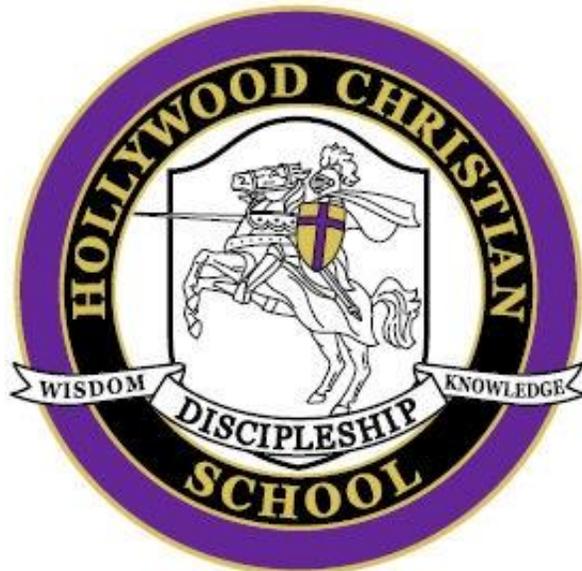


HCS

Hollywood
Christian School

“Dream big, build small, never be satisfied.”



Pre-K & Elementary Student Handbook

2018 – 2019

**HOLLYWOOD CHRISTIAN SCHOOL
STUDENT HANDBOOK**

2017-2018

A ministry of Hollywood Community Church

1708 N 60th Avenue

Hollywood, Florida 33021

(954) 322-4375 FAX (954) 322-4383

www.hollywoodchristianschool.org

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INTRODUCTION

PURPOSE OF HANDBOOK

The purpose of this handbook is to delineate the primary policies, procedures, and philosophies of Hollywood Christian School (HCS) that will govern the duties, responsibilities, and expectations of HCS staff, parents, and students. Since the handbook cannot exhaustively address every situation that arises during the operation of the school, the administration reserves the right to take the appropriate course of action necessary to address such situations. HCS administration also reserves the right to adopt and create regulations as necessary to ensure a safe, positive, and well-maintained learning environment for our students. As such, the school may amend the contents of this handbook at any time with or without prior notice. The failure of a parent or student to read and understand the content of this handbook does not void the responsibility of the parent or student to adhere to the policies and procedures herein.

HOLLYWOOD CHRISTIAN SCHOOL HISTORY

Hollywood Christian School is a private Christian school in Broward County, Florida, and is a ministry of Hollywood Community Church. The church encompasses a full range of ministries to include a school system with approximately 380 students enrolled in grades 2K through 12th grade.

HCS began as an outreach of Hollywood Community Church during the pastoral leadership of Dr. E.R. Bowers in 1960. The pastor's desire was to create a school where children and young people would be impacted through the administration of a quality, Christian education with a biblical worldview. The leadership was later passed on to the pastor's son-in-law, Verle Ackerman, and for over 20 years the school saw rapid growth, record enrollment, and several building projects completed on the school grounds. At one point, the school's enrollment reached over 1400 students. Currently, the school boasts over 1700 graduates throughout its long history.

Under the current administration, the pastor of Hollywood Community Church, Pastor Brian Burkholder, presides as the school's president. The school functions as a ministry of the church and is led by Head of School, Dr. Mike Hill. Under Dr. Hill's leadership, the school is in the process of adjusting its curriculum base to provide a kingdom-centered, STEM education. This approach to learning will provide students with the knowledge and skills needed to serve God in a 21st Century college or career environment.

STATEMENT OF FAITH

Section 1 – The Hollywood Community Church believes in a supernatural Bible, which tells of a supernatural Christ, Who had a supernatural birth, Who spoke supernatural words, Who performed supernatural miracles, Who lived a supernatural life, Who died a supernatural death, Who rose in supernatural splendor, Who intercedes as a supernatural Priest and Who will one day return in supernatural glory to establish a supernatural kingdom on earth.

Section 2 – **Of the Scriptures**

1. We believe that the Holy Bible was written by men supernaturally inspired: that it has truth without any admixture of error for its matter; and therefore is, and shall remain to the end of the age, the only complete and final revelation of the will of God to man; the true center of Christian union and the supreme standard by which all human conduct, creeds, and opinions should be tried.
2. By “The Holy Bible” we mean that a collection of sixty-six books, from Genesis to Revelation, which as originally written does not only contain and convey the Word of God, but IS the Word of God.
3. By “inspiration” we mean that the books of the Bible were written by holy men of old, as they were moved by the Holy Spirit, in such a definite way that their writings were supernaturally and verbally inspired and free from error, as no other writings have ever been or ever will be.

II Timothy 3:16-17; II Peter 1:19-21; Acts 1:16; Acts 28:25; Psalms 119:89,105,130,160; Luke 24:25-27; John 17:17; Luke 24:44-45; Proverbs 30:5-6; Romans 3:4; I Peter 1:23; Revelations 22:19; John 12:48; Isaiah 8:20; Ephesians 6:17; Romans 15:4; Luke 16:31; Psalms 19:7-11; John 5:39, 45-47.

Section 3 – God the Father

We believe that there is one, and only one, living and true God, an infinite, intelligent Spirit, the maker and supreme ruler of Heaven and earth; inexpressibly glorious in holiness and worthy of all possible honor, confidence and love; that in the unity of the godhead there are three persons, the Father, Son and the Holy Ghost, equal in every divine perfection, and executing distinct but harmonious offices in the great work of redemption.

Exodus 15:11, 20:2-3; Genesis 17:1; I Corinthians 8:6; Ephesians 2:18, 4:6; John 4:24; Psalms 83:18, 90:2,147:5; Jeremiah 10:10; Revelations 4:11; I Timothy 1:17; Romans 11:33; Mark 12:30; Matthew 28:19; John 10:30, 15:26, 17:5; I Corinthians 2:10-11, Philippians 2:5-6; 12:4-6; I John 5:7; II Corinthians 13:14.

Section 4 – Of the Lord Jesus Christ

1. We believe in Jesus Christ, the only begotten Son of God, the Eternal Word manifested in the flesh. We believe that He was conceived by the Holy Spirit, born of the Virgin Mary, and that He is true God and true man. (Isaiah 7:14, 9:6; John 1:1, 14, 18 and 3:16; Luke 1:30-35; Philippians 2:5-8; Galatians 4:4; I Corinthians 15:47)
2. We believe the Lord Jesus Christ accomplished our redemption through His death on the cross for our sins according to the scripture as a representative and substitutionary sacrifice and that all who receive Him as Savior are justified on the ground of His shed Blood and literal, bodily resurrection from the dead. (Romans 3:24-25; I Peter 2:24; Ephesians 1:7; I Peter 1:3-5)

3. We believe that the Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of the Father where He fulfills the ministry of High Priest, Intercessor and Advocate for each and every believer. (Acts 1:9-10; Hebrews 9:24 and 7:25; Romans 8:34; I John 2:1-2; I Timothy 2:5)
4. We believe in that “blessed hope” the personal, imminent, pre-tribulational coming of our Lord Jesus Christ in the air for all redeemed ones in Christ, both those that are alive and remain and those that are asleep in Him. (I Thessalonians 4:13-18; I Corinthians 15: 51-57; Titus 2:13)
5. The Second Advent of Christ: We believe in the premillennial, personal coming of the Lord Jesus Christ with all His saints to earth in order to conquer His enemies and to establish His kingdom on earth; to rule and to reign in righteousness and peace for one thousand years as King of Kings and Lord of Lords. (Zechariah 14:1-5; Revelation 19:11-16; I Thessalonians 3:13)

Section 5 – The Person and Work of The Holy Spirit

1. We believe that the Holy Spirit, being the Third Person of the Godhead, convicts men of sin, regenerates, indwells, baptizes, seals and sets apart to a Holy Life; that He keeps and empowers believers day by day.
2. We believe that He is the teacher of the Word of God and our Guide for daily life. (John 16:7-11; 3:6; 14:17; I John 2:20-27; Romans 8:2, 4, 9, 12, 14).
3. We believe that the Holy Spirit is the gift given to all believers by Jesus Christ. We believe the Holy Spirit manifests His gifts through obedient and yielded believers in Jesus Christ. (John 14:15-26; 16:7-8; 1 Corinthians 12:4-6).
4. We believe that the fruit of the Holy Spirit is dominant in a believer’s life. Revealing a mature life devoted to Jesus Christ. (Galatians 5:16, 22-25).

Section 6 – The Personality and Reality of Satan

1. We believe that Satan is a personal being, a fallen angel, the author of sin, and the cause of the fall of man.
2. We believe him to be the prince of the power of the air, the spirit that now worketh in the children of disobedience, the god of this age, the accuser of the brethren, the adversary of Christ and His Church, and that he transforms himself as an angel of light to entice and deceive.
3. We believe that he counterfeits the works of God by fostering religious movements and systems of doctrine, which systems in every case are characterized by denial of the efficacy of the blood of Christ and of salvation by grace alone, and is destined by God’s judgment to be cast into the Lake of Fire and brimstone where the beast and the false prophet are, and

shall be tormented day and night forever and ever. (Revelation 12:7, 9 & 10; 20:10; Isaiah 14:12-15; Ezekiel 28:15; Genesis 3:1-6; Ephesians 2:2; II Corinthians 4:4, 11:14,15)

Section 7 – Man, His Fall, And His Redemption

1. We believe that man was originally created in the image and after the likeness of God, for His own pleasure, and that he (man) fell through sin, and a consequence of his sin, lost his spiritual life, becoming dead in sins, and that he became subject to the power of the devil.
2. We believe that this spiritual death, or total depravity of human nature, has been transmitted to the entire human race of man, the man Jesus Christ alone being excepted; and hence that every child of Adam is born into the world with a nature which not only possesses no spark of divine life, but is essentially corrupt in body, mind, and soul. (Genesis 1:26; 6:5; Psalms 14:1-3; 51:5; Jeremiah 17:9; John 3:3; Romans 3:10-19; Ephesians 2:1-3; I John 3:8)
3. We believe that all who believe on the Lord Jesus Christ as their Lord and Savior, are born again, justified and declared righteous on the shed blood of Jesus Christ. We also believe that neither baptism, the Lord's Supper nor any other rite, ceremony or work can help one whit for sinner's salvation. Jesus Christ alone saves by His grace. (Acts 4:12;16:31; John 3:3; Romans 3:24-25; I Peter 1:18-19; Ephesians 2:8– 9)

Section 8 – The Eternal Salvation and Assurance of Believers

1. We believe in the eternal life and everlasting blessedness of the saved and the eternal conscious punishment of the lost. (John 5:24; 10:28-29; Romans 8:28-39; Hebrews 7:25; I Peter 1:5; Jude 24; Matthew 25:41; Revelation 20:11-15)
2. We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word; which, however, clearly forbids the use of Christian liberty as an occasion to the flesh and since God cannot overlook the sin of His children, He will, when they persistently sin, chasten them and correct them in infinite love. (Hebrews 12:5-11; I Corinthians 8:9;10:30-32; 10:23; Titus 2:11-15; Galatians 5:13)
3. We believe that the Scriptures clearly teach non-conformity to the world for every believer; that born-again people should be separated from the world unto Christ. It is clearly commanded of God to all believers to live lives of separation from all worldly and sinful practices and to be holy, as He is holy.
4. We believe that positional sanctification occurs at the moment of regeneration and that practical sanctification is to be progressive throughout the entire life span of a believer here on earth. God's provision for holy living is in the believer's identification with Christ in His death, resurrection and ascension; the indwelling person and power of the Holy Spirit and the believer's yieldedness to Him; and by the powerful Word of God. We believe also that separation includes departing from all apostasy. (Colossians 3:1-4; II Corinthians 6:14-17; Titus 2:14-15; I Peter 1:14-16; Romans 12:1; I John 2:15-17)

Section 9 – Of Salvation

1. We believe that, owing to death through sin, no one can enter the Kingdom of God unless born-again; and that no degree of works can other wise provide the sinner with the new life that makes him a son of God. This redemption has been accomplished solely by the blood of our Lord Jesus Christ, who was made to be sin, dying in our room and stead; and no repentance, no feeling, no faith, no ordinance of the Church can add in the least degree to the value of the blood in the finished work wrought for us by Him who united us to Himself. (John 3:5; Romans 5:6-9; I Peter 1:18, 19, 23)
2. We believe that the new birth of the believer is an act of God the Spirit and comes only through individual faith in Christ and no other act such as confession, baptism, prayer, or faithful service is to be added to believing as an added condition of salvation. (John 1:12; Romans 1:16; Galatians 3:24; Ephesians 2:8; Romans 4:5)
3. We believe that one exercising this faith is immediately taken out of spiritual death into spiritual life, and from the old creation into the new, having his place and portion as linked to Christ and one with Him forever. Though the saved one may occasion to grow in the realization of his blessing, as soon as he is saved he is in possession of every spiritual blessing and is complete in Christ. (Romans 5:1; II Corinthians 5:17; Ephesians 1:3; John 10:28)

Section 10 – Of the Church

We believe that Hollywood Community Church is a congregation of baptized believers associated by a covenant of faith and fellowship of the Gospel, said church being understood to be the citadel and propagator of the Divine and Eternal Grace; observing the ordinances of Christ; Water Baptism: While recognizing that water Baptism has no saving merit; we believe that the believer should be baptized by immersion in the name of the Father, Son and Holy Spirit – portraying to the world the believer’s union with Christ in His death, burial, and resurrection. (Acts 8:35, :18-19, 10:47, 16:33-34; Matthew 28:19); Lord’s Supper: We believe that the Lord’s Supper is a memorial service in which the elements symbolize the broken body and shed Blood of Christ at Calvary and is to be partaken of after solemn self-examination -- by believers only, who are walking in fellowship with the Lord Jesus Christ (I Corinthians 11:23-24); governed by His laws; exercising the gifts, rights and privileges invested in them by His Word; that its officers of ordination are pastors whose qualifications, claims, and duties are clearly defined in the scriptures; we believe the true mission of the church is found in the account of Acts – to REACH people with the Gospel of Jesus Christ, to TEACH them to obey God’s Word, to FELLOWSHIP with one another, to SERVE one another and the surrounding community and to WORSHIP the true and living God. We hold that the local church has the right of self government, free from any hierarchy of individuals or organizations; and that the one and only superintendent is Christ through the Holy Spirit; that it is scriptural of the true churches to cooperate with each other in contending for the faith and for the furtherance of the Gospel; that every church is the sole and only judge of the measure and method of its cooperation; on all matters of membership, of policy, of

government, of discipline, of benevolence, the will of the local church is final. (Acts 2:41-47, 6:5-6; 14:23; 15:23-24; 20:17-28; I Corinthians 5:11-13, 11:2, 12:4 & 8-11, 16:2; Ephesians 4:11, 5:22-24; I Timothy 3:1-13; Matthew 28:19-20; Colossians 1:18; I Peter 5:1-4; Jude 3,4; II Corinthians 16:1; Malachi 3:10; Leviticus 27:32; Romans 12:4-8)

Section 11 – Of Missions

The command to give the Gospel to the world is clear and unmistakable and this Commission was given to the churches. Therefore, it is our duty to follow the Biblical plan by supporting mission endeavors in Broward County, State of Florida, the United States of America and foreign countries. (Matthew 28:18-20; Mark 16:15; John 20:21; Romans 10:13-15; Acts 1:8)

Section 12 – Resurrection and Future Events

1. We believe that at death the spirits and souls of the saved are absent from the body and present with the Lord in Heaven where in conscious bliss they await the first resurrection; that at death the spirits and the souls of the lost are in Hades in conscious misery until the second resurrection. (II Corinthians 5:6; Luke 16:19-31; Philippians 1:23-24)
2. We believe in the resurrection of all men when the body shall be reunited with the soul and spirit. The first resurrection will occur at the coming of the Lord Jesus Christ in the air for all believers who died and for those believers who are living at the time of His coming. We believe that this is the next great event in the fulfillment of prophecy and for which we should be constantly looking.
(I Thessalonians 4:15-17; John 5:28-29; I Corinthians 15:51-57; Matthew 24:29-42; Titus 2:13)
3. We believe that immediately after the saved people are caught up to Heaven to be with the Lord that on earth shall occur the tribulation period which will last seven years. It will be a terrible time of judgment for those left on earth and the last half of this period will be the great tribulation and will end with the great Battle of Armageddon. (Daniel 9:27; Revelation 6:1-19, 21; Matthew 24:15-22)
4. We believe that the tribulation period will be climaxed by the return of the Lord Jesus Christ with His saints to reign with Him on the earth during the Millennium (thousand-year) reign. We believe that during this period Satan will be bound in the bottomless pit and that the curse, which now rests upon the whole creation, will be lifted. We believe that universal righteousness will not be realized until this time.
(Isaiah 11:9; Revelation 20:1-3; Zechariah 14:9; Micah 4:1-11)
5. We believe that at the close of the thousand year reign of Christ on earth, that Satan will be loose and will go out and deceive the nations and cause them to march against Jerusalem and the saints. God will then cause fire to come down upon Satan and his hosts to devour them. Satan will then be cast into the Lake of Fire (hell). (Revelation 20:7-10)

6. We believe that after the doom of Satan shall occur the second resurrection. All the bodies of the unsaved shall occur the second resurrection. All the bodies of the unsaved shall be resurrected and united with their souls and spirits to appear before God at the Great White Throne Judgment. Every unsaved person (body, soul and spirit) will be consigned alive to everlasting and conscious punishment in the Lake of Fire (hell). (Revelation 20:11-15)

Section 13 – **Church Ordinances**

1. Water Baptism- While recognizing that water baptism has no saving merit, we believe that the believer should be baptized by immersion in the name of the Father, Son and Holy Spirit --- portraying to the world the believer's union with Christ in His death, burial, and resurrection. (Acts 8:35-39, 9:18-19, 10:47, 16:33, 34; Mathew 28:19)
2. Lord's Supper – We believe that the Lord's Supper is a memorial service in which the elements symbolize the broken body and shed Blood of Christ at Calvary and is to be partaken of after solemn self-examination – by believers only, who are walking in fellowship with the Lord Jesus Christ. (I Corinthians 11:23-33)

Section 14 – **Human Sexuality**

1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between one man and one woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4)
2. We believe that the only Scriptural marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

Section 15 – **Family Relationships**

1. We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12)
2. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are a heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction. (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; 1 Cor. 7:1-16; Eph. 5:21-33; 6:1-4, Col. 3:18-21; Heb. 13:4; 1 Pet. 3:1-7)

Section 16 – Giving

We believe that every Christian, as a steward of that portion of God’s wealth entrusted to him, is obligated to financially support his local church. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of his tithe or offering once the gift has been made. (Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; 2 Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17)

VISION STATEMENT

Hollywood Christian School will become a catalyst for world-class, kingdom-centered education.

MISSION STATEMENT

Hollywood Christian School exists to glorify God, make disciples, and serve others.

GOALS

HCS desires to partner with families to provide biblically based training and instruction for our students. To make this goal a reality, it is important that families support the goals of the school and provide a home environment that is conducive for the development of the students. It is also the goal of HCS to minister to the entire family by introducing them to Christ and supporting families as they develop their relationships with God. The current goals of HCS are to:

1. Integrate kingdom leadership training into the school’s curriculum, activities, and culture for strengthening the discipleship component of the school.
2. Improve student learning experiences through STEM-based curricula, field lessons, athletics, and other extracurricular activities.
3. Identify and support effective teaching practices.
4. Implement long-term financial goals.
5. Retain current students and increase new student enrollment.

EDUCATIONAL PHILOSOPHY

As a ministry of Hollywood Community Church, HCS provides a kingdom-centered education. As such, the guiding principles of our curricula are rooted in God’s word as revealed in the Bible. HCS maintains a faculty of Bible-believing Christians who are dedicated to meeting the educational needs of the families in our community. At HCS we believe that all students can and will learn at their maximum capacities.

We believe that all of creation is the work of God, that truth is absolute, and that education is a means to discover and better understand God’s creative design. Education then, equips students to both understand and function effectively in the world in which they live.

HCS believes that it is critical to develop every aspect of our students’ lives: mental, social, physical and spiritual. We believe that students must be “trained” (Prov. 22:6) and brought up in the discipline and instruction of the Lord (Eph. 6:4). As a kingdom-centered school, we place a strong emphasis on character, leadership, innovativeness, and interpersonal skills. We also believe that education should be relevant to 21st century students and provide answers to real-world problems.

ACCREDITATION

Hollywood Christian School is accredited by the Florida Association of Christian Colleges and Schools (FACCS). HCS staff members currently hold certification through FACCS.

NON-DISCRIMINATION STATEMENT

Hollywood Christian School admits students of any race, color or ethnic origin and grants to them all the rights, privileges, programs and activities generally accorded to or made available to all students at the school.

HOLLYWOOD CHRISTIAN SCHOOL

ADMINISTRATIVE & SUPPORT STAFF

President/Pastor.....Brian Burkholder
Head of School.....Dr. Mike Hill
Preschool/School Programs Coordinator.....Tarsis Martinez
Elementary Dept. Head.....Martha Canott
Secondary Dept. Head.....April Goossen
Guidance Counselor.....Donna Anderson
Main Office Administrative Assistant.....Frances Smith
Director of Admissions/Records.....Ines Berg
Bookkeeper.....Laurie Metcalf
RenWeb Administrator.....Janet Bailey

GENERAL NUMBERS

Admissions/Records(954) 322-4367
Athletic Office(954) 322-4322
Bookkeeper.....(954) 322-4330
Cafeteria.....(954) 322-4348
Head of School(954) 322-4375
Main Office.....(954) 322-4375
Preschool Director/Programs Coordinator(954) 322-4344
RenWeb Administrator.....(954)322-4369
Guidance Counselor(954) 322-4340
Main Office FAX(954) 322-4383

General Email: admissions@hollywoodchristianschool.org
School Website: www.hollywoodchristianschool.org

Main Office hours

7:30AM – 4:00PM - Monday through Thursday
7:30AM – 3:30PM - Fridays

Preschool & Elementary hours: 8:00AM – 2:45PM

VPK Hours – 8:00AM – 12:00PM

Secondary hours: 7:45AM – 3:00PM

General Policies & Procedures

II. ADMISSIONS

ADMISSIONS POLICY AND ENROLLMENT PROCEDURES

HCS admits students based on previous school records including test scores, grades, letters of recommendation, and disciplinary reports. In addition, both the parents and students will be interviewed as a part of the application process. Once an interview has been conducted, the school's administration will make a decision regarding a student's enrollment status based on the totality of feedback from previous records, recommendations, and the in-person interview.

Once a student has been accepted, enrollment will be finalized once the following information has been received:

1. Completed online application
2. Parent and Student Interview
3. References
4. Birth Certificate
5. Copy of Social Security Cards
6. Certificate of Immunization and Physical (HRS forms 3040 and 680)
7. Request for records form
8. Copy of report cards from previous two years
9. Most recent standardized test scores (SAT, FCAT, ITBS, or other)
10. IEP and Psychological Report (If applicable)
11. Required on-site testing (If Needed)
12. Payment of Enrollment Fees
13. Official transcripts (Must be received within two weeks of enrollment.)

International Student Fees: There will be a routine fee for all international students. This fee covers all documents, paperwork, mailings, and processing.

New Family Referrals: Referring students to HCS allows the referring family to receive a credit per full-time student on their tuition bill—a discount on their December bill if the new student completes the first semester in good financial standing. If the new student completes the full year, the referring family will receive an additional discount on their last month's tuition. For a half-day student, the same applies at half the full-time discount.

Note: All Preschool students in 3K & 4K must be fully potty trained before enrolling in Hollywood Christian School.

REENROLLMENT PROCEDURES

HCS invites students to reenroll based on the student's academic progress, disciplinary behavior, and attendance record (including tardies). Parents desiring to reenroll a student can apply on the school's website at www.hollywoodchristianschool.org or by visiting the admissions office.

TRANSFER STUDENTS

High School students who transfer to HCS from another school will be awarded course credits pending the evaluation of official transcripts. Once transcripts are received from the previous school, HCS administration will evaluate previously completed courses to determine which credits are eligible for transfer. For specific questions regarding transfer credits, please speak with the school's Guidance Counselor.

WITHDRAWALS

1. Hollywood Christian School reserves the right to unilaterally withdraw a student for any reason deemed necessary including poor or extreme behavioral issues, poor academic performance, lack of parental support, contentious or litigious actions toward the school by the student or parent, and any other such reasons. Furthermore, a student may be withdrawn due to off campus actions if the school administration believes that the actions may have a negative impact on the school's culture or relations with the school community.
2. To voluntarily withdraw a student, parents must complete the required withdrawal forms available from the Admissions Office and complete an exit interview with administration.
3. All textbooks should be returned to the teacher or main office.
4. No records or transcripts will be released until all forms are completed and financial matters are cleared.
5. Please be aware that the withdrawal process may take up to seven (7) business days for processing and paperwork to be completed.

III. FINANCIAL INFORMATION

TUITION AND FEES

Tuition & Fee Schedule

	2K – 3K All Day	4 Year All Day	5K	Grade 1	Grade 2	Grades 3	Grades 4-6	Grades 7-8	Grades 9-12
New Student Application Fee (Non-refundable)	\$100 Fee paid upon submittal of application.								
Registration Fee (Non-Refundable)	\$400 per family (New) Fee paid at registration, cannot be contracted with tuition.								
Tuition	\$5,494	\$2,500	\$6,578	\$6,864	\$7,358	\$7,800	\$8,242	\$8,762	\$9,360
Resource Fee (Non-refundable after 1 st day of school.)	\$300	\$300	\$500	\$500	\$500	\$500	\$500	\$650	\$650
Technology Fee (Non-refundable after first day of school.)			\$250	\$250	\$250	\$250	\$250	\$250	\$250
Graduation Fee (Nonrefundable after 1 st day of school.)			\$75						\$75 12 th Grade
Athletic Participation Fee (Per sport, non-refundable)	\$100								
International Fee (Non-refundable)	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700	\$700

Tuition Payment Plans

Plan	Description
1. Annual Payment Plan	Tuition paid in full for the entire school year includes a 5% discount on tuition minus any discounts or adjustments. Payments are made directly to HCS Due in June.
2. Semester Payment Plan	Tuition paid before the beginning of each semester includes a 3% discount on tuition minus any discounts or adjustments. Payments made through FACTS Management Company are due in June & December.
3. Monthly Payment Plan	Tuition paid on a monthly basis. Payments made through FACTS Management Company via automatic bank draft.

FINANCIAL POLICIES

1. A late fee of \$25.00 will be applied to unpaid balances. These fees cannot be waived.
2. There is a \$25.00 service fee for any check that is returned by the bank.
3. Families receiving financial aid and/or scholarships are required to stay current on their payments. Failure to do so could result in loss of financial aid.
4. Any account that is 30 days past due will result in:
 - a. Access to RenWeb blocked
 - b. Student not allowed to participate in extracurricular activities.
 - c. Report cards and school records being held until all accounts are cleared.
 - d. Student suspension until balance is paid.
5. If it becomes necessary to withdraw a student, the parent's responsibilities include:
 - a. Paying a withdrawal fee of \$250.00
 - b. Outstanding fees (resource, technology, and graduation, if applicable) paid in their entirety.
 - c. Books, locks, etc. must be returned in good working order
 - d. Report cards and school records will not be released until after all account balances are paid in full.
6. Final payment and end of year payments made after May 15th are accepted by FACTS via electronic check, cash, money order, or cashier's check.

IV. GENERAL INFORMATION

ANTI-BULLYING/ANTI-HARASSMENT POLICY

In order to promote a safe and positive learning environment, HCS will not tolerate the prevalence of bullying or harassment of any individual enrolled in or employed by HCS.

HCS defines bullying as: undesired, aggressive behavior that involves a real or perceived imbalance of power and occur repeatedly over time. These behaviors include, but are not limited to:

- Verbal: teasing, name-calling, inappropriate sexual comments, taunting, threatening to cause harm.
- Social: intentionally excluding someone, spreading rumors, public embarrassment.
- Physical: hitting, spitting, tripping, mean/rude gestures.
- Cyber: use of internet/social media, while on the school's network, to engage in behavior that would otherwise be considered bullying if it were done in person.

HCS focuses on encouraging students to become Christ-like individuals who answer to the authority of God's Word in regards to the way they behave and treat each other. We take a proactive approach to addressing bullying by actively communicating standards of student behavior and conduct, training staff on how to adequately address issues before they become bullying situations, and informing our students about the harmful nature of bullying through chapel programs, guest speakers, and other resources.

Reporting Bullying Incidents

Any student who believes he or she is a victim of bullying should report it immediately to school staff. The staff member will take the appropriate steps to determine the nature of the incident and will gather all necessary information from the student. Staff members will report potential bullying to school administration for a full investigation after which the incident will be properly addressed. It is important to note that HCS does not define an incident as bullying until the school's administration investigates and defines it as such.

Reporting Harassment:

Harassment is defined as unwelcomed conduct based on race, color, religion, sex, national origin and disability. Harassing acts can be racial, sexual, personal malice, or any coercive behavior geared toward threatening, intimidating, blackmailing, or soliciting sexual favors. Harassing conduct may include but not be limited to:

- Unwelcomed sexual advances.
- Requests for sexual favors.
- Verbal or physical conduct of a sexual nature.
- Offensive jokes, slurs, epithets or name calling.
- Physical assaults, threats, intimidation, ridicule or mockery.

- Offensive objects or pictures.
- Use of internet or social media to engage in any such behaviors.

In the event an incident occurs, a student should contact a school staff member immediately. The staff member will report the issue to school administration after which a full investigation will be conducted and appropriate action taken to resolve the incident.

CHAPEL

Chapel programs are conducted to provide biblical teaching and discipleship training on a school-wide basis. Chapel services also help to reinforce the overall vision, goals, and culture of the school.

Elementary and high school chapels are conducted on Tuesday of each week. PK chapels are held on Thursdays of each week. PK chapels are designed to give students opportunities to worship and receive whole-group biblical instruction. Elementary chapels, in addition to providing opportunities for worship and biblical instruction, are also used to provide opportunities for developing performing arts skills. Grade groups or specific classrooms will conduct plays or musical performances during the weekly chapels.

CHILD ABUSE – REPORTING RESPONSIBILITY

Chapter 39 of the Florida State Statutes mandates that any person who knows, or has reasonable cause to suspect that a child is abused, neglected or abandoned by a parent, legal custodian, caregiver, or other person responsible for the child's welfare shall immediately report such knowledge or suspicion to the Florida Abuse Hotline of the Department of Children and Families. As mandated reporters, HCS staff are required to report incidents in which there is reason to believe that a student has been harmed by someone responsible for his or her care.

CLINIC

The school clinic is available for non-emergency injury and illnesses that occur while a student is on campus. HCS does not have a licensed nurse on staff, therefore students who are seriously ill will require parent contact or, if necessary, the use of emergency medical assistance. Students needing clinical services must have a pass from a teacher. Students needing assistance beyond one hour will be required to return to class or be picked up by a parent. Parents are asked to observe the following guidelines for handling student illnesses:

1. If your child is not feeling well in the morning, please do not send him/her to school.
2. Do not return him/her to school after an illness until he/she is free of fever, nausea, diarrhea, or any other symptoms for twenty-four (24) hours.
3. All conditions involving communicable diseases and/or head lice, should be reported to the main office.
4. Do not send your child to school if he/she has a rash or anything you suspect may be contagious.
5. In the case of an emergency, 911 will be called to assess the situation and provide emergency medical transportation if needed.

-D. Medication

HCS does not currently have medical personnel on staff and does not administer medication to students. It is highly recommended that students requiring prescription medication schedule their dosages such that they occur outside of school hours. Otherwise, a parent or guardian will be required to administer the medication.

COMMUNICABLE DISEASES

HCS desires to maintain a healthy school environment by instituting controls designed to prevent the spread of communicable diseases. The term “communicable diseases” means an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host, infected person, or animal to other persons.

A teacher or an administrator who reasonably suspects that a student or employee has a communicable disease shall immediately notify the Head of School. The reportable diseases include the following: Acquired Immune Deficiency Syndrome (AIDS), Aids Related Complex (ARC), Amebiasis, animal bite to humans by potentially rabid animal, Anthrax, Botulism, Brucellosis, Campylobacteriosis, Chancroid, Dengue, Diphtheria, Encephalitis, Giardiasis (acute), Gonorrhea, Granuloma Inguinale, Hansen's Disease (Leprosy), Hemorrhagic Fevers, Hepatitis, Histoplasmosis, Human Immuno Deficiency Virus (HIV) Leptospirosis, Lymphogranuloma Venereum, Malaria, Measles (Rubeola), Meningitis, Meningococcal Disease, Mumps, Paralytic Shellfish Poisoning, Pertussis, Pesticide Poisoning, Plague, Poliomyelitis, Psittacosis, Rabies, Relapsing Fever, Rocky Mountain Spotted Fever, R.ickettsia, Rubella including congenital, Salmonellosis, Schistosomiasis, Shigellosum, Smallpox, Syphilis, Tetanus, Toxo-plasmosis acute, Trichinosis, Tuberculosis, Tularemia, Typhoid Fever, Typhus, Vibrio Infections, and Yellow Fever.

Parents are required to disclose if their child has a communicable disease. Any student or employee with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and employees with a communicable disease for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, our school may require an independent physician’s examination of the student or employee to verify the diagnosis of the communicable disease. The school reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to prohibit/control the spread of communicable diseases within the school.

COUNSELING (Spiritual)

Any student desiring to speak with Pastoral staff from Hollywood Community Church can visit the school’s main office to set up an appointment for after school hours. Students should not go to the church directly for an appointment.

DRESS CODE

UNIFORMS

All students must wear uniforms from Debbie's School Uniforms. Students are also required to wear only HCS winter wear, which are purchased from Debbie's School Uniforms as well. Students are also required to wear chapel uniforms on Tuesdays of each week.

Students are permitted to be out of uniform on days when the forecasted temperature is below 50 degrees for at least 3 hours during the school day (7:45am – 3:00pm).

A. BOYS' ATTIRE

1. Always maintain a neat appearance.
2. Shirts must be worn at all times, buttoned properly and tucked in.
3. Socks are required.
4. Hair should be combed, brushed, or otherwise properly groomed regardless of style. No distracting hairstyles (as determined by teacher or administrator) are allowed. No non-natural hair colors are permitted.
5. Uniform slacks must be worn with belts. 2K and 3K students are encouraged to purchase uniform pants or shirts with elastic waist bands. Belts are not required for 2K and 3K students.
6. Tight-fitting or sagging pants are not allowed, even on Out of Uniform days.
7. No cut off shirts are to be worn on school property or at school activities.
8. No slippers may be worn, including athletic slip-ons.
9. Earrings and/or any body piercing jewelry are not allowed and may not be worn while on campus or at any HCS event.
10. Boys are not allowed to wear headbands.

B. GIRLS' ATTIRE

1. Uniform skirts and/or shorts may be no shorter than three inches above the knee.
2. All blouses/shirts must be worn and buttoned properly.
3. Socks must be worn.
4. Uniform slacks are to be worn with belts. 2K and 3K students are encouraged to purchase uniform pants or shorts with elastic waist bands. Belts are not required for 2K and 3K students.
5. No tight-fitting pants, skinny jeans, or leggings may be worn even on Out of Uniform days.
6. No flip-flops, slippers, or backless shoes including athletic slip-ons are permitted at any time.
7. Body piercings, other than earrings (one set), are not allowed.
8. Headbands cannot be distracting and should be a school color.

D. CHAPEL DRESS CODE

Girls

1. White round collar shirt.

2. Black cardigan with school logo.
3. Skort
4. Black dress shoes (no heels)
5. Uniform items, with exception of shoes, must be purchased from Debbie's School Uniforms.

Boys

1. White oxford shirt
2. Black sweater vest with school logo.
3. Khaki pants
4. Black dress shoes
5. Uniform items, with exception of shoes, must be purchased from Debbie's School Uniforms

E. OUT OF UNIFORM DAYS

HCS also conducts an Out of Uniform fundraiser on Fridays of each week or as announced by school administration. Out of Uniform days are observed under the following policy:

- No flip-flops or slippers
- No shorts unless they are school uniform shorts.
- PE shorts may not be worn outside of PE except during other athletic activities.
- No leggings may be worn as pants.
- Jeans may not contain holes or rips
- Students are not allowed to wear shirts that reveal the midriff.
- No tight fit clothing

D. DRESS CODE VIOLATIONS

First Offense – Parent called for change of clothes.

Second Offense – 1-day detention, parent contact.

Third Offense – 3-day detention, parent contact.

Fourth Offense – 5-day detention, parent contact.

Failure to come in proper dress code may require students to call home in order to get the proper attire.

EMERGENCY PROCEDURES

FIRE

An evacuation plan is posted in each classroom. In the event of a fire emergency, the signal to evacuate the building will be a continuous sounding of the fire alarm. Students should obey the following rules:

1. Follow the teacher's instructions immediately and precisely.
2. Do not attempt to retrieve personal items.

3. Remain calm and proceed in an orderly fashion.
4. Remain outside the building until instructed to reenter by school staff or emergency personnel.

BOMB THREAT

In the event of a bomb threat students will be provided specific instructions once the situation is evaluated. A bomb threat can result in a search of the school, evacuation of premises, or school lockdown depending on the nature of the threat. In the event the school needs to be evacuated the school will announce a “Code Green” and parents will be notified accordingly.

LOCK DOWN

If the school becomes subject to an external or internal threat that requires limiting the movement of students, the school will enter a lockdown status. If the threat is imminent school administration will announce a “Code Red”, which will require students to remain inside the classroom at all times. If a potential, or uncertain threat to the school exists, a “Code Yellow” status will be initiated, which will require students to remain inside the school building at all times until the situation is cleared.

One Call Now

HCS utilizes One Call Now to communicate efficiently with parents in the event of any emergency at the school, school closings, weather threats, etc. This system will send emails, text messages, or calls to parents who have updated information in the school’s system. In the event of a serious emergency, the information will be sent to all emergency contacts listed for a student. HCS has developed an emergency plan and conducts drills during the school year in order to prepare students and staff for real emergencies.

EARLY PICKUP & RELEASE

Students must be checked out from the main office before being allowed to leave campus early. Due to security purposes photo ID and digital sign-out may be requested. Any individual picking up a student must be listed on the student’s record as being eligible to pick up the students. Individuals, other than parents, may be required to show photo ID before being allowed to pick up a student. Those unwilling, or unable to cooperate will not be allowed to pick up the student. Elementary students may not be checked out after 2:15pm and Secondary Students may not be checked out after 2:30pm. Parents needing students after these times must pick up students from the parent pickup line.

Students are released at 12:00pm on Early Release Days. All students, unless contracted for After Care, are expected to be picked up within 30 minutes of the early release time. Due to the unavailability of supervision due to staff training and professional development, it is critical that students are picked up in a timely manner on early release days. It is advised that parents regularly review the school calendar for Early Release Days.

EXTENDED CARE

Extended Care is held from 3:00 - 6:00pm. As a security measure, HCS require preschool, kindergarten and elementary parents to complete an HCS identification card for each person designated to pick up a child. This card, along with a picture ID, is to be presented at the sign-out table.

Extended Care is for the convenience of **contracted** students only. Hourly rates are not available. Younger students are not allowed to be supervised by older siblings during extended care hours.

After 6:00pm, a late fee of \$15.00 will be assess for every 15 minutes or part thereof. A late slip must be signed by the parents.

VPK students not contracted for full day should be picked up by 12:00 PM. If the student is not picked up by 12:00 PM, there will be a \$15.00 fee for every 15 minutes or any part thereof. Any student in grades 2K-6th grade remaining on school property after 3:00 PM, unless involved in a supervised activity, will be sent to Extended Care and the parents will be charged a \$15.00 fee for every 15 minutes or any part thereof.

Students involved in extracurricular activities, including athletics, need to be aware that students not picked up by their parents immediately following the activity will be taken to Extended Care. If not picked up within 15 minutes of being checked in to Extended Care, the parents will be billed accordingly for this service. We do not allow other students to pick up younger siblings unless they are in high school and the parent is already on school grounds.

Extended Care follows the same disciplinary procedures used during the school day. School administration reserves the right, to remove students from extended care

FUNDRAISERS

HCS conducts various school-wide fundraisers throughout the academic year. In general fundraisers involve the selling of items, paid events, donation drives, or the like. Small groups such as clubs may have fundraisers upon approval by the Head of School.

INSURANCE

HCS provides supplemental insurance coverage for your child while at school. Our policy provides coverage after the family's primary health coverage has contributed its maximum amount. HCS, however, does not assume liability for an accident, injury or sickness occurring beyond our control. For example, a student who receives an injury, but is not in his or her designated area, during or after school hours, will not receive coverage under the school's insurance. Our insurance plan is subject to periodical reviews and may change at any time as we attempt to provide more cost-effective coverage.

LIBRARY/MEDIA CENTER INFORMATION

The general purpose of the media center is to help students efficiently and effectively obtain information. The library provides print and non-print materials, computer access, online resources, a work place, and a helpful staff. The library is open from 7:30 AM to 3:30 PM. Elementary students visit the library weekly with their class.

Check-Out Procedures

1. Students may only have a maximum of two (2) books checked out at any time.
2. Books may be checked out for a period of one week.
3. A fee will be charged for any damaged or lost books. The media specialist will assess the fee for damaged books. A lost book will require a replacement fee based on the cost of replacing the book.
4. Students with overdue books will receive a late notice and may incur a late fee. Overdue books turned in directly to the media specialist along with the required late fee.
5. Books not returned or paid for will result in students' academic recordings being held until the fee is paid in full.
6. Students may come to the library with a pass from the teacher that specifies the work they are to complete.
7. No food or drink is permitted in the library.
8. Students are welcome to do homework, work on school projects, read, or do school-related research.
9. Students are urged to keep their voices down so other students may continue to work.
10. Only students using a computer are permitted in the computer area.

LOST AND FOUND

Students who have lost items on campus may visit or contact the main office to determine if a student or staff member has turned in any lost items. Due to lack of storage, lost items must be claimed within 10 days or they will be discarded or donated. HCS strongly encourages parents to write students' names on personal items to aid in returning them to students.

LUNCH PROGRAM

HCS's cafeteria provides a variety of hot and cold lunch specials, as well as soups, fresh fruits, salads, wraps, and "made to order" subs. Students may also purchase food items A la carte to supplement lunches brought from home. A la carte lunches are not available for Preschool and Kindergarten students; a complete meal must be purchased. The cafeteria also offers a hot breakfast from 7:00 AM to 7:30 AM. All food and services are provided by a third-party vendor, My School Chef. Students who do not take advantage of the lunch program are highly encouraged to bring a meal from home along with a nutritious snack.

MUSIC

HCS recognizes the God-given talent of many of our students for the performing arts. As such, HCS places a high priority on the development of an appreciation for the fine arts, and we encourage students to participate in various forms of aesthetic creativity during their years at HCS. Performances that contain elements that are sexually suggestive or give the “appearance of evil” (1 Thess. 5:22) will not be allowed. Furthermore, music that is vulgar in nature, uses profanity, sexually suggestive nature, or contains lyrics that contradict the word of God will not be allowed.

PARTIES

Students are only allowed to pass out party invitations at school only if all boys and girls in the student’s class are given invitations. Parties at school must be scheduled in advance with the student’s teacher. Birthday parties are permitted at school, but are limited to lunch and/or recess time. Parties at school are to be for your child’s class only and students from other classes will not be allowed to participate. Only store-bought food that is unopened may be brought and passed out to students.

PERSONAL PROPERTY

It is strongly advised that students refrain from bringing personal property to school that is not relevant to their education and classroom activities. HCS is not liable for damaged or stolen personal property regardless of the reason why it is brought to school. Students are encouraged to ensure that their personal property is properly secured by not leaving their items unattended. Lost or stolen personal property cannot be investigated by school staff.

PLAGIARISM POLICY

In all educational institutions, plagiarism is a serious academic offense; as a result, students must familiarize themselves with the dangers of plagiarism. Plagiarism is a form of dishonesty that occurs when a person receives credit for another’s ideas or words. This includes not properly citing an author’s work or “cutting and pasting” from the internet. All forms of plagiarism will be considered cheating, which according to the handbook is a major infraction. In some cases, students plagiarize their work unintentionally by improperly citing their references. Therefore, for all writing assignments, teachers will specify requirements regarding the usage of references and proper citation.

For additional information regarding MLA and APA formatting, please use the links below:

MLA - <http://owl.english.purdue.edu/owl/resource/747/01/>

APA - <https://owl.english.purdue.edu/owl/resource/560/01/>

PROBLEM SOLVING

If a problem or misunderstanding arises, we have found this is frequently the result of a lack of communication between those involved. HCS encourages frequent and effective communication between school staff and families. In the event that conflict arises between a staff member and school family, HCS adheres to the following procedures:

1. All questions, problems, or complaints should first be brought to the attention of the teacher or specific staff member involved.
2. If the situation is not satisfactorily resolved, the direct supervisor of the staff member should be contacted.
3. If the situation still is not satisfactorily resolved, please contact the Head of School.

It is through a cooperative effort between home and school that we can implement an open line of communication. This will give us the greatest opportunity toward achieving our school's goal of improving the overall learning experiences of our students.

RENWEB

RenWeb is the student information system used to store, retrieve, and communicate student information. Parents and students may access RenWeb from HCS's main website (www.hollywoodchristianschool.org). After logging in with an email address and unique password, parents and students can view assignments, grades, missing work, behavior reports, and more.

HCS communicates frequently through RenWeb's email services and encourage all families to log onto RenWeb regularly. Teachers will also be communicating with parents/guardians through emails, which they can access directly through their RenWeb grade books. Due to the need to provide efficient, documented communication, RenWeb will be the primary form of contact regarding student grades and behavior. It is therefore critical that parents provide the school with a current email address for both parents and their student(s) in order to avoid a break in communication. A parent or student's failure to regularly check RenWeb will not indicate a failure to communicate on the school's part. Please contact the Main Office if you have any questions about using RenWeb.

RESTRAINING ORDER POLICY

In the event a parent gets a restraining order against someone, that prevents the person from seeing or picking up the student from school, the following guidelines are used with no exceptions.

1. The restraining order cannot be communicated verbally. We must have a written restraining order from an appropriate court or the request cannot be honored.
2. The written restraining order must be taken by the parent to the main office.
3. The Main Office will notify all of the appropriate departments:

- a. Administrators
- b. Classroom teachers
- c. Extended School staff
- d. Athletic Department and coaches, if appropriate
- e. Admissions Office – to update student data

4. If you have questions please contact the school's main office.

SECURITY & SEARCHES

HCS strives to maintain a secure facility. All visitors must enter through the main entrance and sign in at the main office to receive a visitor's pass. Security cameras are strategically placed inside the school building and around the perimeter of the campus. These provide 24-hour security surveillance for our building. All faculty and staff are equipped with two-way radios to ensure efficient communication among school personnel. Additionally, an onsite security officer regularly monitors the external grounds of our school campus.

HCS is committed to keeping the campus as safe as possible. The following are a few safety tips that can prevent you from being the target of a burglary:

- Always lock your vehicle and never leave any personal belongings visible in your car. If necessary, carry your items with you.
- Always be aware of your surroundings; this includes suspicious cars, activities, and /or people in the area.
- When picking up your student(s), never leave the car running while you go inside the building. Always park your car and lock it if you need to enter any of the facilities on campus.

HCS reserves the right to search student's person and belongings in the event the school suspects the student possesses any unapproved item(s) or any other reasons that present suspicion. This interview and search may be conducted without the student's or parents' permission, and registration of your student constitutes parental consent to such searches and interviews. This measure is in place to protect the school environment and to ensure that illegal activities are not occurring on school grounds.

HCS may also conduct random book bag and locker checks. During a book bag check, all students will be asked to leave the room, their book bags will be checked by school staff and administration, in the event any illegal items are found the parent of the student in possession of the items will be notified in addition to local authorities. Students who do not cooperate with book bag checks will be subject to removal from the school ground and possibly expulsion.

SCHOOL CLOSURES

In the event inclement weather or some other unforeseeable event requires the school to temporarily close, HCS typically follows the Broward County Public Schools decisions if county-wide closures are deemed necessary. HCS will also contact local news stations to

announce the closure in addition to using RenWeb and One Call Now to send a message to parents informing them of the school closure.

VISITORS

Individuals entering the school building between the hours of 8:00 AM to 3:00 PM must first obtain a visitor pass from the main office. Please be prepared to show proper identification when picking up a student.

Parents requiring a parent-teacher conference or classroom visit are asked to arrange an appointment ahead of time. Making an appointment will ensure that teachers or staff are able to attend to your needs and concerns without removing them from their daily responsibilities. Please contact the teacher directly or the main office to set up an appointment for a conference or classroom visit. Opportunities for visits may be limited during exams and other special activities.

V. ATTENDANCE

ABSENCES

HCS firmly believes that it is of the utmost importance for students to be present in class and to arrive on time. Students who accumulate more than 10 unexcused absences in a semester may require HCS to file a truancy report with local family service agencies. Absences related to the following activities will not count as unexcused absences:

1. School-related absences (sports, field trips, etc.)
2. Required court appearances
3. Death of immediate family member
4. Take Your Child to Work Day (prior approval is needed)

Following any absence, a signed, written note is required upon the student returning to school so that school staff can determine the nature of the absence. Please note that a doctor's appointment is not an excused absence unless the school receives a signed excuse from the doctor that includes the office's contact information. Due to the impact of absences on student learning, please make every effort to make doctor's appointments that do not require students to be removed from class, including the final period of the day.

Excessive absences will be addressed as follows:

- | | |
|-------------------------------|---|
| 3 consecutive absences | Parent contacted by teacher or via RenWeb (note, call, or email). |
|-------------------------------|---|

5th Unexcused Absence	Parent contacted by mail, phone, or email regarding attendance policy.
10th Unexcused Absence.	Truancy meeting held, possible expulsion or retention for nonattendance

TARDIES

Due to the importance of classroom instructional time, students entering class after 8:00AM are considered tardy. It is critical that parents who drop off students in the mornings ensure that they arrive to campus on times. A parent's failure to drop off a student on time does not void the school's responsibility to document and address excessive tardiness.

ENRICHMENT DAY

Enrichment Day is observed once each quarter to provide positive reinforcement for students who meet attendance and behavior requirements. This day may include social activities, fun activities, games, and other events to celebrate students' punctuality and good behavior at school. To be eligible to participate in Enrichment Day, students should meet the following criteria:

- No office or discipline referrals, write-ups, or parent conferences for behavior.
- No more than two unexcused absences during previous quarter.
- No more than three unexcused tardies.

VI. HOME/SCHOOL COMMUNICATION

ORIENTATION MEETINGS

Parent orientations are held the week before the first day of school. These orientations are conducted to provide parents will details concerning policy updates and information relevant to the parents. Additionally, parents can meet with teachers following the orientation in order to gain classroom-specific information. **Due to the importance of the information presented during orientation, parent attendance is required.**

Student orientations are held during the first chapel program of each school year. Student orientations provide information about the school specifically related to the student. During orientation, students will review school policies and procedures, become acclimated to the school culture and expectations, and receive information regarding student activities and events. All students are required to attend student orientation.

PARENT MEETINGS

Several parent meetings are held each year that at least one parent of each student is required to attend. The first is the Parent Orientation Meeting held at the beginning of each year This

meeting provides critical information that will inform parents of updated policies and procedures as well as help both students and parents become acclimated for the new school year.

The State of the School Address is conducted each year in the Spring, which provides parents with information regarding the progress of the school towards the achievement of its vision and goals.

Parent meetings such as Parent/Teacher Conferences are held once per quarter for general meetings, but may also be scheduled at any time by contacting the teachers of students and arranging a convenient day and time to meet. Parent conferences are required for students who have a grade of “C” or below in a course.

Other parent meetings may also be held during the year as deemed necessary by the Head of School in order to communicate with parents and solicit support for helping the school achieve its vision and goals.

SURVEYS

Parent surveys are issued periodically to solicit parental feedback on various school policies, procedures, programs and general services. Data from these surveys are used to help administrators and teachers gain parental perspective on vital school elements.

VII. TRANSPORTATION

Parent-provided transportation. Students should be dropped off and picked up at the school entrance near the gym. Students should not, for any reason, loiter in the parking lot after being dropped off or while waiting to be picked up. Parents should also refrain from using parent drop-off or pick-up to conference with teachers. The speed limit on HCS premises is 10 mph.

Student-provided transportation. Student drivers must have a valid Class E driver’s license with no age restriction (i.e. Learner’s permit). Students must also register vehicles before driving on school campus will be allowed. Students may register vehicles at the main office. All local and state traffic laws must be obeyed. The speed limit on HCS premises is 10 mph. Any student exhibiting reckless driving habits or disregard for traffic laws will may have his or her registration revoked and will not be allowed to drive to school.

School-provided transportation. HCS does not pick up or drop-off students at home using school-provided transportation. However, students may be transported using a school bus or van for off campus activities such as field lessons or athletic events. Students should observe the following regulations while being transported using a school bus/van:

1. Enter/exit the bus/van in an orderly fashion.
2. Remain seated while the bus is moving.

3. Remain quiet at all railroad crossings.
4. Do not hang outside of windows.
5. Do not throw objects out of windows or inside the bus/van.
6. Do not eat or drink on the bus without permission from the driver; students should not leave any trash on the bus/van.
7. Follow all directions given by the driver or bus monitor at all times.

VIII. ACADEMICS

ACADEMIC PROBATION

Any student whose G.P.A. falls below 2.0 in any grading period will be placed on academic probation for the next nine weeks. If the G.P.A. is still below 2.0 by the end of the nine weeks, a parent conference will be held to determine appropriate services needed for the student including possible dismissal from the school program.

COURSE OFFERINGS

HCS offers courses in grades 2K-12. Academic subjects cover core subject areas in Mathematics, Science, English\Language Arts, and History. Both elementary and secondary students are taught Bible curricula in conjunction with core subjects. Secondary students may be eligible for Honors classes along with Advanced Placement (AP) or Dual Enrollment courses (AP and Dual Enrollment are only offered when enough eligible students enroll). See the Secondary section of this handbook for more information about these courses.

EXTRA CREDIT

HCS views grading as a means to measure student learning and mastery of content. As such, HCS does not allow assignments that are designed to “inflate” a student’s grades. Consequently, no extra credit may be rewarded for raising a grade that has already been earned.

FIELD TRIPS

Field lessons (i.e. field trips) are an important element of the school’s curriculum. HCS works to provide varied opportunities for students to engage in educational activities that are designed to enrich what students are learning in the classroom.

Parents are welcomed and encouraged to join the students during field lessons. Parents that wish to chaperone and/or attend the overnight trips must complete the background screening/fingerprinting information in order to chaperone. Parents approved to chaperone must give full attention to supervising their assigned students during the trips. Since

chaperones are expected to provide full attention to supervising students, bringing other siblings on the trip will not be permitted. However, parents simply wishing to accompany their child during a field lesson may do so but must provide their own transportation.

All students must ride the bus/van both ways on a field trip unless written permission is received in advance from the administration. Additionally, students must have a permission form signed by a parent or legal guardian before leaving on a field trip.

GRADING SYSTEM

Grades for 2K - 4K

Progress and skill reports are issued quarterly for 2K – 4K students. The following marks are used to indicate student progress:

- E - Excellent
- S - Satisfactory
- P - Progress
- N - Not Mastered

Note: Students receiving a “P” or “N” on a skill must have the skill reviewed before being promoted to the next grade.

Grades 5K-6

<i>Letter</i>	<i>Percentage</i>	<i>GPA</i>
A+	99-100	4.0
A	93-98	4.0
A-	90-92	4.0
B+	87-89	3.0
B	83-86	3.0
B-	80-82	3.0
C+	77-79	2.0
C	73-76	2.0
C-	70-72	2.0
D+	67-69	1.0
D	63-66	1.0
D-	60-62	1.0
F	0-59	0.0

HOMEWORK

Additional practice and opportunities to master concepts are a critical component of a high-quality education. At HCS we strive to provide students with homework assignments that are relevant to their learning, effective toward obtaining mastery, and can be completed in a timely manner. Students are required to turn in all assignments that are given to them by their teachers.

Students who miss an assignment will need to speak directly with his or her teacher to establish terms for making the assignment up. Student who habitually miss homework or other assignments are subject to the disciplinary procedures of the school.

HELP CLASSES

Help Classes are available by invitation only. Parents of students needing additional academic support will receive communication from the teacher regarding a specific day and time for their student to attend Help Class.

P.E. EXCUSES

Students who are not able to participate in physical education because of an injury or temporary condition should bring in a written excuse from the parent/guardian. A doctor's excuse is needed for an excuse longer than three days. Students excused from P.E. must remain with their classes and may be given an alternative activity that does not conflict with their injuries or conditions.

PROMOTION AND RETENTION

HCS strives to ensure that students receive an education that is relevant to their learning needs and uses a promotion/retention process that places the best interests of the students in mind.

AWARDS

A. HONOR ROLLS

Honor rolls in grades 5K-6 are earned on a nine-week basis. Enrichment classes, including P.E., are not calculated into the GPA.

President's Honor Roll – GPA of 4.00 and all A's

"A" Honor Roll – GPA of 3.70 thru 3.99

"B" Honor Roll – GPA of 3.0 thru 3.69

B. CHRISTIAN CHARACTER AWARD

The Christian Character Award is given to students on a quarterly basis who demonstrate virtue, godly character, and is a model of Christ-likeness to his or her peers.

C. STUDENT OF THE MONTH

Each month, every preschool and elementary teacher selects one child to be recognized as the Student of the Month. The student of the month is chosen for having demonstrated model attitude and behavior in the classroom. Students receive special prizes and have a meeting with the Head of School.

STANDARDIZED TESTING

The Stanford Achievement Test (SAT10) is given each spring and measures a student's performance according to grade level. Test results are sent to parents at the end of the school year. Parents or students having specific questions should address them to the school counselor.

Test Taking Procedures

HCS expects students to adhere to established testing protocols at all times during testing. Violations of the following rules may result in the student receiving a zero without the opportunity for a retake and potentially receiving additional consequences based on the situation.

1. In order to avoid the appearance of cheating and to allow others the opportunity to work without distractions, no talking is permitted during tests. Students must raise their hands and wait to be addressed by the teacher.
2. Study guides, notes, or open textbooks should not be visible during quizzes or tests.
3. After completing tests, students should not share any information regarding the tests.
4. Any inappropriate or distracting behavior towards students or the teacher may also be a violation of test taking procedures.
5. Standardized assessments can only be made up when there are documentable, extenuating circumstances and with approval by the Head of School.

STUDENT PLACEMENT/TEACHER REQUEST POLICY

Students at HCS are placed based on academic, social, developmental, and staffing needs. Due to the number of factors involved in placing students, individual requests for placing students in a particular classroom cannot be honored.

SUMMER STEM PROGRAM

HCS utilizes an acceleration model to support student learning during the summer. An accelerated model allows students to move forward with their learning rather than attempting to remediate material from the previous school year. Summer Enrichment is an optional program, but does have an application process in order to ensure students will be successful in it.

TEXTBOOKS

Textbooks are provided to students at the beginning of most courses. Since textbooks are considered school property, students are expected to return them in good condition. Students are highly encouraged to use book covers. Students with damaged, lost, or stolen books will incur a replacement fee based on the cost of the book.

1. Textbooks are rented by the students via the resource fee.

2. To avoid damaging books, it is highly recommended that students use book covers to protect them.
3. It is not acceptable to write or mark in textbooks unless the books have been purchased in advance.
4. Secondary students who do not return or pay a lost/stolen book fee may not be permitted to take final exams.
5. Students will be charged for lost, damaged, or stolen textbooks, therefore, every effort should be made to ensure that textbooks are properly cared for and secured.

X. DISCIPLINE

HCS takes a school-wide, proactive approach toward handling school discipline. With this approach we strive to maintain a school structure that effectively communicates expected behaviors for all students. Additionally, we seek to highlight students who exhibit these positive behaviors rather than only addressing negative ones. It is our goal to both love and discipline our students in accordance with God’s Word in order to “train them” (Prov. 22:6) with respect for their levels of physical, mental, and spiritual maturity.

In the event a student violates the HCS standards of conduct, quick and necessary action will be taken to address and correct the disciplinary infraction. As such, the teacher is the first line of authority for discipline in the classroom setting. Students exhibiting behavior that frequently hinders the learning environment of the school will receive disciplinary actions that may include expulsion or declined reenrollment.

A. DISCIPLINE PROCESS – FOR GRADES 2K-4K

Preschool students learn respect for themselves and others through clearly communicated expectations, positive example, and age-appropriate consequences. Teachers will primarily use firm, positive, redirection to address students’ behavior. If a student’s behavior does not improve after redirection or becomes disruptive to the learning environment, the teacher will call, email, or send a note home to inform the parents or guardians of the incident. If the same behavior persists, the teacher will send the student to the Preschool Director’s Office. The first office visit will consist of a conversation with the student about proper behavior in the classroom and a follow-up email or notice sent home to parents. The second visit will require a call to the parent. In the case of a third office visit or prolonged and/or severe inappropriate behavior, the teacher and/or administration will arrange a conference with parents to implement a plan to address the student’s needs. If a student’s behavior persists to a state of becoming physically or emotionally harmful to the student or other students, it may become necessary to remove the student from the program. HCS does not utilize corporal punishment or disciplinary strategies that may cause physical or emotional harm to students.

Inappropriate touches or sexual actions toward another student will require an investigation from the school’s administration and may require dismissal from the school. Depending on the nature of the incident, the school may file a report with local authorities.

B. DISCIPLINE PROCESS – FOR GRADES K-5

Elementary aged students are expected to exhibit the HCS standards of conduct to the extent appropriate for their ages. HCS will primarily handle discipline in a proactive manner by providing frequent communication, instruction, and a school structure aimed at preventing disciplinary problems and accentuating positive behaviors. The purpose of the disciplinary process is to ensure students continually exhibit the standards of conduct for HCS.

HCS records and communicates disciplinary infractions via RenWeb. Any parent that receives conflicting reports regarding a students' disciplinary referral should address it with school personnel in the following order: teacher who issued the referral, grade level supervisor, and school administration. Failure to address disciplinary conflicts in this order may delay the resolution of the conflict.

Teachers will primarily use firm, positive, redirection to address students' behavior. If a student's behavior does not improve after redirection or becomes disruptive to the learning environment, the teacher will call, email, or send a note home to inform the parents or guardians of the incident. If the same behavior persists, the teacher will send the student to the Elementary Supervisor's Office. The first office visit will consist of a conversation with the student about proper behavior in the classroom and a follow-up email or notice sent home to parents. The second visit will require a call to the parent. In the case of a third office visit the student will be sent to the Dean of Discipline to determine further disciplinary action and to arrange a disciplinary meeting with parents. If a student's behavior persists to a state of becoming physically or emotionally harmful to the student or other students, it may become necessary to remove the student from the program. HCS does not utilize corporal punishment or disciplinary strategies that may cause physical or emotional harm to students.

Inappropriate touches or sexual actions toward another student will require an investigation from the school's administration and may require dismissal from the school. Depending on the nature of the incident, the school may file a report with local authorities.

D. AFTER SCHOOL DETENTIONS (K – 5)

Detentions, assigned by teachers or school administration, will primarily be given for infractions that create a class/school disturbance. The following guidelines will apply:

1. Detention will be a thirty (30) minute period during lunch time or 1-2 hour periods after school, depending on the nature of the infraction.
2. During lunch detentions students will sit at a private table during lunch and may be required to complete assignments. After school detention will be held in an assigned classroom. Students will not be allowed to talk or socialize in any manner.
3. Inappropriate behavior during detention may result in further disciplinary action.

HCS Tentative Progressive Discipline Plan

The purpose of the Progressive Discipline Plan is to provide proactive guidelines for how disciplinary infractions may be addressed during the school year. This plan is a “living document” and **school administration reserves the right to modify the plan based on the details of specific disciplinary issues.** Teachers will make every effort to address problems before having to send a student to the school's administration. The “Progressive Discipline Plan” chart indicates minimum consequences of discipline situations and is not intended as absolutes. Discipline situations reported to the administration will be dealt using the administrator's discretion.

Incident	1 st Disposition	2 nd Disposition	3 rd Disposition	4 th Disposition
ATTENDANCE RELATED				
Leaving campus without permission	PC, 3 Hour Detention	3 OSS, PC, Disciplinary Hearing	Possible Expulsion	Administrator's Discretion
Skipping Class	PC, Warning	PC, 2 Det.	3 OSS, PC, Disciplinary Hearing	Possible Expulsion
Tardy (4 in a 9-week period)	1 Det., PC	3 Det., PC	1 OSS, PC	1 OSS, PC
Truancy (10 or more absences in a semester)	Truancy Meeting	Truancy Meeting, Possible Expulsion		
Loitering, Off Limit Area, Trespassing	PC, Warning	PC, 3 Det.	PC, 3-5 OSS	Possible Expulsion
RESPECT FOR SELF AND OTHERS				
Disregard for directions or commands, or insubordination.	PC, Administrator's Discretion	PC, Conference Required	PC, 3-5 OSS	PC, Possible Expulsion
Horseplay, Hitting/Pushing/Inciting Disturbances	PC, 1 Det.	PC, 3-5 Det.	PC, 3 OSS, Disciplinary Hearing	PC, 5 OSS, Possible Expulsion
Aggressive Behavior/Unruly Conduct	PC, 3 Det, Conference Required.	PC, 3-5 OSS	5 OSS, PC, Disciplinary Hearing	Possible Expulsion
Fighting	PC, 3-5 OSS (Both Parties)	PC, 5-10 OSS, Disciplinary Hearing	Possible Expulsion	
Bullying – Determined after full investigation.	3 OSS, PC, Conference Required	5 OSS, PC, Disciplinary Hearing, Possible Expulsion	Expulsion	
Inappropriate verbal, or non-verbal expressions (toward student, sexual)	PC, warning, conference required.	PC, Physical separation required, if not possible, mandatory 3 OSS	PC, 3-5 OSS, Disciplinary Hearing	Expulsion
Inappropriate verbal, or non-verbal expressions (toward staff)	PC, warning, Disciplinary Hearing	3 OSS, PC, Disciplinary Hearing, Possible Expulsion	Expulsion	
Classroom Disruption	PC, warning	PC, 3 Det., Conference Required	PC, 3-5 OSS, Disciplinary Hearing	
Inappropriate verbal, or non-verbal expressions (toward student, non-sexual)	PC, warning	PC, 1 Det.	PC, 3 Det, Conference Required	PC, 3 OSS
Obscene Material	PC, Warning, Discard Material	PC, 1-3 Det., Conference Required,	PC, 3-5 OSS, Disciplinary Hearing	PC, Possible Expulsion
Public Displays of Affection	PC, Warning	PC, 1 Det.	PC, 3 Det., Conference Required	PC, 3 OSS

General	1 st Disposition	2 nd Disposition	3 rd Disposition	4 th Disposition
Cheating (Blatant)	PC, Warning, Resubmit Assignment with grade penalty.	PC, Zero on Assignment, Conference Required	PC, Zero on Assignment, 1-3 Suspension, Disciplinary Hearing	PC,
Forgery, Giving False Information	PC, warning	PC, 1-3 Det.	PC, 1-3 OSS Conference Required	3 OSS, PC, Disciplinary Hearing
Dress Code	PC, Call/change	1 Det., PC	3 Det., PC, Conference Required	PC, 5 Det., Conference Required
Cumulative Offenses (Multiple minor infractions)	Behavior Support Plan, PC,	1-3 OSS, PC,	3-5 OSS, PC, Disciplinary Hearing	Possible Expulsion
Failure to Follow Instructions	PC, Warning, 1 Det.			
Damage, Destruction, or Theft of School Property	PC, Restitution required	PC, Restitution required 1-3 Det. or 1-3 OSS (depends on severity)	PC, Restitution Required, 3-5 OSS, disciplinary hearing	PC, restitution, 5 OSS or Expulsion
Damage, Destruction, or Theft of Private Property	PC, restitution,	PC, restitution, 1-3 OSS, conference required.	PC, restitution, 3-5 OSS, disciplinary hearing	PC, restitution, 5 OSS or expulsion
Cell Phones, Electronic Pages, & Communication Devices	See Cell Phone Policy	See Cell Phone Policy	See Cell Phone Policy	See Cell Phone Policy
Sexual Misconduct	Pending Investigation, Possible Expulsion	Pending Investigation, Possible Expulsion	Pending Investigation, Possible Expulsion	Pending Investigation, Possible Expulsion
Weapons	10 days OSS, PC, Disciplinary Hearing, Possible Expulsion	Expulsion		
Alcohol/Tobacco possession or use	5-10 days OSS, PC, Possible Law Enforcement Contact, Disciplinary Hearing, Behavior Support Plan	10 days OSS, PC, Possible Law Enforcement Contact, Possible Expulsion	Expulsion	
Drugs: Possession, Distribution, Paraphernalia	10 days OSS, Law Enforcement Contact, Expulsion			
All threats of harm to school, students, employees and self	Pending Investigation	Pending Investigation	Pending Investigation	Pending Investigation
Misuse of Technology (including but not limited to taking photos/videos/audio and posting on social media, etc. while on school network or grounds.)	PC, Corrective Action Required, Possible 1-3 OSS.	PC, Corrective Action required, 1-3 OSS	3 OSS, PC, Disciplinary Hearing	5 OSS, PC, Possible Expulsion

E. DISCIPLINARY PROBATION

Disciplinary probation results from an accumulation of disciplinary referrals and/or patterns of maladaptive behavior. The status of probation is determined on an individual basis. Should a student be placed on disciplinary probation, the student will meet with the Guidance Counselor or designee on a weekly basis. Parents may also be required to meet with school administration. If the pattern of maladaptive behavior does not improve, a student may be expelled or denied an invitation for reenrollment.

F. SUSPENSION

HCS recognizes that suspension, in and of itself, does not always lead to improved behavior. However, the primary purpose of a suspension is to preserve the learning environment of the school. When a student is suspended, school administration believes that he or her has engaged in actions that, if not addressed, can disrupt the nature of the learning environment. Suspension from school is a result of repeated minor misconduct or a violation of a major school policy. Suspensions range from one to ten days. Students who are suspended from school will not be allowed to make-up any assignments without prior approval from the Head of School.

Additionally, a student who receives a suspension is separated from the school community entirely and is not permitted on campus or allowed to attend any school-related activities unless they are church-related. A notice of the suspension will be placed in the student's RenWeb profile. Students who receive multiple suspensions are subject to expulsion.

H. EXPULSION

The disciplinary procedures of HCS provide students with opportunities to reflect on their actions and demonstrate the ability to respect and adhere to the HCS standards of conduct. Students who are unwilling or unable to meet the behavior standards of HCS may be expelled from the school. Expulsion may also result from serious violations of the student code of conduct that occur both on or off campus if the school administration determines the violation is a threat to the school culture or environment.

Expulsion may also occur if a parent becomes unsupportive, unruly, antagonistic, litigious, slanderous, or takes legal actions against the school. Expulsion of a student does not require prior warning and may be decided upon unilaterally at the discretion of the school's administration.

INTERNET POLICY AND USAGE

STUDENTS' DOMAIN: Used by students for (but not limited to) the following purposes:

- Educational programs
- Classwork and homework assignments
- Presentations and web design
- Learning tools and tutorials
- Exams and tests
- Email (“as needed” basis)
- Internet access
 - Classwork/homework-related functions
 - Research
 - Learning tools

Policy Overview

All electronic communications to, from, about, or on school premises or at school-related events shall reflect the principles upon which the school is founded, in support of its educational goals. The Computer Use Agreement for Students and Parents contains guidelines for the use, access, and disclosure of communications with any type of electronic device (including, among other items, desktop and laptop computers, cell phones, smart phones with Internet/email capabilities, printed hardcopies of emails, video recording/playing devices, electronic gaming devices, internet, and intranet) for the purpose of sending, receiving, viewing, or sharing information by students using any school-provided communication or computer system or other personal electronic device(s) on or off campus or at school-related events. These include wireless computers as well as those directly “wired” into the network. Note that in some cases, use of personal electronic devices at home or away from the school campus are covered by this agreement and its policies where such communications impact the school, or are to/from faculty and students, parents, or third parties (such as communications on the Internet or on social networking sites).

Confidentiality and Information Ownership

The school’s network and computer systems are intended for school educational purposes only. Use of the school’s network and its systems for accessing or acquiring information and materials inappropriate to a school environment is against school policy and is prohibited. All information transmitted or stored in school systems is the sole and exclusive property of the school and is to be considered confidential. Such information may not be disclosed to any person outside of the school nor may any such information be removed from the premises without the express permission of the school. Students and parents are strictly prohibited from accessing, reading, and/or copying data, information, or communications stored in the school network and systems without authorization.

Management’s Rights to Access Information

HCS's computer and communication hardware and software systems have been installed and are used to facilitate school communications. Although students have an individual user account and password to access these systems, they belong to the school and the contents of all communications are accessible by faculty and administration for any school purpose. The school reserves the right to monitor its systems, as it sees fit, in order to ensure compliance with this policy. Students are strictly prohibited from placing personal passwords on any school system for the purpose of preventing such monitoring.

Software, Personal Storage Media, and Remote Access

Computer software, whether purchased, developed, or modified by the school, may not be downloaded, copied, reproduced, altered, deleted, or appropriated by students or parents without prior school authorization. Illegal duplication of computer software may result in filing of criminal copyright charges by the owners of the copyrights; copyright infringement is punishable by fines and/or imprisonment.

The use of personal storage media devices (ex. CDR/CDRW, DVDR/DVDRW, USB flash drives, external hard-drives, cell phones, iPads, iPods, Notebooks, Tablets, etc.) in the network or school computer systems without prior authorization is strictly prohibited. Students and parents are furthermore prohibited from accessing the network or school systems from remote locations.

Network and Internet Guidelines

With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value in the context of a school setting. Please be aware that on a global network it is impossible to control ALL materials, and an industrious user may discover controversial information. Hollywood Christian School firmly believes that the valuable information and interaction available on this worldwide network outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. This notwithstanding, the school has made every effort to protect its students from inappropriate and offensive material through the use of content and email filtering software and hardware systems.

Internet access is coordinated through a complex association of government agencies, regional and state networks, and Internet service providers. In addition, the smooth operation of the network relies on the proper conduct of the student, who must adhere to strict guidelines. In general, this requires efficient ethical and legal utilization of the network resources. If a Hollywood Christian School student violates any of these provisions, his/her account may be terminated and/or disciplinary action taken, which may result in a denial of future access.

Email, Chat Rooms, Instant Messaging, and Social Networking Sites

Access to personal email accounts by students from a school network computer or system is prohibited, unless otherwise approved by the school administration. Access to personal email by students will be granted on an "as-needed" basis only. Harassment and threats via email

messages is strictly prohibited. Email messages are not to include personal attacks and should follow normal rules of appropriate public language.

Participation in “chat rooms”, on instant messaging clients, message posting, blogs or the perusal of social networking sites (such as Tumblr, Instagram, Facebook, Twitter, YouTube, etc.) on campus or using school equipment for any purpose other than school-related duties is strictly prohibited. Access to these sites is blocked by default and may only be granted with explicit approval from the school. Students and parents should also be aware that the school periodically checks such sites for compliance with school policy.

Password and Encryption Key Security

All student passwords must be available to the school at all times. Additionally, students may not install encryption programs of any kind on school computers. Further, students are prohibited from the unauthorized use of passwords belonging to other students in order to gain access to another student’s information. The student is responsible for any and all activity occurring on the network and school systems under their account and with their password.

Terms and Conditions

Acceptable Use - The purpose of the school network is to support research and education by providing access to unique resources and the opportunity for collaborative work. The use of a network account must be for educational purposes. Use of other network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Use for personal product advertisement is also prohibited. Users who engage in electronic communications with persons in other states or countries or in other systems or networks may also be subject to the laws of those jurisdictions and the rules and policies of those systems and networks.

Privileges – HCS considers the use of the school’s network to be a privilege; therefore, inappropriate use of the network will result in a cancellation of those privileges and/or disciplinary action. The system administrators will determine in all cases what is appropriate context and use, and their decision is final. It is the system administrators’ prerogative to close a student account at any time. The administration, faculty, and staff of HCS may also request the system administrators to deny, revoke, or suspend specific student accounts.

Internet Etiquette and Rules – HCS expects students and parents to abide by the generally accepted rules of internet etiquette. These include, but are not limited to, the following:

- a. Refrain from using offensive or abusive language in documentation or any form of communication with others. Hate mail, harassment, discriminatory remarks, and other antisocial communication are prohibited.
- b. Illegal activities as defined by local, state, and federal law are strictly prohibited.

- c. Students and parents are to refrain from divulging personal information such as home address or telephone numbers unless required in the performance of school work. Likewise, refrain from divulging such information regarding fellow students.
- d. Note that email is not guaranteed to be private. Messages relating to or in support of illegal or otherwise objectionable activities may be held accountable.
- e. Do not use the network in such a way that would disrupt the use of the network by other students and users. Refrain from playing games or streaming media (music and videos) in a non-academic or non-educational manner that restricts other students and users from accessing network resources.
- f. All communications and information accessible via the network should be assumed to be private property of the school.
- g. Software is protected by copyright law; therefore, do not make unauthorized copies of software found on the network or school systems, either by copying them onto removable storage media (compact disks or USB flash drives) or onto other remote computers. Do not give, lend, or sell copies of software to others.
- h. Do not attempt to gain unauthorized access to systems or data that belong to other students.
- i. Student network accounts are to be used only by the authorized owner of the account for the authorized purpose. Do not divulge your user account or password to others.

Security - Students are to immediately notify their teacher, tech specialist, or administrator of any security breach or network security problem as soon as they are aware of it. Do not use another student's network account or attempt to log on to the network as a system administrator. Either of these actions may result in cancellation of the student's network privileges and/or disciplinary action.

Vandalism - Vandalism will result in the cancellation of student network privileges and disciplinary action. Vandalism is defined as any malicious attempt to harm or destroy hardware or software, harm or destroy data of another user, Internet data, or any of the above listed agencies or other networks that are related to the HCS network. This includes, but is not limited to, the uploading or creation of computer viruses and malware.

HCS makes no warranties of any kind, whether expressed or implied, for the service it is providing. The school will not be responsible for any damages suffered by students or parents as a result of using the network or school systems. This includes the loss of data resulting from delays, non-deliveries, miss-deliveries, or service interruptions caused by negligence, errors or omissions. Use of any information obtained via the Internet is at the student's own risk. Hollywood Christian School specifically denies any responsibility for the accuracy or quality of information obtained through network services.

CONCLUSION

Although this handbook provides information on some of the common operations and procedures of HCS, inevitably there will be occasions where decisions must be made that are not addressed in this manual. If any problems or situations arise that are not discussed in this handbook, the administration and faculty will determine the course of action necessary based on the nature of the circumstance.

PARENT AGREEMENT

Achieving the vision of becoming a “catalyst for world-class, kingdom-centered, education” requires support from all parties and stakeholders involved in our students’ education. As a part of this partnership, HCS asks that families review the following statements with their students and demonstrate agreement by signing below.

We have read and acknowledged all pages of this handbook. We understand the principles and guidelines outlined in the Parent/Student Handbook. We will seek to support them and abide by them while a part of the Hollywood Christian School family, whether on or off campus, and at all school functions. We understand and agree that continued enrollment and reenrollment of our children at Hollywood Christian School is dependent on parental support of the school, its staff, and its policies. Additionally, students who exhibit extreme or repeated behavior or academic problems may be removed from the school at the administrator’s discretion. School administration reserves the right to override the progressive discipline plan if a student exhibits behaviors that are considered averse to the school environment. Lastly, we agree not to make demands, threaten to sue, make any kind of accusation or complaint, or actually litigate any matter whatsoever relating to or resulting from the enforcement of stated school policies. We understand that retaining or instructing an attorney to contact the ministry with regard to a potential claim or dispute will be interpreted as a threat to sue. Accordingly, the parties agree to resolve all potential claims, disputes, or causes through binding arbitration using the procedures outlined in the attached processes.

- *We agree to follow the biblical pattern of Matthew 18:15-17 and Galatians 6:1 and always give a good report. All differences are to be resolved by utilizing biblical principles.*
- *The parties agree that the methods outlined in this section shall serve as a guideline for addressing conflicts that arise during a student’s enrollment at HCS and expressly waive the right to file a lawsuit against one another in any civil courts for such disputes. If a student involves HCS in a civil or criminal matter, the student will be unenrolled from the school.*
- *We agree to do everything in our power to avoid involving HCS and Hollywood Community Church in any legal proceedings which may take place or legal requests for documents or testimony of school officials concerning the custody and/or upbringing of my/our child. We understand that if, despite our best efforts, any school official is legally compelled to provide testimony or documentation beyond a copy of a student’s academic records, that the student will be immediately un-enrolled from Hollywood Christian School and that my/our account may be charged for any and all expenses incurred in complying with such legal process.*
- *We release HCS, the administration, and Hollywood Community Church from all liability for mishap or injury to the student named herein. In the event a student needs medical services that require parental consent, we authorize HCS to give permission for medical services when a parent or guardian cannot be reached.*

Parent Signature _____ Date _____

Student Signature _____ Date _____

DECLINE INTERNET USAGE/PUBLICATION FORM

(Only return if internet usage or publication is **DENIED** by parent)

I understand that my child may be photographed or videos at various school activities during the academic year. These photos and videos may be published to the school's website, yearbook, or social media accounts (i.e. Facebook, Twitter, Instagram). Hollywood Christian School frequently highlights the accomplishments of our staff, students, and faculty and will only use available media for such purposes.

Any parent or legal guardian that does not wish to have their student's photos or videos published for the abovementioned purpose may decline permission by completing this form. This form does not have to be returned if you give permission to have your student's photos or videos published for such purposes.

I understand that, students are provided access to internet software that allows them to access information on the World Wide Web. I understand that HCS takes every effort to protect students while using these resources as required and outlined by the Children's Internet Protection Act. The school utilizes a network filter to block inappropriate websites when students use the school's network.

As the parent or legal guardian, I **DO NOT** give permission for my child to:

____ access the Internet and e-mail system

____ have his/her materials published to the World Wide Web

____ have his/her unidentified photo published to the World Wide Web

Student Name (Please Print)

Student Signature

Date

Parent Name (Please Print)

Parent Signature

Date