PARENT HANDBOOK

2026-2027

HERITAGE CHRISTIAN SCHOOLS

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STATEMENT OF FAITH

It is important that all students are exposed to the principles of faith listed below, not only through their Bible curriculum and chapel times, but through the influence of the staff who serve them.

In accordance with this, all Commission members and all HCS staff must agree and abide by the following statements of faith.

Heritage Christian School Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons-Father, Son, and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature, and that men are justified on the single ground of faith in the shed blood of Christ, and that only by God's grace and through faith alone are we saved (John 3:16–19, 5:24; Romans 3:23, 5:8–9; Ephesians 2:8–10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28–29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 12:12–13, Galatians 3:26–28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13–14; 1 Corinthians 3:16, 6:19–20; Ephesians 4:30, 5:18).
8. We believe that the term marriage has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18–25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2–5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26–27).

Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. Students are encouraged to have a personal relationship with Jesus Christ and walk according to His principles.

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).

Right to Amend

HCS reserves the right to amend or waive provisions of this handbook when deemed necessary by the principal. The contents of this handbook are subject to change at any time when this is determined to be necessary by the school administration. If changes are made to the handbook, parents/ guardians and students will be notified in a timely manner. The school administration exercises flexibility to meet this objective and has the discretion to take actions other than those specified in this handbook. The contents of this handbook are to be accepted by the parents/ guardians and students as an essential element of the contract between home and school. Violations of the spirit, intent, or letter of the policies, rules, and regulations found in the handbook will be considered just cause for administrative action. Under no circumstances may a parent/ guardian excuse a student from observance of the policies, rules, and regulations of HCS.

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, 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. 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. Each child is different, and 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. 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.

STUDENT EXPECTATIONS

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.

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, 7th 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 be allowed to attend class.

ENTRANCE STUDENT ASSESSMENT AND APPLICATION

An assessment and application are required to determine if HCS is the educational facility best able to meet a child's academic needs. Assessments used are:

- Incoming Kindergarten Students - Kindergarten Readiness Scan
- Incoming Grades 1-8 Students - Renaissance Learning STAR Reading Assessment and STAR Math Assessment

All new students are probationary for the first six (6) weeks. Students testing below grade level may be accepted into our program depending on parents' willingness 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.

SCHOOL SCHEDULE

Grade	School Starts	AM Recess	Lunch	Lunch Recess	End of Day
K-2nd	8:20	9:45-10:00	11:15-11:35	11:35-12:00	3:00
3rd-5th	8:20	10:05-10:20	11:45-12:05	12:05-12:30	3:00
6th-8th	8:15	10:37-10:47	12:16-12:35	12:35-12:55	3:00

CLASSROOM SIZES

It is the desire of Heritage Christian Schools Academy and Middle School to limit classroom size for the benefit of the teachers and the students. The guideline we follow for class size limits are as follows:

- Kindergarten through 2nd grade = 22 students
- 3rd grade through 8th grade = 26 students

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

CURRICULUM

HCS files an annual affidavit with the State of California affirming that it meets the requirements of the California State Department of Education and other health and safety requirements of the state. Heritage is a member of, and accredited by, both Western Association of Schools and Colleges and Association of Christian Schools International. Accreditation confirms that Heritage successfully meets a host of requirements and is approved by fellow educators from other schools as well as by the accrediting boards of both organizations. Heritage is also a Transitional Member of the Association of Classical Christian Schools and thereby seeking to become more classical in curriculum, methodology, and philosophy. WASC and ACSI have reviewed and accepted our curriculum, curriculum documents, curriculum review cycle, and scope and sequence.

HOMEWORK POLICY

Homework ideally teaches the student responsibility and discipline while reinforcing concepts taught in the classroom. 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.

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. 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. Keeping in mind individual task performance, standards and understanding, the following schedule is a guideline:

- 1st – 2nd grades – Packets - returned on or before Friday.
- 3rd – 5th grades – Monday, Tuesday, Thursday, and Friday up to 30 minutes nightly.
- Middle School: Monday, Tuesday, Thursday, and Friday up to 45 minutes nightly.

Long-term projects, book reports, etc. may require additional evening or weekend time for completion.

ADDITIONAL MIDDLE SCHOOL HOMEWORK POLICIES

- In case of illness, students are normally given one day to turn in work for every sick day. That time may be extended slightly by teachers depending on the circumstances.
- 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 a time with the teacher to take the test.
- 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.
- 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.

HOMEWORK REQUESTS

If a student is absent for illness, it is generally best to let the student rest until they return to school before they try making up classwork. Teachers will work with students to understand what work needs to be made up. Usually, one day for every day absent is allowed for classwork to be made up.

If a student is going to be absent for vacation, we generally do not give work ahead of time. Enjoy your vacation and make up whatever work is required by the teacher afterward.

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.

LETTER GRADE	PERCENTAGE	POINT VALUE FOR G.P.A.
A	100 - 90	4.0
B	89 - 80	3.0
C	79 - 70	2.0
D	69 - 60	1.0
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.
- Students may receive awards quarterly and annually for their academic achievements. Please see Appendix A for our award policy.

8TH GRADE GRADUATION REQUIREMENT

- A student must achieve an overall G.P.A. of 2.0 (C average) or above during the 8th grade year. In calculating this, the four quarters during the 8th 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 2.0 (C average) or above during his/her 8th grade year, he/she may participate in graduation, but will not receive a diploma. A participation certificate will be awarded instead.
- An attendance record cannot exceed 20 days of absence in the 8th 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.

HCS Valedictorian and Salutatorian

HCS names the honorary positions of Valedictorian and Salutatorian based on overall GPA in core academic subjects and maintains satisfactory citizenship.

- Candidates must attend grades 6-8 at HCS.
- Candidates must demonstrate appropriate citizenship.
- Candidates must have a GPA in core academic subjects of 3.50 or higher.
- Candidates who have a GPA in core academic subjects of 3.50 or higher who don't achieve Valedictorian or Salutatorian may be eligible for Cum Laude Honors.
- Students who complete less than all three years in middle school, but who achieve a GPA in core academic subjects of 3.50 or higher are eligible for Cum Laude Honors.

ONLINE GRADES

Grades will be posted weekly, starting at the end of the first week of September, for students in 3rd through 8th grade through online grading program called FACTS SIS. Password and usernames are the same as ones used for registration. FACTS SIS generates weekly progress reports. Parents of students in 3rd-8th Grade receive weekly gradebooks updates emailed every Sunday night.

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 progress reports and deficiencies are sent out, a student's work does not improve.

For the Kindergarten-5th Grade students, any changes in student performance or deficient work may be noted and monitored through weekly Parent Signed Notes (PSN).

ACADEMIC PROBATION

A student is placed on academic probation when:

- His/Her G.P.A. is below 2.0 (C average).
- 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 ASB (Middle School only), sports, 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 2.0 or 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.

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 report card grades 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 wrongdoing 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 2.0 G.P.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 2.0 G.P.A. (C average) at the end of a grading period, he or she cannot participate in any school sport until a 2.0 G.P.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 – 8th Grade students are scheduled after the first quarter. Teachers will reach out to parents with instructions for signing up.
- Additional conferences may be requested by parents, teachers, and/or administration. The student's attendance at these meetings may be required.

SCHEDULED BENCHMARK TESTING

- Kindergarten: Early Literacy Assessment - Renaissance
- 1st Grade: Early Literacy Assessment - Renaissance
- 2nd through 8th grades: Renaissance Learning STAR Reading Assessment and STAR Math Assessment (used as an entrance to school assessment as well)
- 3rd through 8th grades: Iowa Assessment with cogAT supplement

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.

LIBRARY MEDIA CENTER (LMC)

- Students may check out books from the LMC for two weeks.
- Students may have only two holdings checked out concurrently unless other arrangements have been made with the LMC teacher.
- 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.
- If materials are not returned, the replacement cost will be billed to your FACTS account.

DRESS CODE POLICY

UNIFORM

Students are to be in uniform from the first day of school. The following uniform options are required:

- **SHIRTS**
  - Heritage logoed long-sleeved or short-sleeved polos
  - Undershirts are not to be imprinted with any logo or design that shows through the outer shirt
- **SWEATERS AND SWEATSHIRTS**
  - Sweater – un-logoed black, red, white, or grey cardigan
  - Sweatshirt – Heritage logoed sweatshirts only (not oversized)
- **OUTERWEAR**

  Outerwear, such as a coat, raincoat, or jacket, is a garment worn over the uniform during cold or inclement weather and OUTDOORS ONLY. 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. ONLY Heritage logoed coats are to be worn on fieldtrips.

- **SHOES**
  Shoes are to be in good to fair condition and not falling apart. Flip flops, Crocs or Croc style shoes, and sandals may not be worn. Boots are generally acceptable to wear, including Ugg or similar boots.

- **SOCKS**
  All socks, ankle, crew, and knee-high must be black, white, red, or dark grey.

GIRLS

Skirt	Plaid*, Grey*, Black or Khaki	Fingertip length or longer
Skort	Plaid*, Grey*, Black or Khaki	Fingertip length or longer
Culottes	Black or Khaki	
Jumper	Plaid*, Black or Khaki	
Shorts	Grey*, Black or Khaki	Fingertip length or longer
Pants-No Jeggings	Grey*, Black or Khaki *(Please note: jeans of any color may only be worn on Free Dress Days)*	
Leggings	in solid colors of black, red, and white may be worn under skirts and jumpers	
Shorts (walking or biking) must be worn under skirts and jumpers (not visible)		

***item available through a uniform provider only**

BOYS

Shorts	Grey*, Black or Khaki (no cargo)
Pants	Grey*, Black or Khaki (no cargo)

***item available through a uniform provider only**

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

- Makeup is not to be worn in grades K – 5th.
- Light makeup only may be worn in grades 6th-8th.
- Unusual hair styles, cuts or colors that are distracting are not permitted. Only natural hair color and style are acceptable. (No hair extensions, feathers, tinsel, or other unnatural features are allowed.) Hair styles and length that appear unkempt are prohibited.
- 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.
- No markings on the body including but not limited to, drawings on skin, tattoos (permanent or temporary).
- No artificial nails of any kind are to be worn in grades K-5th.
- Artificial nails are permitted in Middle School, as long as the total length of the nails do not exceed one inch.
- It is not a violation of the school dress code policy 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 fingertip length or longer (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.
- HCS hats may be worn forward/not backward. HCS hats will not be worn in classrooms or in chapel. All other hats are not to be worn at school. Sunglasses may be worn at school but not indoors. Beanies are permitted outside of classrooms/chapel.
- 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 DAYS

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. The dress code will be strictly enforced.

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.

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. Garments may be loaned by the school office at the discretion of administration.

AFTER-SCHOOL PROGRAM

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

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

ABSENCE/TRUANCY POLICY

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 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 ensure 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.
- Awards for attendance are given quarterly and annually. Please see Appendix A for our award policy.

FIELD TRIPS

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 drivers must turn in a copy of their valid driver's license and current proof of insurance card annually in order to be a driver for a field trip. All children and adults are to be secured in a passenger seat restraint.

ACADEMY *(Kindergarten – 5th Grade)*

- Kindergarten – 1st grade does not take field trips off campus.
- 2nd – 5th grade can take two or three per year.

MIDDLE SCHOOL *(6th – 8th Grade)*

Middle School students participate in one to three out-of-town field trips each year, such as Spiritual Emphasis Week in the fall, each to be cleared by administration. This requires bus transportation that will be provided.

Requirements for a student to take any school field trip:

- 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 2.0 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, 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.

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.

HERITAGE SCHOOL RULES

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.

CELL PHONES and SMART WATCHES

Cell phones and smart watches are not permitted on campus at any time.

- Violation and Consequences
  - Possession of a cell phone or smart watch on campus will result in:
    - Immediate confiscation of the device
    - Placement of the device in the school office for parent/guardian pick-up.
- Continued violation of this policy will result in escalation of consequences up to and including suspension.

INFRACTIONS

Following is 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 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), earrings (boys), matches, lighters, pornographic materials, laser pointer, 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.

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. Misbehavior in the classroom will result in the application of a classroom disciplinary process with graduating consequences.

ACADEMY MISBEHAVIOR INSIDE THE CLASSROOM

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.

MIDDLE SCHOOL MISBEHAVIOR INSIDE THE CLASSROOM

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.

MISBEHAVIOR OUTSIDE THE CLASSROOM

Students who misbehave outside the classroom 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. 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.

CHRONIC MISBEHAVIOR

If a student continues to misbehave and/or has multiple infractions of the same type:

- 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.
- Amid these suspensions, a strict disciplinary contract may be written.

A home suspension means that a student will not be allowed to come to school as per state educational code guidelines, 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.

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

It is the expectation that all HCS parents, guardians, or child representatives conduct themselves in a manner that is constructive. Conflict or difference of opinion is bound to happen. The way in which those conflicts or differences are solved is crucial to the spiritual and psychological health of the school. The use of intimidation of any kind, inappropriate language, or gossip about another is not biblical, nor is it appropriate. If a parent has a concern, criticism, or issue with anyone at HCS or with HCS, he or she must resolve it in a respectful way.
See the following verses for guidance: Ephesians 4:29, Matthew 18, Psalm 34:14, Psalm 37:37, 1 Peter 3:11, Romans 12:18, Romans 14:19, 1 Corinthians 7:15, Galatians 5:22, Ephesians 4:3, Colossians 3:15.

Below are some guidelines for 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/Principal 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/Principal 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 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

RE-ENROLLMENT FEE

- The re-enrollment fee will be billed to the family's FACTS incidental account on February 15 with a due date of March 15.
- The re-enrollment fee is non-refundable.

REGISTRATION FEE

- A registration fee is payable when a new student is registered in the school.
- The registration fee is 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 June 15.
- A 3.5% discount is available if the full annual tuition is paid on or before July 15.
- A 2% discount is available if the full annual tuition is paid on or before August 15.
- 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 subsequent children.

PARENT PARTICIPATION PLAN

- Each family will need to either volunteer 20 hours for HCS (snack bar, coaching, fundraising, PSG meetings, library, room parent, art parent, teacher's helper, campus beautification, etc.) or pay a Parent Participation Fee which will be billed to the FACTS incidental accounts.
- If paid in August, the discounted fee as stated on financial agreement / financial brochure will be due in lieu of the 20 parent participation hours. If the hours are not completed by May 1st the fee as stated on financial agreement / financial brochure will be billed to your Facts account with a due date of May 15th.
- If a student is withdrawn after the March 15th "Opt-Out" date, the Parent Participation Fee is due and is non- refundable.

ANNUAL BOOK FEE AND RESPONSIBILITY

- An annual Book Fee will be billed (per student) to your FACTS account. For the convenience of HCS parents, payments may be spread over a 10-month period, beginning in August, and ending in May. This fee covers a wide range of items such as, consumable materials, student emails for Chrome book access, online subscriptions for Renaissance A/R and Math, and the yearbook. We do not give out emails and access codes that have are purchased from Heritage, they are cancelled. The Book Fee is non-refundable. If a student withdrawal, 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 8th grade graduation, a student will not be permitted to attend graduation or receive a graduation certificate until the account is paid in full.
- If an account is not current at the end of the school year, the account will be sent to collections.
- All accounts must be current by June 30th 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 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 your FACTS account.

LUNCH PROGRAM

- A cafeteria lunch is available at additional cost.
- Lunches may be purchased on a day-by-day basis or a "gold card" (covers all lunches for the year) is also available through the Business Office but must be purchased by August 31st. Gold Cards are non- refundable.
- 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 your FACTS account.

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.

EARLY WITHDRAWAL POLICY

30 calendar day notice required. To meet these criteria the Student Withdrawal Form on the HCS website needs to be completed. 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 Annual Registration/Re-Enrollment Fee, the Annual Book Fees, the Parent Participation Fee, and Lunch Gold Card (if purchased) are 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

It is our goal at Heritage Christian Schools to do our best to keep our school healthy. We have established the following guidelines for our school.

IMMUNIZATIONS

We require that a child have the state required immunizations. State policy stipulates that kindergarteners, 7th graders and new students receive all required immunizations and a TB clearance prior to their first day of school in August or submit a medical waiver. 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 be allowed to 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 several 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.

ILLNESS

If a child is visibly ill in the morning, he/she is required to remain home with the parent. If a child becomes ill while at school, the parent or guardian will be contacted and expected to pick up their child as soon as possible.

A student may return to school when he/she has:

- Been fever-free for 24 hours without the use of fever reducing medication
- Been free of vomiting and/or diarrhea for 48 hours
- Been on antibiotics for at least 48 hours for any type of strep or bacterial infection. A

student is required to remain at home if he/she has the following symptoms:

- A temperature over 100 degrees
- Diarrhea or vomiting in the past twenty-four hours
- A sore throat with fever or spots
- Thick, yellow or green nasal secretions accompanied with a fever
- Cough accompanied by a temperature over 100 degrees
- Eye drainage, redness or puffiness that reappears after cleaning
- Unusual rashes

If your student will be out, please notify the office in the morning via email or phone call. In some instances, a doctor's note may be requested for your student to return to class.

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.

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.

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.

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 Middle School 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. Parents may not take someone else's child off campus without written permission from 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 objective of disaster preparedness is to save lives 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.

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

- Important information from school administration, the Parent Support Group, and other departments are distributed periodically throughout the year via email, text alert, social media, and written communication.
- Flyers and class newsletters will be sent home routinely. Check your student's backpack daily.
- Event calendars, and other important information can also be found on the school website at heritageschools.us or by contacting the School Office.

MIDDLE SCHOOL LOCKERS/BOOK STORAGE

Book lockers are provided for each 7th-8th Grade student. A wrought iron fence protects the locker area 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, if necessary.

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.
- Items left in Lost and Found after school ends will be left in the office for 1 week. After the week ends all items will be donated to a local charity. We are not responsible for items left behind in Lost and Found.

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.
- It has been a long-standing practice to not allow toys or games to be brought to school unless approved by individual teachers for specific party purposes.
- Students in 4th-8th grade do not exchange Valentine's Day cards but may have a party.
- Each year HCS sends the Middle School students to Hume Lake or Hartland Christian Camp for a spiritual emphasis week. It is our general 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.
- HCS reserves the right to change policy after 30-day parental notice.

Nut-Free Policy

To help create the safest possible environment for all students, Heritage has implemented a nut-free policy. We strive to maintain a school environment free of peanuts and tree nuts, including almonds, Brazil nuts, cashews, hazelnuts, pecans, pistachios, and walnuts.

Foods containing peanuts or tree nuts are not permitted at school for snacks, lunches, or celebrations, and are prohibited on campus.

If your child brings a sandwich made with a non-nut spread, such as sunflower butter, please clearly label it so teachers and lunch supervisors know it is safe.

Students who bring food containing peanuts or tree nuts will be asked to eat their food in the office. They will also be required to wash their hands and face before returning to class.

Heritage recognizes that, because of food manufacturing and processing practices, it is not possible to eliminate all potential traces of peanuts or tree nuts from foods. Therefore, products labeled "may contain peanuts or tree nuts" or "made in a facility that processes peanuts or tree nuts" are permitted.

HERITAGE CHRISTIAN SCHOOLS

What do the symbols on the HCS Crest stand for?

The Bible: God is the center of all living and learning. The Bible is the infallible Word of God. In it, God reveals Himself to us. We discover His nature and character, His love, His righteousness, His forgiveness, and His truth. We are called to be like Him in all we say and do. The Bible, as a book, also represents the seeking of truth through reading and studying works of many different kinds.

The Pillar: Classical education is our foundation. Our system, method, and philosophy of education (our paideia) goes back to the Hebrews and to the Greeks. It is a long tradition of education that has highlighted the search for truth, goodness, and beauty through studying literature, philosophy, mathematics, history and the physical sciences.

The Patriot: The classical definition of patriotism is the love of law and shared liberty, the search for the mutual good, and the duty to behave justly. For our school, that means seeking God's rule in our lives and living with a mission and purpose beyond ourselves.

The Quill: The quill is a symbol of communication. Quill pens were used to record and document religious tracts, amazing works of literature, books, legal papers and important historical documents. The Quill not only denotes communication through writing but also connotes expressing ourselves through all mediums. It is important to nurture our students' communication skills, so they are capable of expressing themselves clearly and confidently in all aspects and areas of their life. It is also important to learn to listen and seek to understand what others think and why they think what they think.

APPENDIX A

STUDENT AWARDS

ATTENDANCE AWARDS: *Grades K-8*

Office will notify Parents

PERFECT ATTENDANCE*: *(Quarterly)*

Students who earn the Perfect Attendance award have attended every day and have no more than two tardies per quarter. A certificate will be given for each quarter Perfect Attendance is earned.

EXCEPTIONAL ATTENDANCE: *(Annual)*

Students who earn the Exceptional Attendance award have 3 absences or less for the school year and have no more than two tardies per quarter. A certificate will be given at the 4th quarter awards assembly.

ACADEMIC AWARDS: *(Quarterly) Grades 3-8*

Office will notify Parents

PRINCIPAL'S LIST*:

Every 3rd-8th grade student who has earned overall grade point average of a 4.0 on their report card will be placed on Principal's List. A certificate will be given for each quarter Principal's List is earned.

HONOR ROLL*:

Every 3rd-8th grade student who has earned an overall grade point average of a 3.5 or higher will be placed on Honor Roll. A certificate will be given for each quarter Honor Roll is earned.

***PIN AND LETTER AWARDS:**

Office will notify Parents

Pins will be awarded for the following achievements:

- Perfect Attendance (for the school year)
- Principal's List (awarded after *any* 4 quarters)
- Honor Roll (awarded after *any* 4 quarters)
- Citizenship Award
- Patriot Award

STUDENTS WILL RECEIVE A SCHOOL LETTER WHEN THEIR FIRST PIN IS AWARDED.

CHARACTER AWARDS:

Teachers will notify Parents

STUDENT OF THE MONTH: *(Monthly) Grades K-8*

This award is given to one student per month, per class, who exemplifies our character trait of the month: Humble, Patient, Kind, Forgiving, Encouraging, Initiative, Leader, and Diligent. Starting in September and ending in May, teachers choose one student from their class who exemplifies the chosen trait of the month. The certificate, which includes a special message from the teacher, is presented by the principal to the student during chapel.

PERSEVERANTIA VINCIT AWARD:

(Semester) Grades K-8

This semester award is reserved for one student who have made a considerable effort to grow in an area and who have shown a consistent desire to continue improving and making progress toward a goal.

CITIZENSHIP AWARD*:

(Semester) Grades K-8

This semester award is given to one student in each class who have consistently followed school rules, have been model citizens, and who have gone above and beyond expectations to be positive members of the community.

PATRIOT AWARD*:

(Annual) Grades K-8

The Patriot Award is given to one student in each class who has not only performed academically but who has also been a model student and citizen throughout the school year. The Patriot Award student has had a positive effect on the classroom and embodies the expectation of being kind, respectful, and responsible.

PARENT HANDBOOK VERIFICATION FORM

Dear Parent,

Each year revisions are made in the Heritage Christian School Parent Handbook. New material is added, and other sections are changed making it important 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 Admissions 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.

Thank you.

Parent Signature(s): _____

_____

Student Signature(s): _____

_____

_____

_____

Date: _____