



STUDENT/PARENT HANDBOOK

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Dear Parents,

We are pleased that you have decided to entrust us with your most precious possession, your child. We are convinced that it is of vital importance that children are taught the basic concepts of their education from the viewpoint of Godly philosophy and in accordance with the inerrant and absolute authority of the Bible.

The quality of life in our nation shall be determined by the education that we give our children of today. The destiny of our students' lives for eternity will be determined by the decisions which they are led to make during the formative years of their life.

We are desirous to see boys and girls develop character and conscience standards that are biblical as well as seeing their minds grow. We, the staff of Heritage Christian School, will do our very best to accomplish the goals set forth in this handbook.

We petition your prayers for wisdom, and we need your support and cooperation in order that we might be consistent in working toward these ends.

Please feel free to call on us at any time if you have any questions or suggestions that might further assist us in the training of our youth at Heritage.

Please consider this handbook thoroughly; know what you may expect from us and what we shall expect from you and your child. Encourage your children to cooperate with the spirit of these standards.

It is inspiring for us to know you care enough about your child's welfare to make the personal sacrifice necessary to provide your child with a Christian education. We trust God will bless you and your family.

- ***The Staff of Heritage Christian School***

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Heritage Christian School

Our Mission: To glorify God by partnering with parents to equip students spiritually, intellectually, physically and socially using Jesus Christ as our model.

Our Vision: Students of Heritage Christian School will be Christian leaders who demonstrate Godly character and confidence making eternal impacts throughout our community and the world.

Our Values:

G Glorifying God: Acknowledging God's authority in all that we do.

R Responsibility: Being dependable and responsible in all relationships and tasks.

A Academic Excellence: Using the Bible as the foundation for all learning.

C Character: Developing Christian leaders who demonstrate Godly character and confidence.

E Eternal Impact: Using knowledge and a Biblical worldview to impact the world for Christ.

PHILOSOPHY

Every person who consciously makes a decision bases that decision upon a pattern of beliefs called a philosophy.

One's concept of truth, man, God, and purpose interact to provide a viewpoint by which all else shall be evaluated and interpreted. For the Christian whose viewpoint is centered in the Word of God, the philosophy of education is a Christ-centered, theistic worldview approach in which God is the key figure. The basic concepts of this Christ-centered philosophy of education are:

- 1. God is the Creator and Sustainer of the universe. He is in control of His universe at all times.**
- 2. God is the source of all truth.**
- 3. Man is by nature a sinner, separated from God, attempting to place himself at the center of all Creation, denying God His rightful place as "King of Kings and Lord of Lords."**
- 4. Man's reconciliation of God can only be affected through his faith in the shed blood of Christ who died to pay the penalty for sin. This regeneration (salvation, born again, converted) by faith in Jesus Christ allows man to understand true values based upon His person, purpose, and work.**
- 5. God has established three means of revealing Himself and His truth to man: Creation, the Bible and His Son, Jesus Christ. Creation, God's world, presents a general revelation of His character. The Bible and His Son present a specific revelation of His character and truth, necessary for the working of His will in the lives of all who will accept his truth.**
- 6. The education and training of a child are the parents' responsibilities in which the Christian school and the church should provide a complementary function. The church and the school cannot replace the responsibility of the parent**
- 7. The Christian home, school, and church should work together to promote spiritual growth, academic excellence, physical fitness, and social graces in the children. (Luke 2:52)**

8. The teacher stands in the place of the parent (in loco parentis) as a figure of authority and discipline while the student is at school

9. The teachers have the responsibility to attempt to meet the needs of all children according to their individual ability.

10. The Christian is to be in the world, but not of it. As Paul stated, “be not conformed (pressed) into the mold of this world.” However, the Christian must share in his responsibility as a citizen to guide and direct society according to the will of God. (Romans 12:2a)

11. In order to be different from the world, one must be “transformed by the renewing of the mind”, a primary function of Christian education. (Romans 12:2b)

12. The primary preparation of a person through his experience in the home, church, and school should be for a life of fellowship with, and service to, God; a combination which will affect his fellow man.

13. The Spirit filled life in the only life which is pleasing to God and produces spiritual fruit for both here and for the hereafter. This life involves the reality of personal fellowship with God through His Word, prayer and service.

STATEMENT OF FAITH

- 1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. (II Timothy 3:16-17, II 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 (Isa.7:14, Matt. 1:23, Luke 1:35); His sinless life (Hebrews 4:15, Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (I Cor.15:3, Eph. 1:7, Hebrews 2:9); His resurrection (John 11:25, I Cor.15:4); His ascension to the right hand of the Father (Mark 16:19); His personal return in power and glory (Acts 1:11, Rev. 19:11)**
- 4. We believe in the absolute necessity of regeneration by the Holy Spirit of our salvation because of the exceeding sinfulness of human nature; and that mankind is justified on the single ground of faith in the shed blood of Christ and that only by God's grace through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Eph. 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 damnation. (John 5:28- 29)**
- 6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Cor.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, I Cor.3:16, I Cor.6:19-20, Eph. 4:30, 5:18) The board members and faculty have committed themselves to the above Statement of Faith, and it shall be earnestly taught in the classroom.**
- 8. We believe that God wonderfully and immutably creates each person as male and female. These two distinct, complementary genders together reflect the image and nature of God (Gen 1:26-27). Rejection of one's biological sex is a rejection of the image of God within that person. 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 (I 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. 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)

STATEMENT ON MARRIAGE, GENDER, AND SEXUALITY

We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complimentary genders together reflect the image and nature of God. Rejection of one's biological gender is a rejection of the image of God within that person (Genesis 1:26-27).

We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union. We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. We believe that God has commanded that no intimate sexual activity be engaged in outside of marriage between a man and a woman (Genesis 2:18-25; I Corinthians 7:2-5; Hebrews 13:4).

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (1 Corinthians 6:9-10; 13).

We believe that in order to preserve the function and integrity of Heritage Christian School as the local Body of Christ, and to provide a biblical role model to the Heritage Christian School members and the community, it is imperative that all persons employed by Heritage Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender and Sexuality (Matthew 5:16; Philippians 2:14-16; 1 Thessalonians 5:22).

We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10).

We believe that every person must be afforded compassion, love, kindness, respect, and dignity. Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Heritage Christian School (Mark 12:28-31; Luke 6:31).

NON-DENOMINATIONAL STATEMENT

Since the inception of HERITAGE CHRISTIAN SCHOOL, in 1978, it has been the desire of the board that the inter-denominational position of the school be stressed and maintained. The Statement of Faith is fundamental to basic Christian tenets, and contains those doctrines to which we unreservedly adhere and teach.

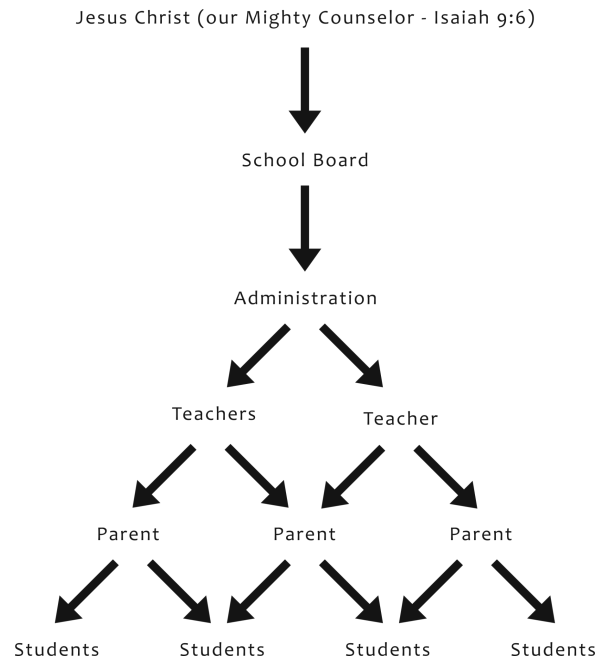
In some areas of doctrine, such as the ones listed below, the faculty shall have the liberty to academically state their belief (which is in accord with the Statement of Faith), but shall qualify their statements with the reminder that there are differences of opinion among born again believers, and that the student is reminded to discuss these issues with their parents and pastor. We respect the right of students and parents to hold other beliefs in these matters:

- 1. Church government (authority and discipline)**
- 2. Time and mode of baptism**
- 3. Security of the believer**
- 4. Time of the rapture**
- 5. Second work of grace (baptism of the Holy Spirit)**
- 6. Sinless perfection**
- 7. Gifts of the Spirit (tongues, interpretation of tongues, healing, miracle working, prophecy, and/or discerning of spirits)**

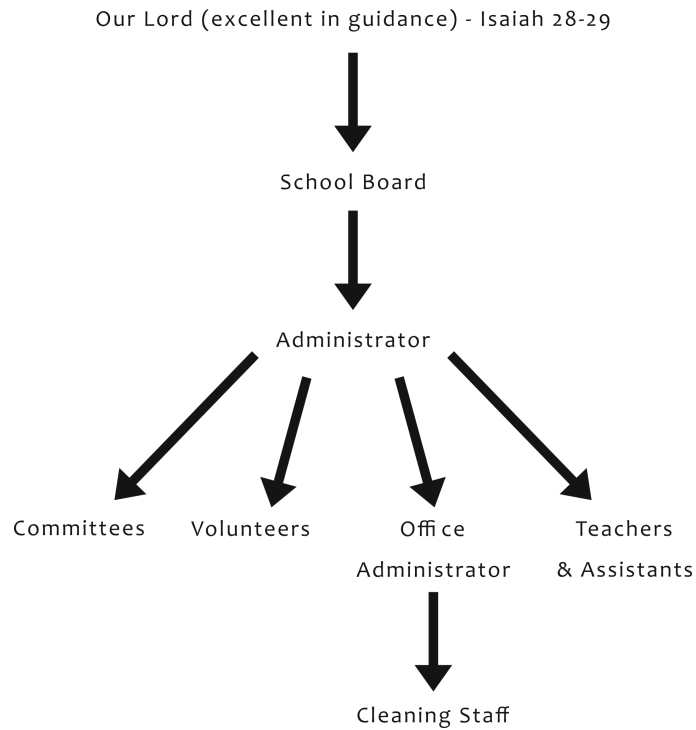
Any parents seeking to influence "denominational change" of the type spoken above may be asked to withdraw their children. The school is not to be used as a recruiting ground. There are times, however, when you may have contact with someone who is not saved. (i.e. he or she has never accepted Christ as personal Savior). Because this is not "denominationalism", we encourage you to pray for them and wisely present the Gospel to them, that they may come to know Him, "Whom to know is life everlasting." We desire to remain united in the salvation and love of Christ, avoiding the dissension of denominational problems.

The Matthew 18 Principle

The Lord's way of solving people-to-people problems:



Accountabilities and Responsibilities:



The Matthew 18 Principle for Solving School Problems

By Dr. Paul Kienel, Executive Director, Association Of Christian Schools International

A Christian school is made up of people--parents, administrators, teachers, and students. Like any other collection of earthly mortals, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. Nevertheless, it is God's will that we live and work together in harmony. Jesus said, "A new commandment I give unto you, that ye love one another; as I have loved you, that ye also love one another. By this shall all men know that ye are my disciples, if you have love one to another." (John 13:34-35)

Due to our human nature we may at times irritate others, resulting in misunderstandings or strong disagreements. In Matthew 18:15-17, Jesus gives His formula for solving person-to-person problems. I call it "the Matthew 18 principle" for solving school problems. The following are the words of Jesus:

"Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church: but if he neglects to hear the church, let him be unto thee as a heathen man and a publican."

There are several clear principles that Jesus taught in solving people-to-people problems:

One: Keep the matter confidential. The very pattern of sharing the problem only with those directly involved established the principle of confidentiality. The Bible has much to say about those who gossip or malign others with their words.

Two: Keep the circle small. The first step and most often the only step needed in solving a person-to-person problem is for one of the two people involved to initiate face to face dialogue. Most problems are solved at the two people level.

Three: Be straightforward. Sometimes it is difficult to be straightforward and tell someone the very heart of the matter. But restoration and improvement can only come when the issues are lovingly yet clearly presented. (Proverbs 27:6)

Four: Be forgiving. This implies that once the matter is resolved, we should wholeheartedly forgive and restore the person whose fault has offended us. As I mentioned earlier, most school problems are resolved at the two-people level. Forgiveness and restoration is the normal happy conclusion. But what is the Matthew

18 principle if the individual will not "hear" you, or openly disagrees with your version of the problem? Let's say you are a parent of a student at Heritage Christian School. You are unhappy with a teacher because you believe your child is being treated unfairly in the classroom. The two of you have met and talked together and you are not satisfied with the outcome of your discussion. What is the next step in the Matthew 18 principle?

Five: The parent and teacher should agree to share the matter with the school administrator. At this stage the counsel of Jesus would be "... take with thee one or two more, that in the mouth of two or three witnesses every word may be established." Both parent and teacher should rehearse their version of the issue or issues with the school's administration. Each person should come to the meeting in a spirit of prayer and humility, willing to submit to the Lord's will in the matter and also willing to submit to reproof and correction if needed. Those of us who bear the name of Christ should joyfully conform to the will of Christ. An open and honest discussion among people who are sensitive to godly principles will most often reach an amicable solution. I estimate that 80% of school problems are solved at the two people level. Another 18% of school problems are solved at the three and four people level, which includes the school's administration. This leaves 2% to be resolved at the level of the school board. The board represents the church or church community. Let's say a problem does not exist and is not solvable by the normal channels of communication and established school policy. What is the next step in the Matthew 18 principle?

Six: the school principal should explain the problem to the chairman of the school board. The chairman will decide how the matter will be presented to the board. Depending on the complexity of the problem, it may be appropriate for the board chairman to request that all persons involved be present at a school board meeting.

The goal of such a high-level meeting is:

- 1. a clear understanding of the problem*
- 2. solving the problem*
- 3. reproof and correction if necessary*
- 4. forgiveness and wholehearted restoration of those who made amends*

In summary, the Matthew 18 principle requires that parents talk to teachers about student problems before they talk to administrators. If unresolved at the two people level, the matter is prayerfully and in an orderly fashion moved upward in the school organizational structure. This is the Lord's way of solving people-to-people problems.

GRIEVANCE PROCESS:

Dear Parents:

If you have a problem with something at the school, pray about it first. See if you can just be forgiving and let it go because you are a Christian. The Holy Spirit gives peace and patience as His fruit, and if they are not present in your life you need to evaluate whether you are a Christian.

If, despite making your best effort to forgive and forget by the power of Jesus' Spirit, you still have a problem, you need to talk to the person responsible.

- If your problem is with a grade or classroom business, talk to the teacher.
- If your problem is with tuition or records, talk to the Office Administrator.
- If you have talked to the teacher at least three times and cannot resolve your problem, talk to the administrator.
- You may not bring a problem to the board until you have talked to the administrator twice.

If you are bringing a problem to the board, you must state your problem in writing in one page or less. Give this page to the Office Administrator. The board will review your complaint. If the board determines to hear your complaint, you will be notified of the time and place of the board meeting and given fifteen minutes to present your problem to the board.

The board will appoint a board member to contact you after the meeting and present the board's response to your grievance.

Yours in Christ,

HCS Administration Committee

If it is possible, as far as it depends on you, live peaceably with everyone.

- Romans 12:18

ADMISSION

1. PROCEDURE

1. Obtain an application packet from the school office.
2. Return completed application with pastoral reference.
3. Parents will receive notification of acceptance or denial.
4. Enrollment Papers will be distributed and are due at the Fall Open House

2. AGE REQUIREMENTS

Students enrolling in Kindergarten must have reached or will reach, the respective age of five by August 1 of the year enrolled.

3. NON-DISCRIMINATORY POLICY

Heritage Christian School, 510 Wall Street Court, admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs, and activities generally accord or made available to students at the school. It does not discriminate on the basis of race, color, national, and ethnic origin in administration of its educational policies, admission policies, financial aid, athletic, and other school-administered programs.

4. REGISTRATION

Heritage Christian School will begin to receive funds, in the 2025-2026 school year, through the Steamboat Legacy Scholarship Act. This was signed into policy on March 24, 2025 in Wyoming. The process to apply for voucher funds will be communicated with families at the time of registration and re-enrollment through the main office. Parents are required to fill out an Enrollment Form as a written agreement and contract in order to be officially enrolled.

5. TUITION

Parents may opt out of the Wyoming voucher program and pay tuition with their personal funds. Fees are as follows per student K-12:

\$750 enrollment fee, due at enrollment. These funds are for administrative fees and curriculum.

\$5,000 Tuition (\$555.56/mo. Sept-May).

\$250 School supplies fee, due by August 1st.

6. LATE TUITION PROCEDURE for self-paying families

The financial committee understands that there may be certain circumstances or specific hardships that may have contributed to late tuition. As a result, to avoid late fees, please complete a letter of explanation as well as stating any payment changes you would like to temporarily request. By communicating and working together we can resolve this issue.

- **30 days past due** \$25.00 late fee on invoice statement; secretary sends
- **60 days past due** \$50.00 (2 months) late fee on invoice statement; secretary sends and Administrator contacts
- **90 days past due** \$75.00 (3 months) late fee on invoice send statement; Board member to follow up, present situation and recommendation to the board.
- **120 days past due** Administrator follows recommendation from the board. Possible recommendations:

Children can no longer attend school

Tuition adjusted and signed contract must be strictly followed

Send account to CFI collection agency

8. TUTORING

The school does not presently have a tutoring program although all students receive individual help on a regular basis. Those struggling academically may be able to meet with their teachers after school for special help. The school may also be able to refer parents to a qualified private tutor should the need

arise. The parent/guardian/enroller is responsible for any hourly wage paid to such tutor. Title I is offered through teacher referral.

9. STUDENT INFORMATION

In order to keep our records up to date, it will be necessary for parents to notify the school office of any changes in address or telephone number. If your employment number is the number to call in case of emergency, the school office should be notified of any changes in employment as soon as possible.

10. WITHDRAWALS

All withdrawals must be made in writing and shall be effective when such written notice is delivered to the school. In all cases, a conference with the Administrator is necessary.

11. DISMISSAL POLICY

The school has the right to dismiss any student who does not respect its spiritual standards and cooperate in the educational process. Persons may be dismissed from Heritage Christian School for the following reasons:

1. **ACADEMIC**-children unable to maintain grade level expectancy after retention for one year at the school.
2. **CONDUCT**-conduct not in accordance with the standards at H.C.S.
3. **ATTITUDE**-children should complete tasks cooperatively and shall exhibit conduct that leads to class harmony.

After counsel with the administrator, teacher, and parents, the H.C.S. School Board will make the final decision on all dismissals.

HIGH SCHOOL

HCS desires all Christian children to receive a full Christian education from preschool through graduation from high school. Our students can graduate with a high school diploma and an education that prepares them for college. Current HCS students are preferred for our high school program. New students will go through a thorough application process before acceptance. This high school program is not for every student. Our high school fits best for Christian students who are capable of working independently and are self-motivated to do their assignments.

Some high-school subjects will be self-paced and facilitated by a classroom teacher. The type of secondary program offered, largely depends on enrollment numbers and the individual goals of each student. Some courses may have an instructor. Math classes will always have an instructor. Some subjects will be teacher led, and others on a computer.

The parents, student, administrator, and a classroom teacher will personalize each high school student's curriculum. Electives will be chosen based on their post-graduation goals and the student's interests.

One year of high school offers 7 credit hours. Total credits earned will include 3-4 credits in each of the 4 core classes: English, math, science, and social studies. One credit of Bible is required per year enrolled. A major goal of the secondary program is to prepare each student for college. Students are encouraged to pursue the goals laid out for Wyoming graduates at hathawayscholarships.org and at colleges of interest.

***See chart for specifics**

Electives

Electives will be chosen based on the individual's strengths and interests. The amount of electives should be enough to fill the 24 credit requirement.

Private music classes and sports may be taken under consideration for high school credit.

Parents are encouraged to enroll their teen in a summer driver's education class. HCS will accept this class and give ½ credit as an elective.

Students who have reliable transportation may choose to take some classes at Gillette College for dual credit. The entrance exam and cost for the class is the responsibility of the student and their parents. Planning for this should begin in the spring of their junior year. HCS will grant 1 credit for each semester course at GC. Tuition at HCS may be adjusted to reflect classes not facilitated by Heritage instructors.

Juniors are required to take the ACT test in the spring of their junior year. This gives time to retake the test in their senior year if they wish to improve their score. Registration for the test and information about the ACT can be found at www.actstudents.org . Heritage Christian School's code for registration online is: 510153. HCS must receive a copy of the test results for our records.

HERITAGE CHRISTIAN SCHOOL
HIGH SCHOOL GRADUATION REQUIREMENTS

SUBJECT	CREDITS (college bound *)	CREDITS (basic diploma)	DETAILS
English	4	4	Must include ½ credit of a Literature class
Mathematics	4	3	Must include Algebra 1
Science	4	3	Must include 1 credit Biology
Social Studies	4	3	Must include: 1 credit of US/American History, ½ credit of Economics, & ½ credit of Government/Civics
PE/Health	1.5	1.5	Must include 1 credit of PE and ½ credit Health
Electives	6.5+	9.5+	Must have 1 credit of Bible per year at HCS. Must have ½ credit of Art.
TOTAL CREDITS NEEDED:	* 24	24	College bound students will have Spanish 1&2.

* SENIORS MAY HAVE AN OPPORTUNITY TO TAKE CLASSES AT GILLETTE COLLEGE FOR DUAL CREDIT.

Graduation/Commencement Policy:

Graduating from high school is a very important milestone in a young person's life. This accomplishment should be celebrated. Earning a diploma at HCS is something that the whole student body should recognize; younger students will have this important goal to look forward to.

Arrangements are as follows:

- 1. Given the importance of the event, Heritage Christian School graduates will have a commencement ceremony on the Saturday following the last day of school. The time and location will be decided by the administrator and graduates.**
- 2. If there are only 1 or 2 graduates, they may opt to have a reception instead of a traditional commencement ceremony. These details must be approved by the administrator and families of the graduates.**
- 3. Diplomas will be presented at the commencement/celebration by the administrator.**
- 4. The graduates are responsible for the cost of cap, gown, tassel, and diploma. The fee (TBD) must be paid in full prior to graduation.**
- 5. The graduate is also responsible for providing the HCS office with a senior picture by April 1st. This senior photo will be included in the Gillette News Record's list of graduates.**
- 6. The graduate is responsible for sending out invitations to their celebration at least a month before the graduation date.**
- 7. Graduates who do not attend their commencement/reception will not receive their diploma unless and until a \$500 fee is paid to HCS.**

[Discussed 11/17/22, Board of Directors][Revised and accepted 2/16/23]

Substance Abuse Policy

Heritage Christian School has a vital interest in maintaining safe and healthful learning conditions for its students. The possession, use or sale of an illegal drug or alcohol while at school or on school property, school sponsored activity or event poses an unacceptable risk for a safe, healthful, and efficient learning environment.

With these basic objectives in mind, Heritage Christian School strictly prohibits the use, possession, distribution, or sale of illegal drugs while at school or on school property.

Heritage Christian School also strictly prohibits having any detectable amount of illegal or illicit drug and/or alcohol in one's system while at school, on school property, school sponsored events, or at any time the student is under the authority of Heritage Christian School staff, volunteers, or Board of Directors.

An illegal or illicit drug includes but is not limited to:

- 1. A drug that is not legally obtainable.**
- 2. An illegally obtained prescription drug.**
- 3. A legally obtained prescription drug being used in excess of the Physician's advice and/or by a person whom the drug has not been legally prescribed.**
- 4. Any form of alcohol.**
- 5. Any over the counter medications or supplements that contain alcohol or energizing herbs or chemicals.**

To enforce the provisions of this policy, Heritage Christian School retains the right to request a drug and alcohol test for any student at any time for whatever reason deemed appropriate by Heritage Christian School Administrative Staff and/or Board of Directors. The types of tests conducted include but are not limited to urine, sweat, saliva, and hair follicle. A saliva or breath alcohol device will be used for the determination of a violation concerning alcohol use. The utmost care will be taken to provide absolute confidentiality concerning any test request,

test, and test result. At least one parent or guardian will be asked to sign a consent authorizing the provision of any drug or alcohol test. Acceptance of the Heritage Christian School Substance Abuse Policy is a condition of enrollment at Heritage Christian School. Any violation of the Heritage Christian School Substance Abuse Policy will be grounds for terminating or denying enrollment.

Search Policy

All school owned equipment – lockers, desks, computers – are subject to random or individualized searches at any time. If a student is suspected of specific wrongdoing, the student may be required to empty his or her pockets, handbag, wallet, or backpack for school personnel. If a student refuses to allow this search or empty his or her pockets, the parents should be contacted. If refusal still occurs, the student's enrollment will be terminated. If the suspicion involves a substance or object that may injure the student or other students, then the authorities will be notified.

Student Anti-Harassment Policy

The policy of Heritage Christian School is to provide an academic environment that is free from harassment – whether based on sex (gender), race, color, national or ethnic origin, age, or disability – an environment that is free from all forms of intimidation, exploitation, and harassment (including sexual harassment), where all individuals treat each other with dignity and respect. The school includes bullying in its definition of harassment. The school is prepared to take action to prevent and correct any violations of the policy. This policy applies to the actions of administration, teachers, staff, parents, volunteers, and students. Anyone who violates this policy will be subject to discipline, up to and including termination or expulsion.

The school does not tolerate harassment of students, nor does it tolerate reprisals against any student who makes a harassment complaint. Administration, teachers, staff, volunteers, and students who violate this policy are subject to disciplinary action, including expulsion from school or discharge from employment. Any administrative personnel who receive a complaint of harassment and fail to appropriately report it or take corrective action pursuant to this policy are also subject to disciplinary action, up to and including discharge.

I. Definitions and Prohibited Acts

Sexual Harassment. “Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by someone from or in the work or education setting, under any of the following conditions:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual’s academic performance, or of creating an

intimidating, hostile, or offensive education environment.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities available at or through this school.

Unwelcome and Offensive. The fact that a student may not openly object to others' actions or words does not prove that they were unwelcome. Under the law of harassment or bullying and intimidation, a student does not have to openly object to others' actions or words to prove that the actions or words are unwelcome. Harassment, bullying, or intimidation may occur even if the student originally remains silent or fails to show disapproval. Acts and statements that may not offend some people may be highly offensive to others. Therefore, all employees, volunteers, and students should be sensitive to the feelings of others whether they object or not.

Verbal Harassment. Prohibited statements include, but are not limited to, the use of derogatory descriptions of a student or group of students based on race, color, disability, ethnic or national origin, or age. It is also a violation of this policy to state stereotypical classifications concerning race, national or ethnic origin, color, age, or disability of a student or group of students, especially if they are repeatedly made. Although some students or individuals may enjoy discriminatory identifications and jokes, the school does not tolerate such on its premises or during working hours.

Examples of prohibited statements include, but are not limited to, derogatory or vulgar comments regarding a person's gender, sexually vulgar language, remarks about a person's anatomy or characteristics, dirty jokes, sexual innuendo, or display of written or graphic materials. Also prohibited are suggestive pictures, magazines, posters, offensive cartoons, and other words or pictures of a suggestive nature. Also prohibited are statements that demean women.

Physical Sexual Harassment. Prohibited actions include, but are not limited to, touching a student in a sexually suggestive way, or touching another so as to invade his or her personal privacy. This includes

intentional touching or intentional movements made in order to observe another in a sexual manner. Also prohibited are physical acts such as hitting and pushing, and making physical gestures of a sexual nature. As a general rule, any act or touching of a person that most individuals refrain from doing with a stranger should not be done with another student.

Sexual Harasser. A harasser may be a male harassing a female, a female harassing a male, a male harassing a male, or a female harassing a female, just as long as the harassment is sexually based or based on the gender of the student.

Race, Color, National or Ethnic Origin, Age, and Disability Harassment. Unwelcome statements, name calling, or other verbal or physical conduct based on a student's race, color, national or ethnic origin, age, or disability is prohibited if and when any of the following occurs:

Submission to the conduct is explicitly or implicitly made a term or condition of an individual's academic status or progress. This may occur by clearly stated acts or words or by implied acts or words.

Submission to, or rejection of, the conduct by the individual is used as the basis of academic decisions affecting the individual.

The conduct has the purpose or effect of having a negative impact on the individual's academic decisions affecting the individual.

Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, program or activities available at or through this school.

Electronic Harassment. Harassment may occur through a number of mediums or means, including electronic means, including electronic communications. The student anti-harassment policy applies to all harassment, including any that occurs by or through any type of electronic communication. This includes, but is not limited to, Internet, e-mail, cell phones (including picture phone or text messaging, and voice), PDAs or other communication devices, and facsimile (fax) communications of any type. This list of electronic devices is not inclusive,

and the policy is intended to cover other types of electronic communication.

Physical Harassment. Prohibited actions include, but are not limited to the following:

Display of signs, pictures, cartoons, written statements, or other material that denigrates, intimidates, bullies, or otherwise discriminates against any student based on race, color, national or ethnic origin, age, or disability.

General harassment. Pushing, shoving, or other intentional acts perpetrated in whole or in part because of the student's race, color, national or ethnic origin, age, or disability.

Definition of Bullying or Intimidation: "Bullying or intimidation" means any written, oral, or physical act or gesture that a reasonable person under the circumstances should know will have the effect of harming a student or damaging his or her property or placing a student in reasonable fear of harm to his or her person or damage to his or her property, or that has the effect of insulting or demeaning any student or group of students in such a way as to disrupt or interfere with the school's educational mission or the education of any student. Harassment, intimidation, or bullying includes a gesture or an act, whether written, oral, or physical, that is reasonably perceived as being motivated by a characteristic such as sex (gender), race, color, national or ethnic origin, age, or disability.

Among the types of conduct that would violate this policy are the following:

- Unwanted sexual advances or propositions.
- Offering academic benefits in exchange for sexual favors.
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct such as making or using derogatory comments, epithets, slurs, and jokes about a student's race, color, national or ethnic origin, age, or disability.

- **Verbal abuse of a sexual or other nature; graphic verbal commentaries about an individual's body, race, color, national or ethnic origin, age or disability; sexually degrading words used to describe an individual; suggestive or obscene letters, notes, or invitations.**
- **Physical conduct such as touching, assaulting, impeding, or blocking movements.**
- **Any conduct that has the effect of insulting, impeding, or blocking movements.**
- **Any conduct that has the effect of insulting or demeaning a student or group of students in such a way as to disrupt or interfere with the school's educational mission or that is severe, persistent, or pervasive so that it creates an intimidating, threatening, or abusive educational environment.**

II. Application of Anti-harassment Policy

The student anti-harassment policy applies to school hours; to any school-sponsored event or activity, including during school-arranged transportation of any type to or from an event or activity, and whether the activity or event occurs on or off the school campus; while on school property or at school-leased facilities; or at any other time when the event or activity has any school recognition. Additionally as a Christian school, the school has the right to expect and does expect that students and any employee of the school will conduct themselves in a Christ like manner and/or as a Christian role model. Conduct violating these biblical standards—whether occurring at school or during school-sponsored events, activities, or functions or not, or on campus or not—is subject to appropriate action by the school.

III. Prohibited Actions

1. Employee-Student Harassment, Bullying, or Intimidation.

Employee-student harassment, bullying, or intimidation of any type is prohibited.

2. Student-Student Harassment, Bullying, or Intimidation.

Student-student harassment, bullying, or intimidation of any type is prohibited.

IV. What to Do If You Experience or Observe Harassment, Bullying, or Intimidation

Students who feel that they have been subjected to conduct of a harassing, bullying, or intimidating nature are encouraged to promptly report the matter to school officials.

Students who observe conduct of a harassing, bullying, intimidating nature is also encouraged below. All complaints will be promptly investigated.

V. Confidentiality

Every effort will be made to reasonably protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent's parent/guardian and appropriate government officials as the circumstances warrant.

VI. Protection against Retaliation

It is against the school's policy to discriminate or retaliate against any person, including any student, who has filed a complaint involving

harassment, bullying, or intimidation or who has testified, assisted, or participated in any manner in any investigation, formal proceeding, or hearing concerning harassment, bullying, or intimidation. However, if in the course of an investigation or subsequently the school learns that a student or others have made a complaint that was not in good faith or it was known to be false at the time of the complaint, the school reserves the right to take appropriate action. Making false complaints or complaints not made in good faith can jeopardize someone's reputation.

VII. Procedure for Investigation of a Complaint and Taking Corrective Action

If one of the school officials (other than the principal) designated in this policy receives a complaint, he or she shall immediately inform the [principal/administrator]. The [principal/administrator] will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing, bullying, or intimidating conduct shall be informed of the corrective action taken. In addition, any employee or student found to be responsible for harassment, bullying, or intimidation in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

Grading Scale

Academic progress is measured by the objective standard of percentage grades. These percentage grades are converted to letter grades for clarity and simplicity and known as a Grading Scale.

A 90-100 4.0 Excellent

B 80-89 3.0 Above Average

C 70-79 2.0 Average

D 60-69 1.0 Below Average

F 59 0.0 Failing

I* Incomplete Work

WP (no credit) Withdraw Passing

*** Incomplete grade becomes a Failing Grade if required assignments are not completed within two weeks of the last day of the quarter, unless the teacher and administrator have granted an extension.**

Honor Roll

Special recognition is given to students who achieve the following grade point averages:

4.00 – 3.90 “A” Honor Roll – All A’s

3.89 – 3.50 High Honor Roll – at least 5 A’s and no C’s

3.49 - 3.00 Honor Roll

Graduation Honors will be determined by the scale above and will be designated as follows:

High Honors 3.7 and above

Honors 3.0 – 3.7

MAKE UP WORK

Each teacher will have their own policy regarding make-up work. Please ask your teacher specifically for their policy concerning make-up work for missing assignments.

HOMEWORK

Good study habits should be developed early in a student's training. We encourage parents to help with this development. Students will regularly have homework, although it will be minimized on Wednesdays to allow for mid-week church services. As a general rule, an average student would spend the following amount of time in study nightly:

Kindergarten 10 to 20 minutes

First & Second Grade 15 to 30 minutes

Third & Fourth Grades 20 to 40 minutes

Fifth & Sixth Grades 25 to 60 minutes

Seventh-Twelfth Grades 30 to 90 minutes

INCOMPLETE WORK

Upon the assignment's due date, any class work and homework that is incomplete or not turned in will be graded on the portion which is completed when due. The only exception is work that is late within the policies covering excused absences. Teachers will do their best to clearly present the material, but there may be incomplete comprehension in some cases. Not understanding the material, and therefore not completing it, will affect the grade.

GRADE PLACEMENT

Students scoring at a lower grade level will have a modified academic program as agreed upon by the parents and the administrator.

PROGRESS REPORTS

Students who are below "C" level work will be issued a progress report during the fifth week of the grading period. Should a student's grade drop below a "C" after the fifth week, a progress report will be issued promptly and before report cards are issued so that the student can bring the grade up to an acceptable level if at all possible.

REPORT CARDS

Report cards are issued after each nine-week grading term. Parents of all students will receive the first report in a personal conference with their child's teacher. These conferences will be scheduled through the school office. A conference with the teacher may be scheduled at any time the parent or teacher feels there is a need. Please contact the teacher in advance to set up an appointment. Please do not schedule through the school office.

PROMOTION POLICIES

A student who has an "F" as a final grade in any academic subject including Bible will either be dismissed from school or if retained will be required to repeat the course. Students with D's in one or two academic courses including Bible may pass on probation if the academic failures are made up through tutoring or supervised self study resulting in a grade of "C" or better.

Grades 9-12: Students must pass the second semester to gain credit for the course for the entire year. If the first semester is failed with a grade

between 50 and 59, the first and second semester marks will be averaged to determine the year's grade.

ACHIEVEMENT TESTING

The school will use a national standardized test for measuring achievement and other important data. Tests are administered in the spring of each year. Results of these tests become part of the student's records and are available upon request

ACCESS TO RECORDS

Every parent has the legal right of access to his or her student's records at any time. If you would like to see your child's file you may do so by making an appointment with the teacher and/or administrator. However, all records must remain at the school. In the event of a move or a transfer, records will be mailed from the school office upon receipt of a signed Request of Transfer form from the new school. Under no circumstances will records be hand carried.

Exception: Records will be held at H.C.S. until financial obligations are met.

ATTENDANCE

Attendance is essential at Heritage Christian School for these important reasons.

Requirements

The student is always gaining new insights and practical lessons each day. If the student is to grow and mature in Christ then she/he needs to learn the principles that will aid in learning God's Word.

The absent student will find it quite difficult to catch-up on homework. She/he may fall behind and his/her grades will suffer because of it.

The absent student will be holding back the other students, because the teacher may have to take time out of class to help the one who has been absent.

The parents are paying money for their child/children to attend Heritage Christian School and the student's absence may deprive him maximum benefit.

The parents have entrusted us in a ministry to their child/children. The teacher's duty is to train these students as responsible citizens and adults in society; therefore, attendance must be required now.

The faculty members have a great quantity of material to share in one school year, which demands extra time at school or at home to prepare. Assisting truant students after school or in the evening places an unnecessary burden upon the instructor. Therefore, the following is an Absentee policy approved by the board of Heritage Christian School.

EXCUSED ABSENCES

The student is required to attend all days that the school is in session.

The school recognizes that there will be times when a student must be absent. Therefore, an excused absence may be granted in any one of the following areas:

- a. Student illness.**
- b. Medical appointment, (if possible the student should be in school before or after the appointment.)**
- c. Family emergency situations**
- d. Previous arrangements for family activities made by the parent. (maximum of five days per year). We encourage you to keep your vacations to a minimum during the school year because extended or frequent absences affect a child's learning. Classroom time and experience cannot be duplicated by paperwork.**
- e. Inclement weather**
- f. School-sponsored group activities (games, field trips, performances. etc)**

A note from the parent will be required indicating one of these areas. For all pre-planned absences the parents should send a note with the student at least two days prior to the absence informing the administrator and teacher so that the student may receive and complete the lessons before she/he leaves. For all absences due to sickness, the parents are requested to notify the school by phone before 9:30 a.m. After 9:30 a.m. the school will call the student's home to verify the absence.

TRUANCY

Habitually truant students will be reported to proper authorities as required by the State Compulsory Laws. Students are never to leave the school grounds while school is in session without clearance from the office. Permission is given only upon written request from the parents, or

by phone in case of emergency. Leaving the school grounds without permission, "cutting classes", or "ditching school" may result in automatic suspension.

TARDINESS

The school day begins at 8:25 a.m. with children lining up for pledges and announcements. All students arriving after 8:25 a.m. will be considered tardy and attendance records will be marked accordingly. Students that are tardy will receive a tardy slip from the morning gym monitors or from the office before admittance to class. Illness and emergency situations will be accepted as excused tardies, but late car pools, heavy traffic, etc., will not.

Patterns of tardiness will be treated as follows: (applies to each semester, two per year.)

- a. 3 unexcused tardies—detention (3:10-3:30)
- b. 5 unexcused tardies—parent/student/administrator conference

ABSENCES

Ten absences in any one, class or multiples of classes, in one semester will constitute probation or dismissal.

ABSENCES WITHOUT PRIOR NOTICE

Family emergencies, accidents, illness of the student, emergency room treatment, or other emergency situations that necessitate the immediate absence of the student are considered in this category. A MAXIMUM OF 10 DAYS OR 40 EXCUSED CLASS ABSENCES WILL BE ALLOWED IN ANY ONE SEMESTER. Each absence beyond the 10 days or 40 excused class absences per semester will be unexcused. Exceptions will be certification from a competent medical authority stating specific days to be excused from school or verified family emergencies. In cases of prolonged chronic

illness (more than 5 consecutive days absent), prior to the student's return, the student must provide certification from a competent medical authority stating he/she is free from the disease, or the disease has passed the communicable stage. When appropriate, homebound instruction will be considered.

UNEXCUSED ABSENCES

After a maximum of missed days with no doctor's excuse, the student will then sign a contract stating he/she will be in school unless medical emergency or other emergency. If absences still occur, he/she has to go in front of the truancy board.

A student's quarter grade may be reduced three percentage points, for each unexcused absence in a class.

SCHOOL HOURS

Pre-K through 12th: Monday-Friday (8:25am – 3:10pm)

Our policy is that students should not arrive before 8:10 a.m. or remain after 3:20 p.m. (Unless special arrangements have been made)

It is the parent's responsibility to see that all children are picked up as close to 3:10 p.m. as possible.

STAFF PRAYER TIME

All staff and teachers are required to attend opening devotions at 7:55am. The Administrator's office is closed during this time. Please do not attempt to schedule a meeting or call the teachers or administrator during this time.

OFFICE HOURS

The school office hours are 8:30 a.m. to 3:00pm, except on school holidays.

SCHOOL RULES

1. Respect

Students are expected to have respect for those in authority over them--parents, teachers, student teachers, student leaders, staff, administrators, and pastors. Students will be expected to address such persons in a manner that shows respect including answering by addressing them as "Sir" or "Ma'am".

2. Conduct

a. Students are expected to use their normal speaking voice at all times--no yelling, screaming, whistling, or excessive noise is permitted at any time.

b. Conduct should be that which is becoming a Christian young person. Fighting, teasing, excessively rough games, throwing rocks or snowballs, and improper language are strictly prohibited on the school grounds.

c. The Bible teaches us that a Christian should conduct himself at all times in such a way that the Lord Jesus Christ will be honored (1Cor. 10:31). A Christian's actions and language should always be in the best taste, especially with members of the opposite sex. Physical contact between male and female students is not permitted on the school property or at school events, whether home or away.

d. Smoking, drinking, drug abuse, and any immoral or illegal activity are grounds for immediate dismissal from Heritage Christian School. This applies to both on and off campus behavior. Students and parents must keep in mind that they not only represent the school, but even more important, you represent Jesus Christ. Therefore, improper behavior away from school can also be a reason for dismissal or administrative discipline.

e. I-Pods, MP3 players, C.D. players, etc., are not allowed at school or school events unless specifically permitted by the administration. To save the teacher time and effort controlling the media in the classroom, the only music allowed is that which the teacher plays or has in his/her personal library. If this policy is not followed by the

student, the item will be confiscated and the parent will have to pick it up from the administrator. No exceptions.

f. Cell phones are not necessary at school. Leave your cell phone at home, in the car, or give it to a teacher to hold for you until 3:10 p.m. Students should wait until they are in their cars before using their cell phone. If a student needs to use a phone they are allowed to use the office phone during the appropriate break times or with a teacher's permission. If this policy is not followed by a student, the cell phone will be confiscated and the parent will have to pick it up from the administrator.

3. Classroom Procedure

a. Students are considered tardy if they are not in line when the bell rings in the gym.

b. Each classroom functions on three basic rules:

(1) No talking without permission

(2) No getting out of your seat without permission

(3) Eyes to the front.

c. Any student sent to another class is expected to knock on the door and wait for an answer before entering.

d. Writing and passing notes, tossing objects, playing with irrelevant objects and other such disruptive acts are not permitted.

e. Students may not eat or drink between classes or in classes, except at designated breaks, or with special permission.

f. No gum chewing is permitted at school.

4. Restroom Procedures

- a. Various restroom breaks are taken during the day.**
- b. There is to be no talking on the way to or from the restrooms.**
- c. The teacher will decide how many students are allowed in each restroom at a time. The others are to form a line in the hall.**
- d. Restroom breaks are not for putting on makeup. If this is to be done, it should take place at home.**
- e. If a teacher hears any abnormal noise, he or she will not hesitate to investigate, or to take appropriate action.**
- f. No playing in or 'hanging out' in the bathrooms.**

PLAYGROUND PROCEDURE: RECESS, BEFORE AND AFTER SCHOOL PROCESS AND RULES:

General

- a. Please avoid excessive noise (like screaming).**
- b. Do not grab onto a basketball net or rim.**
- c. No wrestling, pushing, shoving, or fighting with each other.**
- d. Students are expected to begin putting away all balls and equipment as soon as they are told.**
- e. Immediately line up when told.**

f. No playing in or 'hanging out' in the bathrooms.

g. The BELL will sound when students are expected to line up. This is when students are expected to begin putting away all balls and equipment.

A Supervisor is an adult in charge of watching your playing time. Always stay within the supervisor's view and do not argue with supervisors.

Designated areas - Know the designated play areas for each recess and try not to interfere with the other activities.

Pre-School Playground: This small playground is for the Pre-K Students ONLY!

Balls

Balls or equipment that goes over the fence or across the street, may be retrieved once a student has permission from the playground supervisor.

Balls are not to be kicked across the gym or above the soccer nets height, only into the soccer nets. Please don't kick balls toward the ceiling, we want to protect the heaters. ONLY dodge balls can be thrown at each other.

Swings are meant for swinging ONLY!

a. Please sit while swinging. Do not twist the swing in a circle, stand on, swing double or sideways so as to bump your neighbor.

b. Swings are meant for swinging.

Jump ropes are meant for jumping ONLY!

- a. Please do not tie jump ropes to other pieces of playground equipment, use for playing horse and chariot, or wrap around one another.**
- b. Jump ropes are meant for jumping, only.**

Play Fort

- a. Please do not drop objects from the fort or walkways.**
- b. Do not stand on beams or bars while using the horizontal ladders.**
- c. Preschool is only allowed on the slides on the yellow jungle gym. All other grades can use any part of the jungle gym.**
- d. No throwing of rocks or gravel down the slides or at anyone else.**
- e. The teeter-totter and slide behind the swings is for PRE-K—2nd ONLY also.**

Playground Equipment :

- a. The small playground equipment (plastic pieces) is for the Pre-K through 2nd grade ONLY**
- b. Fifth—Twelfth graders cannot be in the fenced playground if the younger kids are in there.**
- c. PreK-2nd can only play in the fenced area at noon recess**
- d. Third—Twelfth can play anywhere on the school grounds as long as they can be seen by a supervisor.**

School Grounds

a. HCS has a closed campus. Students are to remain within the defined boundaries of the school. A student may not leave the school grounds until his/her parents or ride has arrived. When a student must leave the campus during the day, a parent or another responsible adult must sign the student in or out at the office.

b. Students will be allowed to leave the campus for lunch if accompanied by their parents or teacher.

c. H.C.S. juniors and seniors that are eligible may leave campus early with permission and viable purpose, such as classes at Gillette College.

d. Students will be allowed to drive to school. However, the car must be parked, and locked upon arrival. Students will not be allowed to go to their cars during the school day unless they have their teacher's permission. Parking is in GBC lot only.

e. Students who drive to school are to drive cautiously, especially in the school parking lot. Reckless or careless driving will result in the loss of driving to school privileges.

Respect of Property

a. All school and church property (Grace Bible, next door) should be treated with respect and carefulness. Take pride in your school and yourself. Report any accidental damages and any damages witnessed. The destruction of property is wrong and will not be

tolerated. A student will be required to pay for any damages he/she does or helps to do. The cost for damaged items will be assessed appropriately.

b. Lockers may be provided for all secondary PE students. Students may bring a combination lock to us on their locker provided the combination is recorded in the office.

c. No keyed locks will be accepted. The student with an unlocked locker will assume all responsibility for lost or stolen items. Combination should be kept confidential.

d. No graffiti, pictures of rock stars, movie stars, etc. will be allowed on or in the lockers. Outside of lockers are to remain clean. Anything put on the inside of lockers must be easily removed. Students are responsible to keep lockers clean. When deemed necessary these lockers may be inspected by the administration or faculty.

Student Computer Use

- a. Each student must use proper care and handling of their computer.**
- b. Each student will be financially responsible for any repair damage external or internal.**
- c. Each student must use the computer only for assignments as directed by the teacher.**
- d. Each student needs to understand that he/she may not download or upload any games, music, information, etc. onto school computers.**
- e. Any violation of the above statements could result in all computer privileges being revoked.**

Electronic Device Policy

Students are not permitted to have phones, tablets, laptops, or other electronic devices in class without prior permission from the teacher. Cell phones must be left in the student's backpack, and turned off during school hours.

Heritage Christian School realizes that there are limited circumstances when students may need to record (electronically or otherwise) a class lecture or have another student record a class for them. However, it is the school policy that any students wishing to record a class or any part of the school day, in any recording manner, must obtain written permission in advance from the teacher. Any student who records a class or any part of the school day, electronically or otherwise, regardless of the reason, without the express written permission of the teacher or school individual involved, is subject to suspension or expulsion.

DRESS CODE

The overall purpose of HCS's dress code is for students to appear well-kept and modest.

The uniform/dress code policy is designed to support the school's mission and foster a Christ-centered academic environment. Students must abide by the dress code in school, every day.

Physical Education: Non-marking shoes must be worn in the gym.

H.C.S polos must be worn on chapel days, field trips, special occasions and fund-raisers. * Dress code attire is required unless specified by the teacher.

DRESS CODE Grades K-12

A red or blue polo shirt, with or without the HCS logo is REQUIRED at chapel.

Shorts are allowed. Shorts must not come above the fingertips when a student is standing with hands to sides. Girl's skirts must be no more than 2 inches above knee caps.

Pants must be modest and clean and free of holes. They must fit correctly in the waist. Girl's tight-fitting leggings/yoga pants must be paired with a skirt, shorts, or knee-length top. Pajama pants are not acceptable.

Tops must be modest and clean and free of holes. Tank tops are not allowed.

T-shirts and tops with graphics and/or words are allowed if they are Christian or Patriotic.

Students may not wear flip flops or sandals for safety concerns.

Hoodies are acceptable, but hoods must be down inside the building.

Hair must be clean and well groomed.

No caps or hats of any kind are allowed to be worn in school.

Ear piercings are allowed. Facial piercings of any kind are not permitted.

Tattoos must be covered.

CONSEQUENCES

1ST VIOLATION- A violation note with a copy of the dress code attached, with violation highlighted will be sent home. Parents must sign and return the next day.

2nd VIOLATION- Parents will be called to bring acceptable clothing. Student will remain in the office until clothing is brought. If parents cannot be reached, student will have to wear dress code violation attire from the office.

3rd VIOLATION- Will result in a conference with Parent, Student and Administrator.

FINAL NOTE:

ALL PARENTS should realize the importance of maintaining a good Christian testimony, not only in your children's dress, but in yours as well. **PLEASE** keep this in mind when you come to school to work or volunteer, or when you go on field trips or attend school functions. Your cooperation in this area is very important and much appreciated.

DISCIPLINE POLICY

H.C.S. is dedicated to the training of students in a program of study, activity and living that is Christian. We believe that "all things should be done decently and in order" and that our students should be taught to feel a God-given responsibility to "walk honorably before all men." Thus, discipline is maintained which is firm and consistent, yet tempered with love. Our teachers maintain standards in the classroom through kindness, love and a genuine regard for their students. However, when disobedience occurs and disciplinary action becomes necessary, it is firmly carried out.

DISCIPLINE PROCEDURE

We believe that the school and home must be parallel in their disciplinary philosophy to be effective. The school is an extension of parental discipline and authority. Some guidelines to the disciplinary philosophy as based upon the revealed Word of God are:

- * The responsibility and authority to discipline come from God. (Eph. 6:1-4)**
- * Discipline has moral content and is based on God's standard of righteous conduct.**
- * Christian love is at the heart of all discipline. The "dark side of love" (correction and chastening) is an essential part of the firmness of love. They must be balanced.**
- * Firmness without love becomes harsh; whereas love without firmness is sentimentality. Both lead to problems instead of solving them. (Proverbs 3:11-12)**

PROCEDURE FOR CORRECTIVE DISCIPLINE

Teacher Action in Classroom

- * Staying in at recess**
- * Removal of certain privileges**
- * Restriction in either classroom or school activities**
- * Assignment of special work or written reports**

Consultation of Teacher with Principal

- * Used AFTER repeated warnings and no change in student behavior**
- * Principal confers with the student**
- * Warning that continued action by the student will result in the notification of parents and/or further punishment or both**

Principal, Parents, and Teacher

- * Parents are made aware of the offense**
- * Request that parents work with the student to correct the student's behavior**
- * Determine the source of conflict and work out a method of correcting the conflict**
- * School Board notified of problem and steps taken thus far**
- * Make it clear to parents that if problem is not alleviated, further conferences will be needed to find other methods to correct the situation**
- * School Board notified of success or failure of methods used in dealing with problem**

- * If continued failure is experienced, the School Board will be asked to meet with parents**

School Board consults with Parents

- * Teacher and/or principal present at this meeting at the discretion of the Board**
- * If possible, work out with parents other possible alternatives to handle the problem**
- * Notification that continued problem will result in student's dismissal or withdrawal**

MINOR INFRACTIONS

The following constitute examples of minor infractions of "The Student Conduct and Discipline Code":

- * Tardiness**
- * Name-calling**
- * Excessive talking**
- * Running in the building**
- * Minor dress code violations**
- * Unexcused absences from school**
- * Minor property damage (school or others')**
- * Littering in the building or on the school grounds**
- * Possession of unauthorized items (i.e. radios, toys, tapes, etc.)**
- * Improper behavior during assemblies or school-sponsored activities**

- * Eating candy or food during class (food consumption will be restricted to certain times and classrooms.)**

Penalty for Minor Infractions: Teachers will generally be responsible for the conduct of students throughout the school day. Students should expect to be corrected by a teacher whenever they are guilty of any one of the thoughtless acts that are not in the best interest of the school or student. In the case of minor infractions, parents will generally NOT be contacted unless the teacher's corrective action has proven unsuccessful, in which case parents will be involved and informed.

MAJOR INFRACTIONS

The following constitute examples of major infractions of "The Student Conduct and Discipline Code" and will be handled in a firm and earnest manner:

- * Truancy**
- * Cheating or lying**
- * Theft or vandalism**
- * Causing Dissension**
- * Sexual misconduct**
- * Excessive minor infractions**
- * Major dress code violations**
- * Disrespect for staff members**
- * Willful destruction of property**
- *Electronically recording a class or any part of a school day without permission**
- * Rebellious attitudes**

- * Leaving school without permission**
- * Fighting or physical abuse to others**
- * Any infraction of state and federal laws**
- * Possession or use of tobacco (any form), e-cigarettes, or vaping paraphernalia**
- * Major property damage (school or others')**
- * Possession or drinking of alcoholic beverages**
- * Possession of knives or other dangerous objects or weapons, or toy models.**
- * Profanity, obscene or suggestive language or gestures (slang will be discouraged)**
- * Use, possession, or abuse illegal of drugs and/or abuse of even those considered legal**
- * Disrespect and/or harassment toward fellow classmates**

Penalty for Major Infractions: The administrator will generally be responsible for handling major offenses. Parents will be notified in writing or by phone of the nature of the offense and also the disciplinary action taken.

Students, by virtue of the enrollment, agree to live within the framework of the school's standards of conduct. While some may not have personal convictions in accord with these standards, enrolling them at H.C.S. obligates the student to assume responsibility for adherence to them while under the jurisdiction of the school. It should be understood that any behavior, either on campus or away, which indicates that a student has little desire to live a life honoring to God or whose conduct gives evidence of disregard for the spirit of the school standards will be dealt

with by the Board in conjunction with the parent or guardian of the child in question.

Please note that the standards by which we are called to live are not left on the steps of the school. They continue when we depart from the doorways of H.C.S

DEFINITION OF TERMS

Probation:

Problems for which probation may be incurred include (but are not limited to): insufficient academic progress due to lack of effort; an attitude, which causes behavior antagonistic to the basic goals of the school; excessive unexcused absences and/or tardiness; excessive disciplinary reports.

Probation may be imposed for up to a nine-week period during which a student who has committed a serious offense will not be permitted in extracurricular activities and will relinquish all positions of trust and responsibility. During this time the student will be encouraged to correct the problem. At the end of the probation period if the student's behavior has significantly improved, he or she may be restored to full status. If the problem(s) persists, the Administrator may extend the probation or recommend expulsion to the School Board. The student and parents are to be advised of the school's action and may, after the parent conference, appeal the decision to the Board.

Suspension:

Students who receive three major disciplinary reports in a year's time may be suspended for a length of time not to exceed five school days. Students may return to school with the understanding that they are on

probation and any further problems may result in expulsion. Students may be suspended on their first major disciplinary report if the offense the student has committed is of a degree that merits suspension. Some reasons for suspension are destruction of school property, fighting, use of inappropriate language, or direct defiance to authority.

The following procedure will be followed in suspension cases:

- 1. The administrator will give oral notice to the pupil regarding facts that form the basis for suspension. The pupil will be given the opportunity to answer the alleged charges.**
- 2. The administrator will give oral notice to the parent, and shall send a written notice explaining the facts, regarding the basis for suspension.**
- 3. The pupil may not be removed from school before the end of the school day without contacting a parent.**

Expulsion:

Students may be expelled on their first major disciplinary report if the offense the student has committed is of a degree that merits expulsion. Students who are expelled may not return to Heritage Christian School until the student has shown a changed attitude. An option of "withdrawal" may be recommended by the administrator in lieu of expulsion.

It is the responsibility of the School Board to make the final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the Administrator, the following procedure will be followed:

- 1. The Administrator will communicate with the student and parent(s) to summarize the reason(s) for a recommendation of expulsion.**

2. The Administrator will notify the chairman of the Board of his recommendation. A date and time will be established for the Board to hear the recommendation.

3. The Board will then meet with the Administration, involved teachers, parent(s), and student for a hearing. The parent may, in writing, waive his or her pupil's right to a hearing.

4. The teachers, parent(s), and student will then be excused, at which time the Board will make a final decision regarding the expulsion. Minutes of the meeting must be kept and sealed pending a court order to open them.

Withdrawal:

Students who do not have a cooperative spirit or continuously display a negative spirit that is not in harmony with the school may be asked to withdraw from school. Parents will receive a letter that will warn them of this action so as to correct the problem if possible.

INFRACTION	FORM USED	RESULTS IN:
Academic Infraction - Academic Deficiency	Progress Report	Notification of Parent
Minor Discipline Problems		
1st MInor Discipline Infraction	Minor Discipline Report	Detention - One hour after school - work or study (served within two school days of infraction)
1st MInor Discipline Infraction	Minor Discipline Report	Detention - One hour after school - work or study (served within two school days of infraction)
1st MInor Discipline Infraction	Minor Discipline Report	Detention - One hour after school - work or study (served within two school days of infraction)
4th MInor Discipline Infraction	Minor Discipline Report	Administrative Conference/ In-School Suspension
Major Discipline Problems		
1st Major Discipline Infraction	Major Discipline Report	Administrative Conference/ In-School Suspension
2nd Major Discipline Infraction	Major Discipline Report	Administrative Conference/ In-School Suspension
3rd Major Discipline Infraction	Major Discipline Report	Probation/ Out-of-school Suspension (1-5 Days)
4th Major Discipline Infraction	Major Discipline Report	Probation/ Out-of-school Suspension (1-5 Days)
The Administrator, after examining the case, may choose to extend mercy and not suspend or expel a student at their 3rd or 4th offense.		

CLASSROOM RULES

- **DEMONSTRATE THE FRUIT OF THE HOLY SPIRIT TOWARDS CLASSMATES, STAFF, PARENTS, AND GUESTS.**
- **ALL ASSIGNMENTS ARE TO BE COMPLETED AND TURNED IN ON TIME IN A NEAT AND ORDERLY MANNER.**
- **WALK IN THE CLASSROOM, HALLS AND ON THE STAIRS.**
- **RAISE YOUR HAND AND WAIT TO BE ACKNOWLEDGED BEFORE TALKING OR LEAVING YOUR SEAT.**
- **KEEP YOUR HANDS, FEET AND POSSESSIONS TO YOURSELF DURING SCHOOL HOURS.**
- **OBEY THE DRESS CODE.**
- **GUM IS PERMITTED AT CLASSROOM TEACHER'S DISCRETION**

HOW PARENTS CAN HELP

A happy child is successful and benefits from the school career. Following are some of the important ways in which parents can help their children be successful in school.

- Pray WITH and FOR your child and for teachers and other students.**
- Love and seek to understand your child. A child needs love and understanding. Regardless of the age of the child, he will depend on the parent for this relationship.**
- Show interest in your child's work and school day. It is important that interest be shown in the child's work and activities. Remember to praise him for things he accomplishes and does well.**
- Help your child process emotional upsets. Emotional upsets are the basis of many students' problems. Therefore, children should be helped to process all factors in the home which cause emotional upset. Many tools and resources are available on how to help you and your child process their emotions in a healthy way.**
- A child should do his personal best. Don't expect all A's unless you have good evidence that he is 'highly superior' for that is the description on the report of the grade of 'A'. Did he do his personal best? Is much more important than a specific grade.**
- Regular church attendance is important. Remember to further your child's Christian experience by regular attendance at Sunday school and church and with devotions in the home.**
- Early bedtimes. The child's bedtime should be reasonable early, for a tired child cannot accomplish as much as he normally would.**
- Honor teachers and school staff. Parents should help a child honor his or her teacher and have confidence in him or her. Often children misunderstand and have petty complaints about the teacher. Help your child process their feelings, while maintaining objectivity. Talk to the teacher if there is a recurring complaint.**

- **Protect what your children see. The ‘eye gate’ is one of the most effective methods of learning. Carefully screen what your child looks at, for what becomes is greatly affected by what he sees and hears.**
- **Avoid sharing with your child your unfavorable attitude toward school or teacher when you are with a child, if such was the case. Children easily reflect the attitude of parents. Concerns should be brought to the teacher or administrator.**
- **Limit your child’s screen time. We see a definite correlation between the amount of time students spend watching TV and nervousness, lack of interest in doing hard work necessary to learn to read and the practice necessary for building reading skills, etc. If you are concerned enough about what your children will learn in school to enroll them in a Christ-centered school, you should carefully and strictly monitor and control the amount and type of TV programs and movies, videos, etc watched in the home.**
- **Be consistent in goals and discipline within your house. Unless parents agree on goals, methods of discipline, etc, children will reflect the conflict in the home and it will affect their achievement and ability to adjust to the school situation.**
- **Have a diet that is consistently healthy. Proper nutrition is of vital importance. Please limit the amount of sugar and processed foods that your student eats during the school day. Much hyper-activity at school results from large intake of improper foods --- especially sweets and processed foods.**

Heritage Christian School

Student Statement of Cooperation

By initialing each statement, I, _____,

Agree to cooperate with the school authorities--administration, staff, and faculty--in the following areas:

___ 1. I agree to abide by the Student Dress Code.

___ 2. Because God is an orderly God, and knowing that there must be order in the classroom, I agree to obey all classroom rules and not to be a disruptive influence.

___ 3. I agree to discuss any disagreements with authority politely and respectfully, without disrupting the learning process.

___ 4. I agree to show respect for my fellow students in my speech to and about them, and in my behavior to them.

___ 5. By signing this statement, I testify to my personal desire in attending Heritage Christian School and my intentions to be a godly ambassador for my school, both in school and off campus in my behavior, attitudes, and speech.

Student Signature

Date

*This form will be given at Open House and the signed copy is expected the first week of school.

EXTRACURRICULAR ACTIVITIES

Chapel

Chapel is an important aspect of Heritage Christian School. Students meet weekly to enter a spirit of worship as well as sing joyful praises unto the Lord. At Chapel we will have special speakers, programs, or missionaries come to the school.

Classroom Volunteers

Each elementary class may have openings available for classroom volunteers. Classroom volunteers' primary responsibility is to provide refreshments and games for special class parties or events. Teachers may suggest other opportunities for service. If you would like more information, please call your child's teacher.

Birthdays

Children will be allowed to treat their class on their birthdays. The child's teacher should be contacted in regard to the day of the celebration. Parents may join in the party or may leave treats for the class with the teacher. All birthday parties will be held at the end of the school day or at the teacher's discretion. (Summer birthdays may be celebrated on the day of your choice.)

Field Trips

We at H.C.S believe that field trips are an effective educational tool and can further enhance our student' education. Teachers will inform the parents and students of proper attire for these trips, but usually everyday school clothes will do. Permission for such trips is granted by the parents on the application form signed at the time of enrollment.

TRANSPORTATION

General Information

It is the parent's responsibility to furnish transportation to and from the school. Carpooling saves time and shares the responsibility of transportation. If you need transportation or wish to alternate driving with another family, the office will be happy to give information to help set up the arrangement.

Student Pick up and Drop Off

Drop-off:

- 1. One lane only!**
- 2. Drop off is at the gym doors between 8:10 and 8:25.**
- 3. After 8:25, a student is tardy and must check in at the main office.**
- 4. Students are not allowed to be dropped off before 8:10. Please get permission for special circumstances.**

Pick-up:

- 1. Use two lanes.**
- 2. The two vehicles at the front receive students.**
- 3. On-foot dismissal by special permission only. All dismissals will be to vehicles.**
- 4. You must show your name placard. The staff takes turns at dismissal and it is difficult to memorize dozens of cars. Be mindful that tinted windows are very hard to see into.**
- 5. If a guest driver is picking up...please let the office know beforehand. The staff will check ID to verify.**
- 6. Staff and high school drivers and their passengers will exit through the office doors.**
- 7. Parents are asked to make an appointment to conference with teachers after school. Impromptu meetings with teachers are inconvenient if it is their dismissal duty day.**
- 8. It is encouraged to do office business before 3:00. Office closes at 3:10.**

9. You are considered late at 3:20 and will receive a call or text. If you know you will be delayed, please be courteous and let a teacher know.
10. Do not use parking spaces in the school lot after 2:30.
11. Do not exit your vehicle in the line to help with car seats, etc. Pull up to the left toward the playground and out of the way of the drivers behind you.

GENERAL INFORMATION

Lunch

Students are responsible for bringing their own lunch. There are microwaves in the lunchroom for lunches to be heated up.

Holidays

Holidays are very special times at H.C.S. We celebrate most of the patriotic, Christian, and governmental holidays. We believe they are excellent opportunities to teach our children. However, Halloween will not be observed at the school or in the classrooms.

Medical Guidelines

All students must be vaccinated according to Wyoming state law against diseases. A record of the child(ren's) immunization is required. A copy of the Medical or Religious Exemption to Immunization will be accepted in the event that the parent/guardian has chosen not to immunize their child(ren) based on their beliefs.

If your child has had strep throat it is advised that they not return to school until they have been on antibiotics for at least 24 hours.

Children who have chickenpox should not return to school until all lesions have scabbed over, or per Wyoming Public Health. In instances where a student needs medical attention, the Administrator will call the parent or family doctor (in that order).

No staff member will be permitted to administer medicines to any student for any reason without the written consent of the parent or guardian. All medicines must be kept in the school office and administered there.

MEDICAL EXCLUSION FROM ATTENDANCE

Any child who cannot participate in a regular preschool day due to discomfort, injury or other symptoms of illness should not attend. We expect parents to make judgements and evaluate their child's health concerning attendance. The health of the other children in class and at the school should be considered. Please keep your child home to avoid unnecessarily passing along viruses.

A child who has any of the illnesses/symptoms specified below should not attend:

- **Excessively runny nose, watery eyes, sneezing, coughing**
- **Severe diarrhea**
- **Severe pain or discomfort**
- **Two or more episodes of acute vomiting within a period of 24 hours**
- **Difficult or rapid breathing**
- **Yellowish eyes or skin**
- **Sore throat with a fever over 101 degrees**
- **Untreated head lice**
- **Untreated scabies**

Children suspected of being in the contagious stages of chickenpox, pertussis, measles, mumps, rubella or diphtheria.

- **Skin rashes**

Children with the following symptoms should be excluded from school unless they are under the care of a physician, and the physician has approved in writing their return to preschool.

- **Skin rashes lasting more than one day**
- **Swollen joints or visibly enlarged lymph nodes**

- Blood in urine
- Elevated oral temperature of 101 degrees

The parents shall be notified immediately when a child has symptoms requiring exclusion from school. The child will be kept comfortable and isolated from other children until the child is removed from the facility.

Telephone

The school phones are for "business use" only. A teacher must approve of the need for a student to use the office phone.

If a student uses their cell phone at school without permission:

1st offense = The cell phone will be picked up by the student in the administration office at the end of the day.

2nd offense = The cell phone will be picked up by a parent in the administration office at the end of the day.

3rd offense = The cell phone will be confiscated for one week. The parent will pick it up at that time.

A pink slip will go into the permanent file for 2nd offenses and beyond.

Weather-School Closing

In case of bad weather, HCS will announce "no school" on Facebook and through the group texting app between 5:30 and 7:00 a.m. In the event the weather becomes bad during the school day, parents may pick up their children early, or we will notify them of school closing through Facebook and the app. Generally, when Campbell County public schools are out/delayed for bad weather, we will be also.

Books

The textbooks used are the property of Heritage Christian School. Because they have been purchased with the Lord's money, they should be treated carefully. In order to extend their life, all school owned textbooks are to be covered. Please be certain that book covers are only taped to themselves and not to the inside cover of the text. Consumable texts need not be covered. Non- consumable texts should not be marked or written in, and are the property of the school.

Bibles

All student's, are required to have an approved translation, which can be solely used for schoolwork.

Insurance

School students who participate in field trips must have insurance that will cover injuries that could occur. **THE SCHOOL WILL NOT BE LIABLE FOR ANY ACCIDENT OR INJURY.**

Lost and Found

Lost and Found items may be claimed in the office.

SPECIAL NOTICE

Heritage Christian School retains the right to make, amend, or prescribe rules and policies for dress, appearance, of any and all other unforeseen problems that may arise during the school year.



Year founded: 1983

Number of students on opening day: 28

Moved from wildwood location to 510 Wall Street Ct: 1983

First Graduation: 1985

School Colors: Red, White and Blue

School mascot: Patriot (Colonial) and Liberty Bell

School verse: Proverbs 22:6

Train up a child in the way he should go,

And when he is old he will not depart from it.

- Proverbs 22:6 New King James Version (NKJV)