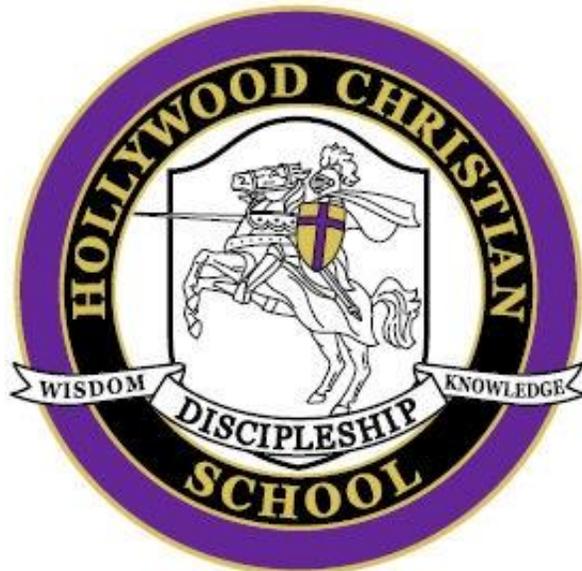


# HCS

Hollywood  
Christian School

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



Secondary Student Handbook

2018 – 2019

**HOLLYWOOD CHRISTIAN SCHOOL  
STUDENT HANDBOOK**

**2017-2018**

*A ministry of Hollywood Community Church*

1708 N 60<sup>th</sup> Avenue

Hollywood, Florida 33021

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

[www.hollywoodchristianschool.org](http://www.hollywoodchristianschool.org)

**Table of Contents**

**I. INTRODUCTION ..... 1**  
    **STATEMENT OF FAITH ..... 1**  
    **VISION STATEMENT ..... 8**  
    **MISSION STATEMENT ..... 8**  
**II. ADMISSIONS ..... 11**  
**III. FINANCIAL INFORMATION..... 13**  
**IV. GENERAL INFORMATION..... 15**  
    **DRESS CODE ..... 20**  
**V. ATTENDANCE..... 29**  
**VI. HOME/SCHOOL COMMUNICATION ..... 31**  
**VII. TRANSPORTATION..... 32**  
**VIII. ACADEMICS ..... 33**  
**STANDARDS OF CONDUCT ..... 43**  
**PARENT-STUDENT AGREEMENT ..... 51**  
**DECLINE INTERNET USAGE/PUBLICATION FORM ..... 52**

# I. 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 12<sup>th</sup> 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 21<sup>st</sup> 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 for the school.
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 21<sup>st</sup> 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**

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/School 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](mailto:admissions@hollywoodchristianschool.org)

**School Website:** [www.hollywoodchristianschool.org](http://www.hollywoodchristianschool.org)

### Main Office hours

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

**7:30AM – 3:30PM - Fridays**

**Preschool hours: 8:00AM – 2:45PM**

**VPK Hours – 8:0AM – 12:00PM**

**Secondary hours: 7:45AM – 3:00PM**

## 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 enroll)

**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](http://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 <sup>st</sup> 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 <sup>st</sup> day of school.)			\$75						\$75 12 <sup>th</sup> 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 15<sup>th</sup> are accepted by FACTS via electronic check, cash, money order, or cashier's check.

## **IV. GENERAL INFORMATION**

### **AFTER SCHOOL SUPERVISION**

**Due to supervision issues and the safety of our students, students cannot remain on campus after 3:30pm unless they are in a supervised activity.** If they are involved in a supervised activity, supervision will only be provided up to 30 minutes following the dismissal of that activity. Athletes who remain on campus for must remain under the supervision of the Athletic Director. All other students must either be in a supervised activity or picked up within 30 minutes of the end of school.

### **ATHLETICS**

The purpose of athletics at HCS is to enrich student learning, develop leadership skills, and promote the God-given gifts and talents of our students. Our school offers various sports and activities for elementary and secondary students. We are also a member of the FHSAA (Florida High School Athletic Association), which makes us eligible for district, regional, and state playoffs.

### **ATHLETIC REGULATIONS/DRESS**

The way in which athletes conduct themselves before, during, and after games is extremely important. HCS expects athletes to conduct themselves with dignity and discipline both on and off the field.

1. Athletes must wear practice attire that is approved by the coach.
2. Athletes must wear a t-shirt, tank top, or other prescribed practice jersey at all times during practice.
3. No half-shirts or cut-offs are to be worn at any time on school property or at school activities.
4. An athlete who quits a sport after the first game may not participate in another sport without authorization from the Athletic Director.
5. No athlete will be allowed to participate in athletics unless he or she is covered by personal medical or employer group health insurance. Our insurance policy provides "excess" coverage in the event a student's primary insurance does not cover needed health services.
6. Any athlete who misses more than half a day (3 class periods) must receive permission from school administration in order to participate in any athletic event on that day.
7. If a student would like to participate in two (2) sports during the same season, he/she must obtain authorization from the Athletic Director.
8. All athletes must maintain a 2.0 cumulative GPA, based on semester averages (including the last semester of the previous school year), in order to be eligible to participate on an athletic team.
9. Athletes are not permitted in the gym or weight room unless they are under the direct supervision of a coach.

10. All athletes must have a FHSAA physical form and release form on file with the Athletic Director before they are permitted to practice.
11. Athletic jerseys may be worn to school only on game days during the season for that sport.

## **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.

## **CAR REGULATIONS**

Driving on the campus of Hollywood Christian School is a privilege. It is the student's responsibility to be aware of state and local laws specific to the safe operation of any motor vehicle. The speed limit on HCS property is 10 MPH. In addition, every student who drives must have a valid driver's license. A learner's permit is not a valid driver's license unless accompanied by an adult who is 21 years of age or older. Students who violate these laws and school policy will be in jeopardy of losing this privilege as well as incurring any additional consequences.

1. All student drivers must register their car, provide a copy of their driver's license and insurance cards, and have written parental permission on file in the main office. Students may register a car as soon as they are legally allowed to drive without adult supervision.
2. Students who drive without a valid driver's license may have their keys confiscated. This action may result in suspension or expulsion.
3. Students must park in their assigned parking area.
4. Reckless or careless driving may result in the suspension of the car's registration, which will prohibit the student from being allowed to drive on campus.
5. Students will not be allowed to return to their cars during the school day unless he or she has permission to leave campus.
6. The speed limit is 10 MPH.
7. No writing, pictures, or symbols shall be displayed on any car which promotes a philosophy contrary to the philosophy of HCS.
8. No loud music will be permitted in the cars.
9. All student drivers must visibly display school decal on the lower left corner of the front windshield.

**Violation of any of the above regulations may result in suspension of the car's registration.**

## **CHAPELS AND SMALL GROUPS**

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. Small groups are used to provide spiritual mentoring and discipleship to students in a smaller setting allowing for deeper discussion, prayer, and spiritual growth. Chapels and small groups are conducted on alternating Tuesdays of each week.

## **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.

## **COMMUNITY SERVICE**

Each high school student at HCS is required to perform a minimum of 25 hours of community service per year at HCS between the last day of eighth grade and the last day of classes as a senior. The community service requirement may be satisfied by participation in a single activity or a combination of approved activities.

**Failure to complete this requirement will result in the holding of final transcripts and diploma.**

### **A. DEFINITION OF COMMUNITY SERVICE**

A recognized community service activity by a HCS student is one which:

1. Is performed without compensation to the student.
2. Has some institutional or organizational affiliation (all government, charitable, and religious IRS-ruled organizations automatically qualify as community service providers).
3. Results in a service to at least one person other than the student or the student's relative and is generally of benefit to the "community".
4. Is not performed during scheduled class time unless the service is preapproved by the Head of School.
5. Is not a service that is mandated by a court.

## **B. GUIDELINES FOR EARNING COMMUNITY SERVICE**

To earn credit for community service:

1. The service must meet the prior definition.
2. To ensure proper credit, it is strongly recommended that all service activities be pre-approved through the guidance counselor's office.
3. The service must be supervised by a person other than the student's relative.
4. The service must be of at least one hour's duration.
5. The completed community service form must be signed by the activity supervisor and submitted to the guidance counselor in order to receive credit.
6. The service may be performed in the community at large or at HCS.

### **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**

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).

### **GENERAL DRESS STANDARDS**

1. Only approved HCS uniforms, purchased from Debbie's Uniforms, may be worn each day. All clothing must be modest and appropriate in appearance.
2. HCS jackets and sweatshirts are a part of the uniform. A uniform shirt or blouse must be worn under the sweater or sweatshirt. T-shirts are not acceptable except on approved Out of Uniform Days.
3. Only HCS uniform/athletic shorts are permitted.
4. Belts are required.
5. No slippers, flip flops or similarly styled shoes are allowed.
6. T-shirts worn under the uniform shirt must be a solid color.
7. No sunglasses.
8. Pant legs are to be neatly hemmed, not ragged or slit.
9. If a hooded sweatshirt is worn, the hood cannot be pulled over the head while inside the building.
10. Tattoos are not permitted. Any student with a previous tattoo must have the tattoo covered at all times and at all events including sports.
11. No body piercings/gauges are allowed or may be visible at any time or at any school events. Girls are allowed to wear one set of studded earrings (no dangling earrings allowed). Boys are not allowed to wear earrings regardless of the number.

- of piercings.
12. Undershirts may not hang lower than polo shirts.

### **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.

## **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

### **DRESS FOR ATHLETES**

1. Athletic jerseys may be worn only on game days, during the appropriate season.
2. Only the team jersey may be worn with appropriate shirt underneath. Undershirts may only be in solid colors.
3. No t-shirts may be worn as team jerseys.
4. All team members must wear the same jersey if the team has multiple jerseys.
5. Special championship function t-shirts (i.e. state track, national cheerleading, etc.) may only be worn on out of uniform days or special days as approved by school administration.

### **OUT OF UNIFORM DRESS CODE**

Dress for any days that are designated as "Out of Uniform" days will be specifically described prior to that day. Standard guidelines are focused on modesty and appropriateness. Failure to be in proper dress code on these days may result in the student calling home to obtain the proper attire. The general guidelines are:

1. Jeans must be either blue or black and must be without holes, tears, or shredding.
2. Flip-flops, backless shoes, and slippers are not to be worn.
3. A girl's midriff may not be showing.
4. Tight-fitting clothing is not permitted.
5. No tight skinny jeans, leggings, or jeggings are allowed.
6. Due to current trends in jeans, it is recommended that parents purchase alternative pants for girls.
7. No pajamas, or shorts more than three (3) inches above the knee.
8. Shirts with inappropriate language, pictures, or symbols will not be allowed.

### **GROOMING**

HCS expects students to be clean and well-groomed in personal appearance with hair clean and neatly combed. Only natural hair colors and reasonable styles, that are not considered a distraction or inappropriate by the administration, are acceptable.

1. Abnormal hairstyles are not permitted.
2. Hair must be kept neat. Failure to comply with hair code will result in a required haircut. If the haircut or style is totally inappropriate to HCS standards, it must be corrected before the student will be permitted to return to class.

## **DRESS CODE VIOLATIONS**

First Offense – Parent called for change of clothes.

Second Offense – 1-hour detention, parent contact.

Third Offense – 3-hour detention, parent contact.

Fourth Offense – 5-hour detention, parent contact.

## **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.

## **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.

## **GUIDANCE COUNSELOR**

The role and function of the Guidance Counselor at HCS is to assist students with academic, spiritual, and social needs. The Guidance Counselor serves the needs of elementary and secondary school students. The counselor's office is located on the second floor in the main office

## **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.

## **LOCKERS AND LOCKS**

HCS is currently phasing out the use of lockers in the school. However, lockers will be available in the athletic department for students.

### **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.

### **PERSONAL PROPERTY**

It is strongly advised that students refrain from bringing any 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. 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](http://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.

## **STUDENT CLASS TRIPS**

The purpose of class trips is to allow students opportunities for fellowship and spiritual growth beyond the classroom. Class trips are chaperoned by school personnel and can only be attended with written permission from parents or guardians. Students also must have all academic and financial conflicts resolved before attending the trip.

## **STUDENT LEADERSHIP TEAM**

It is the goal of HCS to produce leaders who are prepared to influence their communities and world with the kingdom of God. The Student Leadership Team allows students to utilize leadership and decision-making skills while actively participating in the progress of the school. HCS charges the Student Leadership Team with evaluating student feedback on various components of the school, making suggestions for school improvement, conducting activities to promote a positive school culture, and to serve as role models for future school leaders. The Student Leadership Team is open to students in grades 4-12.

Eligible candidates will meet the following qualifications.

1. Minimum overall GPA of 3.0
2. Must be in good disciplinary standing.
3. Recommended by a current teacher.

One student will be chosen from each grade level to represent his or her grade. The representative must meet the eligibility requirements, be chosen by a grade level vote, and be recommended by the grade level teacher.

Eligible candidates desiring to hold a position as officer must declare their intention with the guidance counselor at least three weeks prior to elections. Elections will be held during the month of September and will include all students grades 4-12.

## **TEXTBOOKS**

Students are issued textbooks at the beginning of each course. It is the responsibility of the student to properly care for and secure textbooks. A replacement fee will be charged for any lost, stolen, or damaged books. Students are strongly encouraged to use book covers in order to help

prevent damage to books.

## **VALUABLES**

The school is not responsible for the loss of any personal items. Students are responsible for securing any personal items that are brought to the school. Due to the amount of time and man power required to search for lost or stolen personal property, HCS does not investigate such cases.

## **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).

**5<sup>th</sup> Unexcused Absence** – Parent contacted by mail, phone, or email regarding attendance policy.

**10<sup>th</sup> Unexcused Absence** – Truancy meeting held, possible expulsion for nonattendance.

1. According to the Florida Department of Education, a 0.5 credit course includes a minimum of 67.5 hours of instruction in a designated course of study. Based on this number, students are only allowed ten (10) absences per semester per class. Absences in excess of ten cannot be excused without proper documentation and will require HCS to report the excessive absences to local authorities. Students who incur an excess of ten (10) unexcused absences may not be awarded course credit for the program.
2. After five (5) absences, parents will be notified via certified mail, or email, concerning their child's absences. After eight (8) absences parents will be again notified via certified mail, or email. Students receiving more than ten (10) unexcused absences may not be rewarded credits for the course. Students who do not receive credit for a course must participate in the Credit Recovery program in order to earn the credit.
3. After arriving on school property, students may not miss any class or lunch period for any reason without administrative or teacher approval. Once a student arrives, he/she may not leave campus until the proper dismissal time without permission from the main office.
4. It is highly advisable that parents either send absence excuses to the school office upon the students return following an absence or email (preferred method) the excuses to the main office clerk.
5. Students who will be leaving campus for any reason during school hours must first sign out in the main office. Students who drive to school must have written documentation or email from a parent in order to leave campus early. The documentation, or email, must include a phone number that matches that is also on file with the school for verification purposes.
6. It is the student's responsibility to make up any missed assignments due to absences. Upon returning to school, it is highly recommended that students request missed assignments from their teachers and turn them in at by the date arranged by the teacher.
7. A student who misses more than half a day (3 class periods) must have approval from the administration in order to participate in any extracurricular activities that day.

## **B. EXCUSED ABSENCES**

1. An excused absence is defined as an absence due to a court order, death in the family, or a student illness accompanied by a doctor's note. These absences do not count towards the ten (10) allowable absences per semester, but do count against perfect attendance.
2. Students are excused for athletic events, class trips, field trips, and special events with the teacher's permission; however, students are responsible turning in any missed assignments.
3. Juniors are permitted one day and seniors may use two days of pre-approved absences to visit a college campus. There is no academic penalty for college visits as long as all class work and homework is completed on the day the student returns. These absences must be

pre-approved by the school's administration or counselor and must be accompanied by written permission from a parent.

4. Out-of-school suspensions are considered unexcused absences.

### **C. TARDIES**

Due to the importance of classroom instructional time, students arriving after 7:45 AM are considered tardy. It is critical that parents who drop off students in the mornings ensure that they arrive to campus on time. A parent's failure to drop off a student on time does not void the school's responsibility for documenting and addressing excessive tardiness.

Students who are late should go directly to the Main Office to check-in. A tardy slip will be required by the student's teacher before being allowed to enter class. Also note, the tardy time will be based on the time the student is signed in at the main office, therefore it is crucial that students arriving late go directly to the Main Office to sign in.

### **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 with 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.

## **PROBLEMS**

Any parent that experiences a conflict with a teacher or administrator should arrange to speak with the specific personnel first. If a reasonable solution is not achieved the parent should then speak with the teacher or administrator’s direct supervisor. If a reasonable solution is still not reached, the parent may set up a meeting with the Head of School at which point all parties involved in the conflict may be involved in determining a resolution.

## **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 AWARDS**

Students in grades 7-12 are eligible to receive awards based on academic, character and leadership performance. Student are chosen by their teachers or school administration based on established criteria per award.

#### **A. OUTSTANDING STUDENT AWARD**

An Outstanding Student Award is given to students with the highest grade in each subject.

#### **B. HONOR ROLL**

1. President’s Honor Roll is given to the students in grades 7-12 who have a GPA greater than or equal to 4.0 for each marking period and all A’s
2. “A” Honor Roll is given to the students who have maintained a GPA of 3.70 – 3.99 throughout each marking period.
3. “B” Honor Roll is given to the students who have maintained a GPA of 3.00 – 3.69 throughout each marking period.

#### **C. PERFECT ATTENDANCE AWARD**

In grades 7-12 perfect attendance is earned on a yearly basis. Students with no absences for all four nine-week periods will receive a perfect attendance certificate at the end of

the year. Students must be in school a minimum of three hours to be counted present for the day.

#### **D. SPECIAL RECOGNITION**

1. National Honor Society
2. Beta Club
3. Specific Clubs or Groups

#### **E. SCHOOL AWARDS FOR GRADUATING SENIORS**

1. Valedictorian and Salutatorian

Eligibility: All graduating seniors are eligible for valedictorian and salutatorian; however, a student who transfers to HCS after the start of his/her junior year will not displace a student who has attended HCS for two or more consecutive years. Such students may be named co-valedictorian or co-salutatorian.

Calculations: Grades in core academic courses (including Bible) for grades 9-12 will be used to calculate the weighted grade point average for valedictorian and salutatorian according to the HCS grading scale. Dual enrollment courses will not be included in the calculations. Students eligible for either award will be notified early during their senior year, but final standing may not be determined until the end of the senior year. Students with grade point averages within 0.01 of each other may be named co-valedictorian or co-salutatorian.

2. HCS “I Dare You”

This award is presented to one male and one female student from the graduating class who both exhibit the highest ideals of personal integrity, outstanding qualities or leadership and teamwork, outstanding qualities of scholarship, and have a distinguished record of involvement in school activities. This award is presented during the senior awards ceremony.

3. Who’s Who at HCS

Nominees for this award should be students who submit their best and exemplify a servant spirit, dedication, esteem, conviction, faith, leadership, loyalty, and good moral character. The nominee should have a strong Christian testimony and exemplify the true spirit and ideals of HCS.

4. Student Lifetime Award

This is an award given to seniors who have attended HCS from 5K through 12<sup>th</sup> grade.

5. Silver Cord Community Service Award

This award is given to seniors with 250 hours of community service

6. Community Service Award

This award is given to the senior with the most community service hours.

\*Any award may be forfeited due to disciplinary action(s).

## **ACADEMIC PROBATION**

Students must maintain a 2.0 GPA to remain in good standing academically. Should a student fail two or more subjects or have a GPA below 2.0 on the quarterly report, he/she will be placed on academic probation for the next quarter.

1. The student and the parent will be contacted by the guidance counselor and informed of the student's status.
2. The student will be required to attend help class once a week for any class that the student received a D or an F.
3. The student will be required to hold weekly meetings with the guidance counselor at which point parents will be provided with an update on the student's progress.
4. Students on academic probation for more than one quarter, and who still do not maintain a GPA of 2.0, may be asked to withdraw or denied re-enrollment for the next year.

## **ACADEMIC TESTING**

### **A. PSAT/NMSQT**

The PSAT gives an indication of a student's probable success in college. It is administered to 8<sup>th</sup> – 11<sup>th</sup> grade students. All sophomores and juniors are automatically enrolled for this test. There is no charge to parents as it is included in the tuition.

### **B. STANFORD ACHIEVEMENT TEST**

This test measures a student's knowledge in English, math, social studies, and science. The test measures student performance in terms of percentiles and grade level equivalents. The test is administered in late spring, and scores are mailed out in June. All students in grades 5K-11<sup>th</sup> are required to take achievement tests. Scores are recorded on permanent records, and are used to evaluate promotion to the next grade and the possible need for academic probation.

### **C. SCHOLASTIC APTITUDE TEST (SAT)**

This test measures college readiness and is required by many colleges as part of their admission requirements. All students are strongly encouraged to take the SAT in the spring of their junior year and again in the fall of their senior year. It is the student's responsibility to register for this test. Testing forms may be obtained from the guidance counselor or online at [www.collegeboard.org](http://www.collegeboard.org). HCS requires all seniors to take the SAT or ACT at least once before graduation.

### **D. AMERICAN COLLEGE TEST (ACT)**

This test also measures college readiness and many colleges necessitate this test as part of their admission requirements. All students are strongly encouraged to take the ACT in the spring of their junior year and again in the fall of their senior year. It is the student's responsibility to register for this test. Testing forms may be obtained from the School

Counselor or online at [www.act.org](http://www.act.org). HCS requires all seniors to take the SAT or ACT at least once before graduation.

### **E. ADVANCED PLACEMENT (AP) TESTS**

The AP program allows high school students to attempt college-level work, build valuable skills, and study habits. The AP exam is required for all students in AP courses. For more information on the A.P. Program, contact the guidance counselor; you may also go online at [www.collegeboard.org](http://www.collegeboard.org) for more information regarding the AP Program. Scoring well on an AP test allows students to receive college credit for the course.

### **F. ASVAB**

The ASVAB is administered to 10-12<sup>th</sup> grade students and is designed to help students learn more about themselves and the world of work, identify and explore potentially satisfying occupations, and develop an effective strategy to realize their goals.

### **F. BENCHMARK EXAMS**

Benchmark exams are used to determine student progress over the course of the year. Both a Fall and Spring benchmark will be used to provide evidence of student learning or need for remediation/acceleration.

### **COURSE FORGIVENESS**

9<sup>th</sup> -12<sup>th</sup> grade students may be allowed to receive credit for a course in which he or she received a “D” or “F” by taking the same or comparable course.

A student may only take summer school courses for the following reasons:

- a. To make up a failed course
- b. To replace a low or failing grade under the course forgiveness policy

### **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 POLICY**

Extra credit assignments designed to add points to an existing grade is not permitted.

### **FIELD TRIPS**

Field trips are designed to function as “field lessons” by enhancing content and curricula

learned in the classroom. All field trips require written parent permission before students will be allowed to attend. Parents or volunteers desiring to chaperone during a trip must have the proper volunteer documentation completed and returned to the school's office.

**GRADING POLICY**

Students are provided with numerous opportunities to demonstrate their learning and mastery of curriculum content. In addition to daily assignments, tests, and quizzes, 7-12<sup>th</sup> grade students are given both quarterly and semester exams. HCS uses the following weights for assignments in grades 7-12:

**Grading Weights**

**Quarterly Grades**

- Daily/Class Assignments – 30%
- Homework/Quizzes – 30%
- Tests – 40%

**Semester Grades**

- 40% from first quarter of semester
- 40% from second quarter of semester
- 20% from semester exam

**GRADING SCALE**

<i>Grade</i>	<i>Percentage</i>	<i>GPA</i>
A+ .....	99-100	4.00
A .....	93- 98	4.00
A - .....	90- 92	4.00
B+ .....	87- 89	3.00
B .....	83- 86	3.00
B- .....	80- 82	3.00
C+ .....	77- 79	2.00
C .....	73- 76	2.00
C- .....	70- 72	2.00
D+ .....	67- 69	1.00
D .....	63-66	1.00
D- .....	60- 62	1.00
F .....	0- 59	0.0

Grades will reflect exact numerical values.

**GRADUATION REQUIREMENTS**

All academic courses taken as requirements for graduation must be successfully completed to receive a diploma from HCS. At least 28 credits must be earned during the four years (grades 9-12), including the following requirements:

Bible	4 credits (one credit for each year attending HCS)
English	4 credits
Math	4 credits (Including Alg. 1, Alg. 2, and Geom.)
Science	4 credits (Including Bio., Chem., and/or Physics)
Social Studies	3 credits (Including WH, USH, and Gov/Econ)
Foreign Language	2 credits (In same language)
Fine Arts/Practical Arts	1 credit
Physical Education	1 credit (Including 1 semester of Health)
Community Service	100 hours (25 hrs. per year at HCS)
Electives	9 credits to include 4 in Bible

**Graduating seniors must take either the ACT or Collegeboard SAT** as a requirement for graduation. It is the student's responsibility to register with the preferred testing organization and to identify themselves as a Hollywood Christian School student by using the school's CEEB #100684. Using this code will allow the testing organization to send HCS the test results

## **PROGRESS REPORTS**

Weekly grade reports will be emailed through RenWeb and quarterly progress reports will be sent available at the mid-quarter point of each grading period.

## **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.

## **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.

## **MAKE-UP WORK POLICY**

Assignments are given by teachers to help students reinforce concepts that are taught and learned in class. It is important that students complete assignments on time so that teachers can evaluate their mastery of the content. If a student does not turn in an assignment when it is due, the assignment will be marked "Missing" and the student will need to speak with the teacher to

make arrangements to get the assignment turned in. Any student that does not honor an arrangement established by his or her teacher will be subject to receiving a “zero” in the gradebook. Although every effort will be made to give students opportunities to complete assignments, the teacher retains the discretion of assigning a zero for any assignment that is not turned in after the teacher has provided an opportunity to make up the assignment. Students will not be allowed to receive “extra credit” in order to make up for missing assignments or zeros in the grade book.

## **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. Promotion in grades 7<sup>th</sup> – 8<sup>th</sup> are based on a combination of classroom grades, SAT10 performance, and teacher recommendation. Promotion in grades 9-12 are based on the number of credit hours earned and SAT10 performance.

## **REPORT CARDS**

Report cards will be available on RenWeb and mailed home at the end of each quarter (nine-week grading period).

## **SCHEDULING CLASSES**

### **SELECTION OF COURSES**

Students schedules are determined by the courses needed for graduation and the courses currently being offered at HCS. If a student desires to take courses beyond what is typically offered, he or she should speak with the guidance counselor about making arrangements to take the course.

Students are eligible for honors courses based on grades, standardized achievements scores, or teacher/parent recommendation. Students desiring to enroll in Advance Placement (AP) courses must have qualifying standardized achievement scores, appropriate prerequisite courses, and teacher recommendation. Students cannot qualify for AP courses based on recommendation alone. Students must make arrangements with the guidance counselor to determine if they are eligible for specific AP courses.

### **SCHEDULE CHANGES**

1. If a conflict develops with your schedule, an alternate course will be chosen for you, based upon your past course load and indicated alternatives.
2. Students cannot request schedule changes for matters of convenience, i.e., wanting a subject during a particular hour or wanting a particular teacher.
3. Students may only make schedule changes within the first two weeks of each semester. All changes require a parent signature.

## DUAL ENROLLMENT

Dual Enrollment is an accelerated program that allows high school students to earn graduation and college credits simultaneously. The weight of a dual enrollment course is equivalent to an AP course.

HCS students must meet the following eligibility criteria to dual enroll:

1. Have a 3.0 unweighted grade point average to enroll in college courses.
2. Pass the appropriate college placement test.
3. Meet all admissions criteria specified by the post-Secondary institution.
4. Students may only register for courses NOT included in their regular course schedule.
5. Students must fulfill all required courses offered on campus for graduation.
6. All students must secure prior approval before signing up for and/or taking any dual enrollment courses.
7. All students must be on campus during regular school hours for all courses that offered at HCS.

## ONLINE COURSES

HCS encourages students to take advantage of the opportunities available through online coursework. As with dual enrollment, all courses require prior approval from the administration, and only specific courses will be allowed to count towards graduation requirements. All outside coursework is considered independent study and is not directly supervised by school personnel. Florida Virtual School and Broward Virtual School are a free service offered by the State of Florida, but registration in the fall and spring is on a first-come, first-serve basis, and space may be limited. Courses typically take 18 weeks per semester to complete, but self-motivated students may need slightly less time. It is the student's responsibility to initiate registration and enrollment with FLVS through [www.flvs.net](http://www.flvs.net). **All students must take at least one online course prior to graduation.**

Only Florida Virtual and Broward Virtual Courses will be accepted and must be pre-approved. Also, please be aware that if a student receives an F in a Florida Virtual course, they will be required to attend summer school or repeat the course. If a student receives a D in a Florida Virtual course, they will be required to attend summer school for the course.

Once a student registers for online courses, he or she is assigned a classroom when space becomes available and are then contacted by the online teacher. Please note that a student is not actively in a course until he or she has been contacted by the course instructor. If the student is not contacted by the online instructor, parents should follow up with the school to ensure the registration was processed properly. When the student has completed the course they must notify the guidance counselor so that a transcript can be printed and placed in their file.

## **HONORS CLASSES**

Students are placed in honors classes based on a combination of achievement scores, grades, and teacher recommendation. Honors classes offer students the opportunity to learn at a slightly more rigorous and faster pace. Students desiring honors level classes/assignments should see the Guidance Counselor to determine eligibility.

## **SUMMER SCHOOL/CREDIT RECOVERY**

### **A. GENERAL**

1. A student who fails any 0.5 credit course in high school must make up that credit.
2. Summer school is highly recommended for students who earn a “D” in a course.
3. Students may make up a maximum of 2.0 credits in the summer.
4. The cafeteria may or may not be open for lunch during the summer. It is suggested that students bring their own lunch every day, as no student is allowed to leave campus.
5. All summer school course work must be completed by the beginning of the next school year.

### **C. SUMMER SCHOOL DRESS AND CONDUCT**

During summer school, students are expected to follow the same dress code as regular and abide by all aspects of the student code of conduct.

### **D. ATTENDANCE**

1. Due to time restrictions, HCS does not permit more than one absence during the summer school session, with prior approval from school administration.
2. On the second day absent, the course is automatically failed.
3. Tardies will not be permitted.
4. Missing more than fifteen (15) minutes of a class will count as an absence.

### **E. REGISTRATION**

Students requiring Summer School courses will be contacted by the guidance counselor. Students who fail courses from first semester will be contacted in January; students failing courses during second semester will be contacted in May. Students may register for summer school any time before the first day of summer school.

## **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 distractive 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.

## **TRANSCRIPTS**

Transcript requests can be made by contacting the guidance counselor. Students are eligible to receive three (3) free transcripts sent in their 12<sup>th</sup> grade year. For all others, there will be a \$5.00 charge per transcript request. Requests for transcripts will be processed within ten (10) school days. Official records or transcripts will not be released until all financial obligations have been met.

## **STANDARDS OF CONDUCT**

Students at Hollywood Christian School are expected to observe and maintain certain standards for the benefit and protection of the student and the school community as a whole. Students are to:

1. Show godly character and integrity.
2. Demonstrate kingdom leadership.
3. Exhibit habits of success.
4. Show respect, honor, and value for the lives of others.
5. Diligently work to understand and do God's will for their lives.

### **GENERAL RULES OF CONDUCT**

1. Students must respect the Word of God. Disrespect during devotions, chapel and prayer will not be tolerated.
2. Students are to speak in a respectful manner and will not be allowed to use profane, derogatory, or slanderous language to adults or students.
3. Students are to keep their hands off other students at all times and at all school-related activities.
4. Proper sportsmanship is expected in all athletic events. Cheering should focus on positive encouragement.
5. Only students involved in athletics should be in the locker rooms after school.
6. Students are not permitted in the gym before or after school unless they are under the supervision of a coach or sponsor.
7. Students are not permitted to use cell phones or other electronic equipment during school hours. These items are not to be used or visible during school hours and will be confiscated and turned into the main office if they are seen. They may only be picked up by a parent as designated below.
8. Any item taken by a teacher or administrator may be returned to a parent through the main office.
9. Students are not allowed in faculty lounges.
10. Students must have a pass to be in the hallways during class time.
11. Students may use the telephone in the office for emergencies only.
12. No headphones or earbuds, may be used/seen during school hours without permission from a teacher. If they are seen, they will be confiscated.
13. Students using any form of technology on campus must have a signed Bring Your Own Technology (BYOT) contract in the main office.

### **CELL PHONE USAGE**

If a cell phone or electronic device is used or visible during school hours, without permission from a school staff member, it will be confiscated and turned into the main office. Please be aware that the school is in no way responsible for the theft of or any damage to a student's cell phone while at school.

Students who use or attempt to use a cell phone for any reason during a test are subject

to having the test invalidated. During standardized tests students will be required to turn in their cell phones until testing is complete for the day.

Students using a cell phone to post humiliating photos, videos, messages, or other forms of online communication of other students will be subject to severe disciplinary measures. Additionally, students using social media or other electronic means to take or share inappropriate pictures or videos while on school grounds will also be subject to severe disciplinary measures.

## **STUDENT DISCIPLINE REFERRALS**

HCS records and communicates disciplinary infractions via RenWeb. When a student violates the HCS standards of conduct, a notification is sent to parents or guardians, the appropriate department supervisor, the guidance counselor, and the school's administration. It is the goal of HCS to deter behavior problems before they become major issues. To do this requires communication early in the process, which will allow parents to work with their students at home in order to mitigate inappropriate behavior. Any parent that receives conflicting reports regarding a student's disciplinary referral should address 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.

## **DRUG ABUSE POLICY**

HCS observes a "Zero Tolerance" policy on and off campus for any drug use/abuse. Drug abuse shall be defined as "any and all substances taken into the body in any manner (excluding prescription drugs properly applied) that have the capability of achieving a change in a person's mental or physical faculties." This would specifically include but is not limited to: marijuana, narcotics, amphetamines, hallucinogens, steroids, alcohol, and any other stimulants or depressants. Drug use, possession, paraphernalia, transportation of drugs, involvement in purchasing, or the securing of drugs either on or off campus, may result in immediate expulsion. Cases involving alcohol will be subject to the scrutiny and discretion of the school administration.

## **PUBLIC NOTORIETY**

Students of HCS are expected to maintain the highest standards of conduct (on or off campus) throughout their enrollment at HCS. While it has never been the intent of the administration to police the decisions and behaviors of HCS students away from our campus, it is important that parents and students recognize that any form of negative personal representation of HCS (verbally, physically, or digitally) will not be tolerated. Any student who violates this policy will be subject to immediate dismissal.

## 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 <sup>st</sup> Disposition	2 <sup>nd</sup> Disposition	3 <sup>rd</sup> Disposition	4 <sup>th</sup> Disposition
<b>Attendance Related</b>				
Leaving campus without permission	PC, 3 OSS	5 OSS, PC, Disciplinary Hearing	Possible Expulsion	Administrator’s Discretion
Skipping Class	3 Det., PC	5 Det., PC	3 OSS, PC, Disciplinary Hearing	Possible Expulsion
Tardy (per semester)	4 Tardies - 1 Det., PC	8 Tardies - 3 Det., PC	12 Tardies - 1 OSS, PC	16 Tardies - 2 OSS, PC
Truancy (10 or more absences in a semester)	Truancy Meeting	Truancy Meeting, Possible Expulsion		
Loitering, Off Limit Area, Trespassing	3 Det., PC	3 OSS, PC, Disciplinary Hearing	5 OSS, PC, Possible Expulsion	Possible Expulsion
<b>RESPECT FOR SELF AND OTHERS</b>				
Disregard for directions or commands	2 OSS, PC	3 OSS, PC	5 OSS, PC, Disciplinary Hearing	Possible Expulsion
Horseplay, Hitting/Pushing/Inciting Disturbances	3 Det., PC	5 Det., PC	1 OSS, PC	3 OSS, PC, Disciplinary Hearing
Aggressive Behavior/Unruly Conduct	5 Det., PC	3 OSS, PC	5 OSS, PC, Disciplinary Hearing	Possible Expulsion
Fighting	10 OSS, PC, Possible Contact Law Enforcement, Disciplinary Hearing, Possible Expulsion	Expulsion		
Bullying	3 OSS, PC, Disciplinary Hearing	5 OSS, PC, Disciplinary Hearing Possible Expulsion	Expulsion	
Inappropriate verbal, or non-verbal expressions (toward student)	1 Det., PC	3 Det., PC	2 OSS, PC	5 OSS, PC
Inappropriate verbal, or non-verbal expressions (toward staff)	3 OSS, PC, Disciplinary Hearing	5 OSS, PC, Disciplinary Hearing, Possible Expulsion	Expulsion	
Public Displays of Affection	1 Det., PC	3 Det., PC	2 OSS, PC	3 OSS, PC, Hearing
Sexual Misconduct	Pending Investigation	Pending Investigation	Pending Investigation	Pending Investigation

<b>General</b>	<b>1<sup>st</sup> Disposition</b>	<b>2<sup>nd</sup> Disposition</b>	<b>3<sup>rd</sup> Disposition</b>	<b>4<sup>th</sup> Disposition</b>
Dress Code	Call/Change, PC	1 Det., PC	3 Det., PC	5 Det., PC
Cheating	PC, Warning, Resubmit assignment with Grade Penalty	PC, Zero on Assignment, Conference Required	PC, Zero on Assignment, 1-3 Suspension, Disciplinary Hearing	PC,
Cumulative Offenses (Multiple minor infractions)	Behavior Support Plan, PC, Disciplinary Hearing	3 OSS, PC, Disciplinary Hearing	5 OSS, PC, Disciplinary Hearing, Possible Expulsion	Possible Expulsion
Violation of conflict resolution	Administrator's Discretion	Administrator's Discretion	Administrator's Discretion	Administrator's Discretion
Obscene Material	Administrator's Discretion	Administrator's Discretion	Administrator's Discretion	Administrator's Discretion
Damage, Destruction, or Theft of School Property	3 OSS, replace, PC, Possible Law Enforcement Contact, Disciplinary Hearing	5 OSS, replace, Possible Law Enforcement Contact, Possible Expulsion	Expulsion	
Damage, Destruction, or Theft of Private Property	3 OSS, return/replace, Possible Hearing	5 OSS, return/replace, Possible Hearing	Administrator's Discretion	Administrator's Discretion
Cell Phones, Electronic Pages, & Communication Devices	PC, Confiscation, Parent-pickup	PC, Confiscation, 1 Sat. Det., Phone returned after detention served.	PC, Confiscation, 2 Sat. Det., Phone returned after detention served.	Phone confiscated for 1 Month, loss of extracurricular privileges for 5-10 days.
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
Forgery, Giving False Information	3 Det., PC	5 Det., PC	1 OSS, PC	3 OSS, PC, Disciplinary Hearing
Misuse of Technology (including but not limited to: taking photos/videos/audio and posting on social media, etc.	1 OSS, PC	2 OSS, PC	3 OSS, PC, Disciplinary Hearing	5 OSS, PC, Possible Expulsion

Legend: PC=Parent Contact, Det. = Detention (hours), Sat. Det. = Saturday Detention, OSS = Out-of-School Suspension

## INTERNET USAGE AND POLICY

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-STUDENT 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 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