

Parent/Student Handbook

2021/2022



HANFORD
CHRISTIAN SCHOOL

PARENT & STUDENT HANDBOOK

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PHILOSOPHY

1. Hanford Christian School is a society-owned and operated organization that is not affiliated with any denomination. The Society is designed to educate the children of Christian parents. Membership in the Hanford Christian School Society shall be open to Christian parents of currently enrolled students. It could also include individuals who are eighteen years of age, or older, members of recognized supporting churches and teacher and support staff of HCS. Membership includes the privilege of voting at the meetings of this society as well as readiness to participate in activities on behalf of the school entered into by the organization.
2. Hanford Christian School Society uses the following basic principles as the foundation upon which the organization is operated:
 - a. God is three persons: Father, Son, and Holy Spirit.
 - b. God created the world and upholds all of His creation and we are its stewards.
 - c. All people are created in the image of God to be in relationship with Him and to glorify Him forever.
 - d. The Bible is the inspired word of God.
 - e. All have sinned and need redemption.
 - f. God's promised Redeemer, Jesus Christ, lived, died, and was raised for our salvation. Anyone who accepts Jesus as their Savior is saved.
 - g. Anyone who accepts Jesus as their Savior is saved.
 - h. Believers will live forever in His presence.
 - i. Christ will return to judge all people and restore creation.
 - j. We are guided by the Holy Spirit, the teachings of Christ, and the Bible.
 - k. 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.
 - l. 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.
3. 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

ABSENTEEISM

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.

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 that are considered excused absences, 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 for 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 – 8th must come to the office to sign children out. When signing a student back in, K-4th grade parents must come to the office to sign them in, students in 5-8th grade are permitted to come to the office to sign in.**

2. Pre-planned absences are discouraged: vacations, skiing trips, working, shopping, or non school related activities. These absences can cause attitudes that are detrimental to consistent learning. 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.

 - a. **6-8 POLICY**
 - 1) Assignments will be gathered during the time of the child’s absence.
 - 2) Assignments will be posted on Renweb.
 - 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. 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 consistent Christ-centered education throughout the year.

BELL SCHEDULE

| <u>K-5th</u> | | <u>6th-8th</u> | |
|---------------------|------------|-----------------------|----------|
| 8:00 | Warning | 8:00 | Warning |
| 8:05-9:45 | Class Time | 8:05-8:52 | Period 1 |
| 9:45-10:00 | Recess | 8:55-9:42 | Period 2 |
| 10:00-11:45 | Class Time | 9:42-9:52 | Break |
| 11:50-12:05 | Lunch | 9:52-10:39 | Period 3 |
| 12:05-12:35 | Recess | 10:41-11:28 | Period 4 |
| 12:30-2:30 | Class Time | 11:28-12:00 | Lunch |
| | | 12:00-12:49 | Period 5 |
| | | 12:52-1:41 | Period 6 |
| | | 1:44-2:30 | Period 7 |

Early Outs: School dismisses at 2:30

½ Day: School dismisses at 12:00

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. Mean, hurtful, or crude statements are unacceptable.
 - b. Respectful language is expected at all times.
2. Students will keep their hands, feet and objects to themselves
 - a. No fighting or play-fighting
 - b. No throwing objects at another student

B. K – 8 Campus Rules

1. Students must walk on the sidewalks for safety reasons.
2. Balls are not to be bounced against buildings.
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 between buildings
7. Area between the gym and the Library is off limits during recess times
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. Grades 1-8 are to stay out of Kindergarten
12. Only K-2 may use small basketball hoop
13. During Intramurals – only 5th – 8th 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 area next to the 2nd and 3rd grade rooms.
17. Shoes must be worn at all times.
18. Do not play directly north of the gym

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 in front of Jr High classrooms during last recess
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 public displays of affection

2. No basketball shots further than three feet beyond the 3- point shot line
3. No loitering by lockers
4. Stay out of bushes and landscaped areas.

E. Bathroom Behavior

1. Bathrooms are not to be used as a play area
2. No intentional splashing of water
3. No willful destruction of bathroom facilities
4. Respect the privacy of others

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 on the school website.. Parents are welcome and encouraged to attend.

CIVIL DEFENSE PROCEDURE

In case of an official disaster warning (Civil Defense) the children will be sent home as soon as possible. The students will be kept safely in their classrooms.

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 disciplining children to grow in being followers of Jesus Christ.

Proverbs 1:8 “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.”

Objectives of Biblical Discipline

- A. Discipline is administered to provide structure and support enabling students to perform their 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.
- 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 – 4th grade:

- A. For any general misbehavior a student will be instructed to stop and be redirected by the teacher. They will be told specifically what behavior is expected of them for the specific situation.
- B. For repeated misbehavior of the same nature, the student will be warned by the teacher. Also included with the verbal warnings 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.

- C. If the teacher determines the verbal discipline, or other disciplinary instructional activities are not affecting a positive change, the student will be sent to the principal for further disciplinary measures, and the student's 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 5th – 8th grades:

A progression of corrective discipline is utilized 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 the guidelines for situations that are unable to be resolved at the first level.

Level 1: Citations

- A. Citations are issued as reminders to students, in Grades 5-8 at the teachers' discretion. On the 5th citation, a student will receive a detention. (Citations are not part of a students' permanent record).
- B. Citations may be issued for the following: unacceptable behavior, lack of respect, poor attitude/effort, incomplete/missing work, tardy/unprepared, and chromebook violation, or other unacceptable actions or behaviors. Student citations are taken home, signed by the parent and returned to the homeroom teacher.

Level 2: Detentions

- A. A detention is issued to a student on the 5th citation. The student will be given a detention slip that must be taken home and signed by the parent.
- B. Detentions are served for 45 minutes on Wednesday mornings from 7:30am to 8:15am. Detentions are held in the Bridge.
- C. If a student fails to report to the Wednesday detention, he/she will serve an additional detention unless the administration is notified.
- D. Upon receiving a third detention, a student will serve an in-house suspension. A parent/student/teacher/administrator meeting will be scheduled before an in-house suspension is served.

Level 3: Suspension

- A. **In-School Suspension (ISS)** means that a student will report to the office as soon as he/she arrives at school.
 - a. 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
 - b. In-school-suspensions may be given for offenses such as fighting, truancy, or may be the result of the progression of the disciplinary process.
- B. **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.
 - a. After an OSS, the faculty may 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.
 - b. An OSS automatically requires a parent/student conference with a school administrator, as well as the student being placed on disciplinary probation.

C. Extra-Curricular Activities Probationary Period

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

D. Disciplinary Probation

- a. 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.
- b. 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

- A. 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.
- B. 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 suspension..

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 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.

A. Dress code for K-4 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.
- d. Tops must extend below the waistline so that if arms are raised or extended, midriff skin remains covered.
- e. Bare midriffs, bare backs, tops with spaghetti straps and tank tops are not allowed.
- f. Dresses and tops must have sleeves, capped or full.
- g. Christian sensibility and values must be present in pictures, logos, slogans and advertising on any piece of clothing.
- h. For safety reasons, all shoes must be closed toe and at least one strap on the back. There, no flip flops may be worn. Only stable soled shoes may be worn on campus. (No roller shoes/skates/blades.)
- i. Spandex and tight legwear may be worn only if the top/shirt covers the buttocks of the student.
- j. Tattoos are not allowed.
- k. 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.
- l. Hair color must remain natural color without dyeing or bleaching.
- m. Body piercing allowed only in the ear.

A. Dress code for K-4 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.
- k. Tops must extend below the waistline so that if arms are raised or extended, midriff skin remains covered.
- l. Bare midriffs are not allowed.

A. Dress code for 5-8 girls:

- a. Hemlines on skirts must be no higher than four inches above the kneecap.
- b. Jeans are allowed and must be free of tattering and holes.
- c. All shorts must have a minimum inseam of 6 inches. Tops must be fitted rather than oversized, undersized, sloppy, and/or revealing.
- d. Tops must extend below the waistline so that if arms are raised or extended, midriff skin remains covered.
- e. Bare midriffs, bare backs, tops with spaghetti straps and tank tops are not allowed.
- f. Dresses and tops must have sleeves, capped or full.
- g. 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.

- h. Christian sensibility and values must be present in pictures, logos, slogans and advertising on any piece of clothing.
- i. For safety reasons, all shoes must be closed toe and have at least a strap on the back. No flip flops. Also excluded are roller shoes/skates/blades.
- j. Spandex leggings are not acceptable.
- k. Body piercing is allowed only in the ear.
- l. 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.
- m. Tattoos are not permitted.
- n. Hair must remain its original color with the exception of modest highlighting.

A. Dress code for 5-8 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. All shorts must have a minimum inseam of 6 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 shoes must be closed toe and have at least a strap on the back. No flip flops. Also excluded are roller shoes/skates/blades.

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 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 take 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 6th grade year or the beginning of the 7th 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. 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. Students who have any missed 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 eligibility.

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. An exception to this is that there is no Extended Care on the day before Christmas break and the last ½ day of school. 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.

Location: Room 1

Hours: 7:00 a.m. – 7:45 a.m.

2:30 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 6:00p.m. and \$2.00 each additional minute.

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 Extended Care Director, at the time care is provided.

Extended Care Schedule:

Morning Session

7:00-7:30 Activity Time

7:30-7:45 Prayer & Devotions

Afternoon Session

2:30-2:45 Arrival Time

2:45-3:00 Snack Time

3:00-4:00 Homework

4:00-6:00 Inside/outside activities

Note: Preschool extended care is provided within the Preschool department.

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, financial assistance may be available. Application must be made through the Finance Committee to receive consideration.
- B. Delinquency policy
 - a. If a family is over 30 days delinquent on their tuition payment they will not be allowed to incur any incidental expenses.
 - b. If a family is over 60 days delinquent on their tuition payment their student will not be allowed to return to school until the account is paid in full or a payment plan has been established.
- C. Tuition covers approximately 70% of the full cost of education. Parents are encouraged and solicited to contribute over and above tuition costs to make up the 30% difference in the budget.
- D. The Board facilitates fundraisers 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 fund.
 2. The annual Spring Festival is a fundraiser which is held at Hanford Christian School. This event includes food, games, and donated silent and live auction items. The profits go toward 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.
- D. The Parents' Club hosts a large fundraiser each Fall. The proceeds from this event have gone towards items such as: technology, new play structure and shade, lockers, P.E. uniforms and financially helping out in many different ways within the classroom..

FIRE DRILLS

Monthly fire drills are scheduled during the school year. All students are expected to exhibit strict obedience during drills.

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..

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

- A. A notification will be sent on the HCS app if there's a school fog delay. It will be sent by 7:00 a.m.
- B. A fog delay is a 2-hour delay. School will start at 10:00 a.m. Please do not have your child at school before 9:45 a.m.
- C. There will be no before-school care on Fog Days.
- D. Please use discretion to determine if it is safe 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 us 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
 A- = 94-90
 B+ = 89-87
 B = 86-84
 B- = 83-80
 C+ = 79-77
 C=76-74

C- = 73-70
 D+ = 69-67
 D = 66-64
 D- = 63-60
 F = 60 and below.

HCS EMPLOYEE AND STUDENT DIGNITY POLICY

Hanford Christian School intends to provide its employees and students a safe environment in which to work and learn. 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 other whether initiated 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 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. The students(s) will be checked at the earliest possible time. Precautions will be taken to maintain student privacy. Screenings will be done in a private setting. The office will also contact parents/teachers to notify them that their(a) child was suspected of having head lice. Parents will be asked to check their students at home.

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 the classroom parents. Home screening of students 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 students 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 ensure 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.
7. The student will be re-checked when next scheduled at school.
8. As with all health issues, 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.

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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 in the 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 (1st - 8th grade) 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. Lost or damaged books will be replaced at the student’s expense.

LOCKERS

- A. Students in grades 6 through 8 are 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 their 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. Parents and students may 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 chickenpox, measles and whooping cough spread quickly, so children must be protected before they enter. Under the direction of the Kings 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 (less than 100.4 according to CDC guidelines) without medication (such as Tylenol, Motrin or other fever reducer) for 24 hours after the LAST episode of vomiting or diarrhea. Students too ill to participate in normal school activities should not be in school. If a child goes home with a fever they will not be permitted to return to school the following day.
2. In the event a 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 students 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.
 1. 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.
 2. Epi-pens may be stored with their homeroom teacher.
 - 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 the original pharmacist label container.

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 a parent, or authorized individual, must come to school and administer the medication to your child.

MONEY

Excessive amounts of money should not be taken to school.

MUSIC

- A. Band is available to students in grades 5-8. We have some instruments that can be rented for the year.
- B. Choir is available to students in grades 5-8.
- C. K-5th will also participate in weekly music classes.

ONLINE COMMUNICATION -FACTS

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 FACTS. FACTS allows teachers an opportunity to communicate with parents about assignments, instructional content, attendance, and upcoming events. This system also allows parents ongoing access to their child's grades.

PARENT-TEACHER CONFERENCES

Parent/Teacher conferences are held after the first marking period in October. Parents are able to sign up online for these conferences. Online signups begin two weeks prior to Parent-teacher conference dates. Parent/Teacher conferences are very valuable, and parents are expected to attend.

PARENTS' CLUB

The Parents' Club is an organization under the jurisdiction of the Board of the Hanford Christian School Society. The purpose of the 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

After 8:00am, the way to access the campus is through the 12th Avenue parking area or the Flint Avenue walk gate. Prior to 8:15am see the Pick-up and Drop-off procedure listed below. There is no parking along the fence or ditches on Flint or 12th Avenue. On game days, overflow parking is located in the event parking area north of the gym.

PICK-UP AND DROP-OFF PROCEDURE

1. Morning
 - a. 12th Avenue Parking Area

- i. This is NOT a drop off zone in the morning. Only parents who plan to walk their students on campus may park in this area in the morning.
 - b. Drop off is designated to the Flint Avenue Drive Through only.
 - 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. 12th Avenue Parking Area
 - i. 12th Avenue “Walk Up” and “Pick up”
 1. Park and walk to the picnic tables in front of 3rd grade to pick up your child(ren)
 2. Children are not permitted to leave the campus unattended.
 - b. Flint Avenue Drive Through
 - i. Pick up times
 1. 2:30-2:50 is for preschool pick up only
 2. 2:55-3:05 is for K-5th grade students.
 3. 6th-8th graders and their siblings are to be picked up starting at 3:10
 - ii. 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. There is no parking permitted in this area during the K-8th grade drive through time.
3. At 3:15pm all remaining students will be escorted to Extended Care.
4. There is no parking at all along the fence or ditches on Flint or 12th Avenue. Please tell your family members and friends to use the parking lot by the gym on 12th Avenue or the designated parking spaces in the drive through area.
5. If you pick up or drop off your child after 8:15 a.m. or before 3:00 p.m., park in the lot by the gym on 12th Avenue and enter through the gate. Be sure to use the code that was provided to you by Hanford Christian School. The drive through gate will remain locked between the hours of 8:15am and 3:00pm.

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 navy shorts are required. P.E. clothes that can be purchased from the school office. It is helpful to mark each article of clothing with the student’s name. They are to be taken home every Friday for washing.

Competition in sports is a part of the P.E. curriculum. The following guidelines are to be followed for scheduling of games (which will be followed as closely as possible):

1. **5 POLICY**
 - a. Students will participate in PE twice a week with the PE teacher.
 - b. Students will be required to dress out for PE.
2. **6-8 POLICY**
 - a. No more than two after-school activities per week will be scheduled, not counting Saturday tournaments.
 - b. Ordinarily no after-school activities will be scheduled when a school activity including parents is planned for that night.
 - c. Students will be issued a sports uniform for each sport. Uniforms must be returned 1 week after the season ends. Students will not be issued a new uniform until the old one has been returned.
 - d. Uniforms may only be worn on game days.
 - e. Students will be charged for lost uniforms.

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 documented record of the child's behavior, development, and performance.
3. The teacher will remain in close contact with parents and principal, keeping them informed of the child's behavior and development.
4. Once the teacher has determined that there are some strong indications that a student should be retained, he/she will communicate documented observations and conclusions with the principal and parents.
5. Testing, in conjunction with teacher observations and conclusions, will be conducted by the resource specialist to determine the proper placement of the student.
6. If the parties can not reach an agreeable conclusion, the parents may then ask to meet with the teacher, principal, and a board member.

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 electronically distributed by the office the Friday following the end of the quarter. Parents may log into their Parents Web account in FACTS to monitor their child's progress throughout the year.

SCHOOL LUNCHES AND MILK

Hot lunch is available for purchase each day according to the local public school's schedule. Hot lunch will not be available on a ½ day schedule. 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. If a student arrives after 9:00 am, they will not be able to order hot lunch or milk. All student hot lunches are charged through FACTS.

SCHOOL ANNUAL HCS (SOCIETY) MEETINGS

- A. An Annual HCS(society) meeting is held each spring. At this meeting 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 to sign in 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.

TARDINESS

Students are expected to be in their seats and prepared for class when the tardy bell rings. A citation will be issued if a student in 5th – 8th grades is tardy for class. Any tardy student 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 to use the phone. 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 or during sporting events or class field trips.. All phones must be kept in the students backpack.
- C. If a cell phone or electronic device is used during school hours, the student will be issued a citation and the student's phone will be taken to the office. The phone will not be returned to the student and the parents will be asked to pick up the phone in the office.
- D. The school is not responsible for any lost, stolen or broken phones.

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 hardcover 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 CHROMEBOOKS

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. Students will be required to sign a “contract of usage” when their chromebooks are issued. Please refer to this contract for further details.

WEEKLY NEWSLETTER

Parents are expected to stay informed of school events by reading the “Warrior Weekly” online. All parents must download our HCS app to keep informed of school events.