

HERITAGE CHRISTIAN SCHOOLS

Academy
Parent Handbook
2018-2019

Content *in* Christ

Heritage Christian Schools 2018-2019

I KNOW WHAT IT IS
to be in **NEED** *&* *to have* **PLENTY**
I have learned the
SECRET of being
Content
in *any* and *every* situation
whether well fed or hungry, whether living in plenty or in want
I can do all this through
HIM *who gives me strength* | PHILIPPIANS 4:12-13

Heritage Christian Schools
2401 Bernard Street
Bakersfield, CA 93306

Phone: 661-871-4545
Fax: 661-871-5627
Business Office: 661-871-4761

www.heritageschools.us

HERITAGE CHRISTIAN SCHOOLS

ACADEMY

PARENT HANDBOOK

TABLE OF CONTENTS

Statement of Faith	3
Philosophy of Education	4
Mission Statement.	4
Core Values	5
Vision Statement	5
Statement of Non-Discrimination.	5
Chapel	6
Curriculum	6
Classroom Sizes.	7
Entrance Test.	7
Enrollment.	8
Student Placement Policy	8
Scheduled Testing.	8
Homework Policy.	8
Homework Requests.	8
Library Media Center (LMC).	9
Grading Policy.	9
•Progress Reports	10
•Online Grades	10
•Academic Probation.	10
•Deficiency Notices..	10
•Grades in Question.	11
•Plagiarism Policy.	11
•Athletic Qualifications..	11
Parent/Teacher Conferences.	11
Academic Support Learning Center.	12
Educational Mediation Team (EMT)	12
Dress Code Policy.	12
•Uniforms.	12
•Free Dress Days.	14
Operational Information.	15
•Arrival of Students	15
•Dismissal of Students.	16
•After-School Program	16
Daily Schedule.	17

TABLE OF CONTENTS (Continued)

Absence/Truancy Policy	17
Leaving School during the School Day	18
Field Trips.	18
Discipline Code	18
•The Purpose of the Discipline Code.. . . .	18
•The Infractions	19
•The Process of Discipline.	19
•Misbehavior Outside the Classroom.. . . .	20
•Negative Influence with Classmates.. . . .	21
Parent Expectations..	21
Financial Information..	22
•Registration Fee.	22
•Tuition.	22
•Book Fees, Usage, and Responsibility.	22
•Payment.	22
•Late Charge for After School.	23
•Emergency Tuition Assistance Fund.	23
•Absences..	23
•Lunch Program.	23
•Early Withdrawal Policy	24
•Money at School..	24
Health Concerns.	24
Safety Concerns	25
Disaster Information.	25
• Unscheduled School Dismissal..	25
• Disaster and/or School Evacuation	26
North Parking Lot Procedures.	26
Security Cameras	26
School-to-Home Communications	26
Lost and Found	27
Miscellaneous	27
Parent Handbook Verification Form	28

STATEMENT OF FAITH

At Heritage Christian Schools (HCS), we believe:

- The whole Bible is the inspired and infallible Word of God, without error in the original writings, and is the supreme and final authority in all matters of faith and conduct.
II Peter 1:21; II Timothy 3:16
- There is one God eternally existing in three Persons: Father, Son, and Holy Spirit.
II Corinthians 13:14
- Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true God and true man. *John 1:1-2, 14; Matthew 1:18; Philippians 2:5-8*
- The Holy Spirit is a Person, is God, and is co-equal with the Father and the Son. He convicts the world of sin, righteousness, and judgment. He regenerates and indwells the believer. He is his constant guide and teacher, and the enabling power for victorious living and dedicated service. *John 15:26, 16:7-8, 13; Titus 3:5; Acts 1:8*
- Man was created in the image of God. He sinned, and thereby incurred for himself and the whole human race not only physical death, but also spiritual death which is separation from God. *Romans 5:12, 19; Genesis 1:26-27* (We believe and hold that the events recorded, and people named in the Genesis account of creation are history; that man is unique, in that he was created in the image of God; that he was created by a special act of God, both biologically and spiritually and not from any previously existing forms of organic life.)
- The Lord Jesus Christ died for man's sins, according to the Scripture, and all who believe in Him have the forgiveness of sins through His blood. *I Corinthians 15:3; Ephesians 1:7*
- Christ arose bodily from the dead and ascended into heaven, where He is now the believer's High Priest and Advocate. *I Corinthians 15:4; Hebrews 7:25*
- The imminent return of Christ from heaven will be personal and visible, and He will judge the living and the dead. *Acts 1:11; John 5:28-29*
- An individual becomes a child of God by being born of the Holy Spirit by the Word of God through a personal faith in Jesus Christ. *John 1:12-13; Titus 3:5*
- The church, instituted by Christ, consists of all true believers. The Great Commission to make disciples of all nations is the supreme mission of the church of this age.
I Corinthians 12:12-13; Matthew 28:19-20
- The ordinances of the Church are water baptism upon personal confession of faith, and the Lord's Supper in remembrance of Christ. They are, however, not to be regarded as means of salvation. *I Corinthians 11:23-26; Romans 6:4*
- A bodily resurrection of both the just and unjust will occur with a state of everlasting blessedness for believers and a state of eternal punishment for all unbelievers.
I Thessalonians 4:13-18; Revelation 20:11-15
- The Christian life is devoted to God, conforming to the teachings of the word, and dedicated to the service of Christ. *Romans 12:1-2*
- Because the Christian life is devoted to God, conforms to the teachings of the Word, and is dedicated to the service of Christ, HCS holds to the scriptural teaching that marriage is a covenant relationship intended to unite a man and a woman for life. At creation, God designed marriage for companionship, sexual union, and the birth and nurture of children. Sexual intimacy rightfully takes place only within marriage. Marriage is to be characterized by mutual love, faithfulness, and submission. Therefore, same-sex marriage and the unrepentant practice of homosexuality would be a breach from the teachings of Scripture, and thus a violation of this Statement of Faith. *Genesis 2:21-24; Leviticus 20:13; I Corinthians 6:9-11*

Students at HCS are exposed to these Biblical principles through our Bible curriculum, chapel times, and most importantly through the lives of the teachers and staff at school. We believe an exposure and awareness of these principles and the life values they teach are of critical importance in a child's life. However, students are never placed in a situation of mandatory decision-making nor are they pressured in any way, expressed or implied, into acceptance of these principles.

PHILOSOPHY OF EDUCATION

We believe in educating the whole child - spiritually, academically, physically, emotionally; equipping the child for life and its varied circumstances. Educating the child is equipping the child to process information spiritually (Statement of Faith), mentally, physically, and emotionally. Learning is not a goal within itself, but the child develops the skills needed to learn so that in any setting in life, he/she would have the skills to achieve.

In an atmosphere of discipline and love, we present academic skills and spiritual truths to the child. We believe the Bible is the supreme and final authority in all matters (Statement of Faith). All instruction is given in a Christ-centered environment by individuals modeling Christ and integrating the scriptures. *II Timothy 3:16-17*

Each child is recognized as an individual with individual needs and abilities. Material, whether it is spiritual or academic, is presented with respect to this uniqueness. Individual responsibility to parents, teachers, country, and God is taught and encouraged. Each child was created in the image of God (Statement of Faith). Each child is different, and that individuality is fostered. *Psalms 139:14*

We succeed in our task of educating the child if the child can interact positively with his/her peers, teachers, and parents. Education is not just for the classroom. Education is meant to equip the child with skills that transfer into all aspects of life (Statement of Faith). This is successful when the principles are not just internalized, but are interactive in life's experiences. *II Corinthians 13:11*

We succeed in our task of educating the child if the child experiences the love of Christ such that this world and our place in it are understandable and meaningful. The successful product of HCS is not the student who can just answer questions, but one who has the skill and learning experiences to find information, analyze data, solve problems, and make proper choices in life. *I Timothy 4:12*

MISSION STATEMENT

HCS's mission is to educate the *whole child* - spiritually, academically, physically, and emotionally; equipping the child for life and its varied circumstances. Each child is recognized as an individual with individual needs and abilities. We rely on God and His teachings and strive for academic excellence.

CORE VALUES

In order for HCS to create an educational institution that impacts a child in all areas of his or her life, the following set of guiding principles and values will guide the school's practices in fulfilling its mission:

We **CARE** for our students.

- C** – HCS will **CHALLENGE** students to **CHOOSE CHRIST** as the center of their lives, and grow them and our school in the Lord.
- A** – HCS will **ACHIEVE** a safe and encouraging environment which provides the opportunity for academic excellence while meeting the individual needs of our students.
- R** – HCS will **REACH** beyond the boundaries of our school to partner with parents and to minister to our community.
- E** – HCS will **EVALUATE** today based upon yesterday's experiences and tomorrow's dreams.

VISION STATEMENT

Our mission to educate the whole child – spiritually, academically, physically, and emotionally – is evidenced by students integrating and exemplifying our vision and learning results. If HCS serves its students effectively:

- HCS students will be **Christ-like** in attitude and action.
- HCS students will be academic achievers who, through ability and effort, are **capable** for life and work in the 21st century.
- HCS students will be **cooperative** workers and leaders skilled in teamwork and social skills.
- HCS students will be **courteous** and respectful of others, self, and property.
- HCS students will be decision-makers, **cognizant of choices and consequences**, using their own principles and the appropriate counsel of others to guide them.
- HCS students will be **critical thinkers**, ready for the analysis, evaluation, and synthesis necessary for life in the 21st century.
- HCS students will be **committed** to attaining and maintaining a life-long passion for learning and using that learning/passion to help others in the community.
- HCS students will be effective **communicators**, both oral and written, fully utilizing new technology.

STATEMENT OF NON-DISCRIMINATION

HCS does not practice any form of discrimination expressed or implied in regard to race, color, creed, religion, or ethnic origin. This policy is held in accordance with the beliefs of Heritage Bible Church (*Romans 2:11* - "There is no preferential treatment with God."), in accordance with the moral conscience of the School Board, and in compliance with the directives of the Association of Christian Schools International (ACSI).

CHAPEL

Chapel is held once a week. The purpose of Chapel is to provide students with a worship experience meaningful to them through music, drama, speakers, and student participation. The Chapel program may be presented by the administrators, the students themselves, the teachers, guest speakers, youth pastors, guest musicians, or persons from the community. Several Chapel programs throughout the year emphasize the overall theme of the school year.

CURRICULUM

HCS meets the California State Education code requirements and is registered with the State Department of Education. We are affiliated also with the ACSI and therefore meet additional requirements. Our curriculum attempts to meet or exceed the prescribed curriculum of the State of California and the ACSI. The Western Association of Schools and Colleges and the ACSI have approved our curriculum guides and scope and sequence. Many textbooks used are current state-adopted texts used in California public schools. Some publications not used in public schools are used when those texts better meet our Christian philosophy.

- BIBLE:** The Bible curriculum is designed to meet spiritual needs of all students, presenting the truth of the gospel at the level that is best understood.
- READING:** Group and individual work (Kindergarten -1st), basal readers, workbooks, supplemental readers and literary works are used to teach reading. While a broad range of methods is employed, the main emphasis is still a phonetic approach to reading. Spelling, grammar, and writing skills are part of the Reading/Language Arts curriculum.
- SPELLING:** Spelling workbooks are used to teach spelling by word families, phonics' rules and as sight words. Spelling is a required subject 1st - 6th grades. Kindergarten employs a less formal approach to spelling.
- ENGLISH:** Kindergarten English consists of listening and sharing. English texts emphasize grammar, writing proficiency, and listening skills for 1st - 6th graders. In addition, a strong component in this area is oral communication skills as evidenced by school involvement in speech competitions.
- MATHEMATICS:** Math workbooks and textbooks are used to develop math concepts, reasoning skills, and computation skills. Word problems, math projects, and math games are also employed to teach and reinforce critical thinking skills.
- SOCIAL STUDIES/
HISTORY/
SCIENCE:** These subjects are taught by content specific units in grades Kindergarten with supporting curriculum. Textbooks are used in grades 1 - 6. Social Studies and History have a strong geography component at every grade level. Science is taught as a process, integrating the scientific method with critical thinking skills.

PHYSICAL EDUCATION:	A twice weekly class (Kindergarten - 6 th) consists of age appropriate development skills, game skills, and team sports.
MUSIC/VOCAL:	A twice weekly class (Kindergarten - 6 th) consists of music theory, appreciation, and performance skills. Programs are planned and performed periodically throughout the school year.
COMPUTER:	Heritage Christian utilizes BEYOND Technology Education curriculum. The curriculum consists of 4 units: Microsoft PowerPoint, Word, Excel and Publisher. Kindergarten - 6 th grade students have the opportunity to participate in a computer class once a week. Our goal is to guide students on how to use the computer as a tool for school work, research and lifelong learning.
ART:	Basic elements of art instruction and art appreciation are taught by parent volunteers through specific art projects. Art is integrated into the curriculum by the classroom teacher.
BAND:	Optional instrumental instruction and performance are available to 4 th - 8 th grade students at different interest and ability levels.
CHOIR:	Optional vocal instruction and performance are available to 1 st - 8 th grade.

CLASSROOM SIZES

It is the desire of Heritage Academy to keep classroom size to 26 students for the benefit of the teachers and the students. The guideline we follow for class size limits are:

- Kindergarten through 2nd grade = 21 students
- 3rd grade through 6th grade = 26 students

The HCS Board reserves the right to make exceptions to these limits under certain circumstances.

ENTRANCE TEST

Testing is done to determine if HCS is the educational facility best able to meet a child's academic needs.

Tests used are:

- Wide Range Achievement Test (WRAT 3)
- Kindergarten through Junior High uses Mini-Battery of Achievement

All new students are probationary for the first six (6) weeks. Students testing 1½ to 2 years below grade level will be accepted into our program only as parents are willing to provide opportunities for intervention. Test results are not used to label a child but are used as an indicator of achievement, potential, and learning style. Parents will be informed as to the results of the testing.

ENROLLMENT

To enroll in Kindergarten at HCS, students must be five years old by September 1st of the year of entry.

State policy stipulates that kindergarteners and new students receive all required immunizations prior to their first day of school in August. HCS must receive official verification of required immunizations. **If required documents are not on file at HCS by the first day of school, the student will not attend class.**

STUDENT PLACEMENT POLICY

When enrolling a student, parents may request a "Teacher Request" form from the front office to request a certain teacher for the student. However, the final placement lies with the administration, which will make a decision that is best for the student, teacher, and other students.

SCHEDULED TESTING

- 1st through 6th grades: Terra Nova 3, Spring
- 2nd through 6th grades: 8th In-View (Terra Nova Series), Spring

HOMEWORK POLICY

- Homework ideally teaches the student responsibility and discipline while reinforcing concepts taught in the classroom.
- The amount of time a student spends on homework is influenced by many factors: efficient use of class time, focused concentration while doing the work, personal standard for doing the work, understanding of the concepts. Keeping in mind individual task performance, standards and understanding, the following schedule is a guideline:
 - 1st – 2nd grades – Packets are given on Monday, returned on or before Friday.
 - 3rd – 6th grades – Monday, Tuesday, Thursday, and Friday (optional) – 30 – 90 minutes each homework time.
- Minimal homework is given on Wednesday night.
- Students are responsible for unfinished class work, on any night assigned, in addition to homework. Unfinished class work is work that reasonably should have been finished during the class period.
- Long-term projects need to be scheduled by the student into the regular home study period. Failure to do so can result in large blocks of time being needed to complete the project immediately preceding the due date.

HOMEWORK REQUESTS

Homework may be requested for any day that a student is absent by calling the school office by 10:00 a.m. of that day. The homework will be ready, in the front office, by the student's normal dismissal time.

LIBRARY MEDIA CENTER (LMC)

- Students may check out books from the LMC for two weeks. The book may be renewed for an additional two-week period.
- Students may have only three holdings checked out concurrently unless other arrangements have been made with the LMC teacher.
- If an item is overdue, there is a fine of \$.10 a day charged for each day school is in session.
- Students are responsible for holdings in their care. Holdings must be replaced if heavily damaged, lost, or destroyed. The cost is the replacement value of the item, a processing fee, and accumulated fines.
- At the end of each quarter all overdue LMC materials must be turned in. If materials are not returned the replacement cost of said materials and overdue fines will be billed to your FACTS account.

GRADING POLICY

The grade a student earns is determined by the student's work and progress. The teachers of HCS are honest and fair in the assessment of each student. They are sensitive to the individual needs and feelings of the students. We strive to work together as a team in the education of the child, presenting a complete picture of a student's achievement.

The grading policy is as follows:

- A – A student is consistently working at or above grade level. The student is responding to the challenge of more difficult and/or additional work and/or has shown a great deal of personal academic growth.
 - B – A student is consistently doing grade level work quite well and/or is showing good personal academic growth.
 - C – This grade indicates adequate understanding of grade level material and good performance on most work completed. Acceptable personal growth is shown in this grade.
 - D – A student is struggling with grade level work. This grade is a sign of inadequate performance and/or difficulty with grade level material. A student may need to be motivated to an acceptable level of academic progress.
 - F – This grade is given when a student is doing work which is below grade level and/or is working poorly or inconsistently while expending little or no effort.
- "+" – This mark shows extra performance and/or effort within the letter grade.
"- " – This mark shows a lower level of performance and/or effort within the letter grade.

Letter grade	Percentage	Point value for G.P.A.
A+	100 – 97	4.5
A	96 – 93	4.0
A-	92 – 90	3.7
B+	89 – 87	3.5
B	86 – 83	3.0
B-	82 – 80	2.7

Letter grade	Percentage	Point value for G.P.A.
C+	79 – 77	2.5
C	76 – 73	2.0
C-	72 – 70	1.7
D+	69 – 67	1.5
D	66 – 63	1.0
D-	62 – 60	0.7
F	59 and below	0

- A student's Grade Point Average (G.P.A.) is based on the mean (average) for academic subjects.
- Other factors that can affect grades are class participation, effort, personal progress, and attendance.

Progress Reports

Our online grading program called RenWeb generates progress reports. Parents receive weekly gradebooks updates emailed every Sunday night.

Online Grades

Grades will be posted weekly for students in 2nd through 6th grade on RenWeb. Password and usernames are the same as ones used for registration.

Academic Probation

A student is placed on academic probation when:

- His/Her G.P.A. is below 1.7.
- The student is working significantly below his/her potential.
 - A student placed on Academic Probation has nine (9) weeks in which to significantly improve his/her grades.
 - Participation in any extra-curricular, school-related activities such as sports, assemblies, special events, or school privileges are prohibited while a student is on academic probation. (Note: Students with a G.P.A. lower than a C- average are not allowed to participate in sports.)
 - Failure to improve grades may result in one or more of the following, exercised at the discretion of the administration:
 - Further academic probation.
 - Testing, and pending results of testing, classroom adjustments or curriculum accommodations are made.
 - Grade level change.
 - Dismissal from school.

Deficiency Notices

A student is deficient if they are earning a “D” or “F”. The result of a deficiency at mid-term is as follows:

- The teacher will complete and sign a deficiency notice, which states deficient subject, grade, cause(s) of deficiency, and possible remedial actions to be taken.
- Administration will review deficiency notice.
- Student will sign deficiency notice.
- Deficiency notices will be sent home with student.
- Parents will sign and return the notice to the classroom teacher.

Changes in student performance or deficient work may be noted and monitored through weekly Parent Signed Notes (PSN). A “D” or “F” may appear on a report card if, after progress reports and deficiencies are sent out, a student’s work deteriorates to a deficient level. In such cases, parents will be informed prior to receiving the report card.

Grades in Question

Report card grades may be discussed with the teacher. Parents may request a notation be placed in a child's cumulative folder that a grade was questioned. However, actual grade cards will not be changed.

Plagiarism Policy

Administration will address plagiarism (academic dishonesty) with the teacher to determine consequences.

Plagiarism is a form of stealing intellectual property. It is stealing another person's words or ideas and using them as his/her own. This includes copying a peer's work, taking ideas or words from an author, or anyone other than the student doing the homework. The Modern Language Association (MLA) standards state that any four-word-long (or greater) section of text that is used from another source needs proper citation. Additionally, any idea that is summarized/paraphrased from a source in the student's own words must mention the source's name to officially give credit where credit is due. Plagiarism is against the law, and is a direct form of dishonesty and lying. Our hope is that students will act in honesty like Job "...and that man [Job] was blameless and upright, one who feared God and turned away from evil." – Job 1:1

Consequences will range in severity, given each situation. The administration and teachers will confer together to determine a consequence in which the student may realize their wrong doing, yet still extend grace. Parents will be informed, either by administration or teacher of the situation. Consequences may include, but is not limited to, having a student redo their work, assignment of extra work in addition to the redo (to reinforce a concept that might have been lost), having a student articulate in writing why plagiarism is wrong, and relocating a student's desk.

Athletic Qualifications

- Students must have a C- average or above on progress reports and report card.
- Eligibility will be ascertained and evaluated at the end of each grading period (progress report or report card accordingly).
- The Athletic Director assumes responsibility for notification of an athlete's ineligibility.
- If a student falls below a C-average at the end of a grading period, he or she cannot participate in any school sport until a C-average is achieved.
- Once a student's G.P.A. is achieved, the student may resume playing for the school until that grading period ends.
- During a student's ineligibility, he or she is expected to participate in all practices and attend all games as a member of the team.

PARENT/TEACHER CONFERENCES

- Parent/Teacher conferences for all K – 6th students are scheduled after the first and third quarters.
- Additional conferences may be requested by parents, teachers, and/or administration. The student's attendance at these meetings may be required.

ACADEMIC SUPPORT LEARNING CENTER

HCS supports a Learning Center to help those students who may need additional help academically. The Learning Center is designed to provide intense tutoring during a specific period of the school day. Students participate in one-on-one or small group tutoring sessions during this period. Teachers in the Learning Center work with students to provide support in specific areas. Students may attend from one to five times weekly. There will be an additional charge for this service, determined by the number of sessions a student is enrolled. A contract will be provided by the Heritage Learning Center. It will require a parent/financially responsible party signature. Once it is received back, the amount will be billed monthly to your FACTS account.

EDUCATIONAL MEDIATION TEAM (EMT)

The EMT is made up of administrators and the staff who work in our Learning Center Services department. They serve as a mediation team between teacher and parent(s) in regards to a student's academic or behavioral performance.

The EMT's role in retaining students:

- Teachers are to contact EMT concerning students who might need to be retained.
- The EMT will meet and determine if a student should be retained.
- If the EMT decides that retaining a child is not necessary, the committee may suggest other measures to help the child reach grade level. These measures include summer school or summer tutoring and/or required attendance at the Learning Center during the course of the next year.
- Members of the EMT will meet with the teacher and parent(s) to recommend retaining the student or to suggest other measures.
- Teachers are involved in making the initial recommendation and will participate with the EMT members and parent(s) in making the final decision. However, teachers are not responsible for making a decision to retain a student, either on their own or between them and the parent(s).
- If parents are unwilling to follow the direction or suggestions of the EMT, their child will not be allowed to attend HCS the following year.

DRESS CODE POLICY

Uniforms

Students are to be in uniform *from the first day of school*.

The following uniform options are required for students to adhere to:

- **Shirts**
 - Long-sleeved or short-sleeved polo – black, red, or white (polo shirts embroidered with the Heritage logo available through Bancroft Uniforms)
 - Undershirts are not to be imprinted with any logo or design that shows through the outer shirt
 - Long-sleeved undershirts worn under short-sleeved polos must be the same color as the polo

- **Sweaters and sweatshirts**
 - Sweater – black, red, or white cardigan
 - Sweatshirt – black, red, white, or Heritage logo

- **Outerwear**

Outerwear, such as a coat, raincoat, or jacket, is a garment worn over the uniform during cold or inclement weather. These items may have different logos or insignias on them as long as they are appropriate and not contrary to the values of Heritage. If a coat is determined to be inappropriate, the school office will provide a sweatshirt for the student or a call will be made to the parents/guardians. Please note that sweatshirts are **NOT** considered outerwear and must comply with the standards listed above in the sweaters and sweatshirts section.

- **Shoes and Socks**

Shoes are to be in good to fair condition and not falling apart. All shoes must have a back strap. No high heel shoes, flip flops, or sandals without back straps are permitted. Boots are acceptable to wear, including Ugg or similar boots. Ankle socks of all colors are acceptable to wear. Crew and knee high socks (i.e., any socks above the ankle) are permitted, but must be solid school colors (black, red, or white).

- **Girls**
 - Skirt – plaid with box pleats (only available through Bancroft Uniforms)
 - Skort – black or khaki twill with side pleats
 - Culottes – plaid with kick pleats (only available through Bancroft Uniforms)
 - Jumper – plaid with kick pleats (only available through Bancroft Uniforms) or khaki twill
 - Shorts – steel grey (only available through Bancroft Uniforms), black, or khaki twill walking shorts (no cargo)
 - Capris – khaki twill
 - Pants – steel grey (only available through Bancroft Uniforms), black, or khaki twill (no cargo)
 - Shorts (walking or biking) must be worn under skirts and jumpers (not visible)
 - Tights/leggings in solid school colors (black, red, or white) may be worn under skirts and jumpers

- **Boys**
 - Shorts – steel grey (only available through Bancroft Uniforms), black, or khaki twill walking shorts (no cargo)
 - Pants – steel grey (only available through Bancroft Uniforms), black, or khaki twill (no cargo)

The following guidelines apply to all school days – *uniform and free dress*:

- Makeup is not to be worn in grades K – 6th. Makeup standards apply at all times, including extracurricular activities such as sports and other school sponsored events.
- Unusual hair styles, cuts or colors that are distracting shall be banned. Only natural hair color and style are acceptable. (No hair extensions, feather, tinsel, or other unnatural features are allowed.) Hair styles and length that appear unkempt are prohibited. Appropriate length of hair for boys will not exceed one inch over the ears or below the nape of the neck and should not fall below the eyebrows.
- Jewelry is to be moderate. Articles resembling animal collars are not to be worn.
- Pierced ears are acceptable for girls only. No other type of body piercing is acceptable for either gender. Male students may not wear earrings of any type.
- Tattoos (permanent or temporary) are not acceptable.
- No artificial nails of any kind are to be worn.

- It is not a violation of school dress code rules if a student does not tuck in his or her shirt.
- In order to determine the appropriate length of a garment, the hemline of the garment must be no higher than four inches from the top of the knee (please note that this does not apply to HCS Sports Program uniforms). The administration may also determine an article to be “too short” if it rides up to an inappropriate length as the student sits and/or walks.
- Pants are to ride at the natural waistline and may not sag. If pants do not ride at the waist, a belt is required.
- Undergarments are not to be showing.
- All uniform pieces shall look well-kept with no holes or tears. Patches may be used for pants in the same color as the uniform piece.
- Students are permitted to wear approved clothing associated with all Heritage extra-curricular activities (such as Chess Club, Science Club, HCS Sports Program, etc.) only on game days or club days.
- Hats and sunglasses are not to be worn at school, unless for medical reasons. Beanies are permitted in December and January (outdoors only).
- Students are permitted to wear hoods when outdoors, but must be removed when indoors.

Uniforms can be purchased from vendors chosen by the school (see school website for vendor information and school uniform sale dates).

A limited supply of uniform clothing will be kept in the school office for students who soil their clothes. HCS cannot guarantee that there will be a garment available for the student. If a student borrows a garment, the article must be laundered and returned to the school within the next five school days or the school reserves the right to charge the parents’ account for the replacement cost of the article.

Free Dress Code

There are various Free Dress Days during the school year. Students may choose to wear uniforms on Free Dress Days, but are not required to. GIRLS are to wear skirts, culottes, split skirts, dresses, jeans, pants, or shorts that are appropriate (see stipulations above). All blouses, shirts, and dresses must have a shoulder seam width of at least one (1) inch. Tops must be long enough to cover midriffs during normal activities. BOYS are to wear pants, jeans, or shorts that are appropriate (see stipulations above). Pants are to ride at the natural waistline and may not sag. If pants do not ride at the waist, a belt is required. Shirts may be T-shirts, polo shirts, or button-down.

We realize fashion may dictate availability of appropriate clothing. Yet, current trends cannot be followed when good taste and modesty are lost. This standard will be enforced so that parents, students, and staff will take pride in the daily atmosphere of the campus.

Though not an inclusive list, the following are determined inappropriate on Free Dress Days:

- Sun dresses, tank tops, or tops with shoulder seams less than one (1) inch wide.
- Half-shirts or any clothing that bares the midriff area during normal activity or when arms are raised.
- Cut-offs (un-hemmed) jeans.
- Pajamas are not permitted (unless for a special class Pajama Day).
- Mid-thigh sportswear that is excessively tight, short, revealing, or suggestive.

- Leggings, spandex articles, or tights worn as pants.
- Any item that makes a design statement or is imprinted with subject matter considered to be libelous, obscene, scandalous or which in any way relates to alcohol (including beer) or drugs, to rock groups or stars, skulls or death.
- Clothing that is torn or tattered.
- Transparent or fishnet clothing.
- High heel shoes, flip flops, or sandals without back straps.
- Clothing identified with current gang attire (at the discretion of school administration).
- Spandex athletic sport shorts cannot be worn as the outer, primary part of any clothing. Spandex shorts can only be worn underneath clothing.
- HCS reserves the right to prohibit any clothing that promotes television shows, movies, events, or products that do not support the values of Heritage.

The dress code will be strictly enforced.

For students who do not adhere to the above requirements:

- A Dress Code Violation Slip will be sent home with the student to be signed by a parent/guardian and returned to the Front Office the following school day.
- If deemed necessary, a phone call will be made to a Parent/Guardian to bring a change of clothing for their student.
- Please note that a student can also be brought home to change, but any time missed from class will be considered absent from school and time and all missed work will need to be made up by the student.

OPERATIONAL INFORMATION

We adhere to the calendar set forth by the city and county public schools with the exception of our designated staff in-service days and last day of the school.

Arrival of Students

- The school grounds open at 7:30 a.m. Students are not supervised on school grounds before 7:30 a.m.
- All students report to the Main Playground from 7:30 – 8:05 a.m. At 8:05 a.m. K-2nd grade students remain on Main Playground and 3rd-6th are escorted to the Sports Field.
- Inclement weather: All students report to the LMC from 7:30 – 7:45 a.m. and then are escorted to the following locations according to the times outlined:

Kindergarten	7:45 – 8:25 a.m.	Turtle Beach (Rm. #43)
1 st – 2 nd	7:45 – 8:25 a.m.	LMC
3 rd – 6 th	7:45 – 8:25 a.m.	Gym

- HCS never operates on a foggy day schedule.
- School hours are always the same except for early dismissal on teacher in-service ½ days, during Parent/Teacher Conference, the day before Christmas Break, the day before Easter Break, and the last day of school.

- Students are not permitted in classrooms before school begins, except by parent request and only if the teacher is in attendance.
- Parents are asked not to be in the classroom before or after school unless the teacher has been notified.
- Students arriving late to class are considered tardy and must obtain a tardy slip from the office before being admitted to class.

Dismissal of Students

Please do not ask your child to be picked up in any area other than the area designated for his/her grade level.

Dismissal Areas:

- **Kindergarten** students are escorted to his/her parent's car in north parking lot between 2:20 p.m. and 2:30 p.m. if parents are waiting in the drive-through lanes. The driver must remain in the car. Kindergarten students not picked up by 2:30 p.m. will go to the Main Playground with After-School staff and sign out will take place at the north end of the Main Playground. At 3:00 p.m., they will be walked to Turtle Beach (Room #55) and sign out will take place in the Front Office.
- **1st – 2nd grades** go to the Main Playground from 2:30 p.m. to 3:00 p.m. Parents will sign out their children at the north end of the Main Playground. At 3:00 p.m., they will be walked to the LMC for the After-School program and sign out will take place in the Front Office.
- **3rd – 6th grades** go to the Main Playground from 3:00 p.m. to 3:30 p.m. Students can be signed out at the south end of the Main Playground. At 3:30 p.m., remaining students will be walked to After-School (Rooms #30 & #31) and sign out will take place in the Front Office.
- Parents picking up **both upper and lower grade** students after 3:00 p.m. may sign out all students from the Front Office, eliminating the need for two stops.
- In inclement weather the drive-thru pick-up will not be available. Please sign out your student(s) in the office. The following is the HCS After-School Rainy Day schedule:

Kindergarten	2:30 – 5:30 p.m.	Turtle Beach
1 st – 2 nd	2:30 – 4:00 p.m.	Academy LMC
	4:00 – 5:30 p.m.	Turtle Beach
3 rd – 6 th	3:00 – 4:00 p.m.	Rooms #30 & #31
	4:00 – 5:30 p.m.	Turtle Beach

After-School Program

The After-School program is available until 5:30 p.m. each school day. Students participate in activities, crafts, or homework. After-School sign out will be in the Front Office for all grades.

Kindergarten	3:00 p.m. – 4:00 p.m.	Turtle Beach (Room #55)
1 st – 2 nd graders	3:00 p.m. – 4:00 p.m.	Academy LMC
3 rd – 6 th graders	3:30 p.m. – 4:00 p.m.	Rooms #30 & #31

Snack will be provided at 4:00 p.m. for all students remaining in the After-School program. After 4:00pm students will be in the Main Academy Playground, LMC or Turtle Beach.

ALL AUTHORIZED ADULTS MUST SIGN THEIR CHILD OUT WITH THE FRONT OFFICE PERSONNEL BEFORE REMOVING THE STUDENT FROM CAMPUS.

DAILY SCHEDULE

Time	K - 2nd	3rd – 6th
7:30	Campus Opens	Campus Opens
8:25	School Begins	School Begins
9:45 – 10:00	Recess	
10:05 – 10:20		Recess
11:30 – 12:15	Lunch / Recess	
12:00 – 12:45		Lunch / Recess
2:20	K Dismissal	
2:30	1 st & 2 nd Dismissal	
3:00		Dismissal

ABSENCE/TRUANCY POLICY

- When a student is out of school for any reason, please notify the school office. If your child has a communicable disease, the school must be informed.
- Truancy is defined as excessive absences with no parent or physician excuse or absences exceeding what is reasonable to successfully complete all grade level work.

In order to insure a student completes with competency the course work for each grade level, the following truancy policy and procedure will apply:

- A student is considered truant after the 14th day of absence in any given school year. An absence that does not contribute to the number of truancy days is:
 1. Absence is excused with a note from physician
 2. Chronic illness (Valley Fever, Mono, Seasonal Asthma, Epstein-Barr)
 3. Childhood illness (e.g., Chicken Pox)
 4. Court appearance
 5. Death/Funeral of family member
 6. Suspension
 7. Family trip with administration notification and clearance
- After the 14th day of absence, the parents are notified by letter that the student is considered truant and a copy of the letter is placed on file. After the 17th day of absence, a parent conference is required for continued attendance. After the 20th day of absence, the truant student is released from HCS.

LEAVING SCHOOL DURING THE SCHOOL DAY

- All students removed from school during regular class hours, including lunch, must be signed out in the school office by an authorized adult and signed back in by an authorized adult, if the student returns to school on the same day.
- Parents must notify the office when a student is leaving school with any person, other than those included on the student's authorized pick-up list.
- Parents of peers not included on the pick-up list are not permitted to take students off campus before a sporting, or any other event unless the school office has been notified that they have permission.
- Student absences will be noted and recorded by the school. California truancy policy asks that all schools record undue unexcused absences.

FIELD TRIPS

- Kindergarten – 1st grade do not take field trips off campus.
- Grades 2nd – 6th can take a maximum of four per year and minimum of two – each to be cleared by the administration.
- A signed permission slip for each child must be returned to the teacher before the event.
- If taking cars, teachers should secure enough licensed, insured parents to drive. Assigning cars, completing the Transportation Calling Tree, securing the driver's insurance information, and monitoring student behavior on the trip are the teacher's responsibility.
- All children and adults are to be secured in a passenger seat restraint.

DISCIPLINE CODE

The Purpose of the Discipline Code

The following Discipline Code is put into effect so that all HCS students can experience an excellent education in an atmosphere of safety, respect, and one which is representative of Christian values. Every student has the right to learn to his or her fullest capacity and every teacher should be allowed to teach with as little behavioral disruption as possible. Therefore, the following Discipline Code is in effect to insure both a student's right to learn and a teacher's right to teach.

The Discipline Code is as specific as it can be, but not inclusive of all the possible infractions and subsequent consequences. The code presents a process that will be applied to all students in regard to continuing misbehavior. The purpose of the Discipline Code is two-fold: to discipline students for unacceptable misbehavior and to influence the heart of the student toward a positive respect for HCS and individuals on campus. If in the process of implementing the Discipline Code, it is apparent that a student's heart, attitude, and behavior has or has not changed, the Administrator is then free to change the measure of any and all consequences.

In all disciplinary situations, the administration reserves the right to respond to all concerns in the manner most likely to produce the best results for the students, their families, and the school ministry.

The Infractions

Following are a few of the infractions that serve as a guide for students and parents. It is not to be assumed that this is an all inclusive list.

Students shall be:

- respectful to teachers and others in authority.
- attentive in the classroom and any other school setting.
- cooperative with teachers and other staff.
- respectful of school property and personal property of adults and peers.

In addition, students will not be allowed to:

- intimidate other students either physically or verbally.
- sexually harass other students on or off campus.
- fight with other students, or give the appearance of such behavior.
- use foul or obscene language.
- cheat or allow others to cheat from their work.
- make threats to other students or staff, whether real, implied, or spoken in jest.
- chew gum on campus.
- purposely disregard the dress code.
- passively or actively defy anyone in authority.
- take any item that does not belong to him/her. If a student should discover an item on school grounds that does not belong to him/her, he/she will take it to the office.
- possess any drug, drug paraphernalia, intoxicants, tobacco, alcohol, knives, or weapons on campus or any school event. (Suspension or immediate expulsion is the most likely consequence in these situations.)
- bring to school chains (carried or worn), ear rings (boys), matches, lighters, pornographic materials, laser pointer, radios, disc players, iPods, electronic games, or toys. (An exception would be if a student has been given permission by the teacher, i.e., for sharing.)
- say or do anything demeaning to others.
- possess fireworks on campus or at school events.
- use any computer to access pornographic or unacceptable web sites.
- use any cell phone, tablet or smart devices while on campus during the normal hours of a school day. (In the event of this violation, any such item will be taken from the student and stored in the school office. Only a parent will be able to retrieve the item.)

Students are expected to adhere to the Discipline Code whether they are on campus or attending a school-related function off campus.

The following sections describe the process of discipline for misbehavior demonstrated in and out of the classroom.

The Process of Discipline

As much as possible, the teacher will handle classroom discipline. The administration will also be actively involved with discipline. Chronic misbehavior in the classroom will result in the application of a classroom disciplinary process such as pulling cards with graduating consequences. Some of these consequences include: time-outs (isolation from other students), revoking of privileges (recesses, lunch in cafeteria, and participation in special events), or work restitution.

If none of these consequences work, the parent will be contacted by the teacher. It is the teacher's decision whether the parent should be called according to the student's infraction. Should the teacher-parent contact not stem the child's misbehavior, the student will be sent to the Principal. In some cases, it may be the best judgment of a teacher to send a student directly to the office bypassing contact with the parent.

The Principal has several options while working with a student to help him correct his behavior. The first option is to call home and work out a discipline plan with the parents. If this is unsuccessful and the student continues to misbehave, then either an in-house or home suspension will be enacted. During an in-house suspension, the student is taken out of class for a day and relegated to the office to do class work. The student will lose all recesses, P.E., computer, music, or band time. Lunch must be eaten in the office. There will be no more than three in-house suspensions given per quarter.

When a student is assigned a home suspension, he will not be allowed to come to school for one, two, or three days, nor will he be allowed to participate in any school-related events off campus. School work will be picked up in the office by a parent or HCS sibling. Homework must be completed and turned in on the student's first day back on campus. If the work is not completed or turned in the first day of his return, the student will receive a zero. The work completed and turned in cannot receive a grade higher than 70%. Part of the penalty of a home suspension is a reduced grade in all subjects for the day(s) of suspension.

There is no exact number of suspensions (in-house, home) before an expulsion is issued. Each student will be dealt with on a case-by-case basis. Please note that although a process of dealing with behavioral misconduct is somewhat outlined above, at any time according to the incident or corresponding parent response, a student may receive an immediate suspension or expulsion by the Administration. A student who has been expelled cannot return to HCS.

Misbehavior Outside the Classroom

Misbehavior on the playground, at lunch, or after school has a process of graduating consequences. Students who misbehave during these times will be disciplined according to what they have done. Aides and other staff supervising children during these times are fully authorized to discipline children who have behaved inappropriately. If the offense is not too serious, they will be relegated a time-out. Inappropriate play, disrespect of others, and unwillingness to follow the rules are some of the offenses that will cause them to be placed on the time-out bench. If they break other more serious rules, like fighting or using foul language, they will be sent to the office for discipline. Slips will be made out on all offenses that determined their office visit.

The following criteria are established for these infractions:

- If the student persists with misbehavior, a full day in-house suspension will be assessed.
- If a student persists after a full day in-house suspension, a home suspension could be required.
- In the midst of these suspensions, a strict disciplinary contract may be written.

Negative Influence with Classmates

If we find that a student is consistently having a negative influence on other classmates, such as initiating or being a part to gossip, making others feel bad about themselves, purposely shunning others, criticizing fellow classmates, a student will receive a series of three warnings. Parents

will be informed accordingly. If the warnings are not heeded, or if parents disagree with this discipline, parents will be asked to remove the child or children from the school.

Please note that although a process of dealing with behavioral misconduct has been outlined above, at any time, the school administration may suspend or expel a student. It is not a requirement that all of the above steps be followed before suspension or expulsion is enacted. Sometimes the seriousness of a violation, or the lack of parental response and support with what the school is trying to do with a student, can warrant suspension or expulsion.

Cooperation and support for the school are absolutely essential if a child is to learn to accept responsibility for his/her behavior and to respect authority figures.

PARENT EXPECTATIONS

First, it is the hope that all HCS parents, guardians, or child representatives conduct themselves in the same manner we try and build within each of our students and staff. The use of intimidation of any kind, inappropriate language, or gossip about another is not the HCS way, nor is it appropriate. If a parent has a concern, criticism, or issue with anyone at HCS, he or she must resolve it in a respectful way.

Below are some guidelines in accomplishing this undertaking or task:

- Parents who feel they have a valid complaint against another at HCS should first direct their criticism to that individual or group of individuals in an appropriate setting. This includes anyone at HCS, including: teachers, fellow parents, administrators, coaches, aides, front office staff, or After-School personnel. If this is unsuccessful, then a school administrator may step in to help. But if that takes place, there is no obligation to keep any complaint or comment anonymous, even at the request of the parent.
- Parents who have complaints with an administrator are also obliged to first direct all comments to that individual. If this is unsuccessful, then the **Superintendent** may step in to help. But if that takes place, there is no obligation to keep any complaint or comment anonymous, even at the request of the parent.
- Parents who have complaints with the **Superintendent** are also obliged to first direct all comments to that individual. If this is unsuccessful, then he or she may contact the Chairman of the School Board, and may request to be added to the agenda of the upcoming School Board meeting. Upon doing so, the Chairman will determine whether or not to grant the request. The purpose and function of the School Board is primarily to create, set, and evaluate policies for the school and to review issues of a moral or legal nature.
- Parents choosing not to resolve an issue in the ways described above; or continue to criticize another HCS parent, child, school staff member, or the school in general, may be asked to remove their student from the school after two warnings.

Although we love to have parents help out at school, the HCS administration staff asks that all parents not supervise their own children before, during, or after school. Such supervision can and often does interfere with the job responsibility of the aides on duty. In some cases permission is granted; and if so, then an official visitor's tag is issued and must be worn during the time.

In respect to a child's safety, if any staff member determines that someone picking up a child is inebriated, that child cannot be released from the school according to the law. If this should happen, an offer will be made to assist in finding someone else to transport the child home safely. If the adult in question should not accept this intervention, the police and social services will be contacted immediately.

Parents are responsible to inform the school of any changes in address, phone numbers (work, home, or cell), email, physician, or medication information provided. Appropriate care cannot be given if school personnel do not have current contact and/or medical information.

FINANCIAL INFORMATION

Registration Fee

- An annual registration fee is payable when a student is registered for the coming school year.
- Registration fees are non-refundable.

Tuition

- Tuition is based on a total annual cost. However, tuition does not cover all aspects of education and participation in fundraising is a necessity. For the convenience of HCS parents, payments may be spread over a 10 month period, beginning in August and ending in May.
- A 5% discount is available if the full annual tuition is paid on or before August 31st.
- Families having two or more children in HCS pay full tuition for the oldest child and receive a 10% discount on the second child, 12.5% for third child, 15% for fourth child and 100% for the fifth child.

Book Fees, Usage, and Responsibility

- An annual Book Fee will be billed (per student) to one's FACTS account. For the convenience of HCS parents, payments may be spread over a 10 month period, beginning in August and ending in May. These monies are used for textbooks, workbooks, and additional curriculum materials. The Book Fee is non-refundable. If a student withdraws, any remaining amount still due will be charged.
- Students are responsible for textbooks placed in their care. Textbooks must be replaced if lost or destroyed. Book fees are paid to cover normal use of books, not replacement.
- Loaner books (available in limited supply) may be used for two weeks if a student cannot find his/her book. These may be obtained **only** before or after school.
- If a textbook is not found after two weeks, a Replacement Fee will be determined and billed to one's FACTS account.

Payment

- HCS requires all families to be enrolled in FACTS for payment purposes. Tuition and all fees incurred during the year (sports fee, lunch charges, band fee, after school charges, etc.) will be charged to one's FACTS account.
- All accounts must remain current, as set up through FACTS. Failure to do so will result in a student being dismissed from HCS and one's account being sent to a collection agency.
- If an account is not current prior to 6th grade promotion, a student will not be permitted to attend promotion and the certificate of promotion will be held until the account is paid in full.

- If an account is not current at the end of the school year, the final report card (K-6th) will be held.
- All accounts must be current by July 31st for student(s) to remain enrolled and receive class placement for the coming school year.
- For Credit/Debit card payments made at the Heritage Business office, please be advised that a 2.5% processing fee will be charged.

Late Charge for After-School

After-School programs are offered at additional costs (refer to the back of the Financial Agreement form). Fees incurred will be billed to one's FACTS account.

Emergency Tuition Assistance

There are some monies available to help parents with emergency tuition assistance. Parents in need of financial assistance to make a tuition payment should contact the Business Office. The Business Office will instruct you as how to proceed accordingly; there are certain stipulations. Assistance will be granted according to need; not to exceed two months tuition.

Absences

- In the case of an absence of 10 or more (up to 20) consecutive school days due to illness, tuition will be pro-rated using the table below. A physician's letter is required for such a transaction to take place.

10 school days out	-	billed for 5 school days
11 school days out	-	billed for 5½ school days
12 school days out	-	billed for 6 school days
13 school days out	-	billed for 6½ school days
14 school days out	-	billed for 7 school days
15 school days out	-	billed for 7½ school days
16 school days out	-	billed for 8 school days
17 school days out	-	billed for 8½ school days
18 school days out	-	billed for 9 school days
19 school days out	-	billed for 9½ school days
20 school days out	-	billed for 10 school days

- Tuition will not be pro-rated for extended absence for reasons other than illness.
- Truancy is defined as excessive absences with no parent or physician excuse or absences exceeding what is reasonable to successfully complete all grade level work.

Lunch Program

- A cafeteria lunch is available at additional cost.
- Lunches may be purchased on a day-by-day basis, or a lunch card (good for 19 lunches) can be purchased at the Business Office. A "gold card" (covers all lunches for the year) is also available through the Business Office, but must be purchased by August 31st.
- A child also has the option of bringing his/her own lunch from home.
- Milk is available for a nominal fee for those students bringing their lunches.
- No Lunch Policy - A student with no lunch from home will eat a school lunch. The fee for a school lunch will be added to one's FACTS account.

Early Withdrawal Policy

Two week notice required. To meet these criteria a Student Withdrawal Form can be obtained from one of the school Administrators to fill out and submit. Until a Student Withdrawal Form is

received, your student(s) will remain enrolled at HCS and you will be billed accordingly. Once a Student Withdrawal Form has been submitted, the TUITION will be prorated, but the BOOK FEE is non-refundable and any remaining amount still due will be charged. The account balance must be paid in full upon departure – failure to do so will result in the account being sent to a collection agency.

Money at School

Bringing money to school is discouraged. Infrequently, money for a book order, school pictures, or school sponsored events may accompany the student.

HEALTH CONCERNS

Your child's health is a matter of importance to all of us. We require that a child have the state required immunizations and a tuberculin (TB) clearance. Additional health forms are necessary as county and state health officials require them from the school.

State policy stipulates that kindergarteners and new students receive all required immunizations prior to their first day of school in August. HCS must receive official verification of required immunizations. **If required documents are not on file at HCS by the first day of school, the student will not attend class.**

- Absences - When your child is out of school for any reason, please notify the school office. If your child has a communicable disease, the school must be informed. If a number of people call with the same ailment, or if a little-known or less frequently experienced disease appears, information will be made available.
- Allergies - If your child has an allergy, please note this when completing the Emergency Blue Form or notify the school office with physician's diagnosis and recommendation. Milk will be served at lunch unless the school has a note to the contrary on file. Due to children's allergies, certain classroom pets are not allowed. However, student are permitted to bring a pet for Show and Tell.
- Illness - If your child becomes ill during the school day, the school secretary and/or administrative staff will make the decision whether or not the illness is significant enough to notify the parents. If there is any doubt as to the health and safety of the child, a phone call will be made. The same caution will be exercised in the case of a student accident or injury.
- It is imperative the school is notified of any changes in address, phone numbers (work, home, or cell), email, physician, or medication information provided. Appropriate care cannot be given if school personnel do not have current contact and/or medical information.
- Medication - When your child has over-the-counter or prescription medication to take, please bring it to the school office and fill out the required form. Any medication is prohibited in lunch pails, backpacks, or school desks. Medication in the wrong hands can be dangerous.
- Student Insurance - Student Accident Insurance is provided for all HCS students during school days and school activities or functions designated by school administration. This insurance is supplemental to insurance carried by the family.
- Communicable Illness – If a student has contracted a communicable illness, a doctor's release needs to be brought to the office that allows the child to return to school. Administration will be in contact with parents through flyers going home communicating any details or further instructions. If a student has a sibling in another class, that class may be contacted, as well, if deemed necessary.

SAFETY CONCERNS

- Biking or Walking - When it is necessary for a student to walk or ride a bicycle to school, parents are requested to sign a permission form. This form is available from the school office. Biking and walking privileges are extended to 5th - 8th grade students only.
- Pick-up Authorization - Please notify the office if you are authorizing someone other than the person(s) designated on the Emergency Blue Form for pick-up. While it is difficult to see every child as he/she leaves, we are aware of new/different people appearing on campus and we do usually question for whom they have come. Parents may not take someone else's child off campus without written permission of the student's parent. Such permission must be given to the office.
- HCS is a closed campus.
 - Students are not permitted to leave campus without first being signed out through the office ONLY by an adult designated on the Emergency Blue Form for pick-up. If the student returns to school during the day, the student must be signed in by an adult.
 - All persons on campus who are not paid staff, must first report to the office, sign in with the school secretary, and receive a "Visitor's Pass". The person must report to the office at the end of the visit to sign out and return the "Visitor's Pass".

DISASTER INFORMATION

HCS has a comprehensive disaster manual and procedure. Fire, earthquake, and disaster drills are practiced routinely throughout the school year. The major objectives of disaster preparedness are to save lives and protect property in the event of a disaster.

At the time of registration, parents indicate on the Emergency Blue Form which adults are designed to pick-up students from school. Students will only be released to these individuals. When emergency procedures have been instituted, **parents must follow check out procedures in order to establish an orderly, safe release of students.**

Parents are responsible to inform the school of any changes in address, phone numbers (work, home, or cell), email, physician, or medication information provided. Appropriate care cannot be given if school personnel do not have current contact and/or medical information.

Unscheduled School Dismissal

A designated student Dismissal Area will be established.

Parents will be contacted by school personnel and asked to make arrangements to pick up student(s).

Students **will not** be released to anyone not authorized on the Emergency Blue Form for pick-up. If a parent has made other arrangements, the person is to be sent to the office to get parental approval for student dismissal.

Disaster and/or School Evacuation

Students will be evacuated to a designated Assembly Area. This area may be on school grounds or a site designated by the supervising agency.

Parents will be contacted by school personnel and asked to make arrangements to pick up student(s).

An orderly student release procedure will be established at a Student Check-Out Station. Students **will not** be released to anyone not authorized on the Emergency Blue Form for pick-up. If a parent has made other arrangements, a procedure will be in place to get parental approval for student check-out.

NORTH PARKING LOT PROCEDURES

For the safety of all the students, parents, and staff and for the efficient running of the school, it is imperative that all parents follow the Parking Lot Procedures at all times.

- The two lanes closest to the Gym and Fine Arts rooms in the Bernard Street parking lot are for drive-thru only. The driver must remain in the car at all times when the car is in a drive-thru lane.
- The lane closest to the building with the curb painted red is also a fire lane. Citations can be issued to cars that are parked unattended in this lane.
- When using the drive-thru lanes, all cars are to move as far forward as possible.
- Parents who choose to use the drive-thru lanes are to have their students exit on the passenger side of the car. Students move quickly and cautiously to a crosswalk and walk in the confines of a crosswalk.
- Parents who choose to escort their students to their classes must park in a parking space.
- No car should ever stop in the third lane. This lane is for traffic continuing to Readyland or for someone moving to a parking spot in the Bernard Street parking lot.
- All drivers are to drive slowly and cautiously in the parking lot.
- No dropping off of student(s) in the driveway and crosswalk area across from the Junior High campus. Parents must park to unload students.

SECURITY CAMERAS

Security cameras are placed around campus for the sake of protecting the various HCS campuses at night and on the weekends. They are also used to identify individuals entering the campus throughout the day.

The cameras are not used for the purpose of viewing or gauging staff performance. Therefore, parents who desire to see tapes for this purpose, or any other, will not be allowed to do so.

SCHOOL-TO-HOME COMMUNICATIONS

- A school newsletter is emailed home each month. Important information from school administration, the Parent Support Group, and other departments will be included in this newsletter.
- Flyers and class newsletters will be sent home routinely. ***Check your student's backpack daily.***
- Newsletters, event calendars, and other important information can also be found on the school website at www.heritageschools.us.

LOST AND FOUND

- All articles brought from home (including backpacks and lunch boxes) should be identified with the student's name. Lost items are placed in the Lost and Found box in Woody Hall.
- The school will regularly sort and return all labeled items to their owner.
- On a quarterly basis, the school will clear out Lost and Found and donate unclaimed items to a local charity.

MISCELLANEOUS

- Policies relating to school operation and general information are on file in the school office for your review. If you are interested in policies concerning these matters, please check the school office.
- HCS does not celebrate Halloween.
- Students in 4th, 5th, and 6th grades do not exchange Valentine's Day cards but may have a party.
- Each year HCS sends the 6th grade students to Hume Lake for one week of outdoor education with a spiritual emphasis. It is our policy to not use parents as counselors for this trip. Exceptions may be made if an emergency were to prohibit a school counselor from going and the trip were in jeopardy.
- No invitations are to be distributed at school unless all the students in the class or all the students of one gender in the class are invited.
- At the end-of-the-year parties, bathing suits must be appropriate. Girls must wear one-piece bathing suits. If they wear a two-piece suit, a shirt needs to cover the top.
- All swimming parties must have an adult designated as a life guard.

PARENT HANDBOOK VERIFICATION FORM

Dear Parent,

Each year revisions are made in the Heritage Christian Schools' handbook. New material is added and other sections are changed making it imperative for students and their parents to be familiar with the document.

The administration and staff at HCS consider it important that our school families have clear understanding of our Statement of Faith and other policies which are included in the handbook. Please take some time to read the handbook online (found on the school website; under the Academy tab) and make your children aware of those policies that apply to them.

If you have any questions about the information that fills these pages, please direct them to the administration. After you have read the handbook, please take a moment to sign this page and return it to your student's teacher or the school office before **August 31, 2018**.

Thank you.

Parent Signature: _____

Student Signature(s): _____

Date: _____