



# **GOLDEN HILLS**

C H R I S T I A N   S C H O O L

*Committed to Discipleship*

## **2024-2025 HANDBOOK**

**TK – 8th Grade**

*A ministry of Golden Hills Community Church*  
MEMBER ACSI · WASC & ACSI ACCREDITATION



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This handbook will provide you with a better understanding of who we are at Golden Hills Christian School. The policies and procedures will provide you with information for your child's spiritual growth, social development, physical development, and academic success. Our objective is to assist parents to "Train a child in the way he should go, and when he is old he will not turn from it." Proverbs 22:6. This is accomplished best when church, home, and school are all working together in teaching, training, and encouraging our children for effective service to the Lord. "And Jesus grew in wisdom and stature, and in favor with God and men." Luke 2:52. Please read this entire handbook and familiarize yourself with the policies and procedures so we may work together to glorify God and further His kingdom.\*

## MISSION STATEMENT

*To glorify God by providing a quality education founded on Biblical principles; equipping our students to make a difference for Jesus Christ*

## SCHOOL MOTTO

*Committed to Discipleship*

## VISION STATEMENT

*Train a child in the way he should go, and when he is old he will not turn from it. Proverbs 22:6*

\*This handbook does not contractually bind GHCS and is subject to change without notice by decision of the GHCS Administration.



## STATEMENT *of* FAITH

1. We believe the Bible to be the only inspired, the only infallible, authoritative, inerrant Word of God. (*2 Timothy 3:16; 2 Peter 1:21*)
2. We believe there is one God, eternally existent in three persons: Father, Son, and Holy Spirit (*Genesis 1:1; Matthew 28:19; John 10:30*).
3. We believe in God, the Father, an infinite, personal spirit, perfect in holiness, wisdom, power, and love. We believe that He hears and answers prayer, that He concerns Himself mercifully in the affairs of men, and that He saves from sin and death all who come to Him through Jesus Christ. (*John 16:23-28; John 17:5; Ephesians 1:3-14*)
4. We believe in the deity of our Lord Jesus Christ (*John 10:30; Philippians 2:6; Colossians 2:9*); His virgin birth (*Isaiah 7:14; Matthew 1:23; Luke 1:35*); in His sinless life (*Hebrews 4:15, 7:26*); His miracles (*John 2:11*); His vicarious and atoning death (*1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9*); His resurrection (*John 11:25; 1 Corinthians 15:4*); His Ascension to the right hand of the Father (*Mark 16:19*); His personal return in power and glory (*Acts 1:11; Revelations 19:11*).
5. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith, alone we are saved. (*John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5*)
6. We believe that Satan is a spirit being, a fallen angel, the first created being to sin; that he is the enemy of God and man and consciously strives to separate the two; and that he will suffer eternal, conscious punishment in the Lake of Fire. (*Matthew 4:1-11; 1 Peter 5:8; 1 John 3:8; Revelation*)
7. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation. (*John 5:28-29*)
8. We believe in the spiritual unity of believers in our Lord Jesus Christ (*Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28*).
9. We believe in the universal church, a spiritual body of which Christ is the head and all regenerated persons are members by the baptizing work of the Holy Spirit Of God. We believe in the local church, consisting of a company of believers in Jesus Christ. We believe that God has laid upon the local church the primary task of giving the Gospel of Jesus Christ to a lost World. (*Matthew 28:16-20; 1 Corinthians 12:27; Colossians 1:18; Hebrews 10:24-25*)
10. We believe in present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (*Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18*).

## FINAL AUTHORITY *for* MATTERS *of* BELIEF *and* CONDUCT

The statement of faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of GHCS's faith, doctrine, practice, policy, and discipline, our GHCS School Board is Golden Hills Christian School's final interpretive authority on the Bible's meaning and application.

## LIFESTYLE STATEMENT

Golden Hills Christian School's biblical role is to work in conjunction with the home to mold students to be Christ-like. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. The school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student if the atmosphere or conduct within a particular home or the activities of the student are counter to or are in opposition to the biblical lifestyle. We believe that God wonderfully and immutably creates each person as male or female (Genesis 1:26–27). Rejection of the image of one's biological sex is a rejection of the image of God within that person. This includes, but not necessarily limited to, participation in, supporting, or condoning sexual immorality, homosexual activity, transgender, or bisexual activity; promoting such practices; or being unable to support the moral principles of the school (1 Corinthians 6:9–20; Romans 1:27). Golden Hills Christian School believes that biblical marriage is limited to a covenant relationship between a man and a woman (This is in line with GHCC Church Policy 0036 and the belief of our denomination Converge Worldwide).

## AFFILIATION *and* ACCREDITATION

Golden Hills Christian School is an extension of the ministry of Golden Hills Community Church. The school holds membership in the Association of Christian Schools International (ACSI). Golden Hills Christian School has been accredited by Western Association of Schools and Colleges (WASC) and by the Association of Christian Schools International (ACSI) for grades TK/Kindergarten through eighth.

## PHILOSOPHY *of* CHRISTIAN EDUCATION

Golden Hills Christian School is founded on the view of God, man, and life as presented in the Holy Bible. We believe that the chief purpose of man is to glorify God and to enjoy Him forever. However, because of man's sinful nature, we can only come to know and glorify God through the regenerating work of the Holy Spirit. Golden Hills Christian School will seek to develop the whole child with a Christian world view. Christian education is primarily the responsibility of the parent, and Golden Hills Christian School functions as an extension of the home to assist the educating of their children and to promote the proper relationship between family, church, and the educational process. Our philosophy of education is based upon the authenticity, authority, and reliability of the Bible as the complete and final revelation of God concerning all matters of faith, trust, practice, and morality. All subjects are based on God's truth and will be taught from a Christian perspective. Such teaching is dependent upon the work of the Holy Spirit in the hearts and lives of the staff, faculty, parents, and students alike. Golden Hills Christian School recognizes the sovereignty of God in all human affairs and affirms that man was created in the image of God, the Creator. The Biblical view of creation dictates the school's position with respect to the origin of man. From this view comes the dignity and value of man which gives purpose and meaning to life.

## STUDENT LEARNING OUTCOMES

<b><i>I</i></b> <i>Image Bearer</i>	<b><i>I</i></b> <i>Independence</i>	<b><i>I</i></b> <i>Inquisitive</i>	<b><i>I</i></b> <i>Integrity</i>
<ol style="list-style-type: none"> <li>1. Respecting ourselves and others as image bearers of Christ.</li> <li>2. Treat others as we would want to be treated.</li> <li>3. Living in and through Christ.</li> <li>4. Studying God's Word so we know how to live Christ-centered lives.</li> <li>5. Serving other image bearers.</li> </ol>	<ol style="list-style-type: none"> <li>1. Being responsible.</li> <li>2. Being resourceful.</li> <li>3. Having good time management skills.</li> <li>4. Being organized.</li> <li>5. Building useful skills.</li> </ol>	<ol style="list-style-type: none"> <li>1. Asking good questions.</li> <li>2. Researching for yourself and not taking everything at "face value".</li> <li>3. Being curious.</li> <li>4. Using critical thinking skills.</li> <li>5. Studying God's Word to learn more about His creation.</li> </ol>	<ol style="list-style-type: none"> <li>1. Doing the right thing, even when no one can see.</li> <li>2. Following through with what we say we're going to do.</li> <li>3. Accept responsibility for our mistakes.</li> <li>4. Following God's Word so we know what the right thing to do is.</li> </ol>

## STATEMENT of NON-DISCRIMINATION

Golden Hills Christian School admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at Golden Hills Christian School. It does not discriminate on the basis of any race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship programs, and athletic and other school administered programs.

## ADMISSION POLICY

Enrollment of children in Golden Hills Christian School is a privilege, not a right. New enrollment, continued enrollment, and re-enrollment of a student is dependent upon student and parent support of the school, its staff, and its policies. Each student is enrolled for a period of one year. The previous year's account must be current to re-enroll. All forms and fees must be completed before a student is admitted. All new students undergo a 60-day probationary period to verify the accuracy of the information provided in their applications.

### *Determining Factors for Admission:*

- At least one parent must be a professing Christian who is actively involved and is in regular attendance at a Bible-believing church and agrees to our Statement of Faith and Lifestyle Statement.
- The family must be able and willing to meet their financial obligations to the school.
- The family must be able and willing to contribute time and energy to participating in their child(ren)'s education in the home as well as at the school.
- Student(s) must have a record of satisfactory academic performance and appropriate school behavior in the school previously attended.
- Transitional Kindergarten students must turn 5 between **September 2, 2024 and June 1, 2025**.
- Kindergarten students must be five years old by **September 1**, and meet the readiness standards. Please verify your child's age with a copy of his/her birth certificate.
- Academic readiness for grades 1–8 based on placement testing, most recent report card, and standardized testing.
- Applications will not be processed until **all** information has been received including the student's birth certificate, immunization records, and all reference forms.
- The family must be willing to participate in the 2 all-school fundraisers.

### *A Non-Refundable Application Fee, Interview, and Testing*

- Complete and submit online Student Application:
  - New Student Application and application fee
  - Statement of Faith and Lifestyle Statement
  - Parent Commitment form
  - Emergency Information form
  - Immunization Records
  - Pastor's Reference form (to be completed by the pastor of the church you attend)
  - A copy of your child's most recent report card (applicable to transfer students only)
  - A copy of most recent year's standardized testing (applicable to transfer students only)
  - Educator Reference form (applicable to transfer students only)
  - Administrator Reference form (applicable to transfer students only)
  - Transfer of Records form (applicable to transfer students only)

*A letter of admission or non-acceptance will be emailed through FACTS to the parents.*

*Payment of the registration fee completes the enrollment process.*

## ADMISSION IMMUNIZATION and HEALTH EXAM

The State of California requires all students to provide proof of immunization to the school. GHCS follows all immunization laws set by the State of California.

- Immunization records can be uploaded during the application process.
- First-grade and new California students need a state-mandated health exam before school starts, with downloadable forms in the application process.
- All students entering grade 7 are required to have a Tdap booster shot prior to attending the first day of school.

## FINANCIAL POLICY *and* PARENT COMMITMENT

Parents agree to pay the tuition, Extended Care fees, sports fees, library fees, and any other school related fees by the given due date assigned in FACTS. All families are required to be registered for a tuition plan in FACTS.

***There are three tuition payment plan options:***

**“1 Installment” Plan** (with a \$100 discount off the total yearly tuition. Due by July 31.)

*or*

**“10 Installment” Plan** - installment payments are due on the day specified in each family’s plan, August through May.

*or*

**“11 Installment” TUITION** - installment payments are due on the day specified in each family’s plan, July through May.

- Due on the date specified by FACTS are all incidental fees, other fees and tuition.
- **There is a \$25 late charge on tuition not paid by the due date each month.**
- In the event the accounting office has not received payment within 40 days after the due date, your student(s) will be suspended from attending Golden Hills Christian School and all extracurricular activities until the account is paid in full to date.
- There will be a \$30 charge for any check returned to the school by the bank for any reason.
- Re-enrollment, report cards and other school privileges will be withheld if your family account is not paid in full.
- Delinquent tuition and fees must be paid in full before the last day of school in order to continue at Golden Hills Christian School the following year.

**These financial policies and parent commitment are understood to be legally binding; the parent is expected to have read and thereby agrees to comply with the above policy and commitment.**

## PAYMENT *and* PAST DUE POLICY

***During the School Year***

- *11th day Past Due:* \$25 late fee charged on any account with an unpaid balance.
- *30th day Past Due:* Letter of pending suspension of student(s), and invoice emailed.
- *40th day Past Due:* Suspension of student(s) until the account is paid in full.

***Students will not be re-enrolled unless the previous year’s account is paid in full.***

***Withdrawal Policy***

GHCS does not enroll a students on a month-to-month basis. It is understood that once enrolled, each child will attend for the entire school year. If withdrawal is necessary, a two week written notification is required to withdraw a student. and the charges for the amount of days the student attended will be calculated and due immediately. Families who withdraw during the school year will be assessed a charge of \$50.

***How to make a payment:***

- Payments are to be made online through the FACTS Family Portal



## SCHOOL HOURS

Regular school drop off begins at 8:00 a.m. Students dropped off before 8:00 a.m. will be sent to Extended Care and charged accordingly. Students must be picked up within 15 minutes of their dismissal time. Any students not picked up within the 15 minutes grace period will be checked in to Extended Care and charged accordingly.

## EXTENDED CARE

EXTENDED CARE is available before school from 7:00-8:00 a.m. and after school from dismissal to 6:00 p.m. at a cost of \$8.00 per child, per hour; billed in 15-minute increments, or portion thereof.

Children not picked up within 15 minutes of their dismissal time are automatically signed into Extended Care. You do not need to call the office to arrange for Extended Care. Children must be signed out by a parent.

Extended Care closes at 6 p.m. A penalty fee will be assessed for every 15 minutes, or portion thereof, after the 6:00 p.m. deadline. Please be aware that on days when there is no school, Extended Care is not available. However, Extended Care is available on minimum days of school from dismissal to 6:00 p.m.

## CAMPUS LIFE

### ***Daily Opening***

The elementary grades TK–5 participate in a morning gathering (except on Wednesdays—Chapel Day), which includes worship and scripture reading. All parents are encouraged to attend daily openings and the Wednesday Chapels.

### ***Chapels***

All students attend Chapel on Wednesdays and participate in prayer, praise and worship singing, and a biblical presentation by a guest speaker or one of the TK–8 productions.

### ***Recognition Chapels***

Once a month, students will be honored with an award for demonstrating a particular character trait or quality. The presentation of the Character Recognition Award will take place Wednesdays during Chapels. The office will contact you when your child is going to be recognized.

### ***Messages and Deliveries From Parents***

Occasionally it is necessary to get a message, lunch or some article to a student. All messages and deliveries from parents to students are to be relayed through the school office. *Parents may not go directly to the classroom because this disrupts the learning of all the students.*

### ***Students Leaving Campus***

Parents should call or email the office to request their child to be checked out from school. Parents will then come into the downstairs office to sign their child out.

## ATTENDANCE POLICY

We follow the California Department of Education policy in regards to excessive absence. *If a student misses more than 17 days during the school year, he/she will be reviewed for retention in that grade for the following year.*

### ***Regular and Punctual Attendance***

- All students are required to be punctual and in regular attendance.
- Parents must call or email the school office by 9:00am to report their child's absence.
- In cases of illnesses of three or more days, the parents should email a note of explanation and a health evaluation from the doctor.

### ***Excused Absence***

- *Absences due to illness, medical services or funerals will be considered an excused absence* if an email stating the reason for your student's absence is provided the day the student returns to school.
- *Make-up Work Policy:* The student will be allowed one day for each day of excused absence to make up missed assignments. The student/parents are responsible to obtain the list of missed assignments from the student's teacher.
- *One-Week Prior Written Notice* is required for known absences due to a family vacation. Parents must give written notification to the teacher(s) stating the dates a student will be absent from class. The student/parents are responsible to obtain the list of missed assignments from his/her teacher(s) upon return. The missed work is due within the time frame assigned by the teacher(s) in accordance with the aforementioned policy.

### ***Unexcused Absence***

- Unexcused absences are due to the following reasons:
  1. Failure to notify the school about an absence on the day of the student's return.
  2. Suspension from school.
- All assignments missed due to an unexcused absence will receive **no credit** even if the teacher requires the assignment to be completed.
- All absences, either excused or unexcused, will be recorded on the student's report card.

### ***Tardy Arrival***

It is the direct responsibility of the parent to see that students arrive at school on time. Late arrival to school is disruptive to the learning process of your child, the other children, and the teacher.

- Consequences for Tardiness:
  1. When a student is tardy 5 times in a quarter, a warning will be sent home. Middle School students with 5 or more tardies in a 30-day period will receive a lunch detention.
  2. When a student is continuously tardy, the parent/guardian may be required to attend a conference to discuss a plan to correct the problem.
  3. If tardies continue, dismissal from GHCS may result or the student may be denied re-enrollment for the following school year.

Students who arrive late because of doctor's appointments will be excused.

## PARENT *and* SCHOOL COMMUNICATION

### ***Parent/Student Handbook***

This handbook is the first point of communication for information about school procedures and general policies. Please keep your handbook accessible; it will be very helpful in answering any questions you might have.

### ***The GHCS Newsletter***

*The GHCS Newsletter is an important weekly means by which the school communicates with you.* The GHCS Newsletter contains news, prayer, praises, and requests as well as the most current Golden Hills Christian School calendar of events. The GHCS Newsletter is emailed weekly. Reminders are often about the next week at school.

### ***Student Planner***

Each 4th through 8th grade student has an individual student planner for writing down his/her daily and weekly assignments. Please first refer to it when you want to know your child's assignment for that night. As part of becoming a responsible, organized and independent learner, students have the responsibility to update this planner on a daily basis with each subject's assignment. Teachers will give some oversight to this process, but middle school students should have mastered the habit of daily updating their planner.

### ***FACTS***

Grades 1st–8th parents can access their students grades directly from home and view the assignments completed or missing for their child(ren). Upon admission to Golden Hills Christian School, each family will be invited to create a family FACTS account.

### ***“Meet the Teacher”***

The weekday prior to the beginning of school, parents and students in grades TK-5 will be invited to visit their new teacher and classroom.

### ***Middle School Orientation***

Middle school orientation provides an opportunity for students to acquaint themselves with their teachers, review the rules, and understand expectations. It also serves as an excellent occasion for parents to gain insight into what is anticipated from their middle schoolers.

### ***Parent/Teacher Conferences (Parents Only)***

Time is set aside each year for parent/teacher conferences. All parents are **required** to attend this conference. This provides an opportunity to discuss progress in each area of study as well as offering insights on the part of the parent and of teachers. It is a valuable time of communication. This conference is scheduled at the end of the second quarter during report card time. Parents will be assigned a time; changes in conference times can be made by contacting the teacher. This is a very important time for the teacher and parents to dialogue on the progress of the child. Additional conferences with the teacher and or administrator can be arranged if needed. Please do not bring children to conferences.

### ***Additional Parent Conferences***

Communication between parents and teachers is vital in the education of our young people. Please call the school office to set up a time for any additional conferences.

***Please avoid meeting with teachers during the school day as they are focusing primarily on the students' safety and needs.***

**Parent Teacher Communication**

Emails to the teacher are always welcome. Teachers are not available during the school day to take your call directly.

**Responding to Concerns**

It is a privilege to attend GHCS and therefore it is our expectation that all parents uphold the school in prayer and have a positive attitude. We would also expect that the principle outlined in Matthew 18 be followed in regard to all concerns or grievances.

**DRESS CODE****Hair, Make-up and Accessories**

- *Hair*: No unnatural hair coloring or radical styling as determined by teachers, office staff, and the principal. Hair should be groomed and kept out of the eyes and face.
- *Jewelry and Tattoos*: Jewelry in moderation, earrings no bigger than 1”, and nothing offensive as deemed by school staff.
- *Fingernails*: No fake nails or acrylic nails. They are distracting and dangerous during play.

**General Dress Code** (For Uniforms and Casual Dress)

- Clothes that are torn, frayed or with holes are not allowed.
- Clothing or accessories containing or communicating negative, offensive symbols or meanings (such as skulls, occult symbols, etc.) may not be worn.
- Items used to associate a student with gang relation are not allowed.
- *Athletic or Tennis shoes are required.* Other shoes are not allowed (ex. Boots, flip-flops, flats, wedged, heels, etc).
- Boys are not to wear earrings.
- Hats and sweatshirt hoods are not to be worn inside any building.
- Girls uniform dresses, skirts, shorts, jumpers, etc. are to be *no shorter than a student's finger tip length.*
- Leggings must be worn under uniform dresses, skirts and jumpers.
- Uniform shirt must be worn underneath sweatshirts.
- Only school sweatshirts and solid colored sweatshirts are allowed to be worn. Jackets may be worn outside.
- Athletic jerseys may be worn with a shirt underneath on casual dress days.

**Dress for School-Sponsored Events**

- *Swim parties*:
  - Girls must wear modest one piece swimsuits
  - Boys must not wear Speedo style swimsuits.
- *Formal Events*:
  - Girls may wear dressy slacks and blouse outfits or dresses (no tight, form fitting, plunging necklines, strapless dresses, backless or skirts with revealing slits).
  - Boys are to wear dress shirts and ties (optional: suits or sport coat).

**Casual Dress Days**

On occasion we will have Casual Dress Days. They are a privilege granted TK–8 students at various times through out the year. The following is a list of unacceptable clothing:

*Messages or pictures offensive to God, sandals, boots or flip-flops, hats inside, clothing that has holes or fringed, spaghetti straps, halter tops, hair of an unnatural color, backless or strapless, low neckline, midriff, undergarments visible, sleeveless “muscle” shirts, visible bra straps. Shorts must be no shorter than a student's finger tip length.*

In keeping with our lifestyle statement, there will be no cross dressing at any time.

## PHYSICAL EDUCATION

### *Physical Education Guidelines*

Students are responsible to bring a water bottle to PE to insure proper hydration. Water bottle filling stations are available on campus for students to refill them. A child may be restricted from PE activities for up to three days with a note from a parent/guardian due to illness or injury. After three days, a note from a doctor must be emailed to the PE teacher.



## REQUIRED SCHOOL UNIFORM

### GRADES TK–8

<b>Pants (boys &amp; girls)</b> <i>(no jeggings)</i>	Uniform — pleated or flat front <i>(no stitching on pockets, no cargo pants)</i>	<i>Navy, Black, Khaki, Charcoal Gray</i>
<b>Shorts (boys &amp; girls)</b> <i>(no shorter than 3" above the knee)</i>	Uniform — pleated or flat front <i>(no cargo shorts)</i>	<i>Navy, Black, Khaki</i>
<b>Skirts/Skort (girls)</b> <i>(no shorter than 3" above the knee)</i>	Uniform	<i>Navy, Khaki, Black</i>
<b>Capris (girls)</b>	Uniform	<i>Navy, Khaki, Black</i>
<b>Jumpers</b> <i>(no shorter than 3" above the knee)</i>	Uniform	<i>Navy, Khaki, Black</i>
<b>Knit Dress</b> <i>(no shorter than 3" above the knee)</i>	Uniform	<i>Same colors as polo shirts</i>
<b>Blouse (girls)</b>	Uniform — long or short sleeve	<i>White, Blue</i>
<b>Oxford Shirt</b>	Uniform — long or short sleeve	<i>White, Blue</i>
<b>Belt (optional)</b>	Uniform	<i>Plain—brown, black or navy</i>
<b>Polo Shirts (boys &amp; girls)</b> <i>No logos</i>	Uniform — long or short sleeve No logos	<i>Red, Black, White, Light Blue, Burgundy, Gray, Navy Blue, Yellow, Royal Blue, Pink, Green, Purple, Teal, Gold</i>
<b>Leggings/Socks/Tights</b> <i>(to be worn under skirts, skorts, and dresses only)</i>	Purchased anywhere	<i>Colors same as polo shirts Solid Color</i>
<b>Shoes</b>	Tennis or Athletic	
<b>P.E. Clothes</b> <b><u>Optional</u> for 6th–8th grade</b>	GHCS T-shirt with athletic bottoms that adhere to the casual dress code	<i>GHCS P.E. shirt, shorts, sweatshirt, and sweatpants</i>
<b>GHCS Field trip shirts</b> <b>Required for TK–5th grade</b>	<i>Must be purchased from GHCS</i>	<i>GHCS field trip shirt</i>
<b>Sweatshirts</b>	<i>Must be purchased from GHCS</i>	<b><i>GHCS sweatshirts, GHCC camp sweatshirts, or solid colored sweatshirts only (no logos)</i></b>

Your supportive cooperation is greatly appreciated. The Administration reserves the right to interpret and approve/deny questionable clothing, hairstyles, make-up and accessories and to update and revise the Dress Code when necessary.

## PERSONAL BELONGINGS

Please do not allow your child to bring personal items such as toys to school unless it is a designated day.

Prohibited items include:

- Matches, lighters
- Drugs, alcohol, cigarettes, or vaping devices
- Toys, personal items
- Flammable objects, fire crackers
- Electronic devices, smart watches
- Skateboards, etc.
- Slingshots, knives, guns, chains, or any object that can be used as a weapon

## CELL PHONES *and* SMART WATCHES

### *Cell Phones and Electronic Devices*

Cell phones may not be turned on or used by any student during school hours or on school field trips. If a student has his or her cell phone out, the teacher or staff member will take the cell phone and keep it until dismissal as a warning and 10 demerits will be given. The second time the student has his/her phone visible, the staff member will take the phone until the student's parent or guardian picks up the phone from the office and an additional 10 demerits.

### *Smart Watches*

Smart watches other than the approved watches may not be worn or used by any student during school hours or on school field trips. The following smart watches are approved: Ticktalk, Gabb Watch, GizmoWatch, and Angel Watch. Apple watches may NOT be worn at school.

## EMERGENCY *and* DISASTER PREPAREDNESS

*In case of an emergency or disaster, parents will be contacted through RenWeb (FACTS) Parent Alert text, followed by a more detailed email.*

### *Fire and Earthquake*

Fire and earthquake drills are practiced at regular intervals as required by law. It is essential that when the first signal is given, everyone obeys orders instantly and quietly follows the prescribed route of evacuation. A disaster preparedness plan has been developed and emergency supplies will be collected annually and stored on site.

### *Shelter-In-Place*

Shelter-in-Place drills prepare the students and staff for an airborne environmental disaster. In this drill, the building is sealed off from external air sources (via air conditioning). The doors and windows are securely closed and sealed. Students remain in the classroom until the all clear command is signaled.

### *Lock Down*

In the event of an intruder or any external threat on campus, your child's classroom will be locked down and the students gathered in the safest interior location of the classroom. All views (windows) into the classroom from outside the building/room will be visually blocked or covered. Cell phones will only be used as directed by staff members in these types of emergencies.

### *Student Release Procedure*

- Each class will be identified by a laminated, 8½" x 11" sign with the grade on it which is in the classroom backpack.
- Parent or authorized individual must check in at the Command Post, where they will sign their child out. **NO CHILD WILL BE RELEASED UNTIL THE RELEASE FORM IS SIGNED.**
- If an unauthorized person tries to pick up a child, he/she must be referred to the Command Post.
- Those students not picked up will be held at the school or transported to an Emergency Center for proper care and shelter. This information will be available at the information station.

## MEDICAL GUIDELINES

All children who are ill must be kept at home. If you do send your child with an illness, he/she will be removed from the classroom, and you will be called to pick him/her up. If a child becomes ill at school, he/she will be isolated and **parents will be notified and must make provision for the child to be picked up as soon as possible, but no later than one hour after notification.** Do not send a child to school with an illness. We expect all children who are well enough to be at school to participate in all activities, including recess, lunchtime and in PE. Children must be supervised at all times and therefore, will not be allowed to stay inside during outside play periods.

***If a child displays any of the following symptoms, he/she must be kept at home:***

1. Fever
2. Diarrhea
3. Nasal secretions that are thick, yellow or green and accompanied by a fever, cloudy or colored nasal secretions may indicate an allergy. Please check with your doctor to rule out infection.
4. Sore throat with fever or throat spots
5. Cough accompanied by fever, chills and coughing up of green or yellow mucous, vomiting or nausea
6. Eye drainage of any type. This should be checked by a doctor to rule out infection
7. Pink eye
8. Unusual rashes should be checked by a doctor to rule out bacterial infection
9. Child not feeling well, showing signs of lethargic behavior and/or crying
10. Head lice

***The child may return to school after illness when:***

1. Fever has been absent for 24 hours without fever-reducing medication
2. Nausea, vomiting or diarrhea has subsided for 24 hours
3. Appropriate doses of antibiotic have been given over a **48 hour period** for any type of strep or bacterial infection
4. Child is feeling well again and normal behavior has returned
5. A child may be restricted from activity, recess or PE for up to three days with communication from their parent due to illness or injury. After three days, the parent must provide a doctor's note.

### ***Prescription Medicines***

- All medications sent from home (including cough drops, vitamins, aspirin substitutes, Tums, prescription medications, etc.) must have parents' written instructions and signature and be kept in the school office to be administered by school personnel. All prescription medication must be in its original prescription container with specific instructions from the doctor as to the dosage.
- The following must be turned in to the school office in order for school personnel to administer medications:
  1. A written signed statement by a physician detailing the method, amount and frequency for which such medication is to be taken. Students requiring the use of inhalers must have one at school to be available when needed.
  2. A written statement signed by the parent or guardian of student indicating the desire that school personnel assist the student in the matters set forth in the physician's statement. Medication forms are available in the school office.
- Prescriptions needing to be refrigerated must be picked up on Fridays or before any school holidays.
- *Note: Students allergic to bee stings must have bee sting kits in the office. Students with severe food allergies must have an EpiPen in the school office.*

### ***Non-prescription or Over-the-Counter Medications***

Parents must give a signed written statement giving permission to school personnel to administer over the counter medication and the amount and time medications are to be given. Parents must provide the medications in their original containers. Students may not take medications on their own (including cough drops, vitamins, aspirin substitutes, Tums, etc.). Medications must be administered by the school office staff.

### ***Medical Accident Insurance***

Primary accident insurance for students is the responsibility of the parents; secondary insurance is provided by Golden Hills Christian School. This is intended to augment the family's own medical plan and is not 100% coverage.



## LOST *and* FOUND

*All personal belongings must be clearly labeled with full name so that they may be returned if lost.* The school is not responsible for lost articles. Unclaimed items are regularly donated to charities at the end of each month. Items of significant value (such as watches, eyeglasses, cell phones, etc.) will be kept in the office.

## PARENT VOLUNTEER SERVICE

*“Serve whole heartedly, as if you were serving the LORD...” Ephesians 6:7a*

*“Never be lacking in zeal, but keep your spiritual fervor, serving the Lord.” Romans 12:11*

### **Parent Involvement**

- Golden Hills Christian School emphasizes a community centered around Christ, and integral to this is securing parental involvement. The teachers at GHCS serve as the cornerstone of our school, managing the academic needs of over 200 students, which involves an endless amount of grading and tasks. The availability of parents to volunteer and assist our teachers is truly a blessing.
- Parents are also needed to help with field trips and class parties.
- Middle School students participate in 8 sports each year and parents are needed to help in coaching these sports.

## VOLUNTEER SCREENING POLICY

*All individuals, parents or other adults, who volunteer at GHCS shall be required to be cleared through our screening process.*

### **Volunteer service**

Volunteer service at GHCS can be defined as participation in:

- On-campus activities in which there is regular contact with students.
- Off-campus activities (including transporting students to or from sporting events and attending or chaperoning field trips).
- Overnight school activities (such as 49'er Camp, Outdoor Education, Washington D.C. trip etc.).

### **Volunteer Screening Process**

All volunteering parents must complete the Background Authorization form that will be emailed from our office staff. Volunteers that will be in charge of students without staff oversight (i.e. coaches for sports) must complete a LiveScan and Mandated Reporter Training. The school cannot accept background checks completed by other organizations.

## VISITORS *and* PARENTS *on* CAMPUS

### ***School Security***

For the safety of our students, any person other than students, staff, faculty, and administration are considered visitors and must come directly to the office and sign in to gain permission to visit the campus.

- A visitor's pass will be issued from the office for each approved guest.
- All parents are required to sign in before going into their child's classroom and wear their nametag while on campus.

### ***Parent Tours***

Parents of prospective students may tour the school campus with a prior appointment made through the office or the teacher.

- Please call or email the school office to schedule a visit.

## SPORTS PROGRAM



### ***Fees***

Our coaches volunteer their time, but there are other expenses such as rental of fields, uniform replacements, sports equipment, referee fees, and awards. To offset these expenses, there will be an athletic fee for each sport. Athletic fees are non-refundable unless Golden Hills Christian School cannot field a team.

### ***Athletic Fees***

- Sport fees are due no later than the first week of practice for each sport.
- Cheerleading fees to be determined based on uniform cost.
- Athletic fees are non-refundable, unless Golden Hills Christian School cannot field a team.

### ***Eligibility***

The student must:

- Have excellent Christian character
- Be a loyal and hard worker
- Be committed to attending all practices and games
- Maintain at least a 2.0 average in all core classes
- Receive no Disciplinary Referrals or go on Academic or Disciplinary Probation during the season
- Academic release
- Student must attend at least 3.5 periods the day of the game to be eligible to play

### ***Suspension***

During a sport season, an athletic suspension may occur when a student's report card or progress report is issued or when a teacher and athletic director deems it necessary for grades to improve. **If any grades are lower than a C-, he/she will be temporarily suspended from games until the grade is brought up or given weekly progress reports.**

### ***Team Travel***

Travel to away games will be by carpools with parent vehicles. The parent is responsible for arranging drivers for the away games. Sibling of team members may leave school to attend the game if necessary, but friends of team players will not be excused to leave school early to travel with the team.

## FIELD TRIPS *and* OUTDOOR EDUCATION

### ***Education Trips***

Students in the 4th, and 8th grades participate in an overnight educational experience. The cost for these trips is in addition to tuition. Various fundraising activities are provided to help students and parents meet the costs of the Washington DC trip.

**Field Trips**

- Field trips are taken on a regular basis during the year. Parents also have the opportunity to participate in their child's day and to get to know his/her teacher and friends in an informal way.
- Students are required to participate on all field trips; unexcused absences from a field trip will result in academic loss of credit.
- Children who are not students of the class (siblings, relatives, friends, etc.) may not attend field trips.
- All field trips require a signed permission form.
- All charges for field trips will be billed as an incidental charge through FACTS.
- Field trip charges are due by the specified due date. This allows for timely processing of the funds/check needed for the field trip to be returned to the student's teachers.
- Students in TK/Kindergarten through 5th grade will wear their Golden Hills Christian School T- shirt and uniform pants or shorts, skirts or skorts.
- Students in 6th–8th grades will wear casual dress.

**GUIDELINES *for* DRIVERS *on* FIELD TRIPS**

All drivers must have completed the Volunteer Service Application and Volunteer Code of Conduct. Before the day of the field trip drivers must provide a photo copy of their valid driver's license for the office.

1. Arrive on time and ready to drive on the field trip. Cars gassed up, coffee, etc.
2. Make sure you have all assigned passengers before leaving any location.
3. Make sure all students are wearing seat belts.
4. Students are not allowed to bring any personal electronic devices.
5. Please report any disobedient or disrespectful behavior to the teacher. (You may also report any exceptionally good behavior!)
6. Students are not allowed to eat or drink anything but water while in the vehicle. This helps avoid carsickness problem on the trip.
7. Do not allow students to change vehicles. All students must ride in their assigned vehicles. The teacher is the only one authorized to make any changes to the vehicle assignments.
8. Drivers are asked to monitor the conversation in their cars. If conversation becomes negative (gossip, crude humor/ language, disrespectful), please remind students that such conversations is inappropriate and redirect them to an appropriate topic, and let their teacher know.
9. Please do not buy anything for another student unless you have permission from their parent. (Ex. Food allergies, special diets, parent discretion.)

## GRADING *and* REPORT CARDS

### ***Performance Grades***

Performance grades are used in TK and Kindergarten, and are used for citizenship and effort in 1–8 as well. The following symbols and descriptions are used:

<b>Grade</b>	<b>Description</b>
E	Excellent, exceeds standards
S+	Satisfactory plus, working above standards
S	Satisfactory, meets standards
S-	Satisfactory minus, working below standards
N	Needs Improvement, extra help required
U	Unsatisfactory

### ***Letter Grades***

Letter grades based on percentages are used in grades 1–8 for core subjects. The following scale should be used in calculating grades.

<i>Exceptional Understanding</i>	<i>Progressing Well</i>	<i>Average Understanding</i>	<i>Needs Improvement</i>	<i>Failure</i>
A+ 100	B+ 88-89	C+ 78-79	D+ 68-69	F 0-59
A 92-99	B 82-87	C 72-77	D 62-67	
A- 90-91	B- 80-81	C- 70-71	D- 60-61	

### ***Report Cards***

Report cards are distributed quarterly, once each nine weeks, indicating your child's academic progress. Also included are evaluations of work habits, emotional and social development, and teacher comments. Parents may access their child's current grades at anytime on FACTS. The website will direct you as to how to set up an account for access.

### ***Progress Reports***

Progress reports are emailed home for grades 1-8 at the mid-point of each quarter. The progress report is to inform the parent of the student's progress in that marking period. These reports will communicate subjects, skills and/or behavior in which the student needs to improve as well as areas in which the student is excelling.

### ***New Student Academic Probation***

All new students and retained students will be on academic probation for the first quarter of their attendance. This is to help the student to focus and adjust to the rigorous Golden Hills Christian School's academic demands and standards and to become a successful learner. If the student successfully completes their first quarter (with no more than one D), then the student is automatically removed from new student academic probation. If the new student receives two or more D's or one F, the student will remain on academic probation for the next quarter, and will be evaluated by the principal in conjunction with the teacher(s) regarding their continuance at Golden Hills Christian School.

### ***Academic Probation***

All students who receive two or more D's or one F on a report card are automatically on academic probation for the next quarter. Parents are expected to check their student's progress weekly on RenWeb (FACTS) and help their student with problem areas. At the end of the quarter, the student will automatically be removed from academic probation if all grades are no lower than one D. Students with two D's or one F will continue on academic probation for the following quarter and the parent/guardian will need to get extra help or tutoring for their student. Students who remain on academic probation after two quarters will be evaluated by the principal in conjunction with the teacher(s) regarding their continued enrollment at Golden Hills Christian School.

## HONOR ROLL

### *Middle School: Grades 6–8*

- Gold Honor Roll: A student must achieve all A's in every subject and no more than 20 demerits per quarter or a N or U in citizenship grades in order to be eligible for Gold Honor Roll.
- Silver Honor Roll: A student must achieve all A's and B's in every subject and no more than 20 demerits per quarter or a N or U in citizenship grades in order to be eligible for Silver Honor Roll.

## HOMEWORK POLICY

### *Amount of Homework*

Homework is considered an extension of the regular classroom instruction. Students can expect to spend some time on homework, however our goal is to only assign what is absolutely necessary for the progression of each student's academic development. Any unfinished class work will be sent home for students to complete at the discretion of his/her teacher.

Each teacher will communicate in writing to the parents his/her own classroom policies concerning assignment expectations, class rules, homework, deadlines, and grading. Homework may or may not be in addition to unfinished class work.

## PROMOTION *and* RETENTION POLICY

### *General Requirements*

The student must satisfactorily complete the core subjects for the specific grade level: Language Arts/English, Reading/Phonics, Spelling, Math, Science, Social Studies and Bible. Two D's or one F per quarter will result in the student being placed on Academic Probation. Failure to pass these courses may cause a student to be retained.

### *Promotion*

To make sure that a student has learned the required material and to insure success when promoted to the next grade level, the following criteria will be used:

- Report card grades
- Achievement test scores
- Teacher's recommendation
- Parent/Teacher/Principal conferences
- No more than 17 absences during the school year

### *Retention*

Students who do not achieve the average expectation for their grade level are candidates for possible retention. There are many variables in a student's achievement—student maturity/development, family situation, health reasons—retention is to be decided in a very careful and timely manner. At the end of four marking periods, if a student averages an F in one or more subjects, his/her promotion into the next grade is in jeopardy. This will be handled on a case by case basis and conferences with the parents, teacher, and principal.

### *8th Grade Graduation Requirements*

Each student must pass the six core courses: Bible, English, Math, Science and Social Studies. Failure to pass the core courses may cause a student to be retained, and not graduate with his or her class. Student's behavior may result in them losing their privilege to participate in the graduation ceremony with their class.

## STUDENT CONDUCT

Students are expected to conduct themselves in a manner that is honoring to God, themselves, their parents, and the school. This expectation applies to the time that students are in school and at school activities, as well as the time they are away from school and on social media.

## DISCIPLINARY NOTICES *and* CONSEQUENCES

### ***Notice of Discipline Grades TK–5***

A teacher or Principal gives Notices of Discipline through FACTS. They are intended to communicate to the parent inappropriate behavior of a minor nature.

### ***Lunch Detention***

Detention is a consequence associated with a Notice of Discipline, or 15 demerits. Teachers or the Principal may assign detention for behavior problems. Detention will be at lunch time for a specified time period.

### ***Suspension***

Suspension is a serious consequence associated with demerits. The Principal has the authority at all times to suspend a student. As a result of the suspension, students will receive a zero for all assignments, during his/her suspension. Students are eligible to makeup tests administered during suspension. The length of suspension will be 1 to 5 days as determined by the Principal (see demerit chart).

### ***Student Relationships***

Golden Hills Christian School is coeducational, operating on the premise that it is appropriate for boys and girls to develop many friendships during the school years. We discourage the practice of “going out” at a young age because it can be a distraction and may cause dissention among the student body. Outward show of affection such as holding hands, having arms around one another and any other body contact will be prohibited during school and at school activities. In order to discourage temptation, it is not permissible for young people to pair up and to linger in halls, rooms or out-of-the-way places.

### ***Expulsion***

Expulsion may be recommended by the Principal to the School Board if it becomes apparent that the student has failed Disciplinary Probation, shown grievous disrespect to staff or students, has been involved in bullying, defamed any staff member, violated a federal or state law, continued in a lengthy, chronic and/or grievous misbehavior, and/or has engaged in sexual misconduct. GHCS has the right to ask a student to withdraw for any reason if they fail to comply with expected standards of conduct. Administration will then inform the parents of the expulsion.

## DISCIPLINE POLICY

*Each teacher has a classroom management plan consisting of class rules, incentives, and consequences. Students will be instructed on school/class rules and given a warning before demerits will be given.*

### *Demerits for K – 5th Grade*

<i>Categories</i>	<i>Demerits</i>
<i>Category 1</i> Weapons, alcohol, illegal drugs/paraphernalia, sexual misconduct, racial harassment, activities that show gross lack of respect of authority, defamation or slander of character of authority	100
<i>Category 2</i> Tobacco, vaping device, premeditated fighting, pornography	50
<i>Category 3</i> Cheating/plagiarism, forgery, lying, profanity, truancy, vandalism, graffiti, violation of computer use agreement, stealing, cutting class, defiance, obscenity/obscene gestures or drawings, hitting, bullying, inappropriate use of social media or electronic devices	25
<i>Category 4</i> Continual disobedience, leaving class without permission, crude speech, cell phone or smart watch visible or in use during school (see also cell phone rules)	10
<i>Category 5</i> Dress code (other than belt) or hair violation, littering, rudeness, disrespect, talking back to teacher, unkind actions in words or deeds, violation of classroom rules or exceeding classroom behavior limits, writing notes, cell phones going off in class	5 <i>Disciplinary Referral</i>
<i>Category 6</i> Inconsiderate of others, not on task, talking out of turn, failure to return parent-signed papers on time (demerits for each day late), no belt, gum, running in the room or sidewalks, not following directions	3 <i>Discipline Notice</i>

Accumulation of 15 demerits in the school year results in parent notification

Accumulation of 25 demerits in the school year results in a 1-day suspension, and an assignment

Accumulation of 50 demerits in the school year results in 2 more days suspension, and an assignment, student may not be allowed to participate on class field trips/parties at principal's discretion

Accumulation of 75 demerits in the school year results in 3 more days suspension, and an assignment

When a student accumulates 100 demerits in the school year or 75 in the first semester, he/she loses the privilege of attending Golden Hills Christian School, subject to the discretion of the principal

Demerits will also be posted on RenWeb (FACTS).

**Demerits for 6th – 8th Grade**

Each teacher has a classroom management plan consisting of class rules, incentives, and consequences. Students will be instructed on school/class rules and given a warning before demerits will be given.

<i>Categories</i>	<i>Demerits</i>
<i>Category 1</i> Weapons, alcohol, illegal drugs/paraphernalia, sexual misconduct, racial harassment, activities that show gross lack of respect of authority, defamation or slander of character of authority	100
<i>Category 2</i> Tobacco, vaping device, premeditated fighting, pornography	50
<i>Category 3</i> Cheating/plagiarism, forgery, lying, profanity, truancy, vandalism, graffiti, violation of computer use agreement, stealing, cutting class, defiance, obscenity/obscene gestures or drawings, hitting, bullying, inappropriate use of social media or electronic devices	25
<i>Category 4</i> Continual disobedience, leaving class without permission, unacceptable display of affection, crude speech, trespassing, cell phone or smart watch visible or in use during school (see also cell phone rules)	10
<i>Category 5</i> Dress code (other than belt) or hair violation, disturbance, eating/drinking in class, littering, rudeness, disrespect, talking back to teacher, unkind actions in words or deeds, violation of classroom rules or exceeding classroom behavior limits, writing notes, cell phones going off in class	5
<i>Category 6</i> Tardies between classes, inconsiderate of others, not on task, talking out of turn, failure to return parent-signed papers on time (demerits for each day late), no belt, gum	3

Accumulation of 15 demerits in the school year results in parent notification by email, and lunch detention

Accumulation of 25 demerits in the school year results in a 1-day suspension, student must complete all work and a writing assignment.

Accumulation of 50 demerits in the school year results in 2 more days suspension, student must complete all work and a writing assignment., student may not be allowed to participate on class field trips/parties at principal's discretion

Accumulation of 75 demerits in the school year results in 3 more days suspension, and an assignment

When a student accumulates 100 demerits in the school year or 75 in the first semester, he/she loses the privilege of attending Golden Hills Christian School, subject to the discretion of the principal

Demerits will also be posted on RenWeb (FACTS).



# SEXUAL HARASSMENT

*(Employee-Employee, Employee-Student, and Student-Student)*

This school is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

## ***Definition of Sexual Harassment***

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors (quid pro quo) and other verbal, visual or physical conduct of a sexual nature, made by someone from or in the work or educational setting, under any of the following conditions:

- Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
- Submission to or rejection of the conduct by the individual is used as the basis of academic decisions affecting the individual.
- The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance or of creating an intimidating, hostile or offensive educational environment.
- Submission to or rejection of the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

## ***What to do if you experience or observe sexual harassment***

Employees/Students who feel that they have been subjected to conduct of a harassing nature are encouraged to promptly report the matter to one of these school officials: Principal or the Pastor of Golden Hills Kids Ministry.

Employees/Students who observe conduct of a sexually harassing nature are also encouraged to report the matter to one of the school officials listed above.

## ***Examples of Sexual Harassment***

Unwelcome sexual conduct of this type can include a wide range of verbal, visual or physical conduct of a sexual nature. Among the types of conduct, which would violate this policy, are the following:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons or posters
- Verbal conduct such as making or using derogatory comments, epithets, slurs and jokes
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assaulting, impeding or blocking movements

## ***Confidentiality***

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint, and to notify a student’s parents, guardian and appropriate government officials as the circumstances warrant.

## ***Protection Against Retaliation***

It is against the school’s policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

## ***Procedure of Investigation***

Procedure of investigation of the complaint and for taking corrective action is as follows:

- When any school official receives a complaint, he or she shall immediately inform the administrator. The administrator will direct an investigation.
- If the investigation confirms the allegations, prompt corrective actions shall be taken.
- The individual who suffered the harassing conduct shall be informed of the corrective action taken.
- In addition, any employee or student found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination.
- The level of disciplinary action will be based upon the severity of the infraction.

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