will be provided in advance for families to review. If a meal is not purchased, students will need to bring their own lunch. Milk is also available for purchase.

## **SCHOOL SOCIETY MEETINGS**

- A. A school society meeting is held each spring. The budget is adopted and school board members from supporting churches are elected. Membership is open to those individuals who have children attending HCS and/or are members of a supporting church.
- B. Special meetings of the society can be called, if issues of importance need to be decided between the annual meetings.

## **SCHOOL VISITORS**

For the protection of the health, safety, and welfare of the students, anyone wishing to visit the School shall first report to the Administrator's office and obtain a visitor's badge which should be worn at all times. Visitors must be properly dressed and follow all school rules.

## **SUPPLY LIST**

Parents are encouraged to check the school website, or office for a list of supplies needed by students at the various grade levels. Supply lists for K-8th grades have also been posted on the [Classbundl.com](http://Classbundl.com) website. When ordering through Classbundl supplies are shipped directly to the student's home and the school earns 5% cash back on supplies purchased.

## **TARDINESS**

Students are expected to be in their seats and prepared for class when the tardy bell rings. If students in 6<sup>th</sup> – 8<sup>th</sup> grades receive five tardies, he or she will receive an after school detention, and a phone call will be made to the parents. When a 4<sup>th</sup> – 8<sup>th</sup> grade student is tardy, he or she must report to the office for a pink slip before going to class.

## **TELEPHONE/ELECTRONIC DEVICES**

- A. The telephones in the school are maintained for office use, not student convenience. Only in special cases may a student request permission to use the phone. A signed pass must be obtained from the homeroom teacher. Only the phone in the office is to be used if permission is granted.
- B. The use of a cell phone or other electronic device is not permitted at school during school hours.
- C. If a cell phone or electronic device is used during school hours, the homeroom teacher will keep it for a week. For a second offense the cell phone or electronic device will be kept for two weeks and then it will be released only to a parent.

## **TEXTBOOKS AND SCHOOL EQUIPMENT**

- A. Textbooks are supplied at no charge. They are distributed by the classroom teacher and must be returned at the end of the year. It is the duty of the student to keep his or her books in good condition. Lost or damaged books must be paid for by the student. If books are in need of repair, the homeroom teacher should be notified so repairs can be made before damage becomes irreparable.
- B. Students will be expected to pay for repair of school property and equipment, if damage was deliberately caused by the student. Students must provide for their own materials over and above the basics provided by the school.

## **USE AND CARE OF BOOKS**

- A. All textbooks are required to have a school stamp.
- B. All hard cover books must have book covers.
- C. At school books are to be kept only in lockers, desks, or other designated places.
- D. All books will be evaluated by the teacher when school starts and a record kept of their condition. Books will be reevaluated at the end of the school year with damage recorded and fines assessed. Missing books require the full cost of replacement, as do damaged books that cannot be used again.
- E. At no time should students throw, tear, or otherwise abuse their own or someone else's books. Books should be kept out of the aisles and off the cement.

## **USE AND CARE OF CHROMBOOKS**

HCS expects all students to show respect for others in their words and actions. This respect applies to students' use of technology and electronic communication as well. As image bearers of Christ, students should demonstrate integrity in the way that they interact with others. Any sort of degrading communication is unacceptable, whether it is through email, social networking, or displaying inappropriate material. Just as students should show respect for others in their words, actions, and activities, so should that apply to electronic communication as well.

## **WEEKLY NEWSLETTER**

Parents are expected to stay informed of school events by reading the "Warrior Weekly" on line or by obtaining a hardcopy from the office.