

HERITAGE CHRISTIAN SCHOOL

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*“I have no greater joy than to hear that my children are walking in the truth.”*

*III John 4*



# Parent / Student Handbook

2021-2022



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HERITAGE CHRISTIAN SCHOOL

# Parent / Student Handbook

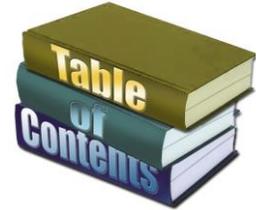
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**PURPOSE:** HCS students and parents should be aware that enrolling in Heritage Christian School requires complete support and cooperation with the school board, administrators, faculty, and support staff. Attendance at Heritage Christian School is a privilege and not a right. This privilege may be forfeited by any student or parent who does not conform to the standards and regulations of the school. The services of the school are engaged by mutual consent. As such, we expect that every student and parent will thoroughly familiarize themselves with the information set forth in this handbook. This handbook does not contractually bind HCS in any way and is subject to change without notice by decision of the HCS governing body.

*Revised June 2021*

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# Welcome to Heritage Christian School!

*We would like to welcome you and your family to Heritage Christian School. We are excited to partner with you in providing a well-rounded and challenging educational experience for your child. Heritage Christian School provides a Christ-centered education to prepare students for their future endeavors, and our staff and faculty work tirelessly to have a positive impact on the lives of the children within our school body. From an engaging fine arts program to competitive athletic teams, we continue to strive toward having each child press to reach their true potential in Jesus Christ. Our school has been blessed with a wonderful campus which enables us the long term sustainability of our mission and our programs.*

*Parents have entrusted Heritage Christian School with their children, and we regard that trust as a privilege and a God-given responsibility. We will endeavor to provide each student with the best in character training and college-preparatory academic instruction. Ultimately, we desire to see students grow as the Lord Jesus Christ grew – intellectually, physically, spiritually, and socially. Although a Biblically integrated academic program is the focus of our school, community involvement is another important aspect of what we believe to be an integral part of a well-rounded education that is offered here at Heritage Christian School. We are encouraging our student body to become critical thinkers that will make a difference by impacting change that will not only influence our community but also have a direct impact on our world.*

*From the moment you set foot on our campus, we pray that you would feel the love of Christ and have the opportunity to experience first-hand the great things that He has done at Heritage Christian School through the lives of our students. Guidance for both the heart and the mind gives Heritage Christian School students an edge, enabling them to excel and achieve in their future goals. Initiative and integrity are trademarks we seek to develop in Heritage Christian students. Welcome to our school family. It is our prayer that the Lord will be at work in the hearts of HCS students throughout their school careers.*

*Please take a few moments to become familiar with our handbook as it will answer many questions that you may have throughout your time here at Heritage Christian School.*

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## Contact Information

### **A** PPOINTMENTS WITH TEACHERS

If you have a question regarding your child's grade or a classroom matter, please talk to your child's teacher before calling the administrative office. Nearly every problem that arises can be solved with your child's teacher. Since our teachers are very busy during the school day, you should leave a message asking for a return telephone call, email, or an appointment. It is not possible for teachers to leave their school responsibilities for unscheduled appointments with parents.

### **A** PPOINTMENTS WITH OFFICE STAFF AND ADMINISTRATION

If you have a problem, question, or concern and are unsure to whom you should speak, please call the school office before coming to school. We certainly want to help you, and we will be able to do so more efficiently if we can work with you by telephone to direct you to the appropriate person and make an appointment, if necessary. If you do not receive a timely reply (48 hours) from the person you wish to reach, please call the administrator. All questions or concerns regarding a teacher should be directed to the teacher first per school policy.

### **E** MAIL ADDRESSES

Every member of the HCS staff or faculty can be reached via email using the first and last name of the staff member followed by [hcstopeka.org](http://hcstopeka.org). For example, Mr. John Doe would be reached at this address: [johndoe@hcstopeka.org](mailto:johndoe@hcstopeka.org). We will do our best to respond to emails in a timely manner. Please bear in mind we are teaching or performing other duties throughout the day and may not have a chance to check email until the school day is over.

# Foundational Matters

*Our Mission, Philosophy, Vision, and Statement of Faith*



## **M** ISSION STATEMENT

The mission of Heritage Christian School is to provide a Christ-centered, quality education in order to prepare our children to serve Christ. We believe that we are called as Christian parents to provide for our children's education (Proverbs 22:6 "*Train a child in the way he should go, and when he is old he will not turn from it*") and, therefore, view our school as an extension of the Christian home.

## **P** HILOSOPHY

We believe in the centrality and authority of Jesus Christ, who is the Way, the Truth, and the Life. We believe that the Bible is the authority for all issues of life, including education. We believe that the knowledge of Jesus Christ and the Bible is essential to the proper growth and development of each individual student.

## **V** ISION

Students at Heritage Christian School will acquire wisdom, knowledge, and a Biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship, and worship.

## **S** TATEMENT OF FAITH\*

This statement is the seven-point Statement of Faith of the National Association of Evangelicals.(NAE)

1. We believe the Bible to be the inspired, and only infallible, authoritative Word of God.
  2. We believe that there is one God, eternally existent in three persons: Father, Son, and Holy Spirit.
  3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return to power and glory.
  4. We believe that for the salvation of the lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
  5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to lead a Godly life.
  6. We believe in the resurrection of both the saved and the lost: they who are saved unto the resurrection of life and they who are lost unto the resurrection of damnation.
  7. We believe in the spiritual unity of believers in our Lord Jesus Christ.
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## **W**E BELIEVE

We believe that God, according to His sovereign will and for His own glory, created the heavens and the earth without the use of pre-existent material. We also believe that all living things came into being by the creative act of God and not by a random process. Creation has an existence distinct from Him and yet is always dependent on Him (Gen. 2:4, Prov. 16:4, Acts 17:24, Col. 1:16-17).

We believe that salvation from the penalty and power of sin is available through faith in Jesus Christ alone. This salvation was made possible through the blood of Jesus Christ, which He shed on the cross. It is through this act that He became sin for us and died in our place. There is nothing a person can do to earn salvation (including good works, moral achievement, or religious status). The one and only condition for this salvation is personal faith in Jesus Christ as one's own substitute for sin and savior from sin. At the time of salvation, a person is spiritually regenerated, sins are forgiven, God's righteousness is imputed, and he/she is declared righteous in the sight of God. This salvation is complete and a present possession of all believers which remains his/hers forever. All who have trusted Christ as Savior are kept secure and will never lose their salvation (1 Pet. 1:18-19, 2 Cor. 5:21, 1 Pet. 2:24, Eph. 2:8-9, Tit. 3:5, Eph. 4:32, Rom. 5:1, Rom. 8:38-39).

We believe that God wonderfully and immutably creates each person as male and female. We believe marriage is a picture of Christ's relationship with His Bride – the Church. It is defined from the beginning of Scripture as a lifelong covenant between a man and a woman. God designed sexual intimacy for a marriage relationship and does not endorse or condone it in any other context (1 Thess. 4:3-5, Eph. 5:22-23, Gen. 2:24, Matt. 19:4-5). We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual behavior, bestiality, incest, and the use of pornography) is sinful and offensive to God. (Matthew 15:18-20; I Corinthians 6:9-10). We believe that in order to preserve the function and integrity of Heritage Christian School as the local body of Christ and to provide a Biblical role model to the HCS community, it is imperative that all persons employed by HCS in any capacity or who serve as volunteers, agree to abide by this statement on marriage, gender, and sexuality. (Matthew 5:16; Philippians 2:14-16; I Thessalonians 5:22)

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of HCS. We believe God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; I Corinthians 6:9-11)



## **C**ORE VALUES

Heritage Christian School affirms the following core values:

1. Students at Heritage Christian School:
  - Will learn how to process information and think initially in the context of a Biblical worldview.
  - Will be able to compete in any future academic or vocational arena upon graduation.
  - Will be encouragers of one another, will have grateful hearts and servant attitudes.
2. Parents of students at Heritage Christian School:
  - Support the school's statement of faith and the philosophy of Christian education.
  - Attend a Bible believing church regularly.
  - Are actively involved in their child's education, supporting the school through the use of their gifts and talents.
3. Education at Heritage Christian School:
  - Is implemented through a thoroughly Biblical philosophy of education.
  - Recognizes Scripture as the revealed Word of God and teaches it as truth.
  - Is individualized by student needs when feasible, acknowledges different learning styles, and adapts for students who need to be academically challenged or who may have mild learning disabilities.
  - Incorporates higher level thinking skills and activity-based learning through projects and hands-on activities.
  - Includes a weekly praise and worship time.
  - Incorporates the use of technology into instruction.
  - Incorporates foreign language studies Kindergarten through 12<sup>th</sup> grade with a primary emphasis on Spanish. Other languages may be taught as resources allow.

*Christian Training, Character Training, Spiritual Instruction*

## **C**HRISTIAN TRAINING

Christian training can have a positive effect upon children's attitudes, behavior, and scholastic excellence as has been testified by parents and teachers alike.

IT IS ONLY IN A CHRISTIAN SCHOOL that knowledge and human experience can be interpreted in light of God's Word.

IT IS ONLY IN A CHRISTIAN SCHOOL that children are encouraged to pray, read the Bible, and memorize Scripture.

IT IS ONLY IN A CHRISTIAN SCHOOL that teachers have the right to help children understand and accept the New Testament moral values and to educate them so that the practice of these Christian virtues becomes the rule and not the exception.

IT IS ONLY IN A CHRISTIAN SCHOOL that the total education of the child—spiritual, moral, social, and physical—can take place.

IT IS ONLY IN A CHRISTIAN SCHOOL that discipline is interpreted in light of New Testament teachings.

**F** **FOUNDATIONS FOR CHARACTER TRAINING**  
**RESPECTFUL** of God, authority, others, and yourself  
**RESPONSIBLE** for our actions and academics  
**RESOURCEFUL** to accomplish academic goals



**S** **PIRITUAL INSTRUCTION**

Every student in kindergarten through twelfth grade attends weekly chapel services where praise and worship time and teaching from God's Word occurs. Additionally, Bible is taught as an academic subject and counts for full academic credit. Biblical teaching is integrated into each subject taught at HCS, and Christian curricular materials are used in every class except for some secondary math classes (McDougall Littell is used in secondary math but with a Christian worldview taught by the teachers).

*Code of Conduct, Developing Leadership*

**C** **ODE OF CONDUCT**

At Heritage Christian School we believe that obedience, respect, and responsibility are key virtues that students must develop. Obedience to rules and guidelines is essential to the development of maturity (Luke 2:51, Hebrews 5:8). It results in genuine freedom in life (John 8:32). Respect is necessary for all successful and meaningful relationships (Luke 10:36-37, Romans 12:18). In addition, the building of personal responsibility fosters a sense of achievements. Both responsibility and achievement are necessary ingredients to the development of self-worth (1 Corinthians 10:31, Ecclesiastes 9:10, Romans 14:12).

As we seek to provide a balanced and disciplined learning environment for the students of Heritage Christian School, we realize that human wisdom falls short of God's standards. We do not claim to be perfect in all our decisions, but we try our best to discipline in a way that is Biblical and pleasing to God. As partners in the discipline process, it is important that the school and the home work cooperatively for the students' good. Since we teach the students to obey and submit to their parents, it is imperative that parents maintain that continuity by upholding and teaching the principles taught at school. We can instill in students proper Christian educational and moral principles only through a program that includes clear disciplinary procedures, and as students and parents, your cooperation in that program is crucial. (Please be aware that the Administration reserves the right to make discipline decisions on an individual basis and may ask a student to withdraw for any reason.)

Our goal should always be to obey Colossians 3:17, "And whatever you do, whether in word or deed, do it all in the name of the Lord Jesus, giving thanks to God the Father through Him." In the best interest of the entire school community, certain guidelines for conduct must be maintained by all students of Heritage Christian School, whether on or off campus, so that we might live and work happily together.

## THESE GENERAL GUIDELINES FOR STUDENT CONDUCT ARE LISTED BELOW:

1. Students should practice courtesy and consideration in their association with teachers, school employees, fellow students, and visitors as well as respect their parents and property (See Ephesians 4:28-32).
2. Students should respect the authority of teachers, administrators, and staff members, and treat them courteously, respectfully and obediently as unto the Lord. Students should respectfully follow school rules and policies. (See Hebrews 13:17 and I Thessalonians 5:12-13)
3. Students should abstain both on and off campus and at all times from the use or possession of alcoholic beverages, tobacco, drugs and pornography as well as other undesirable practices that are generally recognized to be harmful to health and Christian character. (See 1 Corinthians 6:19-20)
4. Students should abstain from profanity and vulgar or abusive speech and actions. Such speaking and acting are harmful to others and is certainly not appropriate or conducive to their moral and spiritual development—this includes online activity, emails, social media, etc. (See Ephesians 4:19)
5. Students should dress according to the school's dress standards while at school or school events. Students should dress and use the restrooms and changing facilities conforming to one's biological sex.
6. Students should refrain from a public display of affection on campus. As students, they are expected to conduct themselves in a discreet and Christian manner. Students should abstain from all intimate sexual conduct outside of the marital union of one man and one woman.
7. Students should leave all annoying or dangerous items such as weapons, knives, water pistols, lighters, and matches at home. Radios, CD players, MP3 players, video recorders, and tape recorders are not allowed at school without school approval. Cell phones are prohibited in class without teacher approval for specific lessons. Cell phones are to remain off and in students' lockers; they must not be visible during school hours (including after school study hall/after-care.)
8. Students should do their own work--do not give or receive help on tests or homework unless the teacher has granted this privilege on a particular project. Their record should reflect individual effort. Since honesty is a Christian virtue that should be displayed by all students, we consider cheating a serious offense. During a test, a quiz, or an exam, it is their responsibility to avoid every appearance of cheating. All books and papers must be out of sight. No talking is allowed. Talking during a quiz or a test may be dealt with in the same manner as cheating.
9. Students should avoid dishonesty such as lying, stealing, and plagiarism, which are also serious offenses. The definition of plagiarism is "the use of another writer's ideas or words without giving the writer credit for them."
10. All school rules apply on all field trips and on all school-sponsored events both on the school campus and away from it.

**D** **VELOPING LEADERSHIP**  
Leadership at Heritage Christian School is developed not only through student leadership opportunities on our student council and through Christian and academic emphasis, but also through public performances, classroom presentations, and mission opportunities. Our students gain the knowledge of how to walk to the platform, how to stand, and how to project their voices effectively; but our students also gain greater confidence and poise which are reflected in their personality and academic attainments.





**C** **OGNIA**  
Heritage Christian School is accredited through Cognia (formerly AdvancED.) The initial process of accreditation (as well as the renewal process) requires a rigorous self-study of the programs of HCS, culminating with an external review and validation of the quality of education provided at our school. Cognia is a regional and international, non-governmental accrediting agency which also accredits the Catholic schools in Topeka, Kansas City, and Wichita, the Department of Defense schools, Seaman High School, Washburn Rural High School, Topeka High School, Kansas City Christian School, Maranatha Academy, and Trinity Academy among others. Heritage was first granted accreditation in 2012 and again in 2017.

**A** **CSI**  
Heritage Christian School is a member of the Association of Christian Schools International (ACSI). As a member of ACSI, we are recognized as part of the world's largest community of Christian educators dedicated to providing a Christ-centered education. ACSI also provides resources targeted to our unique needs, experts who can help with any special challenges, and peers with whom our staff and faculty can relate.

**K** **AIRS**  
HCS is also a member of the Kansas Association of Independent and Religious Schools (KAIRS). KAIRS is the state's largest organization of non-public schools. KAIRS is committed to excellence in education, to maintaining unity within its membership, and to productive relationships with public school leadership. As it represents more than 35,000 Kansas school children, almost 2,400 teachers and more than 22,000 families, KAIRS strives to ensure that children attending religious and independent schools are treated equitably in educational law, policy and programs. For the past several years, KAIRS has also provided outstanding professional development programs for non-public school administrators and Pre-K - 12 teachers.

**M** **CAA / KCAA / KSHSSA**  
Heritage Christian School is an approved KSHSSA school. Most HCS athletic teams play in the Metro Christian Athletic Association (MCAA) league. The HCS baseball team plays in the Kansas Christian Athletic Association (KCAA).

*Administration*

**P** **RINCIPAL**  
Heritage Christian School is led by a Board-appointed Principal. The Principal maintains the school's Christian and academic focus, recruits and maintains quality staff, provides spiritual and instructional leadership for the staff and students, and works with the Board to formulate and adhere to the annual budget. The Principal is certified or licensed through the State Board of Education and/or the Association of Christian Schools International.

**O** **FFICE STAFF**  
The office staff consists of an office manager, an accountant, and an administrative assistant. Office staff is responsible for maintaining accounting and attendance records, maintaining the student information system, finding substitutes as needed, updating handbooks and other documentation as needed, and generally assisting the Principal to operate the school efficiently and effectively.



## **A**DMISSIONS POLICY

It is the policy of Heritage Christian School to admit students of any race, color, or national or ethnic origin to all programs of the school. It is also the policy of Heritage Christian School to not discriminate in its hiring practices regarding race, color, or national or ethnic origin.

Students and parents should be aware that enrolling in Heritage Christian School requires complete support and cooperation with the school administration, faculty, and support staff.

Attendance at Heritage Christian School is a privilege and not a right. This privilege may be forfeited by any student who does not conform to the standards and regulations of the school. As such, students must be in good standing academically and behaviorally to be eligible for admission. Entrance testing may be required at the discretion of the administrator and will be provided by HCS. Students with known anger or aggression issues, including aggression toward others or injuring themselves, will not be eligible for admission. Students enrolled at HCS may not smoke, drink alcohol, use narcotics, or engage in lewd conduct or any type of behavior which is inconsistent with the Christian mission of the school. This applies to behavior occurring both in school and out of school.

Heritage Christian School is a faith-based institution providing an education in a distinct Christian environment, and it believes that its Biblical role is to work in conjunction with the home to mold students to be Christ-like. On those occasions in which the atmosphere or conduct within a particular home is counter to or in opposition to the Biblical lifestyle the school teaches, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student. This includes, but is not necessarily limited to, living in, condoning, or supporting sexual immorality; practicing homosexual lifestyle or alternative gender identity; promoting such practices; or otherwise having the inability to support the moral principles of the school (Leviticus 20:13a, Romans 1:27, Matthew 19:4-6).

## **A**DMISSION CUTOFF

Applications for admission are accepted at any time, but students will not be admitted after the start of either semester unless they have just moved into the area or there are other special circumstances as determined by the Administrator.

## **P**ARENT / SCHOOL COVENANT

The parents of each student applying for admittance to HCS must sign a Family Expectations and Engagement Form, included with the online Admissions Application. The conditions outlined in this form are foundational for the success of our school, as are the conditions in the Statement of Agreement, signed at the time of enrollment. Both of these documents may be found in their entirety in the Appendix of this handbook.

## **P**ART-TIME ENROLLMENT

HCS will accept part-time students at the secondary level under the following conditions:

- ~All standard admissions procedures and requirements are met, including full payment of the registration fee.
- ~The class for which application is made is not full, and the student's enrollment will not hinder any full-time student's access to the class.
- ~The part-time student will be limited to three (3) classes during the school year.
- ~Students wishing to enroll in athletics or any other extra-curricular activity must meet all eligibility requirements for said activity.
- ~Students wishing to enroll in four (4) or more classes will be considered full-time and will be required to pay full tuition.

## **R** **REENROLLMENT**

HCS students are reenrolled each year on an individual basis provided that the following conditions have been met:

- No delinquent accounts, unless proper arrangements have been made.
- No academic difficulties or probation (determined by the Administrator.)
- No disciplinary difficulties or probation (determined by the Administrator.)
- Full compliance with the terms of the Statement of Agreement and the Family Expectations and Engagement Form.

Students/Families not meeting these conditions will not be offered reenrollment and will be notified in writing of the decision, as well as the reasons for the decision and the conditions that would warrant a later offer of reenrollment. This notification will be sent out at the same time the reenrollment offers are sent.

Classroom space will only be guaranteed for a period of one month after offers are mailed. Conditions of this guarantee include payment of the Enrollment Fee and completion and return of the Enrollment Packet. Those families not meeting these conditions will not have classroom space reserved.



### *Educational Facilities*

Heritage Christian School is blessed to have facilities of our own. As such, we ask parents and students to respect and care for these facilities according to the policies set forth by the board and administration. Students are responsible for keeping areas around them clean and tidy, whether in the classroom, gym, restroom, hall, or on the playground. Students also help clean the classroom at the end of the day. Smoking is not allowed on school property or at any school events.

## **C** **LOSED CAMPUS**

All parents and students must access the school through the main doors on the south side (facing 6<sup>th</sup> Street) and be identified by office personnel. All persons other than students or staff must procure a “visitor’s badge” from the office and sign into and out of the building.

Students will not be permitted to leave school unless accompanied by a parent/guardian/staff member, or have written prior permission from the parent/guardian. Parents/guardians must let the school office know prior to taking the child off campus and sign the child out in the office. \*Exception: Qualifying Seniors may leave campus for lunch **one** specified day a week, at the discretion of the administrator. Seniors must sign in and out in the school office and be back for their next class.

## **C** **OMPUTER LABS**

There are two computer labs on campus for the use of all students in first through twelfth grades. Elementary students and secondary students in grades six through ten may only use the labs under direct supervision by a staff member. Juniors and seniors taking online college courses may use the labs unsupervised upon approval of the administration but must leave the doors open at all times and use one of the computers on the opposite wall so that they may be easily seen from the hallway.

## **E** **MERGENCY PROCEDURES**

HCS has nine crisis drills throughout the school year, as mandated by the State Fire Marshall. Emergency escape routes are posted in each classroom. Parents will be notified if school needs to close early. No student will be dismissed without a parent or other authorized person to sign him out during an emergency situation.

## **G**YMNASIUM

Our Athletic Director, coaches, and P.E. teachers work hard to keep our gymnasium in good repair. The floor is refinished each summer and swept as often as possible. Every gym student must wear tennis shoes that are only worn indoors in order to keep our gym floor in the best shape possible. This includes all elementary and middle school students, K3-8<sup>th</sup> grades, as well as high school gym students and athletes. Additionally, *children are not permitted to use the gym without the direct supervision of an adult.*

## **L**IBRARY

HCS is blessed to have a wonderful library available to all staff, students, and parents. The kindergarten through fifth grade classes each have an assigned weekly library time. Secondary students may use the library as needed with teacher and librarian permission. Educational materials and adult Christian literature are also available to our parents.

## **L**OCKERS

Each student in grades 6-12 is assigned a locker for his use during the school year. Students are to provide their own combination lock to be used at all times on the locker. The combination must be kept on file in the office. Locks not removed by the last day of school will be cut off. Lockers without a locked combination lock may be emptied and demerits may be given.

## **L**OST & FOUND

Lost and found items are collected in the lunch room on a short-term basis. Please label all clothing, lunch boxes, supplies, games, and toys. This will expedite the search for the rightful owner and greatly reduce the amount accumulated. Lost and found tables will be displayed at the end of each quarter. Unclaimed items will be given away or otherwise disposed of quarterly.

## **P**ETS

With advance notice, pets may be brought to class and shown to other students. Plans must be made for a responsible adult to remove the pet as soon as it has been shown to the class. Wild animals are not to be brought to school. Please note the following statement from the Kansas Department of Wildlife and Parks (KDWP): **“Wild animals are defined as animals that are under the jurisdiction of the Kansas Department of Wildlife and Parks (KDWP) and/or the U.S. Fish and Wildlife Service (USFWS). These animals include, but are not limited to raccoons, squirrels, deer, turtles, snakes, wild birds, etc... Possession (ownership) of these animals is controlled by laws and regulations of the KDWP/USFWS. Many of these animals require permits and/or licenses from the KDWP/USFWS to lawfully possess.”**

Possession of these types of animals (that are lawfully possessed) on school grounds will only be permitted with permission of the Heritage Christian School Administration.

## **P**LAYGROUNDS

There are two playgrounds on the HCS campus. Generally, the playground on the north side of the street is used for our youngest students, though staff members may choose to use either playground when both are available. Though our families are welcome to use the playgrounds outside of school hours, there must always be an adult present to supervise. Children observed playing without supervision will be made to come inside where they will be supervised by office staff until they are picked up. Persons on school grounds during school hours who are not associated with HCS will be asked to leave.

## **S**CHOOL PHONE / CELL PHONES / ELECTRONICS

The school phone is available for student use in emergencies only; permission must be obtained from a teacher or office personnel.

The use of cell phones/electronics is not permitted at school; students carrying cell phones must keep them turned off and put away in their lockers. If a phone is used for a non-emergency situation without office approval, then it will be confiscated and the parent must retrieve the phone from the office. (Natural disasters or acts of terrorism are examples of emergencies. Forgetting items at home is not an example of an emergency.) Demerits will be given for improper use (1, 3, or 5 per offense).

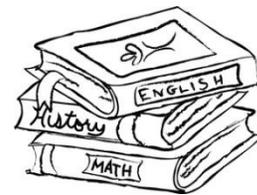
iPods, iPads, electronic games, and other like items are not permitted at school. If an electronic item is in sight or in use at school, the item will be confiscated and the parent will have to retrieve the item from the office. Demerits will be given for improper use.

## **V**ISITORS AND VOLUNTEERS

Parents are welcome to visit at HCS during school hours. However, in order to promote safety and reduce disruptions, ***please make an appointment in advance*** whenever you would like to visit your child's classroom. Parents and other adults visiting or volunteering at HCS during school hours must sign in and obtain a Visitor or Volunteer badge from the office. The visitor/volunteer must sign out and return the badge to the office upon departure.

## Academics

### *Policies*



## **T**EACHER STANDARDS AND QUALIFICATIONS

HCS is a ministry to parents/guardians who are in agreement with our statement of faith and who wish their children to be taught in a Christian environment by teachers who are born again Christians, dedicated to serving the Lord through the ministry of teaching young people. Each teacher has been prayerfully selected on the following basis:

1. Commitment to Christ
2. Exemplification of Christian character
3. Teaching qualifications- core curriculum teachers are state certified, certified by the Association of Christian Schools International (ACSI), or exhibit expertise in their assigned field of teaching.
4. Love for children.

## **G**RADING SCALE

The following grading scale is used by HCS:

- A - 90%-100%
- B - 80%-89%
- C - 70%-79%
- D - 60%-69%
- F - Below 60%



Grades will be checked weekly. In order to help HCS students be successful academically, students with a "D" or "F" in any course will be required to attend study hall after school each day from 3:15-4:00

p.m. until they have raised their grade to a “C”. Additionally, after-school study hall will be required for all students who have missing work from any or all classes until all missing work has been completed.

This policy will also apply to those participating in sports and other after school activities. They must remain in study hall until 4:00, at which time they may go to practice or other activities. Should the student need to leave early for any reason (including a game), the required study hall time must be completed on the following day.

## **HONOR ROLL**

In an effort to recognize and promote academic achievement, HCS will recognize individual students through an Honor Roll program. Kindergarten and above may be on the HCS honor rolls. Highest Honors will be awarded to those with a 4.0 GPA, High Honors will be awarded to those with a 3.5-3.9 GPA, and Honors will be awarded to those with a 3.0-3.49 GPA.

## **LITERATURE AND POETRY LISTS**

Each student in grades K-12 will be required to read books as a part of the language arts curriculum. Students will also memorize poems and hymns during the school year. Many of these poems can be found in the English curriculum.

## **SCRIPTURE MEMORIZATION**

Students will be required to memorize Scripture. The English Standard Version is the official version of preference; other Bible versions may be used for comparative insight.

## **HOMEWORK**

Homework will include outside work, reading and projects as needed to fulfill classroom assignments. For all grades, K-12, homework will not be given that is due the day following holiday/spring breaks of 3 school days or more. In addition, homework due the second day after the return must have been given a full school week prior to the start of the break.

HCS has a uniform homework policy for all classes, grades 6-12. **In order to help secondary students maintain a good academic record, any student who does not turn in a homework assignment on the day it is due will be required to stay after school until 4:00 p.m. each day until the assignment has been completed. Students will call their parents from the office to let them know they need to stay to complete homework. Students who are participating in athletics or other extra-curricular activities will not be able to participate in practices, etc., until after 4:00 p.m.** (Students may participate in games.)

Penalties for late homework assignments are as follows:

1<sup>st</sup> day late = 20% reduction

2<sup>nd</sup> day late = another 20% reduction

3 or more days late = assignment will receive 0%

This policy will be superseded by the make-up policy for excused absences.

## **FIELD TRIPS**

Field trips are planned at the teacher’s discretion. They are educational in nature, and many are a part of the school’s scope and sequence. A parental/guardian consent form must be on file in the office and used for each field trip. Information regarding fees and specific departure/arrival times will be included with your teacher information letter.

Field trip drivers must abide by the following requirements:

1. Driver’s license & proof of insurance provided to the school office.
2. EVERY student MUST be buckled under his/her own seatbelt and car seats must be

used according to the law.

3. No front seat passengers under 12 years or five feet in vehicles with passenger side air-bags.
4. Parents should dress modestly according to school standards and be aware that students, teachers, and parents are representing HCS and, more importantly, the Lord Jesus. Younger siblings may not attend field trips.

**The use of 12 and 15 passenger rated vans for student transportation is illegal.** Kansas law KSA72-64, 100 prohibits the use of any passenger vehicle, for student transportation, which is rated for more than 10 passengers plus the driver by the manufacturer. Federal law also prohibits the use of these vans and contains substantial penalties for school, rental agencies and vehicle dealerships. The rated capacity can be found on the Tire and Loading Information sticker which is normally located on the inside of the driver's door. The passenger rating is determined by the vehicle manufacturer and cannot be changed by anyone other than the manufacturer. It is also illegal to remove seats from a 12 or 15 passenger rated van to meet the mandated passenger requirement for student transportation.

## **MEDIA AND OTHER RESOURCE USE**

In order to provide a creative and interesting curriculum which teaches a variety of learning styles, teachers at HCS will make frequent use of media such as videos, DVD's, and CD-ROM's. Whenever possible, media from Christian publishers and producers will be used, if available and of high quality. If not, media from secular resources may be chosen for use. These resources will always be previewed by teachers prior to their use in class. When materials contain reference to non-Biblical theories such as evolution, teachers will point out this inaccuracy to students and may use it as a point for discussion.

Occasionally, videos which have been produced for entertainment purposes, and have a viewer rating, may be used by teachers if they address a teaching objective. In this instance, if the movie is not rated "G," a permission slip or email will be sent home with a description of the movie, its teaching objectives, and the reasons why it does not have a "G" rating. Parents may choose not to have their student view the video and an alternate assignment will be given. The student will not be penalized for missing the video.

## **MUSIC / P.E. / COMPUTER**

Students in kindergarten through 5<sup>th</sup> grade have music and P.E. classes on a regular basis. Students in grades 1-5 also have a weekly time slot available to them to access the computer lab. Additionally, computers will be placed in each classroom as they are available.

Computers are available on a daily basis for the secondary students through the computer lab and the laptop carts. Music, PE, and computer classes are offered in the secondary schedule.

## **SCHOLASTIC TESTING**

Growth profiles are a graphic representation of student growth over an extended period of time. HCS will build student growth profiles through the use of a nationally accepted and recognized achievement test that will be administered to K – 11<sup>th</sup> grade students. In addition, the CLT test may be given to secondary students. Copies of test results will be mailed home to parents.



## **R** EPORTING STUDENT PROGRESS TO PARENTS

Reporting student progress is very important and keeps parents and teachers communicating effectively. The reporting process is meant to convey the amount of growth each student has obtained. **Parents must keep an up-to-date email account on file with the HCS office.** This email account must be checked on a weekly basis at minimum. This is the major form of communication for teachers and parents. It is the parents' responsibility to check the Family Portal for their student's grades, homework assignments, and missed work if the student is absent.

A student's progress is also communicated by the following methods:

1. Parent/Teacher Conferences are scheduled following the first quarter and midway through the third quarter. Additional conferences may be scheduled as needed per the parent or teacher's request.
2. Progress Reports (Report Cards) will be mailed or emailed every quarter.
3. Email notifications will be sent out each Wednesday to parents of secondary students whose grade has dropped below 70% in any class.
4. A daily planner is given to each student in grades 1-12. All students are to bring planners every day and write down homework assignments. For elementary students, the planners should be initialed by the parent daily. Any tallies/demerits should be attached to the planner. Missed homework, minor behavior infractions, and needed materials will be noted in their planners. Continual open communication between the home and school is a goal of the staff/board/parents. Please communicate with your child's teacher if these planners are not being taken home on a regular basis.

## **A** CADEMIC PROBATION

Students may be placed on academic probation for a specified period (usually 6-9 weeks) if the situation warrants. This probation period gives the student, and parents, a chance to correct the problem. If the problem cannot be resolved, the students may be asked to withdraw from school. Expulsion is the extreme and will be used only as a last resort.

Reasons for academic probation:

1. Academic inability which endangers the student's ability to pass the current grade.
2. Academic apathy which endangers the student's ability to pass a grade including, but not limited to, being on the ineligible list for three consecutive weeks.
3. Failure of the parents to get the recommended professional help for the academically disadvantaged student.

Probation will follow a meeting with parent and student. At the end of the probation period, administration will review reports from staff and make a decision about ending the probation.

All HCS students are expected to remain in good academic standing; those who are members of athletic teams, STUCO, or other ongoing extra-curricular activities at Heritage Christian School must remain in good standing in order to participate in these activities. Eligibility will be determined through grade checks every Wednesday. Teachers and coaches will receive an email listing every secondary student who has a D or F in any class on Wednesday evening or Thursday morning. Each student on the list (along with his parents) will also receive a text message or email notifying him of his status.

Process:

- 1) The first time a student receives a notice of ineligibility during a semester, that student will be given a one week period of probation. The student will have that week to improve the grade and **will be** allowed to participate in athletics during that week.

- 2) After the initial notification, a secondary student with any grades below 70% on the following Monday at 7:00 am will be considered ineligible and will not be allowed to participate in any athletic/extra-curricular events that week, Monday through Saturday, until the grade is raised to at least 70%. If a student raises his grade during the week of ineligibility, he **will be allowed** to participate in athletic/extra-curricular events the remainder of that week. If a student's grade is raised to 70% or above by 7:00 a.m. on the following Monday, that student will be eligible to participate. A student may also be eligible to participate if there are extenuating circumstances for the low grade, such as extended illness or a death in the family, as determined by the teacher with administrative approval.
- 3) HCS students are expected to take their academics seriously and to display good character through their work ethic. Therefore, any student who stays on the ineligibility list three weeks in a row will be issued a demerit and will receive an additional demerit for each successive week he remains on the list unless there are extenuating circumstances, as determined by the teacher with administrative approval.
- 4) Administration has the right to deny eligibility to a student when it is deemed to be in the best interest of that student.

## **P**ROMOTION / RETENTION / MANDATORY SUMMER SCHOOL

*Kindergarten* – At the end of the school year, if a kindergarten student receives a “D” or an “F” in both math and reading, he will be retained for the following school year. Since reading, writing, and math are the core subjects that every student must master before they are promoted to the next grade, if a student receives a “D” or an “F” in one or more of those subjects, summer school at Heritage Christian School or an approved tutoring program will be mandatory and a decision for promotion to the next grade will be made at the end of the summer.

*Elementary Grades 1<sup>st</sup>-5<sup>th</sup>* – On the final report card, if a student receives a “D” or an “F” in all of the following subjects: math, English, and reading, the student will be retained the following year. If the student has already repeated a grade, he will be withdrawn from the school. If a student receives an “F” or more than one “D” in the core subjects of math, English, or reading, summer school at Heritage Christian School or an approved tutoring program will be mandatory. A decision for promotion to the next grade will be made at the end of the summer.

*Secondary Grades* – At the end of either the fall or spring semester, if a student receives an “F” in any of the required courses, he will need to make up the course in summer school. Courses must be approved by the administration if they are not made up at HCS. If a student fails more than two of these subjects in a complete school year, it is imperative that a **parent must** initiate a conference with the administration to determine if the student may return the next year. If a student has never been retained, there is an option of retention.

## **T**UTORING

Teacher/parent communication and home involvement is vitally important to greatly enhance a student's opportunity for improvement. If progress is not sufficient after parent/teacher consultation, then professional tutoring may be desired and/or recommended.

Since reading, writing, and math are the core subjects that every student must master before they are promoted to the next grade, it is recommended that any student who receives a “D” in two or more of these courses should attend summer school. Students who receive an “F” in one or more of those subjects must attend summer school at Heritage Christian School or at another approved tutoring program.

HCS uses the A Beka and Bob Jones curriculum primarily; however, materials from other publishers are also used. Curriculum materials which hold to a high academic standard and which provide the opportunity for higher level thinking skills are selected. When such materials are not available from a Christian publisher, other materials are selected, and the HCS faculty adds the Biblical applications. Heritage Christian School uses a challenging academic curriculum which ultimately prepares our students for college.

## **P**RE-KINDERGARTEN CURRICULUM

The three- and four-year-old preschool programs set the foundation for our school's accelerated curriculum. This program offers intensive and hands-on pre-kindergarten training in phonics, manuscript writing, spelling, arithmetic, Bible, art, and music. Students are challenged and encouraged to learn foundational basics in a fun learning environment. Reading is taught to all children, and most children demonstrate the capability to master the basics in this area of learning.



## **K**INDERGARTEN CURRICULUM

Our five-year-old kindergarten program is established on a traditional philosophy of achievement and conduct. Our students excel even at this early level and many are reading at an advanced level by the end of the school year. The children are taught the following subjects in a fun hands-on learning environment:

**PHONICS** – An intensive program of phonics is taught to all kindergarten students. Short vowel sounds are taught first, then the consonants. The children learn to blend their consonants with the short vowels, and in the first nine weeks of school, most children are reading.

**READING** – Reading is taught to all students, many of whom will read at an advanced level by the end of the school year. All students must be able to read before they are passed to first grade.

**WRITING** – Manuscript writing is taught to all students. It is integrated carefully into our reading and arithmetic curriculum.

**SPELLING** – Because all students learn to spell phonetically, they are able to spell many words accurately. Each week, the children are tested over a list of words and the phonetic rules and usage are emphasized.

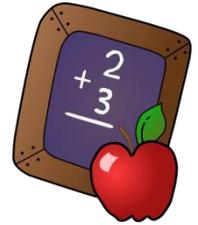
**ARITHMETIC** – Both the meaning and the writing of numbers are taught. All students must write their numbers from 1-100 and many students write 1-200. All students learn to add and subtract hundreds of different combinations.

**SPEECH** – All students are taught how to walk and how to stand, and they are given a number of opportunities to demonstrate what they have learned. These include reciting poetry and Bible verses and participation in musical programs.

**BIBLE** – Bible verses, stories, and songs help build a desire in each child to know God personally. Lessons from the Bible are used to give the students guidance for their lives at home and at school.

## **F**IRST- THROUGH FIFTH-GRADE CURRICULUM

The curriculum in first through fifth grades continues to build upon the strong foundation established in pre-kindergarten and kindergarten.



**ARITHMETIC** – The language of science is arithmetic; and as God created the universe with order, Heritage Christian School teaches mathematics in an orderly manner building precept upon precept.

The primary objectives of our arithmetic program will be first, to bring about an understanding of numbers and the number system; second, to bring about the complete mastery of the basic mathematic skills, and third, to introduce algebraic and geometric concepts.

**READING** – Since reading is an essential skill relevant to many phases of learning, HCS utilizes the best possible methods and techniques throughout our A Beka reading program. It is not unusual for many of our students to read two-to-six years above the national average.

**PHONICS** – Phonics is a vital part of any good reading program. Through phonics, a student is able to sound out more than 80% of the words in the English language, enabling him to quickly become an effective and independent reader.

**LANGUAGE ARTS** – We interpret this skill to mean not only the correct formation and spacing of letters but also the ability to write stories and ideas effectively while using correct grammatical structure and proper spelling. Diagramming, short stories, book reports, essays, and research papers are a few of the tools used by HCS to develop effective language skills.

**SCIENCE** – From insects and invertebrates to molecules and mass, students learn how man has classified and organized God’s creation, building upon discoveries from the past and reaching to explore the future. Students learn concepts of health, earth science, physical science, and life science as taught from a creation science worldview.

**HISTORY AND GEOGRAPHY** – Students study United States, Kansas state, and world history as well as geography, and they learn how God uses men to accomplish His tasks. Students are also taught individual responsibility and the importance of being not only a good citizen but also a participating citizen. The roles and intentions of our Founding Fathers are thoroughly explored.

**SPEECH** – Speech is an excellent confidence-building vehicle. Competitions, coaching, and frequent speeches help many of our students to become excellent public speakers.

**COMPUTER INSTRUCTION** – Children in the 1<sup>st</sup> - 5<sup>th</sup> grades are given the opportunity to utilize our computer lab, and they learn to use technology through the integration of their computer skills with regular course work.

**SPELLING** – Our complete spelling program is phonetically centered. All students first learn the consonant and vowel sounds, then blends and specific rules that apply to thousands of words. Spelling and vocabulary lists are mastered and tested weekly.

**BIBLE** – Bible verses, stories, and songs help build a desire in each student to know God personally. Lessons from the Bible are used to give the students guidance for their lives at home and at school.



## UNIVERSITY PREPARATION

Many parents realize the importance of having their sons and daughters in a Christian atmosphere until the child has reached the junior-high age. It is the opinion of many, however, that there is no more crucial time in the life of a boy or girl than the years spent in grades six through twelve. Social and character improvement is a vital element in the HCS educational program, which seeks to combat the laxity of morals and self-discipline that is prevalent in today's society. We believe that this can be done only by emphasizing the scriptural principles of doing right, finishing the job, respecting people and property, as well as many other truths that are revealed in God's Word, the Bible. When the student has the Lord as the foundation of his life, he can better appreciate and comprehend the world of knowledge that surrounds him. HCS secondary students are taught by teachers who have the Lord as their foundation. They can, therefore, effectively communicate God's truth as it is found in our curriculum. In addition to receiving an outstanding secondary-level education, HCS students are prepared for the rigorous requirements for college acceptance. Extracurricular activities compose an important part of a student's growth, and HCS presents many opportunities for student participation. Drama, choir, speech, and classroom projects provide students with opportunities to develop leadership. We also encourage students to be active, positive contributors in their communities. HCS offers a sports program for 6<sup>th</sup> – 12<sup>th</sup> grade students. Boys' and girls' teams compete in basketball, volleyball, soccer, and baseball athletic programs. Mrs. Lischke is able to meet with both students and parents regarding graduation requirements and college admissions. Mrs. Lischke, the Academic College Counselor, monitors the progress of students in grades 9-12 and suggests courses for transcript remediation and enhancement. She provides guidance regarding a student's choice of college and communicates scholarship and financial aid information to parents and students. As each year passes, you will see the advantages of having your child at HCS. With all that the secondary school offers, a student can acquire the academic and extracurricular edge that he needs in the competitive, college admissions process. Acquiring this advantage can best take place in a school where the entire administration and faculty are dedicated to the intellectual, spiritual, and social growth of each student.

## POLICIES AND REQUIREMENTS

Each course is .5 credits per semester unless otherwise indicated. A student must accumulate a minimum of 26 credits in grades 9 through 12 in order to receive a high school diploma. Any specific changes in the prescribed curriculum must meet with the approval of the administration. Faithful class attendance is vital for a student's success. Therefore, a student who misses more than twenty class hours in a semester will be required to drop the class. Any student receiving an F either semester must attend Summer School. However, if a student fails (F) more than two subjects in a complete school year, it is imperative that a **parent** initiate a conference with the administration to determine if the student may return the next year. If a student has never been retained, there is an option of retention. A student may receive credit for a C or D in a course and thereby receive credits toward a high school diploma. However, in order for a course to be considered advantageous to a student's transcripts in making application to college, he should earn at least a B. Consequently, any time a student makes a D or F in a course, he should retake that subject. The "old" grade and "new" grade will then be averaged in computing a student's overall grade-point average. **Some courses or electives may be offered in alternating years. Also, some classes may be offered only upon sufficient demand. A counselor or administrator may alter a prescribed course of study to better fit a student's academic background needs.**



## **M**IDDLE SCHOOL COURSE OF STUDY (SIXTH THROUGH EIGHTH GRADES)

English Grammar & Composition 6<sup>th</sup> Grade, I & II  
General Science, Life Science, and Earth/Space Science  
Ancient History, World History, Kansas History, and US History  
Bible  
Middle School Math levels 1-3 (including geometry and algebra concepts)  
Physical Education  
Keyboarding, Speech, Art

**ELECTIVES:** Creative Writing, Teacher Assistant, Choir, Study Skills, Band, Chess (upon sufficient demand)

## **H**IGH SCHOOL COURSE OF STUDY NINTH GRADE

English Grammar & Composition/Literature  
Algebra I or Algebra II  
Biology  
Spanish I  
World Geography or World History  
Bible/Ethics  
Physical Education  
Electives

### **TENTH GRADE**

English Grammar & Composition/Literature  
Geometry or Algebra II  
Spanish II  
Computer Applications  
Chemistry  
Bible/Ethics  
Physical Education  
Electives

### **ELEVENTH GRADE**

English Grammar & Composition/American or British Literature  
United States History or Government/Economics  
Algebra II/Pre-Calculus/Consumer Mathematics/Business Math  
Physics  
Bible/Ethics  
Electives

### **TWELFTH GRADE**

English Grammar and Composition/American or British Literature  
Government/Economics or United States History  
Physics or Chemistry or Physical Science or Earth Science  
Pre-Calculus/Trigonometry / Consumer or Business Math/College Algebra/ College Elem. Statistics  
Bible/Ethics  
Electives

**NINTH-TWELFTH GRADE ELECTIVES:** Strength Training, Art, Graphic Art/Yearbook, Teacher Assistant, Choir, Drama, Instrumental Ensemble/Band, Worship Band, Chess

**ALSO AVAILABLE TO ELEVENTH AND TWELFTH GRADERS:** College Composition 101, College Introduction to Literature, College United State History I & II, College Algebra, College Statistics, College Public Speaking, College Psychology, College Sociology, College History of Civilizations I & II

*Please Note: Some courses or electives may be offered in alternating years or upon sufficient demand. Also, there will be an additional fee from Allen County for all college courses. Many other online college classes are also available. See Administrator for questions.*



*All middle and high school students are required to take a Bible/Ethics course each year. A passing grade is necessary in order for a student to obtain an HCS diploma.*

# **H**ERITAGE CHRISTIAN SCHOOL GRADUATION REQUIREMENTS

Graduation requirements at HCS meet or exceed those required by the Kansas Board of Regents for admission to a four-year university. At HCS, students may earn one of two diplomas.

## **Board of Regents Qualifying Diploma-26 Credits:**

- Language Arts-4 Credits
- Science-3 Credits (Biology, Chemistry, 1 elective)
- Mathematics-4 Credits (4 Units at or above Algebra I taken during 9<sup>th</sup> – 12<sup>th</sup> grades)
- Social Studies-3 Credits (US History, World History, Government/Economics, History of Civ.)
- Bible/Ethics-4 Credits
- Foreign Language-1 Credit
- Physical Education-2 Credits
- Fine Arts-1 Credit
- Electives-2 Credits
- Computer Applications-1 Credit



## **Honors Diploma-30 Credits:**

- Language Arts-4 Credits
- Science-3 Credits (Biology, Chemistry, Physics)
- Mathematics-4 Credits (4 Units at or above Algebra I taken during 9<sup>th</sup> – 12<sup>th</sup> grades)
- Social Studies-4 Credits (US History, World History, Government/Economics, History of Civ.)
- Bible/Ethics-4 Credits
- Foreign Language-2 Credits
- Physical Education-2 Credits
- Fine Arts-1 Credit
- Electives-5 Credits
- Computer Applications-1 Credit

All students must earn at least one of their Physical Education requirements through regular P.E. or Strength Training classes during school hours unless given special approval by administration; the other credit may be earned through the sports program. HCS student athletes may earn .25 PE credit for each completed sport program at HCS. Cheerleaders will receive .25 credit per sport for which they cheer. Athletes or Cheerleaders will receive .50 credit for a completed Basketball season. These credits may not be credited toward Elective requirements.

The Board reserves the right to waive elective requirements for graduation upon recommendation of the principal dependent upon successful completion of college credits earned while at Heritage Christian School.

## **C**OLLEGE CREDIT

HCS partners with Allen Community College to offer college courses to eligible high school juniors and seniors. Students must receive qualifying scores on the ACT or ASSET test and be recommended by the administration in order to enroll in college courses at HCS. Students receive dual college and high school credit for these courses. Some college courses are taught at the HCS facility by staff members who are dually employed as ACC and HCS faculty. Part-time students may also be eligible to enroll in college courses at HCS provided that they have qualifying test scores. Online college courses are also available.

# Attendance



## *Arrival and Dismissal*

### **SCHOOL HOURS**

School hours are 8:00 am-3:00pm. It is the parents' responsibility to see that their student is at school on time. Late students must sign in at the office before they will be admitted to the classroom. The school entry door will be locked and students must buzz the office to be permitted into the building. Children may be at school 60 minutes before school begins and/or 15 minutes after school is dismissed. At 3:15 PM, all remaining elementary students will be assigned to our after-care program and secondary students will be assigned to a study hall. Parents must come inside to pick up and sign elementary students out from after-care. Secondary students who are not picked by 4:00 will be sent to elementary after-care. **All students should be picked up by 5:00PM.** After 5:00 p.m., the After-Care charge will apply. Do not leave your child unattended on school property. If unable to adhere to this policy, parents/guardians should notify the school as soon as possible to make other arrangements.

### **DROPPING OFF AND PICKING UP**

Elementary students will be called to the front of the building (main entrance) and dismissed to their parents. HCS parents are to use the main entrance on 6<sup>th</sup> Street for dropping off and picking up elementary students and the Clay Street parking lot for secondary students. **ALL** students must enter the building through the main entrance on 6<sup>th</sup> Street. While all elementary students must exit through the main entrance on 6<sup>th</sup> Street, upper school students may exit the building from the side entrances that face the Clay Street parking lot at the end of the day from 3:00-3:15 to be picked up by parents or to walk to their cars if they drive. If parents have both elementary and secondary students, the students should exit through the main entrance on 6<sup>th</sup> Street. Pre-school children should be walked into the building through the main entrance on 6<sup>th</sup> Street, and the teacher will bring the students to the main entrance at the end of their school hours to be picked up by their parents. No students are to be outside of the school after 3:15 PM unless they are accompanied by a parent or teacher. Any secondary student found outside the building after 3:15 PM will be given demerits. Students may not play on the playground after school unless a parent or teacher is on the playground giving direct supervision. **After 3:15 all students must be signed out and must exit through the main entrance.**

### **TRANSPORTATION**

HCS does not provide transportation to and from school. Assistance will be given to help establish "car pools" when possible. Any other cooperative effort of parents to facilitate transportation of students will be welcomed.

### **SCHOOL CANCELLATIONS**

In the event that weather conditions make it necessary to cancel school, TV channels KSNT 27 and WIBW 13 will be notified by 6:30 AM. Cancellations will also be posted on the HCS website. Parental decisions to remove their students early in the case of inclement weather are respected. As a rule, if the Seaman district (USD #345) cancels school, HCS will also cancel. Snow days have been built into our schedule. If make-up days become necessary, they will be added on at the end of the year.

## **A** BSENCES, EXCUSED AND UNEXCUSED

Excused absences include the following: personal illness, injury, or doctor appointments which cannot be scheduled after school hours, illness in the immediate family which requires the student's presence, death in the family, breakdown of transportation beyond the parent/student's control, in some cases prohibitive weather conditions, or absences with prior approval through the administration. **Parental permission alone does not excuse an absence. The office should be contacted by phone before 8:15 a.m. if your student will be absent that day.** Parents must call even if their student is 18 years old.

Parents may not excuse their student to participate in a "skip day." Students who participate in a skip day will be counted unexcused, receive 5 demerits, and will not be able to make up any assignments for the day.

Any work missed or tests given on a suspension day will be recorded as a 0% F and cannot be made up. If a secondary student is late to the next class by 20 minutes or more without a written excuse from another teacher, he will also be given demerits for ditching class, and all work will be recorded as a "0" and may not be made up.

In the case of excused absences, the number of days allotted to make up missed work shall equal the number of days absent. Homework for absent elementary students must be requested by 9:00AM and will be available for pick up after 3:00PM. Secondary students should check the Family Portal for assignments and homework.

## **T**ARDINESS

It is important that students always be on time to school and to class. Students are expected to be in their seats and completely prepared when the bell rings, whether at the start of the school day or at the beginning of any secondary class later in the day. The student will be considered tardy if he or she is late *or* unprepared for class. By being prompt and prepared, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is important for proper academic achievement; it is also essential for the development of good personal habits that are characteristic of success and good citizenship in every walk of life.

**In an effort to encourage punctuality, tardiness will not be "excused" or "unexcused" but will be tracked for excessiveness.** Five tardies are allowed per quarter before any penalty will be given. If a tardy is due to a doctor's/dentist's appointment and is verified by a note from the doctor/dentist, it will not be counted toward the total. Students who are 20 minutes (or more) late to class shall be counted absent for that class, and the absence policy will apply.

Penalties for Tardiness per Quarter:

1<sup>st</sup> -5<sup>th</sup> tardy = no penalty

6<sup>th</sup> -13<sup>th</sup> tardy = one hour detention\* and \$10.00 fee for each tardy

14<sup>th</sup> tardy = four hours detention and \$40.00 fee

15<sup>th</sup> tardy and each successive tardy = student and parents must appear before the HCS Board; penalty according to HCS Board decision



*\*Detention for secondary students will consist of working for the school. Detention for elementary students will consist of mandatory classroom time with a supervisor.*

## **E** XTRA-CURRICULAR ATTENDANCE POLICY (ATHLETICS, FINE ARTS, ETC.)

Students involved in extra-curricular activities are expected to participate in all extra-curricular events unless absolutely unavoidable. Performing Arts students who miss a performance will be subject to a grade reduction. Student athletes who are absent from school on a game or practice day will **not** be permitted to participate in any **game or practice, as attendance is required by 9:00 am in order for athletes to participate in any athletic function (exceptions may be made in unusual circumstances approved by the administrator).**

## **M** EDICAL / DENTAL APPOINTMENTS

If the occasion arises where it is absolutely necessary for a child to leave early for a medical or dental appointment, a written request should be sent to the teacher at least a day in advance. (No child will be released to anyone other than those authorized in writing by the parent.)



When a student cannot arrange a medical, dental, or similar appointment during non-school hours, he must obtain an excuse from the doctor's office. If a student must miss the entire school day due to an appointment, please be sure that the receptionist indicates such extended absence on the excuse. If possible, regular appointments should be made at different times during the school day so that a student does not miss the same class period each time.

## **Behavioral Expectations**

*Unity and Respect for God and for Others*



Because God has made all people in His image (Genesis 1:27) and designed that we respect one another as image-bearers (Genesis 9:6), Heritage Christian School is committed to providing a safe environment and God-honoring culture for every student. We believe that respecting one another is God's clear instruction for all people, and it promotes the best opportunity for each student to perform at his or her best. In addition, we believe that diversity in ethnicity is cause for celebration, not disunity or teasing. Therefore, bullying and disrespect of any kind is contrary to Christian values and will not be tolerated at HCS while students are on or off campus.

## **D** EFINITION OF BULLYING AND HARASSMENT

Bullying and harassment are defined as any behavior that seeks to harm another person physically, emotionally, or socially. Bullying and harassment have various expressions including, but not limited to:

1. **Verbal:** gossip, slander, racial slurs, coarse jesting, teasing, criticizing, threatening, etc.
2. **Physical:** roughhousing, pushing, shoving, etc.
3. **Social:** hurting another's reputation or relationships actively or by harsh exclusion, etc.
4. **Cyber:** bullying behavior through private or public texting or use of social media, etc.

## **P**REVENTION

Each of us is responsible for our own behavior since it originates from our own heart (James 4:1). Thus, each person must evaluate his or her own motives, actions, and words. This is a process of assessing if our behavior is wise or unwise, sacrificial or selfish, as well as if we are seeking to be pleasing to God in our behavior.

In addition, since HCS is a community, we must watch out for one another and seek to be an example of genuine kindness as well as an advocate for those unwilling or unable to speak up for themselves. Self-control is the best prevention for personal misbehavior, but a true friend will seek the safety of others and the building up of all relationships within a community. Therefore, each person is asked to speak up on behalf of others, and is also required to report incidents they witness or of which they are aware.

## **C**ONSEQUENCES

Bullying is in violation of Heritage Christian School's behavioral standards. HCS will respond to all known incidents whether intentional or unintentional, isolated or persistent, individual or corporate, in a redemptive, yet resolute, manner. We believe every situation hold the opportunity for the power of the Gospel to reconcile and restore; however, corrective action and penalties may include suspension or expulsion depending upon the severity of the incident and cooperation of students. Threats against the welfare of students or school personnel are grounds for immediate expulsion. Students should report incidents to a teacher, staff, coach, or administrator in order to ensure a timely resolution.

## **C**HAPEL

It is the mission of Heritage Christian School to train up young people in such a way that they would be ready and able to serve God in whatever leading that He chooses for them. We are to train a student to be more like Christ. In order to do that, it is very important that we provide a time that the young people can worship Him in a way that will mold them into the young people that He would have them to be. Therefore, it is important that the Chapel time be a time of worship without any activity that would detract from the worship of God. Each young person should be worshipping Him with music, scripture, prayer, and devotion without any type of distraction.



With the above in mind: Each student will participate in all parts of the Chapel service-the singing, the time of prayer, scripture, and message. Each student will be in an attitude of worship at all times during the Chapel service. This means giving undivided attention to those leading music, those bringing the message, and those giving the announcements. Each student will be in Chapel on time and will be seated and ready for worship at the proper start time, secondary students are required to bring a Bible to chapel. No wise cracks or smart remarks to other students or the speaker will be tolerated.

Any student in grades six through twelve who does not abide by the above rules will be sent to the office at which time demerits will be given. The second time a student is sent from Chapel, a hearing will be held with the principal and a suspension may be issued. The third time a student is sent from Chapel, the board will hold a hearing for dismissal. This will occur during a semester period. Each semester, the student will start over, unless he/she is a persistent violator of the rule, at which time the board will hold a hearing for dismissal.



## **P**HILOSOPHY OF DISCIPLINE

Our discipline policy is based on Romans 12:2, “Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—His good, pleasing and perfect will.” Our goal is to help students succeed in developing a disciplined life. We take a preventable approach to discipline by:

1. Setting clear guidelines and consequences
2. Preserving students’ dignity
3. Building healthy student/teacher relationships, promoting desire of the student to obey and respond
4. One-on-one student/teacher counseling using scripture, prayer, love and understanding when an offense occurs
5. Helping students understand that improper behavior negatively affects their relationships with God and others (Gen. 4:6-7), while proper behavior builds self-confidence and has a beneficial effect in all relationships
6. Teaching consequences for actions.

## **R**EASON FOR RULES

God gave us rules because He loves us. Rules bless us in many ways. Rules protect us from temptation, expose God’s greatest enemy – strong will: “I”, and develop a servant spirit. Rules also reveal our loyalty (John 15:13, 1 Peter 2:21, 1 Tim 4:21), and the consequences of no rules are exemplified in Scripture (Judges 21:25, Exodus 31:18, 32:9).

## **E**LEMENTARY DISCIPLINE PROCEDURE

Students in kindergarten through fifth grades will be subject to classroom discipline policies which are based upon age-appropriate disciplinary techniques. Classroom teachers are responsible for enforcing discipline policies in love and for notifying the principal and parent when disruptive behaviors become problematic. Corporal punishment will not be used at HCS.

## **E**LEMENTARY DISCIPLINE REFERRAL SYSTEM

Any child who has to be referred to the Principal will be told the importance of obeying school rules, as well as respecting both staff and other students. The students will be prayed with and given guidelines for staying within the school rules. Parents will only be called if the matter is not taken care of with a conversation. Depending on the severity of the infraction, a written Discipline Referral (DR) will be implemented after two or three of the same infractions. Students may also receive a deduction in character grade. When a child has received a written Discipline Referral, the parent will be called and must sign the referral sheet. A second “DR” may result in an In-School suspension (ISS). Parents will be responsible for paying \$65 for staff to monitor the ISS room. Third or subsequent “DR’s” may result in Out-of-School Suspension, or possible Expulsion (if infraction is severe).

## **S**ECONDARY DISCIPLINE PROCEDURE

Students in grades 6 through 12 fall under the school’s demerit system. This system attaches one or more demerits to each offense and is used for students in grades 6 through 12. Demerits are issued by HCS administration. A warning may be given before a demerit at the administrator’s discretion. After five (5) demerits have been issued in one semester, the student will be required to serve 1 hour detention for each demerit at a cost of \$10.00. If desired, a conference may be called by the principal, parents, or teacher(s) involved.

## Penalty for Accumulated Demerits

5-9 Demerits in one semester-Detention

10 Demerits in one semester-In School Suspension and Detention

15 Demerits in one semester-Detention, Suspension, Probation, Appear before the HCS Board for possible expulsion

## Demerit Schedule

<u>Offense</u>	<u>Number of Demerits</u>
Cheating/Lying	1-5
Disrespectful Behavior or Speech	1-5
Direct Disobedience	5
Rebellious Attitude	3-5
Inappropriate Display of Affection	1-5
Profanity/Vulgarity/Inappropriate Language	1-5
Horseplay/Fighting	1-5
Disruptive in Class	1-5
Excessive Talking	1-2
Failure to Return Parental Notices	1
Breaking School Policy	1-5
Ditching	5
Leaving School without Permission	5
Property Damage/Vandalism	1-5
Ineligibility List 3 or More Weeks in a Row	1



## **D**ISCIPLINARY PROBATION

Students may be placed on probation for a specified period (usually 6-9 weeks) for reasons of disobedience or attitude. Probation will follow a meeting with the student and parent. The probation period gives the student, and parents, a chance to correct the problem. Should the student refuse to do this, he will be expelled or asked to withdraw from school. Expulsion is the extreme and will be used only as a last resort.

Reasons for disciplinary probation:

1. Continued deliberate and/or extreme disobedience
2. A stubbornly maintained rebellious spirit
3. A continually negative influence upon the other students
4. Any elementary student who receives a D or F in character on a quarterly report card
5. Any serious breach of conduct, whether in school or out, which damages the testimony of the school

Students placed on probation after a second suspension, must sign a written "behavior" contract (also to be signed by parent and administration), and will appear before the Board. If a second suspension occurs during the second semester and the student is permitted to return to HCS, the next school year will be started on probation with a written contract. The probationary period is designed to give students a goal for improvement. If the student does not attain that goal, he/she will be dismissed from the school. The terms and length of probation will be decided upon by the Principal in consultation with the student's parents. At the end of the probationary period, the Principal and faculty will evaluate the student and recommend removal from probation or dismissal from school.

## **N O TOLERANCE POLICY**

Certain offenses fall under Heritage Christian School's No Tolerance Policy. These offenses are considered extreme enough to bypass the demerit system and will result in more serious consequences. Students who on or off campus commit any of the offenses described below will appear before the administration for a hearing and possible dismissal. First offenders may be given up to a 10 day suspension; counseling may also be required before possible re-admission. Any subsequent action taken will be at the discretion of the administration. A hearing with the Board may be requested within ten days of the administration's decision. The following offenses fall under our No Tolerance Policy:

1. Possession or use of tobacco products, including
  - a. Any product containing, made, or derived from tobacco or nicotine that is intended for human consumption, whether smoked, heated, chewed, absorbed, dissolved, inhaled, snorted, sniffed, or ingested by any other means, including, but not limited to, cigarettes, cigars, little cigars, chewing tobacco, pipe tobacco, snuff;
  - b. Any electronic smoking device that delivers nicotine or other substances to the person inhaling from the device, including, but not limited to an electronic cigarette, cigar, pipe, or hookah;
  - c. Any component, part, or accessory of a tobacco product;
  - d. "Use of tobacco products" means smoking, chewing, dipping, or any other use of tobacco products, including electronic smoking devices.
2. Possession or use of non-prescribed/illegal drugs or misuse of prescribed drugs
3. Fighting (uncontrolled anger)
4. Possession or use of alcoholic beverages
5. Possession of guns, knives, or other weapons (on school campus or activities)
6. Sexual misconduct
7. Sexual harassment
8. Theft (upon the discretion of the administrator)
9. Any other gross misconduct which undermines HCS's statement of faith (such as any illegal activity, etc.)

## **U NACCEPTABLE BEHAVIORS**

The following is a list of unacceptable behaviors. This list of offenses is not all-inclusive and disciplinary measures may be taken based on the offensive behavior.

1. Improper behavior during school-sponsored activities
2. Disrespect for adults
3. Hitting/Excessive horseplay
4. Use of school phones without permission from the HCS staff
5. Inappropriate displays of affection
6. Profanity, obscene/suggestive language/gestures
7. Cheating
8. Lying
9. Rebellious attitude/defiance
10. Unexcused absence: parents sent student to school, student never arrived
11. Leaving school without permission
12. Property damage/vandalism



## **I** NTERNET AND COMPUTERS

Students are responsible for good behavior on school computer networks and the internet just as they are in a classroom or a school hallway. Communications on these networks are often public in nature. General school rules for behavior and communications apply. These networks are provided for students to gather information and conduct research. Parent permission for access is required for minors. Access is a privilege, not a right. Access entails responsibility. Individual users of the school computer networks and the internet are responsible for their behavior and communications over these networks. It is presumed that users will comply with school standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials, and enforce sanctions for inappropriate use. Network storage areas may be treated like school lockers. The teacher or administrator may review student files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on school discs, computers, or servers will always be private.

The following are not permitted:

1. Sending or displaying pornographic or other offensive messages or pictures
2. Using obscene language
3. Sending or displaying materials contrary to a Christian testimony
4. Accessing sites that contain materials contrary to a Christian testimony
5. Harassing, insulting, or attacking others
6. Damaging computers, computer systems, or computer networks
7. Violating copyright laws
8. Using others' passwords
9. Trespassing in others' folders, work, or files
10. Intentionally wasting limited resources, including time
11. Employing the networks for commercial purposes
12. Accessing chat rooms, Facebook, or other social networking sites

Violations may result in loss of access. The Principal will determine whether any additional disciplinary action is warranted. When applicable, law enforcement agencies may be involved.

## **S** TUDENT RELATIONSHIPS

Boyfriend/girlfriend relationships are discouraged at HCS. Parents should refrain from promoting these relationships. Public displays of affection are not permitted among students of any age.

*Christian Character Awards*



## **C** HRISTIAN CHARACTER AWARD

In an effort to acknowledge the development of Godly character, HCS may award the Christian Character award to two students annually (one in 8<sup>th</sup> Grade and one in 9<sup>th</sup>-12<sup>th</sup> Grade). This is the highest award offered at HCS. This award is open to students in grades 8-11; the recipient will be selected by our administration and faculty.

## **C** HRISTIAN CHARACTER TRAIT AWARD

In an effort to encourage the development of Godly character, HCS will present the Character Trait Award each year to our elementary students. The award will recognize the student for a Christian character trait that has been reflected in their life over the past year.

## **S** ENIOR CHRISTIAN CHARACTER AWARD

HCS may award a deserving senior this award at graduation. This award is given to a deserving senior who has continually throughout high school shown Biblical character qualities. This student will be selected by our administration upon recommendation from the faculty and staff.

# Dress Code



## **P**URPOSE

The purpose of the uniform dress code is to clarify a standard of appearance that reflects biblical principles of modesty, appropriateness, gender distinctiveness, and stewardship which will encourage students to bring glory to God (1 Corinthians 10:31). The following are several other important reasons why a uniform is required at Heritage Christian School:

1. To dispense with competition due to outward appearance and affluence
2. To de-emphasize outward appearance and, in its place, stress the need for inner beauty and character development
3. To limit the distractions and focus on learning
4. To enhance school spirit
5. To allow students to demonstrate a submission to authorities placed over them

Popular culture mandates that we bow to fashion. It insists that we keep up with rapidly changing trends. At Heritage Christian School, we are training students to think differently about dress. By wearing a simple uniform, students step out of popular culture and into a world of serious learning. With limited outward distinctions, students identify with the student body and respect one another for who they are in Christ. We encourage students to seek their individuality by using and expressing the gifts God has given them according to His grace: serving, teaching, exhortation, generosity, zeal, cheerfulness...(Romans 12:4-8).

The cooperation of the student and the parent is necessary in maintaining the standards of the uniform dress code. Adherence to the Uniform Dress Code is a family responsibility. **Parents shall assume this important responsibility and leave the school free to focus on its primary goal – building Godly character and academic competence.** Complaints about dress code violations, whether from staff, students, or other parents should be reported to the office. All reported complaints will be recorded and an accumulation of three reported infractions in one quarter will result in a hearing before the Board. Multiple reports on the same day for the same violation will only count as one infraction, unless the student has been asked to remove an unacceptable garment or accessory and chooses to continue wearing it.

### *General Guidelines*

## **C**AMPUS WEAR / SCHOOL EVENTS

Uniforms must always be worn unless otherwise specified. No brand name (unless board approved) is to appear anywhere on any article of uniform clothing (Dickies brand cargo shorts have been approved by the board.) As all uniforms look alike, parents are strongly encouraged to mark all items with your child's name. Students may wear blue/black jeans or navy, gray, black, hunter or burgundy athletic pants (no shorts) and a Heritage or Christian-themed t-shirt or hoodie for Spirit Days and non-academic school events, on or off campus. This includes athletic events.

**Fit is important for comfort as well as modesty (not too loose/baggy or tight/clingy). No yoga pants are allowed. All uniform items must be in the original style and condition. Any clothing items, uniform or otherwise, must not be ripped, torn, discolored or un-hemmed, even if clothing was purchased in that condition.**

Pants and shorts must be worn at waistline and not pushed down around the hip area. Underwear cannot be showing. Black or brown belts may be worn. Young students (Pre K – 2<sup>nd</sup> grade) are allowed to wear pants/shorts with fully elasticized waistbands.

Shirts may be worn tucked in or the shirt may be left out if it is not oversized and does not hang past the student's wrist/palm area. Shirts should always be worn with the collars down. All uniform shirts, polos or button-ups, must have a Heritage logo. *One navy blue polo is required for special events.* The others may be white, burgundy, hunter green, or navy. Shirts with logos may be purchased from T-Shirts Etc., Land's End, or Class Act. Navy blue logo shirts are to be worn on all field trips.

**Colors:** Pants/shorts/skirts/skort/sjumpers: Dark Navy, Dark or Putty Khaki (not Stone or Brown), or the White plaid from Land's End or Class Act  
Tops: Dark Navy, Burgundy, White, Hunter Green

**Retailers:** Lands' End, Class Act, or other uniform providers

## **B**ODY ALTERATIONS / PIERCINGS

No piercings other than established policy pertaining to girls earrings. Boys may not wear earrings of any kind. Expansion/gauging devices for ear lobe, nasal, or other areas are not permitted. Cuttings are prohibited. Utilization of ink on a student's skin is prohibited to include pens/markers and both formal and informal tattoos. Students who have obtained such prior to attendance at HCS must keep them covered and agree to obtain no others during years of attendance.

## **F**OOTWEAR

Footwear should complement the uniform (in school or neutral colors if possible) and be in good condition. They should not be a distraction. Students may not wear shoes without a back strap. Flip-flops/slides and/or beach/pool style shoes, crocs, and slippers are not acceptable uniform footwear. Heely's and other wheeled-type shoes are also not permitted. Heels are limited to max height of 2 inches. **Elementary students must wear socks. Secondary students may choose to wear socks. Socks must be a matching pair of the same color and size.**

A separate pair of tennis shoes is required to wear in the gym for PE. Secondary students must have gym shoes with tied laces. Younger elementary students may have Velcro fastenings on their shoes.

## **H**AIRSTYLES, MAKE-UP AND JEWELRY

1. Students' hair should be clean and neatly styled. Boys' hair should be trimmed and off the ears, eyebrows, and collar. If hair does not lie flat, it must be cut within 3" (three inches) of the contour of the head. Mohawks or other similar styles, haircuts with designs cut into them, and unnatural hair colors are not permitted.
2. All boys must keep sideburns neatly trimmed, and they can be no longer than the bottom of the ear opening. Facial hair is not permitted.
3. Girls may wear no more than two sets of pierced earrings; **Earrings must be in the earlobe or outer cartilage, not in the tragus** (the small cartilaginous flap that extends over the auditory canal); no other pierced jewelry may be worn by any student. Boys may not wear earrings.
4. Jewelry should be worn with moderation and not be a distraction. Jewelry may not contain non-Christian symbols (determined by the teachers/principal). Jewelry may not be worn during PE classes or while participating in sports.
5. Girls in grades seven and up may wear conservative make-up (light colors, lightly applied.)
6. Girls may wear nail polish that is in good taste and appropriate for school. No black nail polish or polish that appears black should be worn. Boys are not allowed to wear make-up or nail polish.
7. Girls may wear hair accessories (ribbons, headbands, etc.) that complement their uniforms. Boys may not wear hair accessories of any kind (including hair ties or headbands.)

## **P**ERSONAL HYGIENE

Appropriate personal hygiene is expected of all students. Students should bathe daily and start each day in clean clothing. Students in fifth through twelfth grade are strongly encouraged to wear deodorant.

## **S**WEATSHIRTS, SWEATERS, AND JACKETS

V-neck drifter sweater vests or cardigan sweaters in dark burgundy, dark navy, or dark hunter green may be worn. These are available from Land's End or Class Act only. HCS crew-necked sweatshirts are available through Land's End or the school office. HCS Hoodies are only available through the school office, Class Act, or Land's End. Only Heritage sweatshirts and hoodies may be worn in the building. Jackets may be worn in the classroom if they are a solid school uniform color embroidered with the school logo. No other jackets may be worn in the building. All sweatshirts, sweaters and jackets must be worn with a uniform separate underneath which should not hang longer than the outer garment.

## **S**PORTS SWEATSHIRTS

Individual team sports may design and sell HCS sweatshirts (approved by administration or uniform committee). These can be worn by fans and students. Students are allowed to wear the HCS sports hoodie to school as they would the HCS uniform hoodie.

### *For Boys Only*

## **P**ANTS & SHORTS

Pants and shorts must be navy or khaki with straight legs. They may be front pleated or have a flat-front. Front pockets should be traditional style or front pocket tab, with no accessory zippers, flaps, or Velcro. Back pockets must be slash or buttonhole style. Shorts must not hang below the kneecap. Uniform cargo shorts may be worn if cargo pockets lay flat against the leg.

## **S**HIRTS

Acceptable shirts: Plain collar white, dark navy, dark burgundy, or dark hunter green mesh or interlock polo shirts (short or long-sleeved), turtlenecks, or mock-turtlenecks with no decorative additions other than the HCS logo, plain collar white short- or long-sleeved oxford cloth button-down shirts with no decorative additions other than HCS logo. Any undershirt that is worn underneath a uniform shirt must be school colors (white, dark navy, burgundy, hunter green) and must be tucked in. Land's End or T-Shirts Etc. can embroider the HCS logo on any of the above-mentioned shirts for a small additional cost. All students should have one navy polo for special events.

## **B**ELTS

Black or brown belts are acceptable but not required unless pants or shorts will not stay at the waistline. Underwear may not be showing.

## **A**CCESORIES

Elementary students must wear socks and they must be a matching pair. Secondary students who wear socks must wear a matching pair. Boys may wear ties of dark navy, dark burgundy, hunter green or uniform plaid with white button-down oxford shirts. Boys may not wear hair accessories of any kind. **Students may not wear accessories or jewelry during PE classes or while participating in sports.**



## **PANTS, SHORTS & CAPRIS**

Uniform pants, walking shorts and capris must be khaki or navy with front pleats or flat-front and straight legs. Shorts should be no shorter than 2 inches above the knee and should not be below the kneecap. Front pockets should be traditional style or front pocket tab, with no accessory zippers, flaps, Velcro. Any back pockets should be slash-style with button.

## **SKIRTS & SKORTS**

A-Line or pleated styles are only allowed as uniform separates as long as they meet proper length requirement of no shorter than the top of the knee. When ordering from Land's End or Class Act, order "At the Knee" or "Below the Knee" as "Above the Knee" is mid-thigh and therefore will be too short. No cargo-style or accessory buckles/zippers across the front of the skirt/skort allowed. Heritage plaid, khaki, and navy skirts and skorts are only available through Land's End and Class Act.

## **JUMPERS**

Jumpers are available through Land's End or Class Act only and must have the Heritage logo. Jumpers also should be no shorter than the top of the knee and may be khaki, navy, or plaid.

## **SHIRTS**

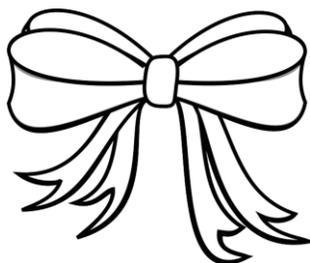
Acceptable shirts: Plain collar white, dark navy, dark burgundy, or dark hunter green mesh or interlock polo shirts (short or long-sleeved), turtlenecks, or mock-turtlenecks with no decorative additions other than the HCS logo; plain collar white short- or long-sleeved oxford cloth button-down shirts with no decorative additions other than HCS logo; long or short-sleeved solid white Peter Pan blouse; any undershirt that is worn underneath a uniform shirt must be school colors (white, dark navy, burgundy, hunter green) and must be tucked in. Class Act, Land's End, or T-Shirts Etc. can embroider the HCS logo on any of the above-mentioned shirts for a small additional cost.

## **BELTS**

Black or brown belts are acceptable but not required unless pants or shorts will not stay at the waistline. Underwear may not be showing.

## **ACCESSORIES**

Elementary students must wear socks and they must be a matching pair. Secondary students may choose to wear socks if they are a matching pair. Girls may also choose to wear leggings that are plain and of neutral or uniform color. Heritage plaid cross ties and other matching Heritage plaid accessories are acceptable to wear with white, button-down oxford shirts; **all other accessories (hair ties, earrings, etc.) should be of neutral or uniform color. No accessories or jewelry may be worn during PE classes or while participating in sports.**



## Extra-Curricular Dress Code

### **A** LL SCHOOL EVENTS, ON AND OFF CAMPUS

Students participating in or attending an HCS event must abide by the following dress code when not in uniform. Students should wear approved sports clothing or blue or black jeans or navy, gray, black, hunter or burgundy athletic pants and a Heritage or Christian-themed t-shirt or hoodie when on school property or at informal school events (this includes off-campus events.)

*Clothing must be in good condition and free of tears, rips, and discoloration. They must also fit comfortably and not be excessively tight.*

### **G** AME DAYS & ATHLETIC PRACTICES

Student athletes must wear their PE uniform shorts or athletic pants to sports practices.

Shorts may not be rolled up to a shorter length. All HCS athletes are expected to follow the rules for modesty while at practice just as at any other school event. T-shirts may **not** be cut, ripped or have inappropriate pictures, words, or logos. Tank style tops are not permitted unless they are school-supplied practice uniforms or jerseys. On game days athletes may wear their gray long-sleeved sports shirts\* with blue or black jeans, navy, gray, black, hunter green or burgundy athletic pants (no shorts.) \*Sports shirts may be purchased through the Athletic Director at the beginning of each school year.

### **S** PIRIT DAYS & FIELD TRIPS

Spirit Days are on Fridays only. If the school week ends before Friday, there will be no Spirit Day that week. Students must pay \$1 for the privilege of participating, which will be allocated to the school missions' fund. Students not participating must wear their school uniforms.

Participating students may wear a Heritage or Christian-themed t-shirt or sweatshirt with blue or black jeans or navy, gray, black, hunter green or burgundy athletic pants (no shorts except uniform shorts).

Students must wear their navy blue polo shirts with the HCS logo on field trips with uniform bottoms (or jeans, upon approval from the administration).

### **H** IGH SCHOOL FORMAL & MIDDLE SCHOOL ETIQUETTE DINNER

Modesty is a priority for our young ladies. Dresses **should not display cleavage or a bare back**. Students may not wear dresses without straps or halter tops without a jacket or attached shawl. Students must have at least a **2 inch strap neckline** on dresses and tops if a jacket or cover-up is not worn. Dresses should be no lower than two-and-a half inches from the collarbone and the back should be no lower than five inches down from the round bone at the base of the neck. Clothing that is sheer, tight, or revealing in any way must not be worn. Sleeves may not be off the shoulders or halter-style. The dress or skirt must reach the top of the knee and any slits must be sewn to the top of the knee. Dresses must be approved by administration at least a week in advance of the event (including dresses of students who do not attend HCS). Tickets to the event will not be given to students until the dress has been checked.

All young men must wear a dress shirt, a tie, and dress slacks. A jacket is also required for the High School Formal. Black or brown dress shoes and dress socks are required as well. No jeans, athletic shoes, or flip flops may be worn.

The administrator or an appointee will make final decisions on questionable attire. The student may be required to change his attire or obtain appropriate attire before he is allowed to attend the event.

## *Graduation and Promotion Guidelines*

HCS seeks to bring together the celebratory and formal aspects of these rites of passage in a manner that is pleasing to the Lord. We expect students to meet the dress guidelines below. If a student wears inappropriate attire, the attire must be corrected according to school policy before the student is allowed to participate in the ceremony.

### **YOUNG LADIES**

All young ladies must wear a nice dress or skirt or slacks and top. We ask that the neckline of dresses and tops be no lower than two-and-a half inches from the collarbone and that the back be no lower than five inches down from the round bone at the base of the neck. Clothing that is sheer, tight, or revealing in any way must not be worn. Sleeves may not be off the shoulders or halter-style. Dresses and tops must have sleeves or straps that are at least two inches in width, and should not “cut in” from the edge of the arm. The dress or skirt must reach the top of the knee and any slits must be sewn to the top of the knee. Girls must wear dress shoes or sandals, but no athletic shoes or flip flops. Dresses must be approved by administration at least a week in advance of the event. The administrator or an appointee will make final decisions on questionable attire.

### **YOUNG MEN**

All young men must wear a dress shirt, a tie, and dress slacks. Black or brown dress shoes and dress socks are required as well. No jeans, athletic shoes, or flip flops may be worn.

### **MUSIC POLICY**

All music played or performed at any graduation or promotion ceremony must be of a classical or worshipful genre and honoring to the Lord. Selections must be presented to and approved by the administration at least one week prior to the ceremony.

## **Extra-Curricular Activities**

### *Athletics and Cheerleading*



### **PHILOSOPHY**

At Heritage Christian School, we believe that our athletic programs should first and foremost serve as an example of Christian sportsmanship. Our desire is to promote teamwork, excellence, and glorifying the Lord in all that we do. “...Whatever you do, do it all for the glory of God.” (1 Cor. 10:13). In regards to sportsmanship, we feel that Philippians 1:27 applies here, “Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.” In other words, as Christian athletes, our students are expected to exercise good judgment, and their actions and words should serve as their Christian witness. Parents likewise are encouraged to model these traits.

### **OUR PROGRAM**

There are two approaches to athletics. The first method is known as an intramural type program. In this method, the approach to each contest is that all team members get equal playing time, regardless of the score or situation. The second method is known as competitive athletics. This method puts a little more emphasis on out-scoring the opponent. Usually

the more talented athletes will be playing in this model. At HCS we have chosen competitive athletics as our preferred approach.

Outscoring the opponent is an important goal, but not the most important component of our athletic program. We will be focusing on teaching teamwork and the importance of the team, not on an individual's statistics or playing time. Parents, students, and coaches all have to support one another at all times. Good communication will prevent misunderstandings. Parents who have problems to discuss with a coach must wait at least 24 hours after the incident before talking with the coach. Please call and set up an appointment with the coach.

It is important to teach a good work ethic, mental toughness, sportsmanship, and respect for oneself, the opponent, the referees, and coaches; therefore, the focus will be on the importance of finishing hard, strategies, and improving fundamentals.

All students who join the team will be evaluated on a weekly basis, and their playing time will be dependent on this evaluation. We want our students to practice hard every day, to grow, and to improve. Students who focus on fundamentals and put their team first always improve.

## **E XCUSED / UNEXCUSED ABSENCES**

Absences are only excused when the coach/sponsor is notified in writing of any of the following:

1. Out of town-one week notice must be given
2. Illness
3. Funeral
4. Prior approval of the Administrator

Any reason other than those mentioned above is unexcused. The consequence is to sit out the next game.

Students involved in extra-curricular activities are expected to participate in all extra-curricular events unless absolutely unavoidable. Performing Arts students who miss a performance will be subject to a grade reduction. Student athletes who are absent from school on a game or practice day will **not** be permitted to participate in any **game or practice, as attendance is required by 9:00 am in order for athletes to participate in any athletic function (exceptions may be made in unusual circumstances approved by the administrator).**

## **C ODE OF CONDUCT FOR HCS ATHLETES**

The student athlete is expected to

1. Be in proper uniform (HCS sweats/hoodies and /or school uniform)
2. Exhibit sportsmanlike conduct
3. Refrain from profanity and gossip
4. Show respect and appreciation to everyone.

Keeping in mind Matthew 18, we again strongly encourage these Biblical steps to clear up any misunderstandings:

1. Pray
2. Take any conflict to the person involved; if unresolved
3. Take the involved parties to the sponsor/sponsors
4. All parties go before the principal.

It is expected that the parents of our athletes will do their utmost to support their student, the coach/sponsor, and the team by assisting in any way they can. This support requires attending parent

meetings and as many games as possible. Also, we expect our parents to set a good example of sportsmanship while in the stands.

## **A**CADEMIC REQUIREMENTS

All students who are members of athletic teams, STUCO, or other ongoing extra-curricular activities at Heritage Christian School will begin each year as eligible and are expected to remain in good academic standing. **Eligibility is determined through grade checks every Wednesday. Student eligibility for extra-curricular activities is based on maintaining a C average (70% or above) in each class. This policy does not apply to individually assigned class activities.**

Teachers and coaches will receive an email listing every secondary student who has a D or F in any class on Wednesday evening or Thursday morning. Each student on the list (along with his parents) will also receive a text message or email notifying him of his status.

Process:

- 1) The first time a student receives a notice of ineligibility during a semester, that student will be given a one week period of probation. The student will have that week to improve the grade and will be allowed to participate in athletics during that week.
- 2) After the initial notification, a secondary student with any grades below 70% on the following Monday at 7:00 am will be considered ineligible and will not be allowed to participate in any athletic/extra-curricular events that week, Monday through Saturday, until the grade is raised to at least 70%. If a student raises their grade during the week of ineligibility, they will be allowed to participate in athletic/extra-curricular events the remainder of that week. If a student's grade is raised to 70% or above by 7:00 a.m. on the following Monday, that student will be eligible to participate. A student may also be eligible to participate if there are extenuating circumstances for the low grade, such as extended illness or a death in the family, as determined by the teacher with administrative approval.
- 3) Administration has the right to deny eligibility to a student when it is deemed to be in the best interest of that student.

## **G**UIDELINES FOR HOME SCHOOLED ATHLETES

Home-school students who participate in the Athletics program at HCS are expected and required to adhere to the HCS dress code and rules while participating in HCS activities, while on school grounds, or when representing HCS in any way. All homeschool athletes must complete an application and be approved by the administration. All home school student athletic forms and all fees must be paid before participation in practices.

*Performing Arts*



## **P**HILOSOPHY

At Heritage Christian School, we believe that our fine arts programs should first and foremost serve as an opportunity to glorify our Lord - "...Whatever you do, do it all for the glory of God." (1 Cor. 10:13). Our desire is to promote the gospel while building unity and excellence in our students. Our fine arts students have many opportunities to represent Christ and our school as they perform in various venues throughout the Topeka area. As Christ's representatives, our students are expected to exercise good judgment both on stage and off; their actions and words should serve as

their Christian witness. Parents who accompany or chaperone students at performances likewise are encouraged to model these traits.

## **E XCUSED / UNEXCUSED ABSENCES**

Absences from performances are only excused when the teacher/sponsor is notified in writing of any of the following:

1. Out of town - notice must be given as early as possible
2. Illness
3. Funeral
4. Prior approval of the Administrator

Students involved in extra-curricular activities are expected to participate in all extra-curricular events unless absolutely unavoidable. Performing Arts students who miss a performance will be given a “0” for that performance. Any reason other than those mentioned above is unexcused.

## **C ODE OF CONDUCT FOR HCS PERFORMING ARTISTS**

The student artist is expected to

1. Be in proper uniform (performance attire / school uniform)
2. Exhibit Christ-like character
3. Refrain from profanity and gossip
4. Show respect and appreciation to everyone.

Keeping in mind Matthew 18, we again strongly encourage these Biblical steps to clear up any misunderstandings:

1. Pray
2. Take any conflict to the person involved; if unresolved
3. Take the involved parties to the sponsor/teacher
4. All parties go before the principal.

It is expected that the parents of our artists will do their utmost to support their student, the teacher/sponsor, and the group by assisting in any way they can. This support requires attending parent meetings and as many performances as possible. Also, we expect our parents to exhibit Christ-like character at all times

### *Guest Participants*

## **H IGH SCHOOL FORMAL**

HCS students are permitted to invite students from outside the HCS community to the High School Formal. The guest must submit an application to attend which will include his or her written Christian testimony. All guests are expected to abide by the guidelines set forth in this handbook.

## **O THER ACTIVITIES**

HCS students may be permitted to invite students from outside the HCS community to attend other extra-curricular functions as determined by the administrator. Again, all guests are expected to abide by the guidelines set forth in this handbook.

## Special Days

### HOLIDAYS

Heritage Christian School celebrates Veteran's Day, Thanksgiving, Christmas, Valentine's Day and Easter. Party themes must be focused on Christ and approved by the teacher.

During parties, it is our privilege and responsibility to *glorify God*, and we certainly do not want to be a stumbling block to any of the children, nor their parents. Controversial themes are to be avoided in the interest of maintaining unity. Examples of controversial themes include bunnies at Easter, Santa at Christmas, Harry Potter, etc. As there are many different takes and thoughts on Halloween, we also do not celebrate or recognize that event at our school.

### OTHER SPECIAL DAYS

HCS also has annual celebrations of Grandparents' Day and Heritage Day, as well as a biennial (every two years) Pastors' Breakfast. Each of these events has special dress code requirements and may require parent volunteers and participation. Students and parents are expected to abide by the usual school rules as well as any particular instructions for a given event.

## Student Wellness

### Policies



### ILLNESS

Absences are always discouraged at HCS so that our students may achieve their highest standard of academic excellence. However, we ask that you please keep your child at home if he

1. Currently has a fever of 100 degrees or above
2. Has had a fever of 100 degrees or above during the past 24 hours
3. Is currently experiencing nausea or vomiting
4. Has experienced nausea or vomiting in the past 12 hours
5. Has or is suspected of having head lice
6. Has or is suspected of having pink eye

Students will be sent home if they have the above described conditions, or if they are experiencing 1) diarrhea, 2) a rash that is suspected of contagious disease, 3) a sore, reddened throat, 4) obvious discomfort, as from an earache, toothache, stomach ache, or headache, 5) injury occurring that causes the student pain or limits movement of the joints or extremities, 6) abdominal pain that is severe enough that the student cannot find a position of comfort through sitting, standing, or lying down.

Please let the office know of absence for any reason the morning of the absence. Also let the office know of any contagious illness your child is experiencing, such as chicken pox, pink eye, or impetigo. This way we can let the proper individuals know if their child might be affected.

If a student becomes ill during the school day, he or she may be excused to go home following a phone call through the school office. Parents must sign students in/out at the office. Secondary students who transport themselves may sign out providing parents have called teacher/office personnel to give permission. If for some reason, a student is not able to participate in regular school activities, the school must be notified in writing by a parent of the nature of his incapacity and the probable length of its duration. Repeated non-participation will result in the need for a note from a physician.



## **I**MMUNIZATIONS

In each school year, every student enrolling or enrolled in any school for the first time in this state, prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the student has received such tests and inoculations as are deemed necessary. Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the student has received the most recent appropriate inoculations in all required series. Failure to complete all required series in a timely fashion shall be deemed non-compliance.

Families may choose to file a Kansas Immunization Law Religious Exemption Form. This form must be submitted each year at enrollment. Children with religious exemptions shall be permitted to attend school except in the case of a vaccine-preventable disease outbreak in the school. All susceptible students will be excluded from school based on public health officials' determination that the school is a primary site for disease exposure, transmission, and spread into the community. Students excluded from school for this reason will not be able to return to school until

1. The danger of the outbreak has passed as determined by local public health officials,
2. The student becomes ill with the disease and completely recovers, or
3. The student is immunized.

## **P**HYSICAL EXAMINATIONS

Each student entering kindergarten or new to the state of Kansas is required to have a physical examination, and to present evidence and finding of said physical at the time of enrollment.

Forms to be filled out by physicians are available in the school office. All children are encouraged to have regular physical exams at intervals prescribed by the family physician. Basic vision testing will be provided to students by HCS in accordance with Kansas state law.

Current sports physicals must be on file before students are allowed to participate in practices or games. Secondary students must have a current physical on file to be able to participate in P.E. A current physical means a physical after May 1<sup>st</sup> of the previous school year.

### *Health Care at School*

## **M**EDICATION

When students are required to take medication at school, those people who observe or store the medication must observe the following rules:

1. Prescription medicines may only be administered at school if the student must have a dose between 8:00 a.m. and 3:00 p.m. Otherwise, the medication must be given at home.
2. Prescription medicine must be in the original container, appropriately labeled, and prescribed by a doctor. Information concerning the amount and frequency of the dosage must accompany the medicine.
3. The initial dose must have been previously administered by the parent or legal guardian to the pupil due to the higher incidence of medication reaction.
4. For nonprescription or "OTC" (over the counter) medications, the medicine should be in the original container.
5. Students in grades 6-12 will be allowed to carry OTC medications for their own personal use. They may not share medications with other students, and parents will be contacted if staff observes any misuse.
6. Parents or legal guardians may come to the school to administer the medication if they choose.
8. All medication maintained in school settings will be kept in a locked container.



## SCHOOL NURSE

HCS does not have a campus nurse. Our staff will provide assistance to students adhering to the universal health precautions and maintain the safety of those involved. Because the staff members are the first to respond, they will assess and address the needs of the injured students and provide medical care as needed unless an injury is beyond basic first aid. For any injury that may require more than basic first aid, the child's parent and/or 911 will be called.

## SCREENINGS

HCS will conduct vision screenings in accordance with state law. Screenings will always be supervised and administered by a qualified health care professional.



# Parental Responsibilities

Parents play a vital role in the total program at HCS. It is only through the full cooperation of all HCS parents in meeting their responsibilities that the Lord will truly be honored and the finest education made possible.

## GENERAL EXPECTATIONS



1. We request that parents pray regularly for the teachers and administration of HCS.
2. We require the parent's full cooperation in the educational function of HCS including participation in volunteer responsibilities.
3. We anticipate that parents will meet all financial obligations to the school. In the event that a parent is unable to meet them on time, the school must be notified and given an explanation.
4. We expect parents to have their students to school on time for opening exercises; students should be in their seats ready for class at 8:00. Students should not arrive earlier than 7:00 AM, unless prior arrangements have been made with the Administrator.
5. We ask that you attend periodic meetings and conferences (Parent/Teacher) as recommended by the school.
6. We ask that all parents be actively involved in Parent-Teacher Fellowship (PTF). This includes attending the PTF meetings and helping with various fundraising efforts.
7. We expect and require parents to attend a Bible teaching church weekly with their families, and to exemplify Christian principles of life in the home.
8. We ask that parent volunteers ***please keep the students' dress code in mind and the importance of being a good role model.***
9. Should you become dissatisfied with the school or have any concerns, we ask that you follow the Biblical steps of Matthew 18:15 to resolve the concern. Please contact, privately the person or persons involved rather than spreading criticism or harboring a negative attitude in your heart. Please read the pamphlet entitled "The Matthew 18 Principle for Solving School Problems." Copies are available in the school office.

10. Gossip is sharing private information with those who are not part of the problem or the solution. “There are six things the Lord hates, seven that are detestable to Him a false witness who pours out lies and a man who stirs up dissension among brothers.” (Proverbs 6:16-19)
11. A Christian is never to be judgmental of another. God warns that anyone who does will be judged himself (Matthew 7:1-2). But the Christian who is mighty in spirit has the ability of wise discernment and knows how to take the Biblical steps to clear up a misunderstanding. Here at HCS, we ask that you take the following steps, proceeding to each successive step only when the previous step has been tried first:
  1. Pray
  2. Take the problem to the teacher/staff member involved.
  3. Go with the involved teacher/staff member to the administrator.
  4. All parties involved go before the board.

## **F**INANCIAL RESPONSIBILITY

Financial responsibility is vital in keeping within the school’s budget. Your financial obligation includes:

1. Tuition, plus any applicable late fees
2. Lunch account
3. Athletic and cheerleading fees
4. Lab fees and classroom materials fees
5. Unworked Parent Support Credits



This obligation may also include:

1. Replacement fees for lost or damaged text books or other school property.
2. Returned check fee (\$50.00) and the loss of check privileges.

A student will be withdrawn from school if the account becomes more than two months in arrears. Report cards and student records will only be released to the parents when the financial account is current. If a student’s lunch account is more than \$10.00 in arrears, no additional lunch charges will be allowed. We ask that the student bring a lunch from home until a credit balance of at least \$10.00 is added to the account. In the event that a student’s lunch account is in arrears and the student forgets or neglects to bring a lunch from home, the student will be allowed to purchase a peanut butter and jelly sandwich and milk.

## **P**ARENT TEACHER FELLOWSHIP (PTF)

The Parent Teacher Fellowship was established with the following purpose: 1) to develop unity and fellowship within the body of HCS to promote the spiritual, educational, physical, and cultural welfare of the student body; 2) to bring into closer relationship the home and HCS so that parents and teachers may cooperate intelligently in the education of the child; and 3) work with the Administration and Board to establish and promote educational, social, and/or fundraising events for the benefit of HCS and to coordinate such events. The PTF is a volunteer group committed to promoting open communication and building on our continued partnership between teachers, parents, and students, who commit to meeting monthly or bi-monthly as needed. Sub-committees may also be formed that will meet on an as-needed basis. Locations and times vary. We invite you to become involved to make HCS an even better place for our children. Your help, whether serving on a committee, assisting in our classrooms, or participating in fundraising events, is a vital component and is very much appreciated. E-mails and/or surveys will be sent out with information regarding volunteer opportunities. General PTF meetings are held 3 times a year (September, February, and May) as noted in the school newsletter and on the school calendar from 6:30 – 8:00 p.m. All parents

and staff are strongly encouraged to attend. Refer to your HCS Event Calendar for the first meeting date.

### *Parent Support Credit (PSC)*

#### **P**ARENT SUPPORT CREDIT POLICY

Parent Support Credit (PSC) is a program tailored to our school that uses the gifts and talents of the parents God has brought together to Heritage Christian School. Immediately, PSC will help keep costs down while offering more programs. *Our school's mission statement states that we are an extension of the home. PSC is another opportunity for parents to be involved in their child(ren)'s education.* Long-term, PSC will also contribute to future goals and unify the school body.

1. Parents/guardians are required to fulfill a total of 30 credits per family per year in the school at jobs/activities approved for PSC. Part-time families to include those with only a half-day preschooler at HCS fulfill one half the credits, or a total of 15 credits per year. Single parent families (families with only one adult in the household) fulfill a total of 10 credits per year.
2. One half of the total credits are due the last day of the first semester and the other half are due the last day of the second semester. Statements will be sent out three weeks prior to these dates. After the last day of each semester, any credits not fulfilled will be billed to the parents at the rate of \$15.00 per credit with payments due at semester break. If a family chooses to opt out of the program, they may do so by paying the full amount for those credits. The PSC program is considered a very important part of the parent's financial obligation to the school. As such, students may not return to school or have records transferred to another school unless/until hours are fulfilled and/or fees are paid from prior semester. **Credits earned after the deadline of one semester will apply/accumulate to the next semester. Excess credits for fall semester will be carried over to the spring semester.**
3. Credits will be earned in minimum increments of .25 hrs/credits.
4. Credits will be tracked by administrative staff.
5. A jobs list to include credit compensation, approved by the HCS Board, is available in the office. The weekly newsletter will provide notice of other needs/opportunities as they arise.
6. Families who enroll mid-way through the year/semester also need to be involved in PSC and have their credits tracked. The number of credits necessary is to be determined by the administration.
7. PSC credits must be submitted by the family who fulfilled the credits. Credits worked by children do not count toward Parent Support Credit (exception: mowing with parental supervision). Grandparents and other relatives who wish to work for PSC credits may only do so after registering with the office for proper tracking.
8. Eligible activities include any activities noted on approved PSC jobs list or posted in the weekly newsletter. Other activities may be eligible as the need arises. Families will also earn PSCs by participating in the Storehouse program and attending PTF meetings (see below for more about both of these opportunities).
9. Credit process: PSC credit slips should be obtained from the authorizing staff member but may be picked up in the office. These slips will be used for approved activities outside of Storehouse or PTF meeting attendance. They will designate what activity was performed, when, and by whom and be authorized by staff signature. Once completed, it is the parent's responsibility to return the slip to the office for accounting purposes.

## **S CRIP (STOREHOUSE) PROGRAM**

For every \$10 in rebates earned from cards purchased through the storehouse program, earn one (1) PSC. For designating HCS as the designated charity on your Dillon's card, Casey's card, Amazon Smile or other similar program, earn one (1) PSC by printing out the registration sheet from the online registration and turning it in to the office. Earn more PSC hours by getting friends and family to also sign up for these programs and print out their registration sheets.

## **P TF MEETINGS**

Each family earns one (1) PSC for attending the PTF meeting. This will be tracked through attendance sign-in sheets. Only one parent from each family is required to attend. Limit of one (1) PSC per family per meeting.

## **T RAVEL ASSISTANCE**

Parents may earn PSCs for driving and supervising for field trips/service projects if they provide transport for children other than their own at the rate of one (1) PSC for every hour spent driving or supervising. A limited number of parents as directed by the teacher or room mother will be needed and will be awarded on a first-come basis. (Other parents may attend the field trip, but no PSC credit will be given.)

Parents driving for sporting events must provide transport for children other than their own in order to earn PSCs (limit of **one** (1) PSC per family per trip. (*Exception:* Each hour of an all-day event (such as a tournament in Wichita) will be counted for PSCs (just as a field trip.)

**The use of 12 and 15 passenger rated vans for student transportation is illegal.** Kansas law KSA72-64, 100 prohibits the use of any passenger vehicle, for student transportation, which is rated for more than 10 passengers plus the driver by the manufacturer. Federal law also prohibits the use of these vans and contains substantial penalties for school, rental agencies and vehicle dealerships. The rated capacity can be found on the Tire and Loading Information sticker which is normally located on the inside of the driver's door. The passenger rating is determined by the vehicle manufacturer and cannot be changed by anyone other than the manufacturer. It is also illegal to remove seats from a 12 or 15 passenger rated van to meet the mandated passenger requirement for student transportation.

## **G ROUNDS MAINTENANCE**

**Mowing/Trimming All School Grounds:** Families are awarded eight (8) PSC credits per mowing regardless of the number of people or the time taken. Children can assist with parental supervision.

**Other Grounds/Facilities Work:** One (1) PSC per parent per hour of assistance:

- Assistance with requested building/repair work
- Snow Removal
- Cleaning of classrooms
- Other tasks as requested by Administration/Board



## **O** **THER CAMPUS ACTIVITIES**

The following activities are awarded one (1) PSC per parent per hour of assistance:

- ~ Lunch room duty: Monitoring, serving, cleanup, etc.
- ~ Repetitive Reading-elementary
- ~ Playground duty
- ~ Room parents at class parties
- ~ Class presentations (topical or career)/Chapel speakers
- ~ Work concessions/tickets and/or cleanup at HOME sporting events
- ~ Office help
- ~ Teacher assistance - grading, organizing, copying, etc.
- ~ Library assistance

## **E** **VENTS / TEAMS**

One (1) PSC per parent per hour of assistance:

- ~ Assist with major community events/fundraiser, including preparations
- ~ All-school Work days
- ~ HCS Board meetings
- ~ Participation in other Board commissioned team meetings/activities (such as PTF, Booster Club, Marketing Team, etc.)
- ~ Assist with tech team and support

# Appendix

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## **F**AMILY EXPECTATIONS AND ENGAGEMENT FORM

The Family Expectations and Engagement Form is signed during the online application process. It is reprinted here for your reference and convenience.

*We believe that a positive partnership between our school and parents/guardians is essential to the success of each student and the fulfillment of our mission. We recognize that effective partnerships are characterized by clearly defined expectations, a shared commitment to collaboration, open communication, and mutual respect. We believe it is important for parents to understand our culture and expectations as part of the application process. Please review the following statements and let us know if you have any questions. A signed copy must be submitted with the application for families who will be new to HCS.*

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- Heritage Christian School is committed to the teachings and principles contained in the Bible and is **dedicated to the glory of God**. Further, HCS has high expectations for all students, including spiritual, academic, physical, and emotional development. The school's desire is for my child to achieve his God-given potential and to impact the world for Christ.
- Heritage Christian School **promotes a Biblical worldview** based on our Statement of Faith. While students are always encouraged to ask questions about beliefs of Biblical faith and other faiths, it is not permitted to actively promote a worldview outside of what HCS endorses through its Statement of Faith.
- HCS is a **family** – we are not just admitting your child, but our desire is to partner with you and your family. Our expectation is for you to take an active, appropriate role in the ongoing education of your child. It is a partnership we take very seriously.
- **Get involved.** Join Parent-Teacher Fellowship; read information sent home including the HCS Newsletter and all classroom newsletters; respond to teacher contacts/emails; attend school events, chapels, athletics, field trips, etc. as your schedule allows. Also, I understand that each family is required to donate a minimum number of volunteer hours to the school through the **Parent Support Credit** program.
- Parents are expected to **check FACTS SIS** (our school management system) and **e-mail** on a frequent basis to stay aware of grades, late or missing assignments, homework, class notes, class newsletters, accounts, and other sources. Contact your teacher(s) if you have any questions.
- We expect our staff and parents to **communicate** on a regular basis and based on student needs. It is important to share information, discuss issues, and encourage one another. Parents can expect communication from teachers anytime a student's overall academic grade is below a "C".
- We expect parents to go to their child's **teacher first** with any questions or concerns. Follow the principles of Matthew 18. That is the best way to ask questions, resolve concerns, and develop a spirit of unity – better than going to other parents or sharing concerns on social media. Starting in 6<sup>th</sup> grade, contact your child's sponsor teacher if you desire to meet with several teachers at once.
- **Attendance and punctuality** are life skills which we consider a high priority. Students are expected to arrive to school on time, allowing time to go to their locker and be in their seat **before** the bell rings. Vacations during the school year are strongly discouraged and must be approved by the Principal in advance.
- **Effort** is a life skill that we expect from our students. We strive to foster a culture which encourages each student to do his/her best, encourage one another, and strive for excellence.
- As they grow and mature, we expect you to let your student take **responsibility** for his/her own organization, work, and results. Students need to develop appropriate independence and self-responsibility.
- In today's world, students have immediate access to information, so instruction at HCS focuses on the **critical thinking and problem solving skills** students must develop and apply to complex concepts in authentic use.
- Students, at all grade levels, are expected to complete **homework** as assigned and turn it in on time. Homework is graded for accuracy as well as completion. Our homework policy and consequences for late homework are explained in our Parent-Student Handbook.
- Parents and students are expected to understand and support the school's **technology** policies, including ethical and responsible use of devices, as explained in our Parent-Student Handbook.
- Parents and students are expected to demonstrate and model respect for authority, including **good sportsmanship** at athletic events. Our athletic teams participate in such a way that honors God and conveys a positive witness to those around us. We strive to be gracious in defeat and modest in victory. Athletics are an important opportunity to shape character and develop leadership skills.
- We expect parents to read, understand, and follow the **policies and procedures** outlined in our Parent-Student Handbook, as well as respect the school's responsibility to do what is best for the entire community, while recognizing the need of an individual student. Parents are expected to review policies and standards with their child(ren) and are responsible for making sure that they also follow the policies and standards in the Parent-Student Handbook. Middle school and high school students will complete a Student Commitment Form which indicates their support of the school's policies, procedures, standards, and expectations.

**Both custodial parents must sign even if separated/divorced or submit legal documentation.**

*I have read, understand, and will comply with the items listed above as well as those in the Parent-Student Handbook which is available in the School Office and online at [www.hcstopeka.org](http://www.hcstopeka.org).*

Custodial Father's Signature \_\_\_\_\_ Date \_\_\_\_\_  
Custodial Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_

# **S STATEMENT OF AGREEMENT**

The Statement of Agreement is signed during the online enrollment process. It is reprinted here for your reference and convenience.

I certify that all statements provided by us are true. Further, in making application for my child, it is my desire to have him/her complete the school year and continue in future years at HCS until we complete a withdrawal notification form. Further, the choices made above will be effective for our family's continuous enrollment at HCS unless we make a change, including payment plan.

I understand that admission to Heritage Christian School is a privilege and not a right. I understand that HCS has a religious purpose; that it adheres to Biblical standards in teaching and conduct; and that breach of this standard may lead to dismissal of the student. As such, I acknowledge that at least one parent is a born-again Christian and in agreement with HCS's philosophy, mission, and statement of faith. I agree to support and participate in my child's spiritual development by weekly attendance at a Bible-teaching church as a family and by exemplifying Christian principles of life in my home.

I understand that Heritage Christian School promotes a Biblical worldview based on the HCS Statement of Faith. While students are always encouraged to ask questions about beliefs of Biblical faith and other faiths, it is not permitted to actively promote a worldview outside of what HCS endorses through its Statement of Faith.

I commit to cooperate with the teachers/staff and accept the responsibility of obeying the rules by which the school is operated, including those contained in the Parent Student Handbook (available online or in the school office.) I commit to resolve all school-related conflicts by applying Biblical principles and in accord with the teaching of Matthew 18:15-17.

I/We hereby attest that I/we have primary/joint legal/physical custody of my/our child and that no other person has primary/joint legal/physical custody of the student. I/We acknowledge and agree that HCS may release the child to the custody of any person possessing primary/joint legal/physical custody of the student and to any person duly authorized **in writing** by any person possessing primary/joint legal/physical custody of the student. I/We promise to notify HCS immediately **in writing** of any change regarding which persons have primary/joint legal/physical custody of the student and any change regarding the authority of HCS to release the student to the persons designated above. Additionally, I/we promise to notify HCS immediately **in writing** of the existence of any custody dispute involving the child, including any custody dispute existing at the time of this Agreement. I agree to provide all current court orders pertaining to custodial rights to the HCS office.

I agree to meet my financial obligations as indicated above and as due. I understand that the application, commitment/registration, curriculum, testing, and technology fees are non-refundable. Further, if the curriculum fees, technology fees, and initial tuition payment are not paid as due, HCS reserves the right to withdraw my child. I also agree to volunteer my time and talents on a regular basis and/or as requested, including attending Parent-Teacher Fellowship (PTF) meetings and participating in the Parent Support Credit program as outlined in the Parent Student Handbook. I understand that all tuition and fees (lost or damaged text or library books, lunch, elective sports, unworked PSC hours, etc.) are required to be paid up-to-date prior to my child attending HCS any subsequent year. I agree to pay for any school property damage or loss caused by me or my child. Final grades will be held until all accounts are paid in full. If my student is voluntarily withdrawn or expelled mid-semester, tuition for the remainder of that semester is required.

I understand that I am responsible for any collection costs incurred in securing payment on my account if it becomes delinquent, including those in the collection process. Further, I understand that I may be contacted by email, phone call, and/or text message to any number in the student file. If the past due account is assigned to a third party collection agency, a collection fee equal to 50% of the unpaid balance will be added to the account. I agree to pay any attorney fees or other legal fees incurred in the collection process.

If I need to withdraw my child during the school year, I understand a written or electronic notice must be provided. Further, I understand that my account will continue to be charged until notice is submitted and all financial obligations have been met. I understand that attendance for any part of a semester requires payment for the entire semester, except when moving out of the area. I understand that my student's records will not be released until our account is paid in full.

I give permission for my child to take part in all school activities, including athletics, clubs, and school-sponsored trips away from the school premises, and absolve the school from liability to me or my child because of any injury to my child at or during any school activity.

I understand that during the course of the school year, my child's likeness or the likeness of any member of my family may be captured in photographs or video. I agree to allow Heritage Christian School to use photographs or video footage of my child or family for promotional purposes, with the understanding that names will not be associated with pictures without my expressed consent.

I give permission for information regarding my child's medical condition, treatment and/or allergy to be shared with staff, faculty, and coaches as needed. If my child is in need of immediate medical attention and I cannot be contacted, I give permission for any necessary treatment by medical personnel. I also waive and release HCS from any liability in regards to this circumstance. HCS has recommended to me that my child have health insurance, and I understand that I am financially responsible for any necessary medical treatment.

*I have read, understand, and agree to be bound by this Agreement and the policies and standards contained in the Parent Student Handbook. I have also reviewed the policies and standards with my child, and I will be responsible to make sure that my child and I will follow the policies and standards in the Parent Student Handbook. Further, I understand that these policies are subject to change.*

**Both custodial parents must sign even if separated/divorced or submit legal documentation.**

Custodial Father's Signature \_\_\_\_\_ Date \_\_\_\_\_

Custodial Mother's Signature \_\_\_\_\_ Date \_\_\_\_\_



**STUDENT COMMITMENT**

*I have completed this form in my own words and handwriting. I have reviewed the Parent-Student Handbook (available online and in the school office) and agree to follow the policies and standards contained in it.*

*I understand that Heritage Christian School is committed to the teachings and principles contained in the Bible and is dedicated to the glory of God. Further, I understand HCS has high expectations for all students, including spiritual, academic, physical, and emotional development, and the school's desire is for me to achieve my God-given potential and to impact the world for Christ.*

*I understand that Heritage Christian School promotes a Biblical worldview based on its Statement of Faith. While students are always encouraged to ask questions about beliefs of Biblical faith and other faiths, it is not permitted to actively promote a worldview outside of what HCS endorses through its foundational beliefs as outlined in the Parent-Student Handbook.*

*The behavior of every HCS student directly affects the reputation of the student, his/her family, HCS, and the Lord Jesus Christ. Thus, and in keeping with HCS' high standards, the school places a strong emphasis on behavioral standards and good attendance, including being to school and class on time. Students at HCS are expected to put forth their best effort, respect authority, and honor God. Students are not to be involved in illegal/immoral activities, speak or act in an obscene/profane manner, or exhibit threatening/disruptive behavior.*

*My signature below is an acknowledgement that I understand the nature of the spiritual, behavioral, physical, and academic standards of HCS, and that I agree to be held accountable for any violations of these standards. My signature further evidences my desire to be a member of the Heritage Christian School student body.*

Student's Signature \_\_\_\_\_ Date \_\_\_\_\_

**Our Vision:**

**Students at Heritage Christian School will acquire wisdom, knowledge, and a Biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship, and worship.**