

# HERITAGE CHRISTIAN SCHOOLS

## Junior High Parent Handbook 2016-2017



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# HERITAGE CHRISTIAN SCHOOLS

## *JUNIOR HIGH SCHOOL*

### PARENT HANDBOOK

#### TABLE OF CONTENTS

Statement of Faith . . . . .	3
Philosophy of Education . . . . .	4
Mission Statement. . . . .	5
Core Values . . . . .	5
Vision Statement . . . . .	5
Statement of Non-Discrimination. . . . .	6
Chapel . . . . .	6
Curriculum . . . . .	6
Classroom Sizes. . . . .	8
Entrance Test . . . . .	8
Enrollment. . . . .	8
Scheduled Testing. . . . .	8
Homework Policy . . . . .	9
Homework Requests . . . . .	9
Homework Assignments . . . . .	9
Library Media Center (LMC) . . . . .	10
Grading Policy . . . . .	10
• Online Grades . . . . .	11
• Academic Probation. . . . .	11
• Deficiency Notices . . . . .	11
• Grades in Question . . . . .	12
• Plagiarism Policy . . . . .	12
• Athletic Qualifications. . . . .	12
Graduation Requirements . . . . .	13
Parent/Teacher Conferences. . . . .	13
Academic Support Learning Center. . . . .	13
Educational Mediation Team (EMT) . . . . .	13
Dress Code Policy. . . . .	14
• Uniforms . . . . .	14
• Free Dress Days. . . . .	17
• Inappropriate Clothing and Style –Girls and Boys.. . . .	17
Operational Information. . . . .	18
• Arrival of Students . . . . .	18
• Dismissal of Students.. . . .	19
• After-School Program. . . . .	19

TABLE OF CONTENTS (Continued)

Daily Schedule . . . . .	19
Absence/Truancy Policy . . . . .	19
Leaving School during the School Day . . . . .	20
Field Trips. . . . .	20
Discipline Code . . . . .	21
• The Purpose of the Discipline Code . . . . .	21
• The Infractions . . . . .	22
• The Process of Discipline . . . . .	22
• Misbehavior Outside the Classroom . . . . .	23
• Negative Influence with Classmates . . . . .	23
HCS Junior High Student/School Contract . . . . .	24
Parent Expectations.. . . . .	25
Financial Information.. . . . .	26
• Registration Fee. . . . .	26
• Tuition . . . . .	26
• Book Fees, Usage, and Responsibility. . . . .	26
• Payment . . . . .	26
• Late Charge for After School . . . . .	27
• Emergency Tuition Assistance Fund . . . . .	27
• Absences. . . . .	27
• Lunch Program. . . . .	27
• Early Withdrawal Policy. . . . .	27
• Money at School. . . . .	28
Health Concerns. . . . .	28
Safety Concerns . . . . .	29
Disaster Information. . . . .	29
• Unscheduled School Dismissal.. . . . .	29
• Disaster and/or School Evacuation . . . . .	30
North Parking Lot Procedures . . . . .	30
Security Cameras . . . . .	30
School-to-Home Communications . . . . .	31
Lockers . . . . .	31
Lost and Found . . . . .	31
Miscellaneous . . . . .	31
Parent Handbook Verification Form. . . . .	33

## 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 21<sup>st</sup> 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 21<sup>st</sup> 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 regards 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

Junior High 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 – Grades 7<sup>th</sup> and 8<sup>th</sup>***

7th grade Bible will focus on Bible literacy by reading through the entire New Testament throughout the school year. On our journey through the New Testament we will look at the truth about God, the truth about sin, and our need for the Savior. Students will develop skills on how to study the Bible, recognize the importance of prayer and quiet time, and how to nurture a personal relationship with our Lord Jesus Christ. 1 Timothy 4:6-7 "If you point these things out to the brothers and sisters, you will be a good minister of Christ Jesus, nourished on the truths of the faith and of the good teaching that you have followed. Have nothing to do with godless myths and old wives' tales; rather, train yourself to be godly." Text used is the *Bible*.

8th grade Bible will focus on Apologetics. Students will be guided to develop and communicate a clear statement of what they believe. They will be challenged, and given tools to defend their faith in an unbelieving world. By the end of the year, students should be able to clearly and logically answer the questions: What do you believe? Why do you believe that?

1 Peter 3:15 "But in your hearts revere Christ as Lord. Always be prepared to give an answer to everyone who asks you to give the reason for the hope that you have. But do this with gentleness and respect." The texts used are *Know What You Believe* by Paul Little, *Know Why You Believe* by Paul Little and the *Bible*.

## **English – Grades 7<sup>th</sup> and 8<sup>th</sup>**

- *Literature*
  - Elements of literary analysis (plot, theme, characterization)
  - Novel studies
  - Short stories
  - Poetry
  - Book reports
- *Composition*
  - Journaling
  - Narrative
  - Expository
  - Persuasive
  - Creative
  - “I-Search” paper (8<sup>th</sup> only)
- *Grammar*
  - Grammar review
  - Sentence diagramming
  - Application to writing
- *Spelling*
  - Most commonly misspelled words lists
  - Vocabulary from literary units
- *Speech*
  - Oral communication skills
  - Oral presentations
  - Speech competition

Texts used are primarily from Prentice Hall, selected novels, Language Arts Today by McMillan/McGraw Hill and Prestwick House.

## **Math – Grades 7<sup>th</sup> and 8<sup>th</sup>**

- Individualized math program
- Algebra Readiness, Course 2, Algebra, Honors Algebra

Students are placed in a math class according to ability level. Computational skills, reasoning abilities, and conceptual thinking are consistent and equal components of the coursework. Texts used are Harcourt 2007 edition, Mifflin, and the 2000 edition of McDougal, Littell Mathematics.

## **Science**

- **7<sup>th</sup> Grade** – Life Science
  - Life and Cell
  - Biblical Creationism
  - Evolution
  - Animal Kingdom
- **8<sup>th</sup> Grade** – Earth Science Text
  - Introduction to Earth Science
  - The Restless Earth: Genealogy
  - Earth’s Rocky Mountain
  - The Water World
  - The Atmosphere: Weather
  - The Heavens: Solar System

## **History**

- **7<sup>th</sup> Grade**
  - World History: Ancient World
  - Dominance of Europe
  - 1000 BC – 1914
  - Text is published by McDougal Littell
- **8<sup>th</sup> Grade**
  - American History: Revolutionary War - Civil Rights Movement
  - 1700's – Korean War
  - Constitution Test
  - Text is published by McDougal Littell



### ***Electives/Physical Education***

Elective classes are co-curricular and change yearly. They meet twice a week and appear on the report card as a pass/fail course. Physical Education (P.E.) meets twice a week. The emphasis in Junior High is on game skills, personal fitness, and self-discipline. P.E. is a pass/fail class.

### **CLASSROOM SIZES**

It is the desire of Heritage Academy to keep classroom size to 25 students for the benefit of the teachers and the students. The HCS Board reserves the right to make exceptions to this limit 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**

State policy stipulates that 7<sup>th</sup> graders 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.**

### **SCHEDULED TESTING**

- An entrance test is given to students entering Junior High who have not attended HCS.
- 7<sup>th</sup> and 8<sup>th</sup> Terra Nova 3, Spring.
- 7<sup>th</sup> and 8<sup>th</sup> In-View (Terra Nova Series), Spring
- Quarter exams are given every nine weeks in all subjects.

## **HOMEWORK POLICY**

- Homework ideally teaches the student responsibility and discipline while reinforcing concepts taught in the classroom.
- In case of illness, students are given one day to turn in work for every sick day. Extended illness requires a parent conference to determine assignments and deadlines.
- A test missed due to a student's absence must be made up the day of the student's return unless other arrangements have been made. It is the student's responsibility to schedule an appointment with the teacher to take the test.
- 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 and an understanding of the concepts. Keeping in mind individual task performance, standards and understanding, the following schedule is a guideline for Junior High homework:
  - Monday, Tuesday, Thursday and Friday: 60 - 120 minutes nightly.
- 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.
- Minimal homework is given on Wednesday night. We do this in consideration of students and families who participate in Wednesday night ministries at their home church (Youth Group, etc.).
- 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**

7<sup>th</sup> and 8<sup>th</sup> grade homework assignments are maintained on the Heritage website under the Junior High tab. Please visit our website at [www.heritageschools.us](http://www.heritageschools.us). 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.

## **HOMEWORK ASSIGNMENTS**

Daily homework assignments that are late may receive partial credit. The amount of credit will be based on the number of days that the work is late.

LONG-TERM ASSIGNMENTS, SUCH AS BOOK REPORTS, PROJECTS, AND MAJOR PAPERS ARE TO BE TURNED IN WHEN DUE, EVEN IF THE STUDENT HAS AN EXCUSED ABSENCE. In extenuating circumstances, such as a family crisis, a parent conference is required to receive an extension.

## 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.

<b>Letter Grade</b>	<b>Percentage</b>	<b>Point Value for G.P.A.</b>
A+	100 – 97	4.5
A	96 – 93	4.0
A-	92 – 90	3.7

<b>Letter Grade</b>	<b>Percentage</b>	<b>Point Value for G.P.A.</b>
C+	79 – 77	2.5
C	76 – 73	2.0
C-	72 – 70	1.7

B+	89 – 87	3.5
B	86 – 83	3.0
B-	82 – 80	2.7

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.
- G.P.A. is calculated for each nine week grading period (quarter). Semester G.P.A. is a combination of two quarter grades (first and second quarters combined or third and fourth quarters combined), final projects, and/or tests.
- P.E. and non-credit courses will receive a grade of Passing (P) or Non-Passing (NP). A non-passing grade results in a .1 deduction from the G.P.A.
- Other factors that can affect grades are class participation, effort, personal progress, and attendance.
- Graduation Requirement: A student must achieve an overall G.P.A. of 1.7 or above during the 8<sup>th</sup> grade year. In calculating this, the four quarters during the 8<sup>th</sup> grade year will be averaged together.
- There will be no rounding off in determining the G.P.A. If a student is unable to attain a 1.7 or above during his/her 8<sup>th</sup> grade year, he/she may participate in graduation, but will not receive a diploma. A participation certificate will be awarded instead.

#### Online Grades

Grades will be posted weekly for students on our online grading program called RenWeb. Password and usernames will be the same as their password and usernames for the computer lab.

#### 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, ASB, cheerleading performances, 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 of these options, 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.

A “D” or “F” may appear on a report card if, after deficiency notices are sent out, a student’s work does not improve.

### Grades in Question

Report card grades, quarter and semester, 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 report card.
- Eligibility will be ascertained and evaluated at the end of each grading period.
- 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.

### **GRADUATION REQUIREMENTS**

To earn a diploma of graduation from HCS, an 8<sup>th</sup> grader must have:

- A cumulative G.P.A. of at least 1.7 for 8<sup>th</sup> grade.
- An attendance record not exceeding 20 days of absence in the 8<sup>th</sup> grade year or what is determined reasonable to successfully complete all grade-level work.
- All textbooks and library books turned in and related fines paid in full.

### **PARENT /TEACHER CONFERENCES**

Please call the school office to schedule a conference. Conferences may be requested either by parents or teachers. 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 guidelines apply to all school days – *uniform and free dress*:

- Makeup is to be moderate. No gothic makeup, including but not exclusive to, very pale to white foundation, excessively dark to black lipstick and nail polish, extreme eye lining is not allowed. Makeup standards apply at all times, including extra curricular activities such as sports and other school sponsored events.
- Unusual hair styles, cuts, or colors that are distracting shall be banned. 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 or 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 wear no earring of any type.
- Tattoos (permanent or temporary) are not acceptable.

Uniforms shall comply with the following guidelines:

- It is preferred that students have their shirts tucked in, and any staff member reserves the right to ask students to do so if a student appears unkempt. However, 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 garment must measure, at most, seven inches from the floor while the student is kneeling (a good rule-of-thumb is that the student be able to touch fabric with his/her fingertips as the arms are held naturally at the student's side). 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.
- All uniform pieces shall look well-kept with no holes or tears. Patches may be used for pants in the same color as uniform piece.

During the 2016-2017 school year we will be celebrating our 50<sup>th</sup> anniversary. Beginning in the fall of 2016, we will transition to new uniforms. Our new uniform colors will be consistent with our school colors. The following 7<sup>th</sup> and 8<sup>th</sup> grade uniforms will be acceptable for students to wear:

- Shirts – all students
  - Polo: long- or short-sleeved – black, red, or white
  - 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 – all students
  - Sweater – black, red, or white cardigan
  - Sweatshirt - black, red, white, or Heritage logo
  
- Outerwear – all students
 

Outerwear, such as a coat, raincoat, or jacket, is a garment worn over the uniform during cold or inclement weather. **Outerwear items are to be removed in the classroom.** These items may have different logos or insignias on them as long as they are appropriate and not contrary to the values of the school. 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. If a student continues to wear something that is deemed inappropriate after being warned, further disciplinary actions will be applied. HCS reserves the right to prohibit clothing that promotes television shows, movies, events, or products that do not support the values of the school. Please note: sweatshirts are **NOT** considered outerwear and may be worn indoors but must comply with the standards listed above in the sweaters and sweatshirts section.
  
- Shoes – all students
 

Shoes are to be clean and not tattered. 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 except Ugg or similar boots.
  
- Hats and sunglasses are not to be worn at school.
  
- Girls
  - Skirt – plaid with box pleats
  - Skorts – black with side pleats
  - Culottes – plaid w/ kick pleats
  - Shorts – steel grey or black twill
  - Capris – steel grey or black twill
  - Pants – steel grey or black; twill or corduroy
  - Shorts (walking or biking) must be worn under skirts and jumpers. Tights/leggings in solid school colors (black, red, or white) may be worn under skirts and jumpers.
  
- Boys
  - Shorts – steel grey or black twill walking shorts
  - Pants – steel grey or black; twill or corduroy

} *No cargo pants or cargo shorts*

} *No cargo pants or cargo shorts*



**The 2016-2017 school year will be a transitional year. This means your student(s) can wear the new uniform OR previous uniform pieces for this school year only.**

Below are detailed descriptions for 7<sup>th</sup> and 8<sup>th</sup> grade uniforms from the previous school year:

- Shirts – all students
  - Polo, long/short sleeved – hunter green, navy blue, white, or red
  - Turtleneck, long sleeved – hunter green, navy blue, white, or red
  - Oxford, button-up, long/short sleeved – white
  - Undershirts are not to be imprinted with any logo or design that shows through the outer shirt.
  
- In class, sweaters and sweatshirts – all students
  - Sweater – navy blue or hunter green cardigan
  - Sweatshirt - red, navy blue, white, gray, hunter green, or Heritage logo
  
- Outerwear – all students
 

Outerwear, such as a coat, raincoat, or jacket, is a garment worn over the uniform during cold or inclement weather. **Outerwear items are to be removed in the classroom.** These items may have different logos or insignias on them as long as they are appropriate and not contrary to the values of the school. 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. If a student continues to wear something that is deemed inappropriate after being warned, further disciplinary actions will be applied. HCS reserves the right to prohibit clothing that promotes television shows, movies, events, or products that do not support the values of the school. Please note: sweatshirts are **NOT** considered outerwear and may be worn indoors but must comply with the standards listed above in the sweaters and sweatshirts section.
  
- Shoes – all students
 

Shoes are to be clean and not tattered. 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.
  
- Hats and sunglasses are not to be worn at school.
  
- Girls
  - Skirt - plaid pleated; navy blue or khaki
  - Culottes (Skorts) – plaid pleated; navy blue or khaki
  - Shorts – navy blue or khaki twill walking shorts
  - Capri’s – navy blue or khaki twill
  - Pants – navy blue or khaki; twill or corduroy
  - Shorts (walking or biking) must be worn under skirts and jumpers. Tights/leggings in solid school colors may be worn under skirts and jumpers.

} *No cargo pants or cargo shorts*
  
- Boys
  - Shorts – navy blue, gray, or khaki twill walking shorts
  - Pants – navy blue, gray, or khaki; twill or corduroy

} *No cargo pants or cargo shorts*

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

The dress code will be strictly enforced.

For students who wear a uniform, but are not in code, the following may happen:

- A detention slip is sent home. Subsequent violations will result in disciplinary action.
- If clothing is available, the student will be asked to use a uniform piece from the school supply. The article is to be laundered and returned.
- Parents will be notified so that they can take the student home to change or bring the student a uniform.
- Time missed from class will be considered absent from school time and all missed work will need to be made up by the student.

A limited supply of uniform clothing will be kept in the school office for students to borrow to replace 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 Days

There are Free Dress Days during the school year indicated on the school calendar by underlined dates.

Students may choose to wear uniforms on Free Dress Days.

#### **THE FREE DRESS CODE APPLIES WHEN SCHOOL UNIFORMS ARE NOT REQUIRED.**

Girls are to wear skirts, culottes, split skirts, dresses, jeans, pants, or shorts of acceptable length. 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. The student's garment must measure, at most, seven inches from the floor while the student is kneeling (a good rule-of-thumb is that the student be able to touch fabric with his/her fingertips as the arms are held naturally at the student's side). 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.

Boys are to wear pants, jeans, or shorts of acceptable length. 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.

#### Inappropriate Clothing and Styles – Girls and Boys

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:

- 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.
- Boxer shorts or cut-offs (un-hemmed) jeans.
- Mid-thigh sportswear that is excessively tight, short, revealing, suggestive, or that encourages behavior inconsistent with school standards.
- 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 (fishnet) clothing.
- High heel shoes, flip flops or sandals without back straps.
- Clothing identified with current gang attire.
- All spandex athletic sport shorts cannot be worn as the outer, primary part of any school sports uniform. Spandex shorts can only be worn underneath a school uniform.

If a student wears clothing that does not comply with the dress code:

- The students may not be permitted in class. Parents will be notified so that they can take the student home to change or bring the student an appropriate outfit. Time missed from class will be considered absent from school time and all missed work will need to be made up by the student.
- The student will be asked to modify clothing, such as turn a T-shirt inside out.
- The student will be asked to wear alternate clothing provided by the school.
- The student will be given a "Dress Check" which will be sent home, signed by the parent, and returned to the school.

### **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 the last day of 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 school office from 7:30 – 7:45 a.m. At 7:45 a.m. students are escorted by teachers/aides to the Junior High campus.
- Inclement weather: All students report to school office 7:30 – 7:45 a.m. and then are escorted to the Youth Room.
- HCS never operates on a foggy day or hot day schedule. Parents may choose to bring their students late on days of inclement weather.
- School hours are always the same except for early dismissal on teacher in-service ½ days, the day before Christmas vacation, 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

- All students are dismissed to the Main Playground at 3:15 p.m. for parent pick-up. Parents can sign out their students at the south end of the Main Playground until 3:30 p.m.
- At 3:30 p.m. remaining students can be signed out at the Front Office.
- School hours are always the same except for early dismissal on teacher in-service ½ days (these days are *generally* the last Friday of the month), the day before Christmas vacation, and the last day of school.
- Inclement weather: Students report to the following locations according to the times outlined.

3:15 – 4:00 p.m.      Rooms #30 & #31

After-School Program

Junior High students check in at the Main Playground. Snack will be provided at 4:00 p.m. for all students remaining in the After-School program. Students will participate in varied activities. Parents may pick students up by going to the Front Office for sign out.

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

**DAILY SCHEDULE**

8:25 – 9:25	1 <sup>st</sup> Period - Homeroom
9:27 – 10:22	2 <sup>nd</sup> Period - Classes
10:24 – 10:39	Nutritional Break
10:41 – 11:36	3 <sup>rd</sup> Period - Elective
11:38 – 12:33	4 <sup>th</sup> Period - Classes
12:35 – 1:20	Lunch
1:22 – 2:17	6 <sup>th</sup> Period - Classes
2:19 – 3:15	7 <sup>th</sup> Period - Classes

**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.

- When a student is absent, he/she has an equal number of days to make up his/her work. He/she is allowed to play sports upon his/her return, even though he/she has not made up all his/her work unless he/she has exceeded the days to have his/her work completed. For example, if a student returns to school after being absent for two days, he/she cannot play sports after two days unless his/her make up work is complete and returned to the teacher.

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 14<sup>th</sup> 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 14<sup>th</sup> 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 17<sup>th</sup> day of absence, a parent conference is required for continued attendance. After the 20<sup>th</sup> day of absence, the truant student may be 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 adult, if the student returns to school on the same day.
- Students leaving school with any person, other than those included on the authorized pick-up list, ***must bring a signed note from home stating that the student may leave campus on a specific date with a specific person.***
- Parents of peers, unless on a student's authorized pick-up list, are not permitted to take students off campus before a sporting, or any other event, unless they have written permission from the student's parent and the permission has been given to the office.
- Student absences will be noted and recorded by the school. California truancy policy asks that all schools report undue unexcused absences.

### **FIELD TRIPS**

Junior High students participate in one to three out-of-town field trips each year, each to be cleared by administration. This requires bus transportation and, therefore, a minimal transportation fee.

Requirements for a student to take any school field trip:

- 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 students to cars, completing the Transportation Calling Tree, securing the driver's insurance information, and monitoring student behavior on the trip are the teacher's responsibility.
- Not currently on an academic probation or a behavior contract.
- No more than three office referrals within the previous nine weeks.
- A current G.P.A. of 1.7 or higher.
- All students will be allowed to go to Hume Lake regardless of grades or G.P.A. Only students with behavioral concerns will not be allowed to attend.
- Regarding extracurricular trips (for instance, Magic Mountain), students will not be allowed to participate if they have three detentions four weeks prior to the event. A referral may or may not eliminate a student from going, depending on the nature of the referral.

Field trips are generally scheduled as follows:

<u>7<sup>th</sup> and 8<sup>th</sup> Grades</u>	<u>7<sup>th</sup> Grade</u>	<u>8<sup>th</sup> Grade</u>
Fall – Spiritual Emphasis week at Hume	Spring – Science-related trip Local field trips as available	Fall – Museum Spring – Magic Mountain Local field trips as available

## **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.
- on time to class and prepared for class with paper, pencil, and needed books.

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. If a student should discover an item on school grounds that does not belong to him, he 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. If a parent does not pick up the student on the Junior High campus before 4:00pm, the items may be picked up the following morning by the parent)

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

### The Process of Discipline

As much as possible, the teacher will handle all classroom discipline. The administration will also be actively involved with discipline. Chronic misbehavior in and out of the classroom will

result in the application of a disciplinary process with graduating consequences. The discipline process of applied consequences is as follows:

- Detentions will be given and signed by parents when a student breaks a school rule, demonstrates inappropriate/disruptive/distractive behavior, is inordinately slow to comply with requests and/or directions, chronically unprepared for class, chronically tardy to class, or has a uniform/dress code violation.
- Three detentions within one week will equal an office referral where any or all upcoming privileges will be suspended for a period of time determined by administration. Communication with the parent will either be a phone call or a note sent home with the student with a stipulation that it is signed and brought back the following day.
- More than one office referral a week may necessitate an in-house suspension for a half or full day, depending on circumstances, where the student will remain in the office and work on school assignments. All privileges for that day and possibly for the week will be suspended.
- If the student continues to misbehave, home suspensions will be meted out. A home suspension means that a student 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 administration.
- A student who has been expelled cannot return to HCS.

#### Misbehavior Outside the Classroom

Misbehavior during a student's breaks such as 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 students during these times are fully authorized to discipline. If the offense is not too serious, a loss of break time may suffice. If more serious rules are broken, such as fighting or using foul language, students will be sent to the office with a referral. Depending on the severity of the situation, the parent/guardian may be notified. If the student continues to misbehave, the in-house suspensions will follow, as well as home suspensions.

#### 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.

### **HCS JUNIOR HIGH STUDENT/SCHOOL CONTRACT**

In pursuit of excellence in the Junior High program at HCS, a Student/School Contract has been instituted. This contract conveys the high standards and accountability which are necessary for success by both students and staff. All students will be given a copy of the contract that follows. This contract will be kept in the office upon completion of signatures by the student, parents, and administration.

#### **HCS Junior High Student/School Contract (EXAMPLE)**

STUDENT: To ensure success in school, make school a positive experience and avoid probation, I agree to the following:

1. I will be open to the education that Heritage Christian Schools provides spiritually, academically, physically, and emotionally.
2. I will come to school ready to learn with each day's homework complete and ready to hand in.
3. I will respect my teachers and school staff in and out of the classroom by cooperating with them readily.
4. I will respect my peers and conduct myself in a way that is conducive to establishing and maintaining an atmosphere in which everyone can receive a good education and have a successful social experience.
5. I will work to the best of my ability to reach the expectations the school has for me.
6. I will be positively involved in my school.
7. I will make my parents aware of my progress, academically and behaviorally.
8. I will maintain behavior that is acceptable according to the HCS discipline code and realize that failure to do so will result in consequences that could include:

- Detention
- Loss of privileges
- Suspension – at home or school
- Behavioral contract
- Required verifiable community service
- Expulsion

SCHOOL: To ensure that each student has every opportunity to be successful, we agree to the following:

1. We will guide the students to experience the love of Christ such that this world and our place in it are understandable and meaningful.
2. We will offer the students challenging instruction in a safe environment.
3. We will respect students and parents.
4. We will notify parents whenever there is a concern involving their young man/woman.
5. We will give parents positive contacts regarding their students during the school year.

Parents and students will acknowledge this contract by signing and returning it to the school office.

### **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 Pastor of Administration 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 Pastor of Administration 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 child(ren) 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 31<sup>st</sup>.
- 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 8<sup>th</sup> grade graduation, a student will not be permitted to attend graduation and the diploma 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 (7<sup>th</sup>-8<sup>th</sup>) will be held and access to RenWeb will be rescinded.
- All accounts must be current by July 31<sup>st</sup> 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 31<sup>st</sup>.
- A child also has the option of bringing his/her own lunch from home.
- Milk is available for a nominal fee for 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 this 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 standard 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 7<sup>th</sup> graders 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 online registration process 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.
- 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 5<sup>th</sup> - 8<sup>th</sup> grade students only.
- Pick-up Authorization - Please notify the office if you are authorizing someone other than the person(s) designated in RenWeb 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.
  - 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 and sign out.
  - Students are not permitted to leave campus without first being signed out through the office ONLY by an adult designated in RenWeb for pick-up. If the student returns to school during the day, the student must be signed in by an adult.

### **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 in RenWeb 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 in RenWeb 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 in RenWeb 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-through only. The driver must remain in the car at all times when the car is in a drive-through 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-through lanes, all cars are to move as far forward as possible.
- Parents who choose to use the drive-through 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. The September issue will be printed and sent home in student's backpacks. Important information from school administration, the Parent Support Group, and other departments will be included in this newsletter.
- 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](http://www.heritageschools.us).

## **LOCKERS**

Book lockers are provided for each Junior High student. Those who elect to bring their own lock will need to give their combination or key to the office so students can be helped if the combination is forgotten or key is lost. A wrought iron fence protects lockers after school hours, however, **THE SCHOOL IS NOT RESPONSIBLE FOR LOST OR STOLEN ITEMS.** Administration retains the right to access the lockers at any time and may remove lock, if necessary.

## **LOST AND FOUND**

- All articles brought from home (including backpacks and lunch pails) 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.
- Junior High students do not celebrate Valentine's Day.
- Each year HCS sends the 7<sup>th</sup> and 8<sup>th</sup> grade students to Hume Lake for a spiritual emphasis week. 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 Parents,

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 Junior High 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, 2016.

Thank you.

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

Student(s) Signature: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_