

School Handbook

Hilltop Christian School

Year 2026-2027

814 Highway O

Rolla, MO 65401

573-364-2041

"True education means more than pursuing a certain course of study. It has to do with the whole person and with the whole period of existence possible to human beings. It is the harmonious development of the physical, mental, and the spiritual powers"

Ellen White - True Education, page 9

Introduction

Philosophy

The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning God created in His image a perfect humanity, a perfection later marred by sin. Education in its broadest sense is a means of returning human beings to their original relationship with God. The distinctive characteristics of this Adventist worldview, built around creation, the fall, and redemption, are derived from the Bible and the inspired writings of Ellen G. White.

Mission Statement

The Hilltop Christian School provides Christ-centered education where students can develop a closer relationship with Jesus. Biblical teaching, academic excellence, civic duty, and service are all emphasized in a safe environment.

Objectives

Each teacher strives to create a learning climate that is loving – yet firm, accepting – yet challenging. Every child is special and will be given individual attention. Students will be taught personal responsibility and respect for the rights and privileges of others. This includes respect for the home, school, and government. The teachers strive to help each student develop a high degree of academic achievement as well as a personal relationship with God, preparing them for a life of service.

Accreditation

The Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. (AAA) accredits Hilltop Christian School. The North American Division Commission of

Accreditation serves as the agent of AAA for all North American Division schools. AAA is accredited by the National Council of Private School Accreditation.

Hilltop Christian School is recognized as an approved school by the state/province.

Policies Made

The Hilltop Christian School Board reserves the right to make policy additions, deletions, and/or modifications during the school term that are deemed appropriate for a more effective school program and learning environment.

Federal Funds

Seventh-day Adventist Schools are owned and operated by members of the Seventh-day Adventist Church. We do not accept federal funds of any kind for operating, maintaining, or equipping our schools. Our schools are operated and maintained by conference subsidies, church subsidies, private donations, wills, grants and tuition. We do not accept federal or state vouchers for tuition costs. Because of this, it is highly encouraged that your child participate in school and church programs. We continue to encourage our parents and students to support our local church.

Admissions

Admissions Agreement

By registering at Hilltop Christian School, the student(s), parents(s), and/or guardians(s) agree to abide by the judgment of the school board as it applies to standards of dress and conduct. Registration implies an obligation to meet on time the financial responsibilities that accrue out of tuition, fees, or other applicable charges approved by the School Board. Only students who desire a Christian education and who are willing to live in harmony with the standards of Hilltop Christian School will be admitted or retained.

Entrance Policy

Hilltop Christian School is pleased to welcome young people who desire a Christian education and who agree to abide by the rules and guidelines set up by the school. Students who wish to attend must complete the application form and submit it to the school for review by the Admissions Committee. Students may be allowed to enter on probationary status pending the application review by the Admissions Committee.

Hilltop Christian School does not have the necessary equipment or staff to provide extraordinary special education services. Therefore, the school is unable to accept pupils who require such services.

New students will be admitted on a 3 month probationary period to ensure a successful match between the student and Hilltop Christian School.

Non-Discrimination Policy

Hilltop Christian School admits students of any race, color, sex, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, sex, national or ethnic origin in the administration of its educational policies, financial policies, extra-curricular, or other school administered programs.

Entrance Age

Kindergarten students must be 5 years of age on or before August 15 and must successfully pass readiness testing before entrance to Kindergarten is granted. Hilltop Christian School strongly recommends that a child be about seven years of age before beginning first grade.

How to Apply

Parents who wish to enroll their children in Hilltop Christian School may complete the registration forms online through the school website, or come to the school and complete them there. After the application/registration forms have been completed, they will be forwarded to the Admissions Committee for review. In addition to the required forms, the student will also be required to provide a copy of their birth certificate and immunization record.

Transfers

Parents who wish to transfer their children from another school to Hilltop Christian School after the school term has started must complete the regular registration forms. A student may be allowed to attend classes on probationary status pending a decision by the Admissions Committee. However, there is no assurance of the student's acceptance until notification is received from the Admissions Committee. All new students will be tested to determine final grade placement.

Medical

Physical Examinations

The following students must have a physical examination before being admitted to the school:

All **new students** entering or transferring to the school. The completed physical examination form must be returned to the school office within 30 (thirty) days after the student enters school.

All **fourth** graders.

All **seventh** graders

Physical examination forms will be sent to the homes of returning students before registration and are also available in the school office. A physical examination given within the past six months is acceptable.

Immunizations

Immunizations are required of all students per state/provincial statute. Current immunization cards for each student must be on file in the school office. Students may be exempt from this immunization requirement if their lives or health would be endangered or if their parents follow a religious belief whose teachings are opposed to such immunizations. If this is the case, an exempt card for the student must be on file in the school office. All immunization cards must be filled out completely and returned to the school office by **September 15**. Immunization records are audited annually to assure compliance with the statute.

All new or transferring students will have 30 days after beginning school to return the completed immunization card. Failure to have a current immunization card on file will require that the student be suspended until immunization records are complete and on file in the school office.

Medication

Whenever a student needs medication, these guidelines are to be followed:

- The medication must be in its original container.
- Prescription medication must be accompanied with written instructions from the doctor indicating the method, amount, and time the medicine is to be administered.

All medication should be given to the teacher upon arrival at school. The student's teacher will administer the medication according to the written direction provided with the medication.

Emergencies

In case of serious emergency, such as injury, accident, or sickness, the school will attempt to contact the student's parent or guardian. If this individual cannot be reached, and in the judgment of the teacher or principal immediate medical attention is needed, the teacher or principal will summon or take the student to receive medical aid. All students must have a signed Medical Consent & Authorization (Signature & Consent Packet, Page 2) on file in the school office.

School Accident Insurance

The School provides limited accident insurance for each student. The insurance covers accidents resulting while students are participating in regular school activities or while in transit to or from school-sponsored activities. It is considered a secondary-coverage as it provides for minimal payments only after the family insurance coverage is expended. Coverage is for most medical inconsequential injuries incurred while in attendance at

school. It does not cover medical expenses incurred by causes other than accidents and is insufficient for major accident expenses. These situations must be paid by the parents or sponsors and/or the family's insurance policy. A student accident report must be filed when the accident occurs to receive benefits.

Attendance

School Hours

Monday-Thursday 8:00 AM – 4:00 PM (Grades 3 and up)

Monday-Thursday 8:00 AM – 1:30 PM (Grades K-2)

Students should **not arrive at school earlier than 7:45 a.m.** Unless other arrangements are made with the teacher. No student shall be left at the school after 4:00 p.m. Students remaining more than 30 minutes following dismissal will be charged a \$10.00 per ½ (half) hour babysitting fee that will be added to the school bill.

Attendance Policy

The school calendar is provided in the registration packet. There are 178 pupil-student contact days.

Parents are expected to ensure that their children attend school regularly and on time. All students are encouraged to schedule non-emergencies (dental appointments, doctor appointments, etc.) outside of school hours.

When a student is absent, parents are required to contact the school office by **8:00 AM** on the day of the absence. A parent should also send a **written excuse** with the child on the day he/she returns to school. Parents are encouraged to contact the teacher and make arrangements to pick up assignments immediately after dismissal. Students will have two days to make up assignments.

New Student Policy

New students will be admitted on a 3 month probationary period to ensure a successful match between the student and Hilltop Christian School.

Tardiness

It cannot be stressed enough the importance of having students arrive on time for class each school day. It is understood that emergencies and extenuating circumstances arise, on occasion. However, time missed from class **MUST** not hurt the student's **academic** progress. Students who are tardy to class **MUST** present a note of explanation to his/her teacher.

Written Excuses

All absences and tardies must be covered by a written explanation from a parent or guardian the day the student returns to school or the absence or tardy automatically becomes unexcused. Any discrepancies regarding attendance must be cleared up within five (5) school days of the absence. An absence for which no notification from the parent is received shall be considered as being an unlawful absence. A person who is *suspended* from school is lawfully absent.

Lawful Absences

The following are recognized by the school and shall constitute lawful or valid reasons for the temporary non-attendance of a student at school:

- Illness or Injury (written verification from parent or physician required)
- Quarantine
- Death in Immediate Family
- Medical or Dental Appointments (Should be made outside of school hours if possible)
- Court or Administrative Proceedings
- Religious Observance
- Education Opportunity (approval must be secured in advance from the teacher)

Unlawful Absences

An unlawful absence is defined as follows:

- A student's willful absence from school or class with or without the knowledge of the parent, or
- a student's absence from school for any reason other than those listed under "Lawful Absences."

Planned Absences

Planned absences can include, but are not limited to, family vacations, mission trips, prearranged surgical needs, and family emergencies away from home. Planned absences may be excused provided proper notification is given to the teacher and class work assignments, which would be missed during the absence, are picked up and taken with the student to be completed while away from school.

- For planned absences of one to three days duration, parents and students need to give their teacher(s) a one week notice.
- For planned absences longer than three days, a two week notice to the teacher is required.

It is the responsibility of the parents and students, to ensure all assignments are taken, completed, and returned as agreed to. All completed assignments are to be handed in at 8:00 am on the first school day back from the planned absence. Work not completed will receive a failing grade.

CONTACT the student's teacher regarding all questions on assignments your student(s) must do while away for a planned absence.

Unexcused Absences

Academic credit will not be given for time or classes missed that are unexcused. Excessive absences may result in lower or failing grades. Three unexcused tardies equal one absence.

When a student accumulates ten (10) unexcused absences per quarter or a maximum of twenty (20) absences per school year, the student will be retained in the same grade the following year or the student may be required to forfeit his/her enrollment. This will be decided on by the school board with input from the teacher and parents. If enrollment is forfeited, the parents/guardians will be required to resubmit all school registration forms, including re-payment of registration fees, for re-admission of their student(s) to the school.

Re-admission approval, from the school board, will be required.

Suspension

Suspension is temporary separation of the student from normal school activities for major discipline reasons, school work cannot be made up during suspension from school. The student will receive a zero for missed assignments.

A student may be suspended for up to two (2) school days for repeated offenses when other procedures have not been effective.

A student will remain at home for the prescribed duration and will not be allowed to make up missed school work.

Expulsion

After 3rd Suspension, if another offense/infraction occurs it will lead to a recommendation to the school board for expulsion.

If a student has been expelled from school and wishes to come back to our school he/she must stay out one quarter before re-applying. The school Board must also agree to the return of the student. All registration fees, book fees and first month's tuition will be required.

Field Trips

Off-campus educational activities are sometimes coordinated with the school program. A general field trip permission covering the school year is signed at registration (Signature & Consent Packet, Page 1), and specific written permission may still be required for certain trips. Notices regarding each field trip are sent home informing parents and guardians of

these planned activities. If permission is not granted for a trip, the parents are responsible for the alternate care of the child. In some instances, a small fee may be necessary to defray trip expenses. Students on field trips will be expected to dress modestly and conform to the same dress code that is required at school.

Unscheduled School Closing

When severe weather conditions threaten, the teacher will make an effort to contact each family personally regarding school closure.

Finances

Introduction

As a Christian educational institution, Hilltop Christian School has as its primary goal the uplifting of Jesus Christ. This involves both desire and responsibility on the part of the school in handling its finances in a positive Christ-like manner as well as promoting Christian values. It is the commitment of the school to operate financially as Scripture admonishes in Romans 13:7,8- Give everyone what you owe him: if you owe taxes, pay taxes: if revenue, then revenue; if honor, then honor. Let no debt remain outstanding, except the continuing debt to love one another... As a Christian institution, we feel responsibility of keeping all bills current and as such, depend upon the timely payment of tuition and other appropriate fees by parents who have chosen to enroll their children at Hilltop Christian School.

Registration Fees

Enrollment fee: per student \$50 due at registration

Book fee: Per student \$250 due at registration

Tuition Rates

Tuition fees monthly fees August-May

Student Order	Regular (non-SDA)	Non-Rolla SDA Member	Rolla SDA Member
1st student in family	\$300.00	\$270.00	\$240.00
2nd student in family	\$270.00	\$240.00	\$200.00
3rd student in family	\$240.00	\$210.00	\$160.00

Delinquent Accounts

It is the responsibility of the parent or guardian to pay the child's tuition by the 1st of each month. Payments are considered past-due after the 10th of the month. Accounts are considered delinquent after 30 days; at that time, a letter will be sent by the treasurer

asking the parents to make payment arrangements. **If no payment arrangements are made within two weeks of receiving the treasurer's letter, the child(ren) will be temporarily suspended until the account is current or satisfactory arrangements have been made with the School Finance Committee.**

Unpaid Prior Balances

Registration for a new school year is contingent on the previous year's account being paid in full.

Financial Assistance

Limited financial assistance is available for families of the Rolla Seventh-day Adventist Church showing financial need. Applications for financial assistance may be obtained from the school office or treasurer. **All financial assistance applications should be submitted to the school treasurer by July 1st. Financial aid is available based on need and availability of funds up to 50% after the first 50% has been paid.**

Late Enrollment

Students enrolling after school has begun will be responsible for the registration fee, book fee, and for a prorated portion of the total tuition, based on the number of school days missed. The registration fee and book fee must accompany the application for admission and be received by the principal before the student attends class.

Withdrawal from School

Students are considered enrolled in school and will continue to be responsible for all tuition payments until they are officially withdrawn at the school office. A written notice must be given to the school board by the parent/guardian stating that they are removing their student(s) from the school and why. Until this note is received, the student(s) will be marked absent and tuition and fees will still be due and payable. These absences will count towards the allowable limit. Any refund of tuition payments will be prorated. Registration and Book fees are non-refundable.

Volunteers

We welcome volunteers who come into the classroom to help our teacher(s). Any volunteers must be cleared with Verified Volunteers before coming into the classroom to assist the teacher. Due to liability purposes, volunteers may not bring in unregistered children into the classroom during class time. This includes class/school field trips.

General Information

Curriculum

Curriculum taught in Seventh-day Adventist Schools is based on the Word of God, is rooted in the belief that God created us with minds that can grasp spiritual and intellectual truths, and aims first to lead the student to accept Christ as his/her personal Lord and Savior. The curriculum stresses education for students for a life of worship, growth, and service, places a high estimate on the worth of the individual student, and dictates that Seventh-day Adventist values be developed in every subject area at all grade levels.

Teachers will offer a cohesive curriculum enabling students to see connections between the many fields of learning by integrating faith throughout the curriculum, building connections within a subject area and to other related areas including co-curricular activities, and cooperating with other teachers in integrating curriculum between subject areas and grade levels.

Typical courses of study include Art, Bible, Computers, Integrated Language Arts (English, Handwriting, Reading, and Spelling), Mathematics, Music, Physical Education, Science and Health, and Social Studies.

School Board

The members of the Rolla Seventh-day Adventist Church elect the School Board. The Superintendent of Education of the Iowa-Missouri Conference advises the Board in planning and operating the school program.

The School Board usually meets once each month. These meetings are normally open meetings and parents, church members, or other friends of the school are welcome to attend. Occasionally, when sensitive or personnel items are discussed, the attendance at the meeting is restricted to the School Board members. An individual who desires to address the School Board on a certain topic should contact the School Board chair with that request.

Telephone

The school telephone is not to be used by students during school hours except under special circumstances and with the teacher's permission. Cell phones and other electronic devices are not allowed to be turned on during school hours.

If a student brings a cell phone or any other electronic device to school, he/she is to turn it in to the office or the teacher before school begins. If the teacher sees that a student has not turned in an electronic device, the item will be confiscated and held until the student's parent comes to retrieve it.

Students will not be called from their classes to the telephone except in an emergency or when called by their parents.

Visitors

Parents are always welcome at the school and are encouraged to visit the classroom. It is requested that all visits be made by appointment with the teacher. For the security of the students, all visitors to the school are asked to announce their presence by first reporting to the school office before proceeding to the classroom. Students wishing to bring a friend to school should inquire with his/her teacher and must make these arrangements at least a day in advance.

Discipline

Hilltop Christian School promotes Christian values and character building. Students who do wish to maintain these standards are accepted or retained in the school. Both printed and stated regulations hold equal values. The school board has designated that the principal is responsible for the interpretation and enforcement of school regulations:

- Respect the spiritual ideas of the Seventh-day Adventist church.
- Show respect to and cooperate with all school personnel and volunteers.
- Show respect for and protect school property and the rights of others.
- Abstain from those activities that destroy the development of the physical, mental, or spiritual life.
- Obey any regulations adopted and announced during the school year.

Behavior & Harassment/Bullying Policy

1st Offense- Warning,

2nd offense- Lose 5 minutes of recess;

3rd offense- A phone call to the parents,

4th Offense- 2 day suspension- the student will remain at home for the prescribed duration and will not be allowed to make up missed work. Before returning to the classroom, the student must write a reflective paragraph at teacher's discretion.

* After Third Suspension, if another offense/infraction occurs it will lead to a recommendation to the school board for expulsion.

Zero Tolerance Policies

Bullying – is a repeated verbal, psychological, or physical act of aggression toward another individual. We say that a student is even being bullied or picked on when another student says or draws nasty or unpleasant things on paper, or makes repeated negative contact or comments toward or

about another student. Bullying also occurs when a student is ignored or avoided by other students with hurtful intentions. Bullying is inappropriate behavior and will NOT be tolerated under any circumstances.

Inappropriate classroom behavior will not be tolerated, and includes the following:

- Hitting, kicking, slapping, punching, biting, pinching, throwing objects, taunting, name-calling, bullying, inappropriate touching, or harassment of another student.
- Use of alcohol, tobacco, e-cigarettes, narcotics, and/or harmful inhalants.
- Possession of guns, knives, sharp objects, matches, lighters, explosives and/or other dangerous materials. Includes toys or facsimiles of any weapon.

Small Vandalism: Acts that deface; acts that create inconvenience, but no permanent damage.

Inappropriate language: Swearing or using inappropriate language, remarks against or about others including racial slurs.

Forging signatures: Improper use of another person's name.

Disrespect: Speaking to adults or other students in ways that show a lack of respect for them as person.

Lying: Being untruthful by word or action

Additional Infractions

Disrupting class: Words, actions, or non-compliance with requests made by teachers that cause the learning environment to become unsatisfactory.

Cheating: Using sources of information for doing school work or taking tests that are not approved by the teacher. (Getting or giving answers during quizzes and/or tests, copying another student's homework, bringing notes or answers to class for use during tests.)

Bullying others. Any attempt to violate another student's rights. (This can be physical or spoken harassment, mishandling another student's property, etc.)

Irresponsible use of school or private property

inappropriate computer and technology use on campus

Failure to complete a disciplinary assignment: Failure to fulfill any assignment of agreement that has been made because of misbehavior.

Unauthorized materials: Items that are not conducive to classroom learning or environment are not permitted. (Matches, lighters, pocket knives, water guns, fireworks, inappropriate reading material, etc.)

Sexual harassment is defined by the following phrases:

- Unwarranted advances.
- Graphic pictures drawn and/or displayed of a sexual nature.
- Inappropriate gestures and/or jokes.
- Touching oneself inappropriately in front of others.
- Spreading inappropriate rumors about another student.
- Touching another student in an inappropriate way.

These types of behaviors are illegal and will NOT be tolerated within our school. Any student or staff found to be participating in this type of behavior would be suspended until the School board can decide on an appropriate disciplinary action. Students and parents are encouraged to report all types of sexual harassment to the teacher, school board chair or pastor.

Threats

Please note that information received by the school and/or staff regarding a student(s) who **threatens (even casually or in jest)** a teacher, staff member, or another student with personal injury or death, or who threatens property damage, will be treated in a serious manner by the school teacher, school board, and the Iowa-Missouri Conference Education Office. When it is confirmed that any such action was intended or has taken place, the student(s) will be immediately removed from the school until further notice by the school board and/or Conference Education Office

Insubordination

Insubordination is not acceptable. It leads to disrespect and eventually disobedience to the Lord's leading. Students are expected to listen and obey as instructed by the teachers. After Third Suspension, if another offense/infraction occurs it will lead to a recommendation to the school board for expulsion.

In certain circumstances cases involving student discipline, the following may apply:

1. The head of school reserves the right to immediately suspend any student who he/she feels is threatening the health and welfare of fellow students and/or teacher.
2. Such an emergency suspension will be in effect until a school board meeting is called to attempt a resolution. This involves calling in the family to meet with the school
3. Lack of parental cooperation may result in suspension or expulsion.
4. The teacher reserves the right to speak with the parent if need be along with the pastor present, about said suspension.

Therefore, if all options have been exhausted in resolving a situation, and continual discord and negative comments are being made by those involved, then a meeting of the school

board will be to determine if parents(s) and student(s) involved should be requested to find an alternate educational program.

Student Responsibility

"In perfecting a Christian character, it is essential to persevere in right doing. I would impress upon our youth the importance of perseverance and energy in the work of character-building... They should ever keep the fact before their eyes that they have been bought with a price, and should glorify God in their bodies and spirit, which are His." Messages to young People, p. 45

These school policies are listed for reference when questions arise. They are intended to make the student's year as enjoyable as possible.

Student Appearance

Appearance not only tells a lot about a person, but it affects how we feel about ourselves. It not only shows what we are interested in and what matters to us, but appearance helps mold our mood and thus impacts the educational process.

Each student should have a neat, clean, modest, and simple appearance that is in good taste and appropriate for the occasion. The principal will handle any questions regarding specific articles of clothing.

Parental help in monitoring student dress BEFORE arrival at school is anticipated.

While dress is ultimately an individual matter, good sense and good taste require that certain standards be taken into consideration. Parents and/or students may not always agree with the standards of the school, but cooperation in this matter is necessary if a student is to remain in school.

To help in making decisions, use the following guidelines for students and teachers as clothing is chosen:

Any writing or pictures on clothing must be in harmony with Seventh-day Adventist Christian standards. (Examples to avoid: rock star association, alcoholic/caffeine beverage association, and suggestive phrases.)

Students may not wear sleeveless shirts, dresses, or blouses.

Students may not wear tight-fitting pants or tops.

Bermuda type shorts and split skirts are permissible.

A student's clothing is to cover the midriff at all times.

Clothing may not be ragged or torn.

Students may not wear jewelry, make-up, or nail polish.

Students are to wear shoes at school, and if the shoes have laces, the laces are to be kept tied. Only sandals that have a strap fastened to the ankle may be acceptable. Flip flops are not allowed.

Hair should be kept neatly cut and groomed.

If a teacher deems it proper to allow athletic-style clothing on a special day, parents and students will be notified.

Hilltop Christian School has instituted a school uniform of polo shirts and khakis or nice jeans. But the above dress code will still be the standard of appearance not only for school, but also for field trips or other school related activities.

Students are expected to:

Avoid chewing gum on school grounds.

Be honest. Abstain from cheating, stealing, gambling, or betting.

Promote safety. Abstain from having at school: firearms, explosives, knives, dangerous animals, or other unsafe things.

Live wholesome lives. Abstain from wearing, displaying, or having in their possession anything that indicates affiliation with atheism, spiritualism, cults, rock groups, intemperance, or other unfavorable groups or objectionable affiliations.

Keep their minds pure. Abstain from the use of profane or lewd language and actions and the possession of suggestive materials. They should not discuss many things that are not in harmony with Christian standards.

Live healthfully. Abstain from using, possessing, or supplying to others tobacco, drugs, or alcohol in any form.

Display Christian courtesy. Abstain from bullying, ridiculing, harassing, or disgracing others.

Help maintain a desirable learning atmosphere in school by not bringing radios, cell phones, skateboards, toys, pets, electronic devices, etc., unless permission is obtained in advance from the teacher.

Protect and care for the property of the school, themselves, and others. Damages will be charged accordingly. The student shall immediately report any damages or misuse to the teacher, whether it is accidental or intentional.

Refrain from any non-school-sponsored selling on school grounds.

Maintain an atmosphere conducive to study. Students are expected to maintain a hands off policy towards the opposite sex. This includes, but is not limited to, holding hands, kissing, and hugging.

Harassment

Policy

It is the policy of the Hilltop Christian School to strive for a learning environment for students that is free from sexual, racial, and religious harassment. This policy will be enforced before, during, and after school hours on all school property, including school functions and events held at other locations. Any action toward or by a student of this school to harass through conduct or communication of a sexual, racial, and religious nature shall be a violation of this policy. The staff of the Hilltop Christian School will be guaranteed the same environment free of sexual, racial, or religious harassment as due the student body.

In carrying out this policy, the Hilltop Christian School Board recognized that sexual, racial, and religious harassment are subject to the General Conference of Seventh-day Adventist policies and applicable state and federal statutes.

Definitions

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct, or other verbal or physical conduct or communication of a sexual nature when:

- a. Submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of an individual's obtaining or retaining employment or of obtaining an education; or
- b. Submission to or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's employment or education; or
- c. That conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's employment or educational environment.

Other types of harassment could be physical intimidation, racial degradation, or teasing regarding an individual's person characteristics. Some examples of such unwelcome conduct include the following:

- a. Referring to another student as – gay, or synonyms thereof
- b. Derogatory comments implying ability or lack thereof being related to gender, race or religion
- c. Derogatory notes, comments, epithets or – jokes toward another gender, race or religion.
- d. Comments about male or female body parts in a crude context
- e. Visually leering
- f. Displaying sexually suggestive objects, pictures or cartoons

- g. Physically touching another in a sexually suggestive way or in a private area
- h. Obscene gestures or hand signals
- i. Threatening to cause harm to another or to the property of another

These other areas of behavior are considered harassment when the conduct:

Has the purpose or effect of creating an intimidating, hostile, or offensive working or academic environment.

Has the purpose of effecting substantially or unreasonably interfering with an individual's work or academic performance.

Otherwise adversely affects an individual's employment or academic opportunities.

Harassment includes but is not limited to the following: subjecting students to derogatory remarks, insults, slurs, jokes, or tricks based on race, ethnicity, or gender.

Procedures

Any student who believes he or she has experienced any sexual, racial, or religious harassment by a student or an employee of Hilltop Christian School, or any unpaid instructor or volunteer, or any third person with knowledge or belief or conduct that may constitute harassment should report the alleged acts immediately to the Principal, Teacher, School Board Member, or Pastor.

When reporting an incident, it is helpful to provide as much information as possible, including the following:

A description of the event(s).

The number of occurrences, with dates and places.

The name of any witnesses

any Documents or other exhibits if appropriate.

Students may receive guidance, advice, support and/or advocacy from school staff, including administrators, counselors, teachers, or any other staff member. The privacy and data privacy rights of all persons involved will be respected in accordance with the appropriate statutes. Upon completion of the investigation, a representative of the Education Board from the Conference will meet with the complainant and discuss the outcome. The outcome will include disciplinary action when discipline is appropriate. Students who engage in any activity of a sexual nature are subject to expulsion. There will be no retaliation against any person who reports harassment or participates in an investigation. The willful filing of a false report will be considered a violation of the Student Responsibility Policy.

Head Lice

Watch for the telltale scratching that might indicate head lice and begin treatment immediately. If head lice are found on ANY member of your family, the school MUST be notified immediately. Every attempt will be made to keep confidential the name of any student who has contracted lice. Notification of an outbreak to all school families is necessary if a major infestation is to be prevented.

Students, who have lice, or nits, will be quietly isolated from their classmates. Parent(s) will be called to come to pick up their student(s). Treatment must begin the same day. Student(s) must remain home until all the lice and/or nits are gone from their head.

Lice can be found in clean and well groomed hair and only survive if they have a human carrier. If found, check for tiny white and yellowish gold eggs (nits) on hair shafts near the scalp and nape of the neck and behind the ears and then treat the hair until all signs of the lice or nits (eggs) are gone. All nits and lice MUST be removed with a lice comb that can be purchased at the pharmacy or comes in most treatment kits. *The only way to stop the infestation is to check everyone in your household, twice daily, and treat as necessary.* Clothing, bedding, and towels used within 48 hours before treatment should be washed in hot water with detergent and dried in an electric dryer on the hot setting. Dry cleaning is also effective. You can use a vacuum to clean furniture, carpet, and car seats. Items that cannot be washed or vacuumed can be sealed inside a plastic bag for two weeks. You do not need to have your home or belongings sprayed with insecticide.

Wet-combing is a way to remove lice from the hair with careful and repeated combing. It is a good option for treating very young children or if you want to avoid using insecticides. However, wet-combing is time consuming and must be repeated multiple times over a period of a few weeks. Wet the hair and add a lubricant, such as hair conditioner or cream rinse, vinegar, or olive oil. Use a fine-toothed comb to comb through the hair. A lice comb may be provided in the lice medication package, or a flea comb can be used. The combing session should take 15 to 30 minutes, depending on the length and thickness of the hair. Comb every three to four days for two weeks after you find any large, adult lice.

Contact your doctor for advice if the infestation continues for a prolonged period. Contact your local County health Department for more information on how to stop a lice infestation in your home. *Students who are sent home for lice must be cleared in writing by a medical doctor or*

licensed nurse, and documentation given to the teacher, before returning to school. We reserve the right to do periodic head lice checks during the school year.

Note to Parents

The success of the school depends largely upon the full cooperation between parents and teacher. It sometimes happens that students make complaints to their parents concerning school matters, especially when measures for discipline are involved. In such cases, parents are urged to withhold judgment until the teacher is contacted and an investigation of the

matter is made. Following this plan can prevent unhappy consequences. Parents should discuss policies, problems, or complaints with the teacher rather than other parents or members of the community. A parent who has a question regarding something at school should contact *the Teacher or School Principal*. If the issue is still not resolved it should be taken to the School Board Chairperson.

Surveillance Cameras

In order to promote school safety and security, the Church and School operates and maintains several surveillance video cameras throughout the school campus in classrooms, hallways and exterior locations. These cameras are used to record video images 24 hours a day, seven days a week. Recorded images are reviewed in cases of risks to safety or security and may be used in investigations resulting in disciplinary action. Investment in surveillance camera systems by our school helps to ensure parents and guardians that the general safety and security of children is being addressed during school hours and at all after-school extracurricular activities and programs.

Handbook Acknowledgment

Acknowledgment that you have received and read this handbook is signed on the **Signature & Consent Packet (Page 1)** during your registration visit at the school. If a handbook is misplaced or lost, replacement copies are available from the school office at no cost, and the handbook is also posted on the school website.