

HILLSIDE CHRISTIAN ACADEMY



PARENT & STUDENT HANDBOOK

Hillside Christian Academy
1415 Hillside Boulevard
South San Francisco, CA 94080
(650) 588-6860

August 2016

Dear Parent or Guardian,

Hillside Church of God welcomes you and your child to a Christian atmosphere where your child can feel safe and confident in a stimulating learning environment. Hillside Christian Academy fosters an environment conducive to the healthy learning and development process in an atmosphere where love and warmth encourage your child to thrive intellectually, emotionally, morally, socially and spiritually. We consider all children to be created in the image of God. Therefore, Hillside Christian Academy's enrollment policies do not discriminate against anyone based on race, ethnicity or skin color.

Hillside Christian Academy operates under the auspices of Hillside Church of God. Our goal is to help you, as parents, to expand your child's natural ability to think and learn. Our staff seeks to provide experiences for your child which encourage exploration, experimentation and formulation of individual concepts.

We also consider spiritual growth essential to the complete development of each child. Our staff is dedicated to praying for your child every day. Also, our curriculum includes daily Bible lessons and weekly Chapel, where your child will learn about God's love and grace through our Lord Jesus Christ.

This handbook provides you with information on Hillside Christian Academy policies and procedures. Please read this handbook carefully. We suggest that you access this handbook for reference during the school year. Hillside Christian Academy reserves the right to modify or change any policy or procedure herein at any time, when in the sole discretion of the Board of Trustees, it is determined to be in the best interest of the school. We welcome your questions and invite you to discuss various needs and concerns you have about your child. Welcome to the Hillside Christian Academy family!

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STATEMENT OF FAITH

The Church of God (Anderson, Ind.) holds strong to the teaching that we have no creed but Christ, and no authority but Scripture. We, at Hillside Church of God hold true to this, therefore, we stand together in agreement of the following statements of faith:

We believe there is one God, who is infinitely perfect, existing eternally in three separate, but coequal-equal persons: Father, Son and Holy Spirit. (Genesis 1:1-2,26-27; Deuteronomy 6:4; John 1:1-3, 14 and 4:24; Hebrews 1:1-8)

We believe Jesus Christ is both truly God and truly human. He died upon the cross for our sins as a substitutionary sacrifice, and all who believe in Him are justified on the basis of His shed blood. He arose from the dead in fulfillment of the Old Testament Scriptures, is now at the right hand of the Father on high as our great High Priest, and will come again to consummate His kingdom of righteousness and peace. (Isaiah 7:14; Matthew 1:18, 20-25; John 1:1; Philippians 2:5-11; Colossians 1:15-19; Hebrews 10:19-22)

We believe the Holy Spirit is the divine Person sent to indwell, guide, teach and empower every believer for ministry. He is also sent to convince the world of sin, of righteousness and of judgment. (John 14:16,17 & 26; 16:8-15; Acts 1:8 and 4:29-31)

We believe that the Old and New Testaments are the true revelation, the word of God. They were inspired by God and are a complete revelation of His will for the salvation of human kind. They constitute the divine and only rule for Christian faith and practice. (Joshua 1:8; John 20:30-31; 2 Timothy 3:16-17)

We believe that humans, created in the image of God, fell through disobedience, thereby incurring both physical and spiritual death. All humans are born with a sinful nature and separation from the life of God. Humans can be saved only through the atoning work of the Lord Jesus Christ. We believe in the total depravity of humankind and the enabling grace of God through the preaching of the gospel. (Genesis 1:26, 27 and 3:1-19; Psalm 14:1-3; Isaiah 53:6; Romans 1:18-21)

We believe that salvation has been provided through Jesus Christ for all people, and those who repent and believe in Him are born-again of the Holy Spirit. They are made alive in Christ by grace, receive the gift of eternal life, and have the right to be called children of God. (Luke 19:10; John 1:12 and 3:3-7; Ephesians 2:5-8; 2 Peter 3:9)

We believe the Holy Spirit has endowed the Church with spiritual gifts for the purpose of building up each other with love in Christ and bringing the Gospel message to a lost world. The gifts of the Holy Spirit are an essential aspect of church life and are a definite part of the spiritual inheritance of all true believers. (Romans 12:5-8; 1 Corinthians 12:1-31 and 14:1-40; Ephesians 4:7-16)

We believe that it is God's will that every believer be sanctified completely, which means to be separated unto God from sin and the world. We are sanctified at our conversion, yet we are in the process of being sanctified. (Romans 12:1,2; 1 Thessalonians 5:23,24)

We believe that the Church is an expression of the Kingdom of God and the kingdom is God's rule in the lives of true believers. The Church universal consists of all true Christians from every age, race and nation, who believe in the Lord Jesus Christ and have been redeemed through His blood and born-again of the Holy Spirit. The local church is anybody of believers in a specific locality who are joined together by Christ, for the worship of God, edification through the Word of God, prayer, fellowship, the equipping of the saints for the work of service, the proclamation of the Gospel, ministry to one another and others through love and the gifts of the Holy Spirit, and observance of the ordinances of baptism and communion. (Matthew 29:19; Acts 2:42; 1 Corinthians 11:23-30; Ephesians 4:11-16; Hebrews 10: 24-26; Revelation 19:5-9)

We believe in the second coming of the Lord Jesus Christ where a personal and visible Jesus will return just as He left. There will be a judgment of the just and the unjust. For the former there will be a resurrection to life and for the latter there will be a resurrection to judgment, leading to eternal punishment. (Matthew 24:35-51; John 5:24-29; Acts 1:9-11; 1 Corinthians 15:12-28; Revelation 20:12-15; 22:7, 12, 20)

MISSION STATEMENT

The mission of Hillside Christian Academy is to glorify God by pursuing the mastery of academic disciplines within a Christ-centered setting. This is achieved by:

- Presenting a Christ-centered worldview through proper biblical integration;
- Guiding students to salvation through faith in Jesus Christ;
- Discipling students to discover their spiritual gifts and to use them for God's kingdom.

PHILOSOPHY OF EDUCATION

Hillside Christian Academy is a Christ-centered school, meaning:

- The Triune God is the Ultimate Teacher and Headmaster,
- Our school teaches to the whole student, spirit, body, and mind (soul),
- We see our school to be set apart by God for His specific purpose, sealed by the Holy Spirit, full of God's truth, and an agent of healing for the spirit, body and mind.

Hillside Christian Academy exists to provide a level of academic excellence that is worthy of both the names Christian and Education. Our **Philosophy of Education** is based on the following axioms:

- A God-centered view that the purpose for gaining knowledge is to discover truth, and that all truth is God's truth, and outside of God no truth exists.
- God's truth is revealed through:
 - a. The Bible, the only infallible, authoritative Word of God that contains this truth;
 - b. Jesus Christ, the Son of God who embodied God's truth;
 - c. The Holy Spirit who reveals God's truth to the world; and
 - d. The creation, God's natural world, which contains all knowledge and truth in existence, therefore, the universe and humanity are dynamically related to God and have the purpose of glorifying Him.

The purpose of all subject areas taught in a school is to discover God's truth in His creation as revealed by the Holy Spirit, and to lead every student to know God and glorify Him by accepting God's free gift of salvation through His Son, thereby committing his or her life to the Lordship of Jesus Christ.

Hillside Christian Academy adheres to the belief that academic excellence cannot be achieved without excellence in the quality of the teaching staff it employs. Our teaching staff approaches the ministry of teaching in the following way:

- Our teachers believe they have been called into the ministry of teaching. This calling has been confirmed by their pastor and the administration of Hillside Christian Academy;
- Our teachers have been educated in the academic disciplines and trained in the ministry of teaching;
- Our teachers know their classroom belongs to God and they submit to His authority and leadership;
- Our teachers enter their classrooms as humble servants, proclaiming God's word, interceding on behalf of their students, making the necessary sacrifices for the glory of God and the benefit of their students;
- Our teachers are Christ-centered teachers, producing lesson plans that teach to the whole student: spirit, body and mind, conveying God's truth and bringing glory to God.

Hillside Christian Academy enables its students to develop a worldview consistent with Scripture by presenting a Biblically integrated curriculum. Since God's Word is the source of all truth, true education must take place in the light of this truth. Every subject is taught based on the truth that God is the Creator and sustainer of all things. Therefore, all subjects are taught in the following light:

- **Mathematics:** We live in an orderly world, and mathematics is systematic of studying this orderliness. This is a study of numbers and their operations, measurement, space configurations, and relations of quantities, as expressed by numbers or symbols. We cannot study or teach mathematics without recognizing God who created a universe of order which continue to follow systematic patterns.
- **Science:** Science is the study of God's creation. We believe that as we learn about God's creation, we are able to learn more about God Himself. The physical sciences and the life sciences provide the methods for observation, experimentation and discovery of God's truth in His creation.
- **Social Science:** God has created our world and those who inhabit it. He is sovereign over them. God has ordained specific institutions such as government and family. Social Studies is the study of the history, geography, economics, and social structures of the world God has created.
- **Language Arts:** Language is a gift from God that reflects both His creativity and order. The teaching of Language Arts instruction provides a multitude of experiences which deepens students' literacy and develops biblical truths. God uses language to communicate His truth to us. The Language Arts will enable students to better understand God's truth through the reading and comprehension of His word.

- **Physical Education:** The Bible teaches that our bodies are temples of the Lord. Our students will learn to honor the Lord through fitness, sport, and personal and social conduct. These skills can then be used for a life of service in God's kingdom.
- **Art and Music:** The study of the fine arts and music is basic to a truly Christian education. As Creator, God communicates His love for beauty and detail through His creation. Art and music are key components of all cultures and civilizations, and they are an important part of worship for all Christians. Students will learn to see God's beauty in art and music, and to create art and music as an expression of their love for God.

VISION AND OBJECTIVES

Vision Statement

- Hillside Christian Academy integrates a thorough knowledge of God's love through His Son, Jesus Christ with a challenging academic environment.
- Hillside Christian Academy pursues the mastery of academic disciplines within a traditional classroom setting
- Hillside Christian Academy provides a Christ-centered curriculum that encourages critical thinking and effective skills application.
- Hillside Christian Academy is an extension of the home and the church, and we seek to partner with parents in providing a quality Christian education.

Our Graduates Will Be:

Academic Achievers

All students will:

- Show proficiency of basic English vocabulary.
- Take personal responsibility for their academic performance.
- Be creative and disciplined learners who produce quality results.
- Strive to maximize academic potential.

Effective Communicators

All students will:

- Comprehend the principles of effective communication by reading and writing English proficiently.
- Read, write, speak and listen reflectively and critically.
- Convey messages clearly and accurately.

Quality Producers

All students will:

- Complete tasks in a responsible, timely fashion.
- Develop God-given talents and abilities.
- Set and accomplish realistic and challenging goals.
- Demonstrate standards of excellence.

Community Participants

All students will:

- Respect and submit to authority.
- Demonstrate positive and productive citizenship.
- Practice Biblical principles in their conduct and relationships.

Healthy Individuals

All students will:

- Demonstrate skills in resolving conflicts through positive, nonviolent actions.
- Demonstrate respect of diverse cultures that fosters tolerance for individual differences.
- Practice appropriate hygiene, proper nutrition and physical fitness.



Hillside Christian Academy

Elementary/Middle School

YEARLY SCHEDULE – 2016-2017

Daily Schedule

8:00 a.m.	Class Begins [6-8]
8:25 a.m.	Class Begins [K-5]
11: 30 a.m. - 12:15 p.m.	Kindergarten & 1st Grade Lunch and Recess
12:15 a.m. - 1:00 p.m.	2nd - 8th Grade Lunch and Recess
2:45 p.m.	Dismissal [K-5]
3:00 p.m.	Dismissal [6-8]

Important Events and Holidays*

August 1	Teachers return
August 6	New Parent Orientation—9:00 a.m.
August 16	First Day of School
August 23	Back to School Night - [K-1 5:45 / 2-8 6:30]
August 30	Picture Day
September 2	Staff Development (No School)
September 5	Labor Day (No School)
October 13	ACSI Teacher's Convention (No School)
October 14	Staff Development (No School)
October 17-21	Parent- Teacher Conferences (K-8th 1:30 dismissal)
November 11	Veterans' Day (No School)
November 23	Grandparent's Day (K-8th 1:30 dismissal)
November 24-25	Thanksgiving Holiday (No School)
December 20	Christmas Program (K-2 5:45 / 3-8 7:00)
December 22	Minimum Day (K-8th 1:30 dismissal)
December 23- January 8	Christmas Vacation
January 9	School Resumes
January 16	Martin Luther King Jr. Day (No School)
January 31	Open House
February 20	Presidents' Day (No School)
March 13-17	Parent-Teacher Conferences (K-8th 1:30 dismissal)
April 18—May 1	Terra Nova Testing
April 5	Spring Program
April 10—17	Easter Vacation
April 18	School Resumes
April 21	Annual Fundraiser Dinner
May 19	School Picnic—Orange Park
May 29	Memorial Day (No School)
June 1	Kindergarten Graduation —9:00 a.m.
June 1	Eighth Grade Graduation—2:00 p.m.
June 1	Last Day of School—Minimum Day (1-7th 1:30 dismissal)
June 2	Teacher Work Day

**Dates may be subject to change. Also, additional fundraisers or activities will be announced through - out the year*

ADMISSION POLICY

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

Admission to Hillside Christian Academy is a privilege and is limited to those students who agree to its mission and philosophy of education. Admission will not be granted to students who have been expelled from their current school in cases of possession of a firearm or knife, repeated acts of violence, repeated disruption in the classroom, or sexual misconduct.

Hillside Christian Academy does not have the staff to address the concerns of high-needs students. These would be students with serious emotional, social, or academic needs requiring the services of specially trained staff. We have established the following minimum admission standards:

1. Students applying for admission to our preschool program must be at least 2.5 years of age and can use the restroom without any assistance from the preschool staff.
2. Students applying for admission to our K-8 program must show proficiency in grade-level academic and motor skills. An assessment test will be given each enrollee, and a minimum passing grade of 70% is required for admission.
3. Students who do not meet the minimum requirement may enroll under an academic probation for one quarter. If a student is not able to meet the grade-level standards after one quarter, the student may be required to either move down one grade level, or obtain tutoring in the subjects at which he or she is below the standard.

ATTENDANCE/ABSENCES

At Hillside Christian Academy we stress the importance of daily attendance to insure the best possible education for every child. Consistent, on-time attendance at school is a great benefit to students, and regular school attendance is a necessary part of an effective academic program.

We understand that during the course of the school year your child might be absent for a variety of reasons. If your child is not going to be in school on a particular day, we ask that you **please call the office (650-588-6860 ext. 3) before 8:00 AM**. If you know that your child is going to be absent for more than two (2) consecutive days, please let us know so that the instructor can give you the necessary assignments that need to be completed. If a student misses more than ten (10) days a semester, arrangements must be made to keep the child from being removed from the class. Parents must notify the school office of all absences.

A. Excused Absences

1. Absence from school will be excused for illness, quarantine, medical appointment, court appearance, funeral for immediate family, observation of religious holiday, employment conference, and immunization.

2. In the case of a planned absence, the family must make arrangements with the school office no less than five (5) school days prior to the absence.

B. Unexcused Absences

1. Students who are absent for any other reason except those absences listed above have unexcused absences. If a student is unexcused for 10 days, he/she may be dropped from Hillside Christian Academy rolls.
2. If two unexcused absences occur within a single month, a conference with the parents, teacher and principal may be scheduled.

C. Tardiness

It is important that students be on time to class. Tardiness is disruptive to class in progress and he/she might miss an important part of the day’s lesson. If your child is going to be late, please let the office know.

1. Students who arrive late to school must go to the school office and obtain a late slip before going to class.
2. **Parents who have a pattern of bringing their child late to school will be contacted by the principal in order to cooperate with the parent and student to reduce tardiness.**

Tardy Fines:

Tardies	Fines	Action Required
2	0	Fourth tardy student/phone conference with principal
5-7	\$20.00/tardy	Phone conference with principal
8 or more	\$50.00/tardy	Phone conference with principal

Fees will be added in Smart Tuition.

COMMUNICABLE CHILDHOOD DISEASES

Upon having the following diseases, a student maybe required to have a written consent from either a physician or the Health Department to return to school, or be subject to approved staff consent for re-admittance:

- | | |
|-------------------|---------------|
| 1. Chicken Pox | 6. Scabies |
| 2. Measles | 7. Ringworm |
| 3. Mumps | 8. Impetigo |
| 4. Pneumonia | 9. Pink Eye |
| 5. Whooping Cough | 10. Head Lice |

When notified by a parent that their child has any of the above diseases, the school office will send out a notification to every family informing them that a student at the school has been infected. The student's name will not be used in the notification.

ILLNESS & MEDICATION POLICY

A. Illness

Every child's health and safety is of great importance to us. Parents need to cooperate with us to maintain a classroom that is healthy and safe. A student may not come to school if he or she:

1. Has had a fever within the last 24 hours.
2. Has diarrhea.
3. Is being treated with an antibiotic, when such treatment has been administered less than 24 hours.
4. Has any type of illness that is contagious (pink eye, mumps, measles, chicken pox, etc.).

Should a student become ill during the day or show any symptoms of illness (watery, inflamed or glazed eyes, heavy nasal discharge, skin rash, deep cough, fever), he/she will be isolated, and the parent or guardian will be contacted and asked to pick up their child, or make arrangements for their child to be picked up **promptly**.

B. Medication Policy

Administering medication to children requires close observation and attention to the following procedures:

1. Medication must be signed-in at the school office, and the medication form completed.
2. The student's name must be on the container, and the pharmacy label attached with medication name, directions and doctor's name.

IMMUNIZATION POLICY

Hillside Christian Academy will comply with State of California immunization policies. Refusal or failure to present the required documentation will be grounds for dismissal from school until such time as immunization evidence is presented or the medical exemptions are completed.

ACCIDENTS / INJURY / SAFETY

Every student's safety and well-being is a top priority at Hillside Christian Academy. In order to maintain a safe environment, the following policies have been put in place:

- A. Medical Emergency Procedure.** At the beginning of each school year all students are required to fill in the information on the "Medical Release Form". It is the responsibility of the parents or guardians to see that this information is on file.
- B. Accidents and Injury Procedures.** To ensure the safety of every student, the following procedures will be followed:
1. Every faculty and staff member will be certified in CPR.
 2. When a minor accident occurs, proper first-aid will be applied (band aid, ice). If the minor accident involves the student's head and/or neck, the student's parent will be notified and an accident report will be completed and placed in the student's file. A copy of the accident report will be given to the parent.
 3. When a major injury occurs, appropriate first-aid will be administered until emergency response personnel can take over. First-aid treatment will be administered to stop bleeding, restore breathing, or prevent shock or infection.
 4. Parents will be notified at the soonest possible moment. A representative of the school faculty will stay with the child until the parent assumes responsibility.

In the case of any injury, an accident report will be completed and placed in the student's file before the end of the school day in which the injury occurred.

SCHOOL LUNCH PROGRAM

One of the objectives of Hillside Christian Academy is that our students will be healthy individuals. This includes the practice of proper nutrition. To assist parents in making sure their children eat a healthy lunch, Hillside Christian Academy offers nutritious hot lunches for purchase on-line through www.thelunchmaster.com if the parents choose to provide their own lunch for their child, we ask that the parents follow these guidelines:

1. The amount of food packed should be consistent with the student's eating habits. Our goal is to avoid wasted food.
2. Parents should not include products which contain high sugar contents, such as soda, candy and certain cookies.
3. Parents are not to pack a lunch item which needs to be kept refrigerated or heated up before eating. Hillside Christian Academy does not have the adequate appliances to meet this need for every student.

STUDENT BIRTHDAY POLICY

When celebrating a student's birthday during school hours, the following guidelines will be followed:

1. Parents must pre-arrange with the teacher for birthday celebrations. **All** food treats must be purchased. **No** homemade products will be allowed.
2. Birthday celebrations will take place during the last hour of the school day, and they shall not interfere with the academic program of the day.
3. If the birthday celebrant has planned a private birthday celebration outside of school, unless the entire class is invited, invitations are not to be distributed on the school campus.
4. Teachers need to be aware of any food allergies of their students. A list of foods that are not allowed should be sent home to all parents during the first week of school.

CELL PHONE POLICY

Cell phones or other electronic devices are not allowed at school. School should be a place where students are free from distractions and in an environment which adds to and encourages learning. Cell phones interfere with such an atmosphere. Therefore, all communication with parents must be done through the school's phone system during the regular school day. If a parent needs to get a message to their child, they can phone or e-mail the school office and a message will be delivered to the student.

When a student is caught with a cellphone, the phone will be confiscated and returned to the parent.

If parents deem a situation warrants their child having a cell phone, please contact the school and discuss the circumstances with the principal.

The school maintains the right to examine cell phone texts, emails, and/or photos should a cell phone be confiscated.

END OF DAY DISMISSAL

We ask that parents pick up their child promptly when school lets out for the day. Please make sure that whoever is picking up your child is listed on your child's emergency sheet as being authorized to remove your child from the school. Please make sure that the adult picking up your child has proper photo identification. Any child that is not picked up within 10 minutes of school letting out will be subject to the overtime format and the parent will be charged a late fee (**\$25.00 for each 15 minutes**). **YOUR CHILD WILL NOT BE ALLOWED TO LEAVE THE SCHOOL WITH AN UNAUTHORIZED PERSON!** This applies to early release days as well.

BEFORE AND AFTER SCHOOL PROGRAM

Before and After School Care

Hillside Christian Academy offers a safe and high quality Before and After school care program. Students enrolled in our Before school program may arrive any time after 7:00 AM. If a student is enrolled in our After school program, they must be picked up by 6:00 PM or a late pick-up fee of \$25.00 for each 15 minutes will be assessed. **Any student who is not in our Before school program must not be dropped off before 8:15 AM.**

After School Procedures

Students in elementary grades will be walked down the stairs to the courtyard as a class by a staff member. No student will be allowed to go down the stairs without a supervising adult. Students who are enrolled in our After school program will then be signed-in and led to the proper classroom by a staff member.

Parents will wait in the parking lot for their child. If the parent is more than ten minutes late, the child will remain with an authorized staff member until the parent arrives. **No child is to be allowed to leave the school with an unauthorized adult.**

If before and/or after-school care is needed, we offer a safe high quality school program through the Preschool. Please contact the Preschool for information.

TUITION AND FEES

It is Hillside Christian Academy's policy to charge a tuition rate that will cover the major portion of operating expenses each fiscal year. All tuition and fee schedules will be approved annually during the budget review process by the Board of Trustees.

It is the Board's desire to make the school available to the largest number possible by holding the tuition at the lowest levels possible consistent with the desire for quality Christian education.

The tuition payment schedule is divided into an eleven (11) month payment plan, beginning in July and ending in May. Tuition is due on the first of every month, (unless other arrangements have been made) and is considered late if not paid within 5 days. If you wish to pay the total annual tuition in advance you will receive a 5% discount.

All tuition must be paid in full. A late fee of \$50 will be charged by *Smart Tuition* if the tuition payment is made after the 5th day. A Returned Check Fee of \$30.00 will be assessed by *Smart Tuition* on all payments that are not honored by your bank.

\$160.00 Application Fee is charged to new student(s). A yearly registration fee of \$100.00 is charged to each continuing student every academic year. Other fees may include, but are not limited to: Yearbooks, Field Trip, and special activities.

July and August tuition must be paid in full before school starts.

Should late payments become a chronic problem, the family will be referred to the Board of Trustees and the student(s) may be asked not to return to class until the matter is resolved.

Hillside Christian Academy realizes that the life situations of families might, and often will, change during the months between August and May. If a committed student, for some reason, cannot return to Hillside Christian Academy, the following refund guide shall prevail:

1. Thirty (30) days' notice is required to receive a refund of tuition payments. Only full months payments are refundable. (Example, if a family withdraws their child at any time during the month, the full month's tuition is required of that student.)
2. The refund is based on the value of the full tuition and amount paid, not on the number of months attended.
3. If a family has paid their yearly tuition in full at the beginning of the academic year, and then withdraws their child with thirty (30) days' notice for any reason, a refund, minus the 5% discount, will be given for the balance of the contract, beginning with the next full month.
4. Each student's placement is independent. No tuition can be transferred from one student to another.
5. Under no circumstances shall any application fees or registration fees be refunded.

Failure for a family to pay their full tuition will result in: **not able to attend the year-end field trips, graduation ceremony, withholding of report cards and standardized test results**, and will disqualify them from returning to Hillside Christian Academy the following school year. If a family gets behind in their payments, it is the family's responsibility to contact Hillside Christian Academy and make arrangements to fulfill their contractual obligations.

SMART TUITION

Smart Tuition services our tuition payment plans. It is effective and easy to understand and it is available 24 hours a day, 7 days a week, 365 days a year.

Smart Tuition:

- Provides you with balance & account information
- Takes a payment
- Reviews your payment history
- Updates your payment information
- Updates your personal & contact information
- Provides or changes your online username and password
- Addresses concerns regarding your account

For more information, go to: <http://hillsidechristian.com/docs/SmartTuitionFAQ.pdf>

SIBLING DISCOUNTS

A 20% sibling discount is offered for the second child and a 50% discount for each additional child. Sibling discounts are applied to the lowest tuition

PASTORAL DISCOUNT

Pastoral discount is available. Please speak to Hillside Christian Academy office for more information.

FINANCIAL AID POLICY

Hillside Christian Academy desires to serve families from all economic means by keeping tuition rates as low as possible and by developing non-tuition revenue sources for use in establishing a financial aid program. It is also the desire of Hillside Christian Academy to serve as many families as possible with the financial aid available during any given school year.

Families desiring to receive financial aid must show a legitimate financial hardship in order to be considered for financial aid, and they must do the following:

1. Apply for The BASIC Fund scholarship. Applications are available online at: <http://basicfund.org/how-to-apply>
2. Apply for a scholarship for returning students through the Maxine Coutts Memorial Scholarship Fund.

FAMILY REFERRAL PLAN

We know that our Hillside Christian Academy parents are in the best position for the community to learn about us. A currently enrolled Hillside Christian Academy family can save \$500.00 of their student's tuition by sharing our program and their experiences with other families who might desire a Christian, as well as a quality academic, education. With the Family Referral Discount both current HCA families and families new to HCA benefit.

How It Works:

A re-registered Preschool – 8th grade HCA family that pays full tuition for one (1) child or receives a multi-child discount would refer a new family who is interested in attending HCA.

The re-registered family would provide the new family with an application form in which they have identified themselves as being the referral family.

The new family would complete the application form and return it to the HCA office with the Application and Registration fees. The new family would be notified when they have been approved to attend.

The re-registered family would receive a Family Referral Discount of \$500.00. The discount will be credited to the re-registered family at the completion of ninety (90) days attendance by the new student.

The new family would receive a credit equal to the amount of the Application Fee to their first month's tuition for one child.

A re-registered Preschool – 8th grade family may refer any number of new families and receive the discount for each family referred.

This discount can be combined with the Paid-In-Full Discount or Sibling discounts.

This discount cannot be combined with Financial Aid, Pastoral Discount or full-time employee discount.

MAXINE COUTTS SCHOLARSHIP PROGRAM

This scholarship was established to assist families with demonstrated financial need to help meet their tuition requirements. Scholarships will be rewarded based on financial need, academic achievement, and the applicant's character. The total amount of financial aid available in any school year is determined by the Board as part of the annual budget process.

Financial aid is only available for tuition assistance. All fees and other incidental expenses are not covered by the financial aid policy. If student account is not kept current, scholarship is forfeited.

The amount of financial aid awarded to any individual family is solely the discretion of Hillside Christian Academy and the Board of Trustees. Financial aid is not granted based on race, color or ethnic origin

Scholarship Criteria

Financial Need

- Substantial unmet need
- Special financial circumstances

Academic Excellence

- Be a returning student at Hillside Christian Academy.
- Demonstrate ability to work at their highest level of achievement.

Citizenship and Character

- Demonstrate the character traits that represent Hillside Christian Academy.
- Pursue goals with integrity, judgment, and self-discipline.
- Be involved in a balance of community and school activities.
- Demonstrate the potential to make a positive impact on his/her peers and community.
- Must volunteer 20 additional service hours to the school.

Process:

1. Applicant fills out the online Smart Tuition Aid scholarship application form by January 11, 2017.
2. Smart Tuition Aid will process the applications and provide the results to the Principal for review and recommendation to the Board of Trustees for final approval.
3. The Board of Trustees reviews amount available for scholarship(s).
4. The Board of Trustees takes appropriate action on the application(s).
5. Upon approval of scholarships, Chairperson of the Board of Trustees notifies parents and signing signatory for scholarship fund to disburse appropriate funds to Hillside Christian Academy.
6. Bookkeeper for Hillside Christian Academy credits students account 10% each month of fund awarded. Should, for any reason full funding not be completed due to student withdrawal or other factors, unused funds revert back to the scholarship account.

STUDENT FUND RAISING

All proposed student fund-raising activities must be submitted to the Principal in writing for approval prior to implementation. At the time such proposals are made, the purpose for which funds are to be raised must be designated. Approval of such activities will be based on the following principles:

- Sale of goods and services at fair prices is the preferred method of fund raising for student activities. No high pressure tactics may be used in any aspects of these activities.
- Fund raising must be done in manner that is consistent with the school's mission, philosophy of education, and objectives.

The above guidelines are consistent with Biblical principles concerning giving and working. Careful obedience to the spirit of these guidelines will teach our students valuable practical lessons in these areas, and will be a testimony to the community at large.

FIELD TRIP POLICY

Written parental consent for students to go on the field trip is required. Parent volunteers will be asked to chaperon. Parents who are driving their personal vehicle must provide a copy of their driver's license and automobile insurance. It is necessary for the children to understand that strict attention to the instructions of the host, warning signs, etc. at the destination be made. Service hours will only be awarded if you are chaperoning a child other than your own.

FAMILY SERVICE HOURS

The cost of education at Hillside Christian Academy is not covered entirely by tuition. To offset the cost during the school year several fundraisers are held to help meet our budget needs. Help from parents is a requirement and is necessary for the success of these major fundraisers. Families are required to contribute thirty (30) service hours each year to approved service activities. Parents can use their skills and talents to fill a need at our school. As an alternative, parents may elect to satisfy this participation requirement with a cash payment of \$300.00.

Parents will be billed at \$10.00 an hour for the service hours not completed under this requirement. (Exp. A family provides 8 hours for the Fall Carnival and 8 hours for a work day. They would be billed \$140.00 for the remaining 14 hours of this obligation.)

In addition, each family is required to participate in one "work day" a year. A limited number of parents will be called to work in the Fall and in the Spring. "Work day" sign-ups are on a first-come-first-serve basis.

If you are unable to work an assigned activity it is your responsibility to find a replacement and to contact the appropriate chairperson.

All parents and campus visitors must sign in at the school office and pick up an identification badge during regular school hours.

Service hours cannot be earned in the month of May. All service hours must be completed by May 1st.

FUNDRAISERS

Fundraisers for Hillside Christian Academy include, but are not limited to:

Holiday See's Candy Sale: See's well known candy sells itself. They are of unbeatable quality and flavor, and American made with the finest ingredients with no preservatives. Each family is encouraged to participate in the sale.

eScrip: This is an easy way to earn money for Hillside Christian Academy. Participating merchants will make contributions to our school, based on purchases made by you, just by using the cards you have registered. Visit www.eScrip.com for more information. Our Group ID # is 500001794.

BoxTops4Education: Look for the pink Box Top on hundreds of participating products. Our school gets 10 cents for every Box Top collected to help buy the things we need most. BUY your favorite Box Tops products; CUT out the Box Tops from each package; SAVE your Box Tops; SEND your Box Tops to school with your child.

Visit <http://www.boxtops4education.com/> for more information.

SIGNS OF AFFECTION POLICY

Hillside Christian Academy supports its parents in expecting students to lead Christ-honoring lives not only at school, but outside the school hours as well. Our public conduct should be consistent with our basic philosophy of life – to love God above all and to love our neighbor as ourselves (Matthew 22:34-39). That love should be reflected in all our actions and attitudes towards each other.

Although friendship with the opposite sex is acceptable, physical displays of romance between students are not allowed at school or during school-related activities. It is the policy of Hillside Christian Academy that no physical contact between members of the opposite sex will be allowed, except during certain lessons of physical education (self-defense, a sport that contains minimal contact, square dancing, etc.).

The following Scripture should guide us in this policy: “Whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things” (Philippians 4:8).

UNIFORM POLICY

At Hillside Christian Academy we believe that a uniform dress code helps promote discipline and unity in the classroom. It is very important that your child comes to school each day wearing the full uniform (slacks, polo shirt and sweater for boys, jumper or skirt, blouse and sweater for girls). Girls may wear either white, navy blue or black tights to keep their legs warm. Leggings or sweat pants are not allowed to be worn with the uniform. Please keep in mind the appropriateness of shoes and how well they co-ordinate with the uniform. Either solid black or solid white shoes (tennis shoes are acceptable) will be approved as part of the uniform guidelines. Boots or sandals **will not** be acceptable. **Jewelry** such as a simple chain necklace or bracelet may be worn. Earrings are to be worn by girls only. Earrings are to be post style, no bigger than a dime. No more than two earrings in each ear.

When selecting clothing and hairstyles these questions need to be answered: *Is it modest? Might my appearance be disruptive by calling attention to myself? Am I setting a higher standard for myself in speech, life, love and purity?* (1 Timothy 4:12)

No nose-rings, body-rings, body piercing or tattoos. No more than two bracelets are to be worn at any time. Hair must be kept out of eyes. Extreme hairstyles, as interpreted by the administration, are not permitted. No unnatural hair colors. Other uniform guidelines will be given to parents when the school year begins. **If your child comes to school without his/her full uniform, you will be called to come to school and bring the proper uniform for your child.**

Additional Dress Code for Girls: Makeup of any kind is not permitted. ***Nail polish is permitted in clear or white French only.***

Hair Accessories: Hair accessories must coordinate with uniform colors.

Outerwear: All outer wear is to be worn outside and removed upon entering the classroom or chapel. Hats may be worn outside to protect from the sun with the brim facing forward.

All decisions concerning compliance with the dress code will be at the discretion of the faculty and administration. If there are questions parents are encouraged to call the school.

GIFT ACCEPTING POLICY

It is common for families to provide their teachers with a small gift for Christmas, birthdays, and end of the school year activities. It is Hillside Christian Academy's policy to restrict these types of gifts to non-cash gifts only. No member of the school faculty or staff will accept a cash gift from any family in the school.

STUDENT RECORDS

Hillside Christian Academy shall keep records which will provide for the registration and attendance of students, and shall maintain an up-to-date permanent cumulative record of individual students showing personal data and progress through school, including academic achievement, health information, and test results. No records will be released if family has any outstanding balance at the end of the year.

CURRICULUM POLICY

Hillside Christian Academy uses *A Beka Book* curriculum. *A Beka Book* has been producing top-quality curriculum for Christian schools for over 50 years. The foundation for their success has been four-fold:

- A Scripture foundation for academic excellence and good character training.
- The practical experience of 50 years of leadership in Christian school education.
- The professional attention of their administrators, consultants, and service personnel.
- The personal attention of their administrators, consultants, and service personnel.

Christian schools across our country recognize that *A Beka Book* sets the standard of excellence in the publishing of textbooks and other materials for Christian schools. They are unashamedly Christian and traditional in their approach to education, and so are we!

Our curriculum focuses on these major academic disciplines, adjusted, of course, for the appropriate grade level:

Language Arts
Geography
Science/Health
Spelling
Phonics
Reading

Mathematics
Social Studies
Physical Education
Poetry
Penmanship/Creative Writing
Bible

CONTROVERSIAL SUBJECTS POLICY

Hillside Christian Academy recognizes that our families represent many different denominations and political ideologies. It is our policy to avoid controversial and divisive doctrinal and political issues. Instead, we will focus on the basics of our faith (see Statement of Faith), and refer all denominational issues to the student's parents and pastor.

GRADING POLICY

Students shall be graded on their ability for retention of facts or underlying principles and concepts. They will be graded on their progress as well as their classroom performance. Participation in discussions, class projects and interest level will be observed. They will also be evaluated on their ability to apply what they have retained.

Whether by writing or speaking, a student should learn to discuss accurately the general concepts surrounding a subject. The use of questions requiring essay-type questions is strongly recommended.

Incomplete grades are given when an insufficient amount of work has been turned in, thereby making evaluation above a certain level impossible. A student is given two weeks to complete course work after which time a lower grade will be given.

Report cards will contain the following language for grading:

A. Kindergarten

- E = Excellent; performing above grade level.
- VG = Very Good; performing well at grade level
- S = Satisfactory; performing at grade level
- N = Needs improvement; performing slightly below grade level.
- U = Unsatisfactory; performing significantly below grade level

B. Elementary

In order to standardize the grades given in elementary courses, the following range of letter grades will be adopted.

A = SUPERIOR	95 - 100%
B = ABOVE AVERAGE	85 - 94%
C = AVERAGE	70 - 84%
D = BELOW AVERAGE	60 - 69%
F = FAILING	0 - 59%
I = INCOMPLETE	

STANDARDIZED TESTING POLICY

Students in first through eighth grade will be tested annually using a reputable nationally recognized standard test. Hillside Christian Academy uses such tests for individual target teaching to remedy special needs of specific students, but primarily uses these tests to assess the strengths and weaknesses of the school's curriculum and secondarily, the staff's instructional skills.

PARENT/TEACHER CONFERENCES

It is the goal of Hillside Christian Academy to foster and encourage open and clear communication between the school and the parents. In order to maintain effective means of communication, Hillside Christian Academy will schedule Parent/Teacher conferences at the end of the first and third quarters. The purpose of these conferences is to allow the parents to discuss the progress of their child with their teacher. In order to fulfill the purpose of parent/teacher conferences, the following guidelines have been put in place:

1. Minimum days are held to accommodate staff availability for conferences.
2. The teacher will begin to schedule conferences no less than two weeks prior to conference week.
3. The teacher will have all records of attendance, academics and behavior available for the parents to view. Samples of the student's work will be made available as well.
4. The teacher will open and close every conference with prayer.
5. The teacher will begin every conference by emphasizing the student's gifts, strong points, and academic successes. If there are concerns, they will be discussed after the student's strong points have been stressed.

HOMEWORK POLICY

The purpose of homework is to develop study habits, to provide reinforcement, and give opportunity for enrichment. We encourage parents/guardians to sit down with their child and assist them in understanding the homework instructions. **Do not do the work for them!** There will be nightly reading assignments, beginning with you reading to your child, and eventually having your child read to you. Our Vision and Objectives state that our students will be Academic Achievers and Quality Producers, and to assist the students in reaching those objectives, the teacher will use the following guidelines when assigning homework:

1. Homework should not be given as "busy work". Instead, it will be used to allow the student to demonstrate an understanding and mastery of the material presented.
2. Individualized assignments are given as needed, and assignments should not exceed 45 minutes depending on the grade level.
3. Homework should be carefully accounted for by the teacher so as to motivate the student's completion of them.
4. Papers which are not neatly done must be rewritten.
5. Work that is incomplete or done in a careless manner will not be accepted.
6. Parents will be notified if children do not hand in homework assignments.

7. When students consistently miss assignments, turn in incomplete work, or turn in assignments which are deemed unacceptable by the teacher, the following steps will be taken:
 - a. a conference between the teacher and the parents will be arranged for the purpose of strategizing to assist the student in being successful in his/her work.
 - b. if the situation persists, a conference between the teacher, principal and parents will be arranged, and mandatory tutoring will be implemented.
 - c. if the situation continues, the student may be placed on academic probation.

ACSI STUDENT ACTIVITIES POLICY

Hillside Christian Academy participates in local ACSI Student Activities. According to the ACSI website: *We believe student activities and events can enhance a child's God-given gifts and abilities. Member school students are encouraged to participate in a variety of activities that give expression to the individual within a context promoting Christian character and conduct. Activities include spelling bees, speech meets, math olympics, creative writing festivals, science fairs, art festivals, and student leadership conferences.*

The following guidelines will serve as the policy for participation in local Student Activities:

1. Hillside Christian Academy will participate in the regional spelling bee, speech meet, math Olympics, creative writing festival, science fair, art festival, and, if possible, student leadership conferences.
2. Staff members will be assigned to coordinate each activity. The staff members will:
 - a. Distribute necessary information to teachers, students and parents in a timely manner.
 - b. Coordinate with staff in-house activities, encouraging participation from all students eligible, and determining who will represent Hillside Christian Academy at the local level.
 - c. Effectively prepare each participating student so that they can do their best on the day of the activity.
 - d. Organize transportation, parent participation and permission slips for the day of the event.
 - e. Communicate the results to staff and parents.

All Hillside Christian Academy participating staff, students and parents will conduct themselves in a manner that pleases the Lord. All grievances will be submitted in accordance with ACSI guidelines.

ANTI-PLAGIARISM AND CHEATING POLICY

Students are expected to conduct themselves honestly and with integrity in their work. All forms of plagiarism and cheating are prohibited. Behavior that is unacceptable includes, but is not limited to:

1. Copying another student's homework.
2. Working with others on projects that are meant to be done individually.
3. Looking at or copying another student's test or quiz answers,
4. Allowing another student to look at or copy answers from your test or quiz.
5. Using any other method to get or give test answers.
6. Giving test or quiz questions to students who have not yet taken the test or quiz.
7. Copying information from a source without proper citation.
8. Taking papers from other students, publications, or the internet.

Violators of this policy will be disciplined on a case-by-case basis depending on the seriousness of the violation, prior violations, and other factors. Disciplinary measures include, but are not limited to:

1. Redoing the assignment.
2. Retaking the test.
3. Receiving a failing grade on the assignment/project/test.
4. Receiving a lower overall grade in the class.
5. Detention
6. Probation
7. Suspension
8. Expulsion

PROMOTION AND RETENTION POLICY

Current students must meet the following criteria to be promoted to the next successive grade:

1. Elementary students currently enrolled at Hillside Christian Academy must pass each academic subject with at least a 70% average in each subject over the course of the academic school year for promotion to the next successive grade.
2. In addition, special emphasis should be given to the appropriate level of mastery of the following skills/subjects in the grade noted:
 - a. Kindergarten to First Grade: Behavioral maturity and reading readiness for First Grade.
 - b. First Grade to Second Grade: Able to read silently and orally with adequate speed, correct use of phonetic skills, and fundamental comprehension; able to write complete sentences neatly; able to add and subtract single digit numbers with at least 70% proficiency.
 - c. Second Grade to Third Grade: Cumulative mastery of above requirements, plus: Able to read fluently and independently, using books of a second grade level; able to write neatly and correctly identify the basic parts of a sentence; able to spell correctly with at least 70% proficiency; able to add and subtract two-digit numbers with at least 70% proficiency.
 - d. Third Grade to Fourth Grade: Cumulative mastery of the above requirements, plus: Satisfactory (70%) proficiency of curriculum objective for this grade level.
 - e. Fourth Grade to Fifth Grade: Cumulative mastery of the above requirements, plus: Satisfactory (70%) proficiency of curriculum objective for this grade level.
 - f. Fifth Grade to Sixth Grade: Cumulative mastery of the above requirements, plus: satisfactory (70%) proficiency of curriculum objective for this grade level.
 - g. Sixth Grade to Seventh Grade: Cumulative mastery of the above requirements, plus: Satisfactory (70%) proficiency of curriculum objective for this grade level.
 - h. Seventh Grade to Eighth Grade: Cumulative mastery of the above requirements, plus: Satisfactory (70%) proficiency of curriculum objective for this grade level. In addition, cumulative, comprehensive mastery tests may be administered to assess the student's readiness for entering high school grades.

If a student is working below the proficiency standard for his/her grade level, the teacher will inform the parents by the first grading period and parent-teacher conference. Along with the school principal, the teacher and parents will work together to try and assist the student to rise to the minimum level of proficiency in order to be promoted to the next grade level. Students who do not perform at the minimum level of proficiency required may be placed on academic probation, and, at the recommendation of the teacher and principal, be retained in his/her current grade level for another school year.

SCHOOL LEARNING ENVIRONMENT

It is the goal of Hillside Christian Academy to provide for a Christian education in an environment which supports, respects, and nurtures Christian values and beliefs. Therefore, the school maintains the right to improve the learning environment for each student by making changes in a student's interaction with the school's staff, facilities, academic program, and student body.

All students are expected to respect and promote the desire for a Christian education by being a positive influence within the school community and learning environment. In some extreme circumstances, a student may be asked to withdraw or an alternative learning arrangement may be implemented in order to provide that student with the proper learning environment and/or to maintain the proper learning environment for others.

Our goal should always be to obey Scripture which says, "And whatever you do, whether in work or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through him" (Colossians 3:17 NIV). Therefore, in the best interest of the entire school community, certain guidelines must be maintained by all students of HCA, both on and off campus.

STUDENT BEHAVIOR GUIDELINES

All students have the right to learn in a safe environment. Teachers have the right to expect student behavior to contribute to that learning environment. Therefore, students and teachers share the responsibility to maintain such an environment. Teachers and administration seeks to develop a positive self-image in the students, always disciplining in love. **When a student consistently makes inappropriate decisions in speech, behavior or dress code, the school will work with the parents to bring about a positive change if the student is to remain in school.**

In the classroom, each teacher has the freedom to implement a fair and consistent discipline policy which allows for teacher preference and addresses the needs of the particular class. The discipline policy for each classroom should be both *Preventative* and *Corrective*.

Preventative: This discipline plan will consist of verbal praise, awards, privileges, treats, a trip to the principal, and/or class parties. The purpose is to encourage proper behavior in all students.

Corrective: It is our goal that the teacher, administration, and parents present a united front to the student in the spirit of helping the child. Since teachers and administration work closely with the children during class time when parents are usually not present, they will need to handle situations when a child displays inappropriate behavior.

Hillside Christian Academy expects every student to adhere to the following behavior guidelines:

Be Kind and Speak Kindly of One Another:

- Ephesians 4:32 "And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you."
- James 1:19 "Everyone should be quick to listen, slow to speak and slow to anger."
- Proverbs 21:23 "He who guards his mouth and tongue keeps himself from calamity."

Be Kind and Respect all those in Authority Over You:

- 2 Timothy 2: 23-24 “Don’t have anything to do with foolish and stupid arguments, because you know they produce quarrels. And the Lord’s servant must be kind to everyone, able to teach, not resentful.”
- Colossians 4:6 “Let your speech always be with grace, seasoned with salt, that you may know how you ought to answer each one.”
- 1 Peter 5:5 “Likewise you younger people, submit yourselves to your elders. Yes, all of you be submissive to one another, and be clothed with humility, for God resists the proud, but gives grace to the humble.”

Respect the Property of Others:

- Leviticus 19:13 “You shall not cheat your neighbor, nor rob him.”
- Philippians 2:3 “Let nothing be done through selfish ambition or vain conceit, but in lowliness of mind let each esteem others better than himself.

Serve One Another:

- Ephesians 4:16 “Serve one another in love.”
- Ephesians 6:7 “.with goodwill doing service, as to the Lord, and not to men.”

Study and Be Prepared:

- 1 Thessalonians 4:11 “.that you also aspire to lead a quiet life, to mind your own business, and to work with your own hands, as we commanded you.”
- Proverbs 14:23a “In all labor there is profit.”
- Proverbs 23:12 “Apply your heart to instruction, and your ears to words of knowledge.”

GENERAL GUIDELINES FOR STUDENT CONDUCT

1. Practice courtesy and consideration in your association with teachers, school employees, fellow students and visitors. Respect their person and property (Ephesians 4:28-32).
2. Respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully, and obediently as unto the Lord (Hebrews 13:17 and 1 Thessalonians 5: 12-13).
3. Abstain from profanity and vulgar or abusive speech, actions, pictures and drawings. Such speaking and acting is harmful to others and is certainly not appropriate or conducive to your moral and spiritual development (Ephesians 4:29).
4. Leave annoying or dangerous items such as knives, water pistols, lighters, and matches at home. Laptop computers and electronic devices, such as PSP’s, MP3 players, video and tape recorders, and iPods may be brought onto campus only with prior permission from the teachers or administration. Such items may only be used for instructional and educational purposes, not for private entertainment.

STUDENT DISCIPLINE POLICY

The word *discipline* comes from a root word that means “to teach.” At Hillside Christian Academy we use discipline to teach appropriate behavior, rather than use discipline to punish inappropriate behavior.

1. Staff, parents and students understand unacceptable behavior to include:
 - a. assault
 - b. verbal abuse
 - c. foul language
 - d. bullying (see Bullying Policy page 35)
 - e. continual disruption of the classroom
 - f. disrespect/defiance towards a staff member
 - g. threats
 - h. kicking, hitting, pushing or biting
 - i. persistent temper tantrums
 - j. vandalism to school property, or the property of another student
2. Should a student misuse equipment or treat a teacher or another student inappropriately, that child will be addressed by the teacher at eye-level in a respectful manner and tone of voice. Yelling, screaming, or publicly ridiculing a student by a teacher is an unacceptable form of discipline.
3. If the situation allows, a teacher or staff member should have another staff member present when disciplining a student. This will help to ensure fair and loving correction, as well as helping to resolve any misunderstanding by the parent.
4. If the student is so angry that he/she has “lost control”, the student will be given the opportunity to calm down and reassert self-control. The teacher will not try and correct the student until self-control has been maintained.
5. In every situation, the student will be given the opportunity to admit their infraction, repent and ask forgiveness, and make appropriate restitution. Again, the purpose of discipline is to restore godly behavior in the student.
6. In the case of a minor offense, such as horseplay, talking out of turn, disturbing others, homework not done, accidentally damaging property, etc., the following penalties may be used:
 - a. verbal reprimand
 - b. writing assignments (essays, lines, Scripture)
 - c. isolation from the class (back of the class, out of class, on the wall at recess).

- d. detention (recess, noon, or after school)
 - e. financial restitution or restoration for damaged property
 - f. community service (sweep playground, clean classroom, etc.)
 - g. a note and/or a phone call to parents or guardians.
7. In the case of a major offense, such as lying, cheating, stealing, use of foul language, willful defiance, disrespect to those in authority, possession of illegal drugs, tobacco, alcohol, pornography, or weapons, fighting, and repeated minor offenses will result in the following penalties:
- a. any of the penalties for minor offenses but with greater severity
 - b. a meeting with the principal, parents and others as is appropriate
 - c. probation – a period of time during which the student’s enrollment is in doubt. The duration of the probation and the specific changes expected of the student will be determined by the administrator.
 - d. suspension – a period of time (1-5 days) during which the student will be removed from either classroom or from school. Suspension occurs at the discretion of the administrator in the event of a major offense or if probation has not achieved the desired outcome in student conduct, after consultation with the student, parents or guardians, and any other affected parties. The duration of a suspension is determined by the specifics of the situation.
 - e. expulsion – the removal of a student from Hillside Christian Academy’s program. Expulsion of a student occurs at the discretion of the administrator after consultation with the principal, staff and parents or guardians. Parents who wish to re-enroll an expelled student may request such by letter to the administrator. The letter should indicate the evidence of a changed attitude and behavior sustained over a period of time which would warrant consideration by the administrator. If the administrator chooses to re-enroll the student, the student will be enrolled on a probationary status. Expulsion of one child shall not jeopardize the continued enrollment of any siblings. However, lack of parental support of the Discipline Policy may do so.
 - f. in the case of a criminal offense, law enforcement will be notified.

PRINCIPAL REFERRALS

PROBLEM	1st Offense	2nd Offense	3rd Offense
Disorderly Conduct	After three referrals, a Severe Warning	After four referrals, Parent Contacted	On the fifth referrals, parent to come and pick up the child; suspension
Fighting	Parent Contacted*	Suspension	Expulsion
Profanity	Severe warning	Parent Contacted	Suspension
Theft/Vandalism	Parent Contacted*	Suspension	Expulsion
Defiance of Authority	Severe warning*	Parent Contacted	Parent to come and pick up child; suspension

**Depending on the degree, the student may be suspended on the first offense.*

BULLYING POLICY

Hillside Christian Academy is committed to making our school a safe and caring environment for all students and staff. It is our goal to model and teach our students, to adhere to Jesus' command to love God with all our heart, soul and mind, and to love our neighbor as ourselves (Matthew 22:34-39). Therefore, we will not tolerate bullying of any kind.

In order to avoid confusion, we will define **bullying as: unfair and one-sided; it happens when someone repeatedly hurts, frightens, threatens, or purposely excludes someone from participating in a game, activity or event.**

A. Bullying Behaviors Include the Following:

1. Hurting someone physically by hitting, kicking, tripping, or pushing.
2. Using words, actions, and/or various means to threaten, intimidate or harass.
3. Stealing or damaging another person's property.
4. Instigating others to "gang up on" another student.
5. Consistent teasing in a hurtful way.
6. Consistent use of insults.
7. Touching or showing private body parts.
8. Spreading rumors or untruths about someone on campus, via phone calls, or through social networking (e-mails, Facebook, text messages, tweets, etc.).

9. Purposely excluding another student, or trying to convince others not to play with a specific student or group of students.

B. Students Will Do the Following to Prevent Bullying:

1. Demonstrate proper love for God and for their neighbor, treating others as they would want to be treated themselves.
2. Refuse to bully others, even when urged to do so by another student.
3. Prevent students from being bullied by intervening when bullying occurs and defending the student being bullied.
4. Refuse to watch, laugh or join in when a student is being bullied.
5. Try to include everyone in play, especially those who are often left out.
6. Report bullying to faculty or staff immediately. If a student witnesses bullying through any form of social media, they should tell their parents immediately, and the parents should inform the school the following school day.

C. Teachers and Staff Will Do the Following to Prevent Bullying:

1. Closely supervise students in all areas of the school and playground.
2. Watch for signs of bullying and stop it when it happens.
3. Respond quickly and sensitively to bullying reports.
4. Investigate all reported bullying incidents.

D. Consequences for Violation of the Anti-Bullying Policies

Depending on the severity and nature of the incident, Hillside Christian Academy will take one or more of the following steps when bullying occurs:

1. Intervention, Warning, and Redirection a teacher, staff member or administrator will ensure that the immediate behavior stops and reinforce to the student that bullying will not be tolerated. During a meeting with the student the staff member will redirect the student and formulate a plan for success, in case they find themselves in a similar situation for the future.
2. Notification of Parents: school staff will notify the parents of involved students. Depending on the severity and the frequency of the offense, the parents might be asked to meet with the administrator to discuss the issue.
3. Resolution With the Target of Bullying: the student doing the bullying will be given the opportunity to confess, repent, ask forgiveness and seek resolve the issue. If the student refuses, then a meeting with the parents or guardians will ensue.

If bullying persists, then the administrator will follow the pattern of probation, suspension, and, if necessary, expulsion.

OFFENSIVE CONDUCT OR SEXUAL HARASSMENT

No staff member, volunteer, or student of Hillside Christian Academy shall harass another employee or student in a sexual nature or participate in offensive conduct. Any harassment should be reported immediately to the administration or to the Board of Trustees if the staff was involved. All reports will be immediately investigated and referred to the law enforcement agency.

Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexually harassing nature. If a teacher or administrator knows of an incident of sexual harassment, they shall take appropriate remedial action immediately.

CHILD ABUSE / NEGLECT

Academy staff is required to receive training in recognizing and reporting child abuse and neglect. This training will be reviewed/updated every two years.

Child abuse and neglect is a serious problem which can have devastating effects on the abused or neglected child, parents, or other loved ones. Following strict procedures is essential to ensure that any issue is handled in a prompt, professional and confidential manner but most of all ensure that the child is protected.

Observation:

1. Staff will discreetly examine children each morning during arrival for signs of abuse or neglect.
2. If staff detects possible abuse or neglect, they will notify Principal or Preschool director immediately and fill out an Incident Report to document the evidence/situation in writing.
3. The Director will assess the situation, make a quick investigation of the facts and then notify the authorities using the toll-free hotline (1-800-632-4615).
4. If the Director feels that there is no evidence of abuse, a report to authorities will not be made, but the Incident Report (Form ss8572) will remain in a confidential file in the office.
5. Regardless of the Director's assessment, the Incident Report will be placed in a confidential file in the office; staff, as mandated reporters, is always free to notify the Abuse and Neglect authorities if they feel the incident is founded.

REPORTING OF SUSPECTED CHILD ABUSE

A. Reporting

To facilitate the use of protective social services and to prevent further abuse, safeguard and enhance the welfare of abused children, it is the policy of Hillside Christian Academy that all employees shall promptly comply with the statutory requirements concerning the reporting of a suspected child abuse. In particular, all Hillside Christian Academy employees having reasonable cause to believe that any child with whom the employee comes in contact has suffered abuse, or that any person with whom the employee comes in contact has abused a child, shall immediately inform his/her administrator. The Administrator will then immediately report the suspected abuse to the local office of Child Protection Services, or to a law enforcement agency within the county where the person making the report is at the time of his/her contact.

B. Definitions

1. California law recognizes these types of abuse:
 - a. Physical abuse
 - b. Neglect
 - c. Sexual abuse
 - d. Sexual exploitation
2. Child means an unmarried person who is under 18 years of age.

C. Failure to Comply

Any Hillside Christian Academy employee who fails to report a suspected child abuse as provided by this policy and the prescribed California law commits a violation punishable by law. A Hillside Christian Academy employee who fails to comply with the confidentiality of records requirements commits a violation punishable by the prescribed law. If an employee fails to report suspected child abuse or fails to maintain confidentiality of records, the employee will be disciplined.

D. Cooperation with Investigator

The Hillside Christian Academy staff shall make every effort in suspected child abuse cases to cooperate with investigating officials.

E. Immunity from Liability

Any Hillside Christian Academy employee participating in good faith in the making of a report pursuant to this policy and California law and who has reasonable grounds for the making thereof, shall have immunity from any liability, civil or criminal, that might otherwise be incurred or imposed with respect to the making or content of any such report. Further, the initiation of a report in good faith about suspected child abuse may not adversely affect any terms or conditions of employment or the work environment of the complainant. If a student initiates a report of suspected child abuse by a Hillside Christian Academy employee in good faith, the student will not be disciplined by the Board or any Hillside Christian Academy employee.

SUBSTANCE ABUSE POLICY

It is Hillside Christian Academy's policy to maintain a school community that is free from the effects of drugs and alcohol.

Instructors, students and volunteers are prohibited from the use, sale, dispensing, distribution, possession or manufacture of illegal drugs, controlled substances, narcotics or alcoholic beverages on school premises. In addition, Hillside Christian Academy prohibits the off-premises illegal use or abuse of alcohol and controlled substances, as well as the possession, use or sale of illegal drugs, as these affect our reputation in the communities we serve.

Instructors, students and volunteers will be subjected to disciplinary action as provided elsewhere in this policy manual, for violations of this policy. Violations include, but are not limited to, possessing illegal or non-prescribed drugs and narcotics or alcoholic beverages at school, being under the influence of those substances while at school, using them while at school; or dispensing, distributing, or illegally manufacturing or selling them on school premises. **Everyone who comes on the premises is subject to search and surveillance at all times while on Hillside Christian Academy premises or while conducting school business.**

DISASTER PROCEDURES

In the event of a disaster during school hours, the Hillside Christian Academy School-Wide Disaster Plan will go into effect. Students will be directed and accompanied by their teacher to the designated area. Students will be held at the school until released to a parent or authorized person listed on the emergency form.

If needed, injured children will be transferred to an appropriate emergency care facility, when possible.

All parents, or designated parties who come for children are to calmly check with the school office. All children must be signed out. There will be no exception to this rule!!! Remain calm and confident when in the presence of young children who may need assurance from every adult source. During an emergency, teachers will keep a record of children picked up by authorized adults. Remember, to keep your emergency forms up to date.

Fire, lockdown, and earthquake drills will be conducted on a regular basis.

More details concerning disaster procedures are found in our Emergency Procedures Manual.

HILLSIDE CHRISTIAN ACADEMY

PARENT & STUDENT HANDBOOK

SIGNATURE PAGE

Please sign and date the bottom of this page indicating that you have read and understand the contents of the *Parent Handbook* and return to your child's teacher by **Thursday, August 11, 2016**. Please give me a call if you have any questions or concerns. Thank you for your cooperation as we work together to make this a wonderful school year.

Shirley Gibson, Principal
Linda Kerran, Preschool Director
650 588-6860 Ext. 3

(Parent's Signature)

(Date)

(Student Signature)

(Date)



Hillside Christian Academy

PRESCHOOL

WELCOME

Hillside Church of God welcomes you and your child to a Christian atmosphere where your child can feel safe and confident in a stimulating learning environment. We define “Christian” as coming to know and love Jesus Christ as Lord. Hillside Church of God genuinely cares about you and your family. We pray for the families of each of our students and extend to you an open invitation to attend our worship services and any of our family-oriented activities.

Hillside Christian Academy is owned and operated by Hillside Church of God as an outreach ministry to families in the immediate vicinity and surrounding communities. We are dedicated to the care and education of children regardless of their ethnicity, color or creed. Hillside Christian Academy is a vital link in the chain of services to families who live and work in the Greater Bay Area.

Our preschool was established in 1959 under the name Hillside Nursery School. The elementary school was opened in 2003, and our name was changed to Hillside Christian Academy, and we now operate as a Preschool through 8th grade Christian school. The preschool is fully licensed by the state of California Department of Social Services Community Care Licensing Division. (our facility numbers are 410500307 & 410517130).

We believe that every child is a unique and precious gift from God. Our desire is to introduce our students to God’s love through caring, compassionate teachers, personal growth and academic development. As said in Psalm 127:3, “Behold, children are a gift of the Lord”. We thank God for each precious gift that He brings.

Our desire is to provide a safe and loving environment where our students can experience the opportunities for exploration and discovery that will build self-esteem and nurture development. We want your child to ponder, explore, experiment and formulate ideas with wide-eyed enthusiasm. Since this occurs in our culturally and ethnically rich environment, your child will develop an appreciation for the wonders and diversity of God’s amazing world. Here your child can thrive spiritually, intellectually, emotionally, morally, socially and physically.

Stability is a prized asset at Hillside Preschool. Our staff turnover is very low. We currently employ a number of teachers who have been with us for 10, 18 and 20+ years. They provide a wisdom and dedication that is seldom found elsewhere, and they work together to create a loving atmosphere that nurtures healthy learning and development.

This handbook provides you with information about our policies and procedures. Please read this information carefully. We suggest that you keep this handbook for future reference. We welcome your questions and also encourage you to discuss with us any concerns that you may have. Welcome to our preschool family!

PRESCHOOL HOURS

Hillside Preschool is open **Monday through Friday**, from **7:00am to 6:00pm**, except holidays (see below).

Children must be picked up no later than **12:30pm** for **half-day** students and **6:00pm** for **full-day** students. Late pick-up is defined as 12:31pm for half-day students or 6:01pm for all-day students. **There are no exceptions to this policy.** Because we honor our dedicated teaching staff and are convinced that they need refreshment and renewal time before the next working day, we discourage the use of overtime care.

Late pick-up requires the implementation of an overtime format. The charge for this service is \$25.00 for each 15 minutes or fraction thereof for each child. The rate increases to \$50.00 per interval after the first 30 minutes of overtime. Payment for overtime services is due immediately at time of pick-up. Delinquent payments are subject to late penalties and loss of reserved space.

ARRIVAL AND PICK-UP

For the safety of your child, we require that each day, a responsible adult walk every child into our facility and sign in with their **full name** at the front desk. There are no exceptions to this rule and we can actually be cited by Community Care Licensing if they observe initials or first names only on these sheets. **Do not drop your child off in the parking lot or at the front door for any reason whatsoever.** Be sure that personnel are aware of your child's arrival. When your child is picked-up from our preschool, it is imperative that front-desk personnel or teachers be positively aware of pick-up. Your child must be signed out per your signature or that of your representative on file. For your child's safety, no exceptions can ever be made to this strict policy.

HOLIDAYS & CLOSURES

Hillside Christian Academy will be closed on the following days:

New Year's Day, Martin Luther King Jr.'s Birthday (January 16th), **Presidents Day** (February 20th), **Memorial Day** (May 29th), **Independence Day** (July 4th), **Labor Day** (Friday, September 2nd) Monday, September 5th), **Staff Development**, October 14th (Tentative), **Veteran's Day** (November 11th), **Thanksgiving Day and the day after** November 24th & 25th), **and Christmas and New Year** (December 23,24,25,26,30,31, 2016 and January 1,2, 2017).

VACATIONS

Hillside Preschool does not close during the summer. Therefore, arrangements should be made with the Director regarding any family vacations. **An annual, one-week vacation** can be arranged provided your child has been attending Hillside Preschool for 12 months, your tuition status is current and you have submitted a two-week notice. Your reserved space is guaranteed, provided all fees are submitted on the scheduled date of return.

LEAVE OF ABSENCE

A **Leave of Absence** can be requested when your child will be gone for a longer period of time, **not to exceed three months**. It can be utilized for family emergencies, or for extended travel, if you wish. The same procedures must be followed that apply when you are arranging annual vacation time for your child. A \$10.00 **Reactivation Fee** is required of all students returning from a leave of absence. It is due with the appropriate tuition payment upon your return to Hillside Preschool.

FINANCIAL GUIDELINES

The **Application Fee** is a non-refundable \$160.00 fee required of each new applicant for enrollment to Hillside Preschool. An annual **Registration Fee** of \$100.00 is required of all new and returning students annually by July 31st.

Tuition payments are paid through Smart Tuition. Due to our non-profit status, Hillside Preschool depends on tuition payments for operation and maintenance expenses. Thus, tuition is due on the first of every month, and is considered late if not paid within 5 days. A late fee of \$50 will be charged by Smart Tuition if the tuition payment is made after the 5th day. At ten (10) days past due, the family will be referred to the Board of Trustees and the student(s) may be asked not to return to class until the matter is resolved. A Returned Check Fee of \$30.00 will be assessed by Smart Tuition on all payments that are not honored by your bank.

Since a **reserved space** means that we have provided appropriate staffing and materials for your child on contracted days, we regret that **no credits or financial adjustments** can be made for student absences.

Sibling discounts are offered. Discount will apply to lowest tuition.

WITHDRAWAL

We also require that a **two week, written notice** be submitted when you wish to withdraw your child from Hillside Preschool. Tuition that has been paid in excess of your **submitted date of withdrawal** will be available for refund if all of your accounts are up-to-date.

CLOTHING/PERSONAL ITEMS

Parents are asked to dress their child in clothing that is **simple, sturdy, washable, easy to open/close, with no difficult fasteners and labeled clearly with your child's name.**

Filly or fancy garments are not appropriate in a preschool setting where activities often involve the healthy rump and tumble and stretching of little muscles. Sandals and cowboy boots are not good footwear for the playground. Athletic shoes with proper support and non-slip soles allow for safe climbing, jumping and running. Hillside Christian Academy accepts no responsibility for damaged or soiled clothing.

Parents are requested to maintain a change of clothing for their child in his/her cubby. Please provide clean and simple clothing for this "spare" that will be used in case of accidental soiling or tearing.

Dress your child appropriately for the weather on a day-to-day basis. It is wise to always bring a jacket as our weather changes frequently throughout the day.

Toys should not be brought to school as your child will be required to share them. Most children find it easier to share our preschool toys than items from home. In addition, there is always the possibility of breakage or loss. Toys associated with violence are forbidden.

NAPTIME

Young growing bodies that have enjoyed a rigorous or busy morning need rest in the afternoon. We set aside time after lunch for rest and napping. Simple cots are available and we ask you to supply a favorite blanket, which will be sent home each week for laundering.

NUTRITION

All food served at Hillside Christian Academy is prepared and served from our own modern kitchen facility. Included in our tuition rates are a mid-morning snack, and a mid-afternoon snack (for all day students). Our nutritious snacks are freshly prepared each day by our very capable and experienced kitchen staff. In this way, we are able to avoid the high salt and fat content found in most processed foods. We adhere to specific nutritional guidelines while appealing to the appetites and taste buds of the preschoolers in our care.

Hillside Christian Academy offers nutritious hot lunches for purchase on-line through www.thelunchmaster.com

Please let us know if you would like to provide a snack for your child's birthday. We will be happy to advise you and to make the necessary arrangements.

If your child has food allergies, restrictions or special dietary requirements, we will try to accommodate all documented requests.

ANNUAL EVENTS

At 7 o'clock on the second Tuesday evening in December, our preschoolers perform a selection of favorite songs in celebration of this most special season. It is a much anticipated occasion each year, enjoyed as much by the preschoolers as by their families and friends! At the conclusion of this annual performance, everyone shares unique and "handmade" Angel Cookies. Cameras are welcome, but arrive early for the best seats!

At 7 o'clock on the second Tuesday evening in May, we hold our annual **Hillside Preschool Open House**. We begin the evening in the Chapel with a slideshow. It includes a photo of every child currently enrolled in our program and attempts to show all of the activities that may occur during an average day at Hillside Preschool.

We follow this with a trip to your child's classroom for an opportunity to meet other families, as well as your child's classmates. There will be wall to wall handwork on display and the opportunity to informally touch base with your child's teacher.

The evening concludes with the traditional refreshments shared in our gymnasium.

DISCIPLINE

Respecting oneself, respecting others and respecting the preschool environment are important lessons for young children. Much effort is put into maintaining a fair and consistent approach to discipline by our staff members. The physical environment and schedules have been planned to limit the necessity for teacher intervention. Realistically, however, situations requiring adult intervention do arise and the following steps are taken by our staff in an effort to make our **limits** and **consequences** clear to every child.

Should a child misuse equipment or treat another child or a teacher inappropriately, he/she will be addressed by the teacher at eye-level in a respectful manner and tone of voice.

If a child is so angry that he/she “loses control”, he/she will be allowed the opportunity to regain control. The teacher will then afford the child the opportunity to explain his/her actions and feelings. The teacher will next suggest and elicit ideas about different ways to handle the situation. This is a crucial element in successful conflict resolution.

Should a child continue to be uncooperative, he/she will be directed to a different area and activity.

UNACCEPTABLE BEHAVIOR

Unacceptable behavior of a **persistent** or **dangerous nature** will be addressed by the Director with the parents. By doing so, we hope to avoid expulsion. It is our intention to work with parents to formulate the appropriate steps that will eliminate these behaviors.

Unacceptable behaviors include:

assault

threats

verbal abuse

kicking

foul language

hitting

temper tantrums

bullying (see page 35)

HEALTH AND SAFETY

Your child's health and safety is of great importance to us. According to California Licensing codes, your child must be screened for contagious diseases daily upon entering our program. Our teachers will screen for the following:

- watery, inflamed or crusty eyes/eyelids
- glazed eyes
- deep cough
- inflamed nostrils
- heavy nasal discharge
- skin rash
- flushed or clammy skin
- unusual irritability
- contagious diseases

Please keep your child at home if he/she

1. Has had a **fever, vomiting or diarrhea** within the last **24 hours**.
2. Is being treated with **antibiotics**, when treatment has been administered for **less than 24 hours**.

These precautions protect our students, families and staff, but only if **everyone** follows them.

Should your child become ill during the day or show any of the above symptoms, he/she will be isolated and you will be contacted. For the physical and emotional comfort of your child, please arrange for **prompt** pick-up.

MEDICATION

Administering medication to children requires close observation and strict attention to the following procedures:

Medication must be submitted to the front office.

Your **child's name**, the **doctor's name** and his **specific instructions** must be **imprinted** on the container. Never leave medications in your child's backpack or cubby.

The form required by Community Care Licensing must also be completed by you and submitted with the medication.

We can also administer over-the-counter medications (including sunscreen) as long as the instructions are clearly imprinted on the container, and you have completed the required form. Please see office staff for appropriate medication form.

INJURIES/INSURANCE

Minor injuries will be handled by the staff at Hillside Preschool in a respectful and calm manner. A report of the incident will be completed and put on file. A copy of this report will be sent home with your child.

In the event of more serious injury, the director will contact you. If we are unable to reach you, we will contact the person designated by you on your child's emergency forms. Therefore, **it is very important for you to keep the names and contact numbers on these forms up-to-date.**

Parents/Guardians are solely responsible for all medical, dental and accident insurance coverage, including any deductibles. Hillside Preschool does not provide insurance coverage. In sending children to Hillside Preschool, parents/guardians agree to accept full financial responsibility for all such insurance coverage.

COMMUNICATION

Communication between the home and school is crucial! We want parents to feel free to discuss any aspect of the program with us. Our office staff is dedicated to meeting your needs and answering all of your questions. Our director is often busy teaching and supervising children, and if you must leave her a message she will make every effort to return your call before going home for the day.

We strive to maintain a loving home-away-from-home environment for your child. It is very important that we be aware of disruptions or changes at home that could manifest themselves at preschool through changes in your child's attitude or behavior. It is not our intention to be intrusive. However, we serve the best interests of your child when we cooperate and work together in His name.

In addition, if the need should arise, our Pastor is ready (by appointment) to counsel or assist you with any spiritual challenges.

DISASTER PROCEDURE

An emergency could happen at any time. Therefore, Hillside Preschool has prepared for this with designated provisions of food, water, bedding and medical supplies.

In the event of a disaster during school hours, Hillside Preschool's "School Wide" disaster plan will go into effect to protect everyone on site. Our teachers will accompany children to designated areas where they will be cared for while they await release to parents or other persons who are authorized on their emergency form.

Injured children will be transferred to an emergency care facility, if possible.

All parents or designated parties who come for children are to calmly check-in with the administrative office. All children must be signed out. There will be absolutely no exceptions to this rule! Please make every effort to remain calm as children look to adults for guidance and comfort in a strange or frightening situation.

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