

## HEIGHTS CHRISTIAN JUNIOR HIGH SCHOOL "MISSION STATEMENT"

"Our mission is to educate students to know Christ personally, excel academically, think biblically, and impact their community positively for Christ."

### "SOAR" PROGRAM: (Seeking Opportunities, Achieving Results)

Without a doubt, one of the most exciting things we will do at the Heights this year is our "SOAR" program! After each quarter we will have academic pep rallies to honor the academic achievements of our students. Each student who achieves certain levels of success will be given rewards for their efforts. Every student at Heights has the ability to achieve one of the following four levels of success. Please look at the following categories and make it a goal to SOAR to success! Each student who makes it to a level will be given a "credit card" which can be used for campus incentives. These incentives might include things such as free homework passes, free "quizzes", a free drink, free test grade bumps, etc. Here are the four cards to work toward:

#### •The Hawk Card...

A GPA of 3.80 or above, no more than three N's, no U's, and three or less tardies to class.

#### •The Platinum Card...

A GPA of 3.40-3.79, no more than three N's, no U's, and three or less tardies to class.

#### •The Gold Card...

A GPA of 3.00-3.39, no more than three N's, no U's, and three or less tardies to class.

#### •The Silver Card...

No D's or F's, no more than three N's, no U's, and three or less tardies to class.

### GETTING A "TALON"...

It is the desire of every Heights staff member to "catch" our students doing what is right. A "Talon" is one way in which we will honor our student's efforts to do what God has desired for us. Acts of kindness, integrity, politeness and honesty are just a few things that we will watch for throughout the year. When a staff member observes a student in the process of these positive acts, he or she will give the student a Talon. This card can be passed on to the office and there will be periodic drawings for rewards. Our goal is to see our students become more and more like Jesus in their actions, and this is one way in which we can encourage them in this very important process.

### PROBATION POLICY:

Students at Heights Christian Junior High may be placed on probation for any of the following reasons:

- Academic struggles such as a GPA below 2.00.

- Multiple academic grades or citizenship grades below standard at Progress Report time.
- Two or more N's or U's on a Report Card.
- Disciplinary problems.
- Administrative decision.

The probation period will be determined by the administration after a conference with the parents. If improvement is not made during the probationary period, the student may be asked to withdraw from school or be refused permission to re-enroll the following school year.

### PROMOTION POLICY:

It is the desire of the Heights Staff to see every one of our students achieve their best and move on to the next level of education. Being promoted to the next grade is a privilege that is determined by the effort and achievements of our students throughout the school year. Students who drop to unacceptable levels in academic grades will be in jeopardy of not being promoted. Please read carefully the guidelines below and work hard to achieve your best! Promotion may be in jeopardy for the following reasons:

- Being absent from school for twenty-eight or more days.
- An accumulation of three or more F's on the Report Cards during the school year.

### GRADUATION POLICY:

Participating in the Graduation Ceremony at the end of the 8<sup>th</sup> grade year is an exciting privilege for students! It is our desire that every student take part in this excitement, however, students may be withheld from the ceremony for the following reasons:

- Having multiple negative citizenship grades on a Report Card or Progress Report and not making a sufficient effort to improve in this area.
- Disciplinary problems in the final weeks or days of school.

### GENERAL SCHOOL EXPECTATIONS:

- 1) Honor God with your mouth. Let the words that you speak be pleasing and uplifting to those around you. Do not "tear down" others with your speech. Honesty and integrity are qualities to strive for!
- 2) **Be respectful to the feelings and rights of others on campus.** Be courteous in class and follow each teacher's individual class guidelines so that every student present is allowed to benefit from the teaching. Apply this same standard out on the grounds as well.
- 3) **Follow all adult instructions immediately and without comment.** Your words as well as your body language should be respectful at all times. Always address an adult as "Mr." or

“Mrs.” or “Miss”. A simple “please” and “thank you” should be used when responding to an adult.

- 4) **No horseplay.** Often times it is horseplay that leads to injury or anger. HCJH is a place of school business and it is our desire to provide the best atmosphere to make this attainable for every student. All students must keep their hands and feet to themselves.
- 5) **Always remain in assigned HCJH designated areas.** It is imperative that every student be in the proper place of supervision and never out of “eye shot” from campus staff.

We expect each of our students to behave in a positive way so that all students and staff will have a very positive experience at school. If students are not in control of their behavior and/or their academic responsibilities, they may have to be taken out of extra-curricular activities or campus “fun” days. Privileges are for the responsible and cooperative students.

### **SPECIFIC SCHOOL EXPECTATIONS:**

#### **Before and After School...**

- When you arrive on campus, please come directly to the inner campus area. Do not wait by the street or front parking lot for your friends.
- When you are waiting at designated Bus Pick Up or Drop Off areas, be calm and cooperative with the staff person on duty. If you are late getting to the Bus Pick Up your parent or driver will have to drive you to the school campus. **ONCE THE BUS STARTS MOVING IT WILL NOT STOP!**
- Stay in designated supervised areas.
- When school is over, please walk in an orderly manner to designated pick up areas or get ready for an after school activity if you are involved.
- If you are not picked up by the designated time, move in a cooperative manner to the daycare area to be checked in.
- Wait in the designated daycare area until your parent comes to pick you up.

#### **The School Office...**

- The school office is a place of business and we ask that our students be quiet and courteous when inside or in the vicinity of doors or windows.
- If there are a number of students who have office business, please line up outside the office so that there are no more than two students inside at a time.

#### **The Classroom...**

- Enter the room quietly and go directly to your assigned seat. Do not approach the teacher’s desk.
- Immediately fill out your Assignment Organizer for the day in that particular subject.
- Conduct yourself in a quiet manner and respond to the teacher by raising your hand.

•Any items that are deemed as a “toy” by the teacher (because a student is playing with it in class) will be taken and given to the Principal. These items will be given back at the end of the school year (or to a parent in the Office).

•Exit the classroom quietly and orderly at the end of the period. Only leave your seat when the teacher has dismissed you.

#### **“Hands-Off Policy”...**

•At Heights Christian Junior High we have adopted a “Hands-Off Policy”. We want our students to treat each other with respect and dignity.

•Students are to move about the campus and socialize with each other without inappropriate touching. This would include “horseplay” as well as affectionate actions such as hugging and holding hands.

#### **The Restrooms...**

•Please help us keep the restrooms clean and neat. Restrooms are to be used only for their intended purpose.

•No loitering or horseplay allowed.

#### **The Hallways...**

•Please walk in the hallways and do your best to make room for others.

•Never yell or make loud noises. Remember, we have other organizations with us on campus and we need to respect their needs.

•If you are waiting for a teacher before entering a class, please line up against the wall so that others may pass.

#### **The Book Lockers...**

•Keep your valuables in the locker at all times. Books and materials are not to be left on the ground or on top of the locker.

•Clean out your locker often and **do not share your combination with others.**

•No stickers, writing or inappropriate pictures are allowed on the outside **or** the inside of the locker.

•Because the lockers are on the outside of the building, it is advisable that you take your valuables home each night.

#### **Lunchtime...**

•Put all belongings in the locker before going to lunch line or to the picnic tables.

•All eating is to be done on the picnic tables. Please keep your area clean and throw away all of your trash. Be willing to help pick things up when asked by a lunch duty teacher.

•Remain in designated activity areas. Be ready with your Student ID Card to check out any athletic equipment you might want.

#### **Textbooks...**

•When you are given a textbook, make sure your name is written neatly inside the book on the nameplate.

•The book should be immediately covered and kept covered the entire time you use it.

•If a book is lost or damaged, there will be charge to cover the cost. A lost book (or excessively damaged book) will cost the student the full value of a BRAND NEW book.

#### **Book Covers...**

All issued textbooks need to be adequately covered at all times. Covers should have no words or pictures on them.

#### **Binders...**

In order to keep materials neat and appropriate at school, we ask our students to make sure that binder decorations are of good taste. A good rule of thumb would be that "if you wouldn't be allowed to wear it on your shirt, you shouldn't have it on your binder."

#### **Lost and Found...**

•Lost and Found will be open at specific times during the school day – before school, at break, at lunch and for a few minutes after school.

•Twenty-Five cents is the charge to get one or more items out of Lost and Found.

•Unmarked and unclaimed clothing will be given to charitable organizations at announced times during the school year.

#### **Tardiness...**

Punctuality is a very important quality for our students to learn! Since our students cannot actually drive themselves to school, we make some allowances to help our families (as listed below). It is our desire for the school day to begin punctually and that the education process continue with little disturbance.

•Students are considered tardy if they are not in their seats when the bell begins to ring.

•If a student is tardy to school, he should report to the attendance secretary.

•A lunchtime detention is given for each unexcused tardy to class.

•Six "excused" tardies to Period 1 are allowed to each student during the school year. After the sixth Period 1 tardy (excused or unexcused), all tardies will be considered unexcused. In order for a tardy to be excused, there must be a note or verbal verification from the parent or driver. This needs to be done on the day of the tardy.

#### **Student Organizer...**

The student organizer is an important tool in helping students to be academically successful at HCJH. Consistent daily use helps students become independent achievers. Using the organizer encourages prioritizing, decision-making, planning and goal setting. These are all characteristics that we want to foster in our students. Students are trained in the use of the organizer, and it is our hope that parents will monitor its use at home to ensure accountability. Here are some of the basics:

•Teachers post daily assignments before class begins.

•All assignments are numbered with a due date.

•All assignments for the quarter are posted and readily available to students in the classrooms.

•Late/Missing assignment notices are sent home regularly.

•Organizers are checked and graded periodically for neatness and accuracy.

•The organizer can be used as a form of communication between the teacher and parent.

•Please keep the student organizer neat and orderly. **Students are not to draw on or deface it (inside or outside). Pages should never be torn out of the organizer.** If a student chooses not to follow this guideline, he/she may be required to purchase a new organizer (and detentions may be assigned).

#### **CHAPEL:**

One of the most exciting opportunities we have is to learn more about Jesus on a weekly basis in Chapel! It is the desire of the Heights staff that each and every one of our students knows Jesus Christ as their personal Savior. We want to create the proper atmosphere so that our Chapel time is conducive to worship. Therefore, there are obvious expectations that would show respect for the occasion. Please follow these guidelines as you experience Chapel:

•Come to Chapel quietly.

•Come to Chapel with an attitude of respect. No yelling or horseplay, and certainly no "booing" or "whistling".

•There will be appropriate times to clap and show appreciation. Please do so!

•Bring your Bibles to Chapel. It is great to get into practice at using God's Word!

•When you exit Chapel, please do it quietly and in an orderly manner.

#### **DISCIPLINE:**

In any school or organization it is necessary to have standards to follow and consequences for not following those standards. **We understand that not everyone will "agree" with every rule, but we expect every student to show a willingness to comply.** Our desire is to prepare our students for the future, and this is one of the most important lessons that we can teach them. If a student's behavior is in conflict with the standards and expectations of Heights Christian Junior High, every effort will be made to encourage the student to make a change. The following are examples of how HCJH may deal with the discipline needs of our students:

•Each teacher or staff member has been placed in charge of a classroom or specific area of the campus. Disciplinary action will be carried out firmly and fairly by verbal instruction or warnings or possibly privileges being taken away.

•If negative behavior continues after the staff member has dealt with a student, the staff member may make contact with the parents in order to inform them of the problem. A plan of action will be communicated to the parents and our hope is that the parents will help in the process.

•A student may be referred to an administrator for behavioral reasons. The administrator will counsel the student and/or administer appropriate consequences. If a student's behavior is not improved after this contact, a stricter disciplinary action may be implemented. This action could include: restriction from extra-curricular activities, placement in after-school detention, suspension from school and possibly expulsion.

•When a student demonstrates an unwillingness to change behavior, is negative in attitude, demonstrates rebellion or seems unteachable, the administrator may contact the parents for a conference. The administrator may discuss alternative actions for the student such as:

- Referral for special services or counseling.
- Extended suspension (or in-house suspension).
- Expulsion from school.

#### **Causes for Suspension or Expulsion from school...**

It is hopeful that suspension or expulsion would be "last resorts" in dealing with a student. There are, however, behaviors that would constitute a possible need for this type of action:

- Harassing, picking on and/or demoralizing other students (either verbally or physically).
- Defacing or damaging school property. The family will be responsible for any costs incurred from the student's actions.
- Willful disobedience toward any Heights staff member including acts of insubordination.
- Habitual profanity or vulgarity.
- Possession, use or sale of illegal drugs, alcohol, tobacco or other illegal items. This could also include the inappropriate use of "legal, over-the-counter drugs".
- Possession of cigarette lighters, matches, knives, guns or other types of weapons.
- Inappropriate sexual contact or behavior.
- An accumulation of eighteen or more lunchtime detentions.

#### **DISCIPLINARY "DETENTION" PROCESS:**

Heights Christian Junior High will administer two types of detentions as needed with students... "Lunch Detentions" and "After School Detentions".

#### **Lunch Detentions...**

These detentions will be assigned to students for misconduct such as tardiness, horseplay, chewing gum, writing notes, etc. The administrator will determine the consequences of negative behavior and assign these detentions.

#### **After School Detentions...**

These hour-long detentions could be assigned to students for any of the following reasons:

•An accumulation of six lunch detentions in a semester. \*Note: All students who stay under six lunch detentions in the first two quarters will have their detentions "zeroed out". A clean slate will start in quarter three.

•Assignment by the administrator after a disciplinary offense.

•When an after school detention is assigned, the parents will be notified in advance by an official notice sent home with the student. The parent will need to sign the notice and return it with the student on the day of the after school detention. Here are the basics of how the after school detention works:

•Length: One hour after school.

•Activity: Work-related projects designed to enhance the school.

We ask that our school parents be supportive in this process by making sure that arrangements are made so that the student is able to serve the after school detention on the assigned day. If the student is absent from school on the day of the detention, he will automatically be assigned to the next one. If a student misbehaves in the detention he will be assigned another one.

#### **HOMEWORK ASSIGNMENT POLICIES:**

In order to help our students maintain their obligations and responsibilities dealing with their schoolwork, we have established the following standards concerning homework. Please read these carefully.

#### **Excused Late Work Due To Absences...**

•Any student who misses a day of school will be given one extra day to turn in all work assigned on the day of absence. For example... if a student misses school on Monday, he will need to turn in the missed assignments on Wednesday.

•Any student who misses two days of school will be given two extra days to turn in all work assigned on the days of absence. For example... if a student is absent on Monday and Tuesday, he will need to turn in the missed assignments on Friday.

•If a student misses three or more days of school in a row, he will be given one week to make up the missing work. For example... if a student is absent Monday, Tuesday and Wednesday, he will need to turn in the missed assignments on Thursday (one week after he returns).

•If a student fails to turn in the work as stipulated above, it would fall into the "unexcused" policy as stated below.

•Long Term projects or assignments must be turned in on the assigned due date (even if there was absences during the assignment). If the

student is absent on the due date, he must turn in the assignment on the first day back to school.

#### **Unexcused Late Work...**

•No assignment turned in late can achieve a grade any higher than a C. All late assignments must be turned in to the teacher within one week of the end of the quarter in order to receive any credit. Remember, a "C", "D" or even "F" is better than a "zero" in the grade book!

•Any student who is missing an excessive amount of homework would have a difficult time achieving a Report Grade any higher than a C.

#### **Missing for a "School-Related" Activity...**

•WORK ASSIGNED THAT DAY: If a student misses a class (or classes) due to participation in some kind of school-related activity, he/she will be given an extra day to make up a daily assignment without penalty. Long term projects or assignments should still be turned in on time.

•WORK DUE THAT DAY: **Students who are present for any part of a school day are required to turn in their work BEFORE leaving campus.** Assignments can be given to the individual teacher or dropped off in the office to be distributed. For example, if a student on a sports team is going to miss a class in order to leave early for a game, he/she should turn in the assignment due that day to the office before leaving early.

#### **HOMEWORK HOTLINE:**

If you would like to call in for absent work, you can call our Homework Hotline at any time. Each academic teacher has an individual line with announced assignments. Please call the school office for details. This line is not for leaving messages to the teacher.

#### **STUDY HALLS:**

Study Halls are provided for most students in order to give them a "jump" on their work for the day. An atmosphere is provided which will allow the student to study, do homework or quietly read. The following materials should be brought with the student to every Study Hall:

- The student's binder.
- A minimum of one academic textbook.
- A reading book (to be read in case of not having homework).
- The student organizer.

#### **DRESS CODE – 2008/2009:**

Dress standards reflect the quality of the school as well as the conduct and attitudes of the students. There are definite relationships between dress habits, work habits and school behavior. Just as adults dress for professional success, we must expect our students to dress for academic success. All students are expected to be dressed modestly and groomed neatly.

#### **GENERAL DRESS STATEMENTS:**

- 1) **All shorts MUST be "uniform style" shorts.** These shorts can be purchased from the "uniform section" of department stores such as Penny's, Target, Sears, Wal-Mart or Nordstrom's. You might also find them in other retail stores. **Uniform style means any thick/sturdy, cotton or cotton-blend fabric, approximately knee length, and having conventional belt loops. There are to be no extra pockets on the legs of the shorts (with the exception of small cell phone pockets). "Cargo Shorts" will not be permitted.**
- 2) Shirts with sleeves must be worn at all times. **T-Shirts are acceptable. Sheer fabrics or underwear-type T-shirts of any kind are not allowed.** Sweatshirts with appropriate logos are acceptable. **Words or pictures** on shirts or sweatshirts are acceptable as long as they have "appropriate" messages. Music Group shirts or sweatshirts are not to be worn. Clothing worn under shirts should be neat and color coordinated. Thermal underwear is not appropriate for an outer garment. **White T-Shirts of any kind are not allowed.**
- 3) Clothing that might represent a violent lifestyle, such as military clothing or "heavy metal", is not acceptable. No gang-affiliated attire of any kind may be worn. No "skeleton or skull" pictures will be allowed.
- 4) No **"oversized" or "tight-fitting"** pants, shorts or shirts will be permitted. All pants and shorts are to be worn at waist height at all times (no "sagging"). Pants and shorts should be neat and clean without being frayed or ragged. Sweat pants, warm ups or jogging outfits are unacceptable.
- 5) Hair is to be the natural color of the individual student (and should not be tinted beyond what looks natural). If hair coloring is deemed inappropriate by the administration, the student will be asked to have it fixed. Students are not to write or draw on any part of their bodies or clothing, and tattoos of short or long duration are not permitted.
- 6) Sun protective clothing and sunglasses are acceptable if worn in a proper manner. These items are never to be worn inside any room. **Baseball hats MUST be HCJH hats (no others will be allowed).** Hats must be worn properly. The bill of the cap should be straight ahead (never crooked or backwards). The HCJH hats can be purchased from the school office. See the office staff for more details.
- 7) Appropriate shoes and socks are to be worn at all times. No open sandals, high heeled shoes, platform shoes or boots are to be worn. All heels should not exceed one inch.

Comfortable tennis shoes are the shoes of preference.

- 8) Body piercing is not permitted, with the exception of two earrings per ear (for girls only).
- 9) After a first offense of wearing clothing that is contrary to the dress code, the student may be restricted from wearing certain items in the future (such as skirts). Students will also be asked to wear their P.E. clothes (or office clothing) as replacement clothing for that which is inappropriate.
- 10) If a student is "not sure" if something they want to wear is appropriate or not, it would be advisable to bring it in to the office to check before wearing it.
- 11) The school administration will have the final word as to appropriate dress.

**GIRLS:**

- 1) Modest dresses, pants, skirts or uniform shorts are the usual attire. Jeans and capri pants are also acceptable. Uniform style "skorts" are acceptable, but must be loose fitting and must follow the "length standard". All skirts, dresses, or shorts should be no shorter than 4 inches above the knee. All front, back or side slits on skirts or dresses need to meet the same four-inch requirement. This can be measured while kneeling on a hard surface and looking at the distance from the floor to the material. No "fishnet stockings".
- 2) Ultra low pants and bare midriff shirts are not acceptable. No low-cut tops are to be worn. Girls' tops must have sleeves. Shirts must cover the top of the pants or skirts.
- 3) Excessive make up, long dangling earrings (such as hoops larger than a nickel) and more than two earrings in each ear is not permitted. Girls are expected to wear undergarments at all times. Expensive jewelry should be left at home. No aerosol hair spray on campus.

**BOYS:**

- 1) Neat pants, jeans, cords and uniform style shorts with sleeved shirts or sweatshirts are the usual attire.
- 2) If an "undershirt" is worn, it needs to be tucked in so that it does not show if the outer shirt is untucked.
- 3) Neat haircuts are in order, with the hairline coming above the collar of the shirt and neatly trimmed. Hair should not have drastic differences in length and should not hang in the eyes or completely cover the ears. Please do not cut the hair any closer to the skin than a number 2.
- 4) Wallet chains and dangling belts are not appropriate at school.

**GUM:**

Gum is NEVER allowed **on campus** (unless an exception is made by the administration... for a special "fun" day). This includes before school, at break, at lunch, and after school. No gum will be chewed on the bus as well, or on school-related field trips.

**HCJH ELECTRONICS POLICIES:**

Electronic devices are not allowed on campus, on the bus, at bus stops or at school events. This would include items such as CD players, I-Pods (or other music or recording devices) and cameras. Electronic devices should not be used on the bus as well. Any electronic devices that are used improperly will be confiscated and held in the office for a parent to pick up.

**Cell phones** should not be used AT ALL between 8:00 am and 3:00 pm. Cell phones should be OFF and INVISIBLE during the school day.

Any cell phones that are used improperly will be confiscated and held in the office for a parent to pick up.

**NOTE POLICY:**

Students at HCJH are not allowed to write, read or pass notes on campus.

**HCJHS COMPUTER LAB POLICIES:**

**Playing Computer Games** in the computer lab before school, during any class, at break or lunch, or after school is prohibited.

**Food & Drink (including water)** is NEVER allowed in the computer lab. Any food, drink, and/or water must be thrown away before entering the computer lab. Nothing should be left on the counter or floor inside the computer lab door.

**Violation of these policies will result in a referral.**

**This Student Handbook is not a complete list of standards and is subject to change. Please contact the Administration for any clarifications necessary. We appreciate your support in this area and trust you will use sound judgment while doing your school shopping this year. Thank you!**

**WE HAVE READ AND WILL COMPLY WITH THE ABOVE STANDARDS:**

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

Date \_\_\_\_\_