

HUGHSON CHRISTIAN SCHOOL

OUR MISSION:

TO PROVIDE THE HIGHEST QUALITY CHRISTIAN BASED EDUCATION.

STATEMENT OF PURPOSE:

We will teach young people to believe in themselves; to think, reason, plan and act; to enrich and give purpose to their lives and to all of God's creation; to forever desire and speak for truth and to know where and how to find it.

FORWARD

We are glad you have chosen Hughson Christian School. We look forward to our working together in Christian education. We are here to assist you in laying a foundation of Bible principles and to give your child academic training of which you will be proud.

Please read this handbook carefully so that you may know what is expected of your children, and that we might work together effectively.

You can help us in the following ways:

- a) Support the school in prayer. You may never know when your prayers will make the difference in a student's life or a teacher's effectiveness.
- b) Support the school's policies. You may not personally agree with all policies, but your attitude toward rules, teachers, and assignments will usually be reflected in your child's actions and attitude.
- c) Support school personnel. Teachers and staff are human too, and can make mistakes. If you have a problem, contact your child's teacher. Your suggestions and complaints will be courteously received. If you need further assistance, contact the principal.

May the Lord bless your home and your school during this school year.

Sheila Parnell, Principal

HUGHSON CHRISTIAN SCHOOL

Parent/Student Handbook

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HUGHSON CHRISTIAN SCHOOL

The Christian school is designed to assist the two institutions the Lord made – the home and the church. We exist to give secular education to students, but to do so in Christian example, environment and teaching. Our prayer is to fulfill this commitment in ways worthy of the Lord we serve.

Scriptures relative to Christian education:

“And your sons will be taught by the LORD, and great will be your children’s peace.”

Isaiah 54:13

“Hear, O Israel: The LORD our God, the LORD is one. Love the LORD your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.”

Deuteronomy 6:4-7

“Train a child in the way he should go, and when he is old he will not depart from it.”

Proverbs 22:6

“and how from infancy you have known the holy Scriptures, which are able to make you wise for salvation through faith in Christ Jesus.”

II Timothy 3:15

“Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.”

Ephesians 6:4

VISITING SCHOOL

Parents and adult friends are welcome to visit the school on any school day. However, school must be notified of your anticipated visit. In order to ensure a safe environment for our students, all visitors must sign in at the school office and receive a visitor's pass before entering a classroom. Unplanned interruptions are disruptive of the educational process.

ADMISSION POLICY

Hughson Christian School does not discriminate against any applicant or student on the basis of race, religion, color or national origin. Furthermore, we will not maintain separate classrooms, cafeterias, gymnasiums or any other facility because of race. This policy shall be adhered to in all assembly rooms, athletic programs, and extracurricular or related activities at Hughson Christian School.

FINANCIAL

Tuition

The Board of Directors endeavors to maintain the lowest possible tuition schedule to assure equality. Additionally, limited student assistance and scholarships are available to qualified students, made possible by individuals who are concerned with Christian education.

Tuition for the first month shall be paid before the beginning of the first semester. Tuition, if paid monthly, is due on the 1st of each month. Tuition not paid on the 1st of each month will be considered delinquent on the 10th. A \$25.00 late charge will be added to each individual student's account becoming delinquent, and will be added each month of continuing delinquency. If tuition has not been paid or acceptable arrangements made by the 15th of the month, the parents will no longer be allowed to keep that child in school. If arrangements are made, but scheduled payments are not met, the student will not be allowed to remain at Hughson Christian School.

Annual Tuition

This amount will be discounted by five percent (5%) if total amount is paid in full by September 1st. This shall not apply if enrollment is after the beginning of the second semester.

If a student withdraws from school a refund will be given from the unused portion. No refund will be given for the month in which a student is withdrawn from school. We reserve the right to withhold report card grades and diplomas until tuition and fees are paid in full and the texts and library books are returned, or other arrangements have been made.

Fees

A registration fee and a supply fee are required of each student upon enrollment. The amount will be determined by our Board of Directors. Students/parents are responsible for paying for their lost or damaged books and for any damage they do to school or church property.

ACADEMIC POLICIES

REPORT CARDS

Grade progress report cards will be made out at the end of each nine weeks. You may set up a parent-teacher conference at any time to discuss your student's grades.

BIBLE

Bible will be taught to all students; stories, memory work, morals character building, etc. (Hughson Christian School does not teach denominational differences and doctrines.) Any student whose achievement in Bible class falls below minimum performance will be placed on probation.

HOMEWORK

A reasonable amount of homework will be required in order to be sure that students have the proper opportunity and practice to attain a proficiency in their subjects. We will expect parents, students and teachers to follow closely the progress each student is making. Homework assignments, other projects, and academic work will determine the amount of homework necessary for any individual student. Bible reading assignments will also be a part of the homework from time to time. We encourage family involvement in the student's education.

PROBATION

Hughson Christian School students are expected to pursue their course of study with reasonable diligence. Students who are not achieving will be on academic probation, and the parents, teachers and administrator will confer to determine appropriate course of action.

TESTING

Students will be tested each spring by standardized achievement tests to help determine their progress during the past year.

DAILY ROUTINE

The school day begins at 8:15 a.m. and dismisses at 3:15 p.m. Arrangements should be made for all students to arrive or leave within the fifteen-minute span before the beginning of the school day and after dismissal. Any child left before 8:00 a.m. or after 3:30 p.m. will be signed into before/after school care and charged the hourly rate set by the Board of Directors. Before school care begins at 7:00 a.m. unless other arrangements are made with the care provider. After school care ends at 6:00 p.m.

Sign in and sign out for Jr. Kindergarten students is required.

The front gate is open in the morning until 8:30, open for Jr. Kindergarten half-day departure at 11:00 a.m., closed at 11:30 a.m. and then open at 3:00 p.m. for afternoon pickup. Please press the call button on the gate control box for admittance at any other time.

ATTENDANCE

ABSENCES

California law requires that all persons from age 6 – 16 be in school. See the California Education Code below:

EDUCATION CODE

SECTION 48260-48273

48260. (a) A pupil subject to compulsory full-time education or to compulsory continuation education who is absent from school without a valid excuse three full days in one school year or tardy or absent for more than a 30-minute period during the school day without a valid excuse on three occasions in one school year, or any combination thereof, shall be classified as a truant and shall be reported to the attendance supervisor or to the superintendent of the school district.

(b) Notwithstanding subdivision (a), it is the intent of the Legislature that school districts shall not change the method of attendance accounting provided for in existing law and shall not be required to employ period-by-period attendance accounting.

(c) For purposes of this article, a valid excuse includes, but is not limited to, the reasons for which a pupil shall be excused from school pursuant to Sections 48205 and 48225.5 and may include other reasons that are within the discretion of school administrators and, based on the facts of the pupil's circumstances, are deemed to constitute a valid excuse.

Absence because of the student being ill or because of a death in the family, or for doctor or dentist appointments, shall be excused, but shall be counted as an absence. The student is responsible for any assignments missed. A written excuse is to accompany the student upon return to school. No class credit shall be given if a student is absent 20 or more times during a semester unless illness is extended and parents make arrangements for a student doing the assignment work daily.

Independent study is acceptable when approved in advance by the school administration. Forms must be completed and approved before independent study may begin.

PERFECT ATTENDANCE

A student may receive an award at the end of the year for perfect attendance. In order to qualify for this honor a student cannot have an absence of any kind on his record. A student is permitted no more than two half-days or three tardies per quarter for illness or doctor/dentist appointments.

CHECK OUT

Parents must check with the office when picking up students who are leaving early. The student must be signed out.

TARDINESS

School begins at 8:15 a.m. Beginning the day promptly is important and demonstrates commitment to success. Tardiness to school will be unexcused even though the parent brings the student to school. Oversleeping, car/traffic problems etc. are all unexcused. A tardy slip must be picked up from the office before a student is admitted to class.

A tardy is excusable by a school official under the following circumstances:

1. Court appointment
2. Personal illness of student
3. Serious illness or death in immediate family
4. Quarantine
5. Student has a doctor/dentist/professional appointment (A note or phone call from parent or a professional note from doctor/dentist/professional will be required to verify.)
6. Family emergencies (approved by Principal)

Problems with tardiness to school may require adjustments in the family's morning schedule. The consequences for tardiness to school are:

During a six-week period: *Tardy #1 & 2- no consequence- a warning may be given after each tardy. *Tardy #3- the student will be assigned to detention that week, or at the discretion of the administration. Each tardy after the 3rd tardy in a six-week period will result in (1) afternoon detention on the day of the tardy. The Principal has the right to substitute an alternative disciplinary intervention for repeated offenders or any other circumstance.

The HCS Tardy Policy has been developed to emphasize the importance of each student being in the classroom for the entire period, as well as arriving on time to school every day. Learning the responsibility of getting to class on time is an integral part of preparing students for success. In our school, instructional time is viewed as a precious resource. Consequently, we view chronic tardiness as a serious problem. Thank you for your support in ensuring our students make maximum use of class time and learn to be punctual.

RULES AND REGULATIONS FOR STUDENTS

Hughson Christian School is committed to the teaching of Jesus Christ. It is required that everyone connected with the school conduct themselves in accordance with the moral teachings of Jesus. The characteristics students are expected to demonstrate include courtesy, consideration, honor, kindness, honesty, respect for teacher and staff members, respect for rights and feelings of all students. Therefore, students shall conduct themselves in the classroom and on the grounds in such a way that Jesus would approve their attitude, words, and actions. Students are responsible for knowing all rules and regulations of the school.

HEALTH AND SAFETY RULES

Accidents will be prevented by being alert, careful and abiding by the rules of the school.

Students will:

- A. Leave cap pistols, pen knives, matches, squirt guns, cigarette lighters and any sharp or unsafe objects at home.
- B. Not play in, or around trees, shrubs and plants. Help protect church and school property.
- C. Use restrooms in an orderly manner and leave them clean for the next person.
- D. Walk at all times in the building and walk-only areas.
- E. Be extremely careful not to touch a person at a drinking fountain. (A push or shove could mean a cut lip or broken tooth.)
- F. Wash hands after using the restrooms to help protect the general health of our school community.
- G. Avoid hurting others, and themselves, by not wrestling, pushing, pulling or fighting.
- H. Not throw rocks, dirt, sand or bark on the school grounds.
- I. Not climb on the building, fences, cars, etc.
- J. Not bring tobacco, alcohol, or unprescribed drugs to school.
- K. Turn in all dangerous items found on the grounds to yard duty teacher or to the school office.
- L. Leave electronic devices turned off and in their backpacks during school hours.

In case of emergency HCS has a disaster plan in place. Parents will be notified via email, phone call or text.

GENERAL RULES

The standards of Hughson Christian School do not permit profanity, obscenity, in word or action (dirty stories, books or magazines, etc.) dishonor to God, Christ, the Holy Spirit, and the Word of God, or disrespect to the personnel of the school.

The following are considered MAJOR offenses and may result in probation, suspension or expulsion:

- a. Cheating
- b. Fighting
- c. Stealing
- d. Lying
- e. Profanity
- f. Obscenity
- g. Use of drugs or alcohol
- h. Abusive language
- i. Intentional disobedience
- j. Arguing with teachers or staff
- k. Immoral conduct

We have playground rules in place to protect the health and safety of each student. Students are expected to follow all playground rules.

DRESS CODE

Why we have a dress code: We believe that decorum in behavior and dress goes hand in hand. In our effort to instill self-esteem and self-discipline in our students, we wish them to be dressed in a way that will build their self-esteem and encourage a disciplined orderly way of life. Students are expected to dress neatly, modestly and in good taste at all times. Students improperly dressed will be asked to wait in the office until a parent arrives with a change of clothing.

Hughson Christian School Dress Code and Hygiene Policy

- I. Clothing: UNIFORMS ARE MANDATORY
 - a. Dress code:
 - i. Shirts must be white, navy, and red, or an HCS hawk shirt. Solid colors only. Boys must always wear polo or button up collared shirts (except when wearing HCS hawk shirt).
 - ii. Pants, shorts, and skirts must be khaki or navy. No denim.
 - iii. Dresses may be red, navy, or khaki. Skirts and dresses must have shorts or leggings or knitted tights underneath as to conceal undergarments.
 - b. Hygiene:
 - i. Students must wear a fresh set of clean clothes daily.
 - ii. Students will not be allowed to share hats and jackets.
- II. Hair:
 - a. Dress code:
 - i. Boys' hair must not be excessively long and in no case touching their collar.
 - ii. Hats and caps may not be worn in the building.
 - b. Hygiene:
 - i. Hair must be combed and well groomed.
 - ii. No sharing of hair accessories.
- III. Shoes:
 - a. Dress code:
 - i. Shoes must be closed toed.
 - ii. Shoes must not have holes.
 - iii. Shoes must be thick enough to protect the bottom of the feet.
 - iv. Shoes must remain on feet at all times.
 - v. It would be preferable for the Junior Kindergarten to wear tennis shoes.
- IV. Cleanliness:
 - a. Hygiene:
 - i. Must bathe daily.
 - ii. Hair must be washed daily.
 - iii. Fingernails must be groomed and cleaned.
 - iv. Face and hands must be clean.

Violation notices will be sent home for those who do not adhere to this policy. If the violation is severe enough, the parents may be called to address the issue. Repeat offenses will require an administrative conference. We are striving to maintain a unified and sanitary environment for your children. Thank you for your continued support and cooperation.

DISCIPLINE

We believe that discipline is scriptural and essential to healthy character development of each child. We insist on the right of each student to have a quiet place in which to work, so we will maintain discipline in each classroom. Those who cannot, or will not, adhere to this quiet classroom situation will be on disciplinary probation, and a conference of parents, student and teachers and administrator will be called to resolve the problem. We also expect well-disciplined behavior at all times. On the playground, running, playing, and even normal playground noise will be expected, but always within keeping of the rules for the playground.

HEALTH

Students are admitted only after evidence that required immunizations are completed. Medical examinations signed by a physician are required for first grade students, as specified by county health authorities; however, we request that all new students also have one.

Illness and fever: Please do not send children to school with sore throats, red eyes or fever. You will be asked to come after your child if his/her temperature is 99.6 or above. If children complain of illness and do not come to school, or are sent home, they should stay in bed.

We are asking that any required medication at school have a letter from the doctor stating that the medication is required and giving a brief description of the medication, its dosage, and any side effects that the student might experience when taking it.

PARENT-TEACHER CONFERENCES

There will be parent-teacher conferences at least once during the school year. Parents are expected to meet with the teacher and discuss the student's progress. Parents may request a special conference with teacher, principal, or member of the staff by contacting the office for an appointment. Please contact the teacher or school if your child has any unusual emotional experience such as death, accident, hospitalization, etc., of a family member or close friend. This will help the school and staff to be sensitive to your child's emotional condition.

PARTY POLICY

Young children do not understand why they are not included in all social functions. Therefore, invitations to private parties, etc., may not be passed out at school. Parents should contact the host parent for details. We need your help and cooperation to ensure the safety and protection of all children.

ADDITIONAL INFORMATION

Lunch orders must be turned in to the office on Monday mornings for the week. Children who bring their lunches must have their name clearly marked. Please send items that are quick to warm up (2-3 minutes). We have staff available to help with this.

Students riding bicycles to school must have a helmet. No bicycle may be ridden on the playground or during school hours.

Students who wish to go home with another student should bring a note from both homes. Notes are to be given to the office. This is for the security of the students.

All students are expected to assemble promptly in the auditorium for Chapel at the time specified by the school administration. Failure to attend and/or participate actively will be reflected in their Bible grade. Students are reminded that this time is taken to worship God in song, prayer and Bible reading, and they should conduct themselves in a reverent manner. Such is not preliminary busy-work, but a sincere praise and prayer time to begin a busy and useful day.

Please send an extra change of clothes with young students. Accidents happen.

Please label all jackets, sweaters, backpacks, etc. with student's name.

PARENTAL AGREEMENT

A copy of this Parental Agreement must be read and signed before this application will be accepted.

Upon favorable acceptance of _____ (student), we hereby agree to the following terms:

We, as parents who are accepting the challenge “to train up a child in the way he should go,” do state that this training will be carried on in the home. We shall place our trust in the Christian School to extend that training more completely.

We agree to accept all rules and regulations of Hughson Christian School and authorize the school to administer such disciplinary measures as may be deemed necessary and proper. We understand that the school may not notify us before the punishment is administered. We understand the standards of the school do not tolerate profanity, obscenity in word or action, or disrespect to school personnel. We will encourage our child to comply with school regulations. We realize that the school reserves the right to dismiss any student who does not respect its spiritual standards or cooperate in the educational progress.

We will be actively involved in no less than two (2) major fundraisers during each school year. If unable to participate I will be required to pay an additional fee of \$300.00.

We hereby grant the administration full responsibility for placing or assigning our child to the proper class level.

We understand that damage to the school property by the student due to willful or negligent means will be directly charged to the student for payment.

We give our permission for our child to take part in all school activities, including sports and school sponsored trips away from the school premise and absolve the school from liability to us or our child because of any injury to our child at school or during any school activity. We further understand that unless the school is instructed in writing to the contrary, it may permit any student to participate in any school linked or intramural athletic contest or in other parts of its athletic program.

We agree to pay the annual tuition fee and such other fees as are chargeable according to the current Schedule of Tuition and Fees. And, we agree to pay our financial obligation to the Hughson Christian School on the date due. *We understand a late fee of \$25.00 will be charged to my account if our payment is late (after the 10th of the month).* It is understood that we are reserving space for the school year; therefore, the tuition charge constitutes an annual contract. We understand that refunds are made only in accord with the current irregular enrollment. *We understand that our account must be paid in full before final report cards are given at the end of the school year.*