

**2015-2016**  
**Parent/Student Handbook**



**Heritage Christian School**  
2000 NW Clay · Topeka · Kansas  
Phone (785) 286-0427 · Fax (785) 286-9898  
[www.hcstopeka.org](http://www.hcstopeka.org)

*“I have no greater joy than to hear that my children are walking in the truth.” III John 1:4*

Welcome To Heritage Christian School,

We would like to welcome you and your family to the 2015-2016 school year at Heritage Christian School. We are excited to partner with you in providing a well-rounded and challenging educational experience for your child. Heritage Christian School provides a Christ-centered education to prepare students for their future endeavors and our staff and faculty work tirelessly to have a positive impact on the lives of the children within our school body. From an engaging fine arts program to the competitive excellence of our athletic teams, we continue to strive toward having each child press to reach their true potential in Jesus Christ. Our school has been blessed with a wonderful campus which enables us the long term sustainability of our mission and our programs.

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

From the moment you set foot on our campus, we pray that you would feel the love of Christ and have the opportunity to experience first-hand the great things that He has done at Heritage Christian School through the lives of our students. Guidance for both the heart and the mind gives Heritage Christian School students an edge, enabling them to excel and achieve with the very best. Initiative and integrity are trademarks of our students. Welcome to our school family. It is our prayer that the Lord will have His best in your child's life in the coming years.

Please take a few moments to become familiar with our handbook as it will answer many questions that you may have.

Yours in Christ,

Mrs. Janeal Lischke, Principal

### ***MISSION STATEMENT***

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

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## **ADMISSIONS POLICY**

In order to enroll at Heritage Christian School, each student and parent must give complete support and cooperation to the school administration, faculty, and staff.

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

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

### **PARENTAL AGREEMENT OF SUPPORT/ENROLLMENT AGREEMENT**

The parents of each student accepted for admittance to HCS must sign an Enrollment Agreement as well as the Parental Agreement of Support. This agreement will include financial requirements and policy on internet use. Furthermore, any student's, parent's, or other family member's picture taken at a school function may be used in any HCS publication.

### **ENROLLMENT CUTOFF**

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

### **PART-TIME ENROLLMENT**

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

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

## **RE-ADMISSION FOR THE NEXT SCHOOL YEAR**

Students are re-admitted each year on an individual basis provided that the following conditions have been met:

- No delinquent accounts, unless proper arrangements have been made.
- No academic difficulties or probation (determined by the Administrator.)
- No disciplinary difficulties or probation (determined by the Administrator.)
- Full compliance with the terms of the Enrollment Agreement and the Parental Agreement of Support.

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

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

## HCS School Calendar 2015-2016

### First Semester

Enrollment.....	August 18, 2015
6 <sup>th</sup> /7 <sup>th</sup> Grade Student Orientation.....	August 19, 2015
First Day of School.....	August 20, 2015
Secondary School Retreat.....	August 21, 2015
No School-Labor Day.....	September 7, 2015
PTF Meeting 6:30 .....	September 8, 2015
Individual Pictures/Fall Sports Pictures.....	September 10, 2015
PTF Carnival.....	September 19, 2015
Grandparent's Day-1/2 Day.....	September 25, 2015
PSAT Testing for 8 <sup>th</sup> and 11 <sup>th</sup> Grade.....	October 14, 2015
End of First Quarter.....	October 15, 2015
Professional Day-No School.....	October 16, 2015
Parent/Teacher Conferences.....	October 29 & 30, 2015
Picture Make-up/Retakes.....	November 4, 2015
Missions/Veterans Day.....	November 11, 2015
Junior High Drama.....	November 13-14, 2015
Heritage Day ½ Day Out at 11:20 (No Lunch).....	November 20, 2015
Teacher Professional Days/Thanksgiving Break.....	November 23-27, 2015
All School Christmas Program.....	December 11, 2015
Secondary Finals.....	December 15-17, 2015
End of Second Quarter.....	December 17, 2015
Christmas Break.....	December 18, 2015-January 1, 2016

### Second Semester

Teacher In-service.....	January 4, 2016
School Resumes.....	January 5, 2016
In-service Day-No School.....	January 18, 2016
Spirit Week.....	January 18-22, 2016
PTF Meeting 6:30.....	February 9, 2016
Presidents Day -No School.....	February 15, 2016
Professional Day-No School.....	February 25, 2016
Parent/Teacher Conferences.....	February 26, 2016
End of Third Quarter.....	February 4, 2016
Professional Day-No School.....	March 7, 2016
Spring Break.....	March 14-18, 2016
In-service-No School.....	March 21, 2016
Kindergarten Round Up.....	March 24, 2016
Easter Break .....	March 25-28, 2016
Iowa Basics Testing.....	April 4-6, 2016
Academic Fair/Visitor Day ½ Day.....	April 15, 2016
Formal, ½ of school for 9 <sup>th</sup> -12 <sup>th</sup> .....	April 22, 2016
Secondary Drama.....	April 29-30, 2016
PTF Meeting 6:30.....	May 3, 2016
Graduation.....	May 10, 2016
Finals 6 <sup>th</sup> -11 <sup>th</sup> .....	May 11-17, 2016
8 <sup>th</sup> Grade Promotion.....	May 17, 2016
Last Day of School ½ Day of School.....	May 18, 2016
End of 4 <sup>th</sup> quarter.....	May 18, 2016
Teacher In-service.....	May 19-20, 2016

## Contact Information

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### Appointments with Teachers

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

### Appointments with Office Staff and Administrators

If you have a problem, question, or concern and are unsure to whom you should speak, please call the school office before coming to school. We certainly want to help you, and we will be able to do so more efficiently if we can work with you by telephone to direct you to the appropriate person and make an appointment, if necessary.

If you do not receive a timely reply (48 hours) from the person you wish to reach, please call the administrator. All questions or concerns regarding a teacher should be directed to the teacher first.

## Administration

### **Principal**

Mrs. Janeal Lischke attended College in Indiana and received her degree in education in 1988 as well as ACSI Educator Certification in 2000 and again in 2006. She received her ACSI All Levels Principal Educator Certificate in 2011. She has been involved in Christian Education for 26 years and has taught in a variety of grade levels from four-year-old- kindergarten through high school as well as served as teacher advisor, admissions coordinator, curriculum development coordinator, and administrative assistant to the principal of a large Christian school in California. She has served at Heritage since 2006 as a sixth grade teacher, a secondary math, English, and physics teacher, and as school principal. She and her husband Marc have three daughters and attend Topeka Baptist Church.

## Philosophy

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

## Vision

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

## Educational Facilities

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

## Christian Training

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

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

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

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

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

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

# Core Values

Heritage Christian School affirms the following core values:

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

## Developing Leadership

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

## Spiritual Instruction

Every student in kindergarten through twelfth grade attends weekly chapel services where praise and worship time and teaching from God's Word occurs. Additionally, Bible is taught as an academic subject and counts for full academic credit. Biblical teaching is integrated into each subject taught at HCS, and Christian curricular materials are used in most classes.

# Academic Instruction

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

## **THREE/FOUR-YEAR-OLD KINDERGARTEN CURRICULUM**

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

## **FIVE-YEAR-OLD KINDERGARTEN CURRICULUM**

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

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

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

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

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

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

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

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

## **FIRST- THROUGH SIXTH-GRADE CURRICULUM**

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

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

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

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

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

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

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

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

**COMPUTER INSTRUCTION** – Children in the 3<sup>rd</sup>, 4<sup>th</sup>, and 5<sup>th</sup> grades are given the opportunity to utilize our computer lab, and they learn to use technology through the integration of their computer skills with regular course work.

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

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

## **University Preparation**

Many parents realize the importance of having their sons and daughters in a Christian atmosphere until the child has reached the junior-high age. It is the opinion of many, however, that there is no more crucial time in the life of a boy or girl than the years spent in grades seven through twelve. Social and character improvement is a vital element in the HCS educational program, which seeks to combat the laxity of morals and self-discipline that is prevalent in today's society. We believe that this can be done only by emphasizing the scriptural principles of doing right, finishing the job, respecting people and property, as well as many other truths that are

revealed in God's Word, the Bible. When the student has the Lord as the foundation of his life, he can better appreciate and comprehend the world of knowledge that surrounds him.

HCS secondary students are taught by teachers who have the Lord as their foundation. They can, therefore, effectively communicate God's truth as it is found in our curriculum. In addition to receiving an outstanding secondary-level education, HCS students are prepared for the rigorous requirements for college acceptance. Extracurricular activities compose an important part of a student's growth, and HCS presents many opportunities for student participation. Drama, choir, speech, and classroom projects provide students with opportunities to develop leadership. We also encourage students to be active, positive contributors in their communities. HCS offers a successful sports program for 6<sup>th</sup> – 12<sup>th</sup> grade students. Boys' and girls' teams compete in basketball, volleyball, soccer, and baseball athletic programs.

Mrs. Lischke is able to meet with both students and parents regarding graduation requirements and college admissions. Mrs. Lischke, the Academic College Counselor, monitors the progress of students in grades 9-12 and suggests courses for transcript remediation and enhancement. She provides guidance regarding a student's choice of college and communicates scholarship and financial aid information to parents and students. As each year passes, you will see the advantages of having your child at HCS. With all that the secondary school offers, a student can acquire the academic and extracurricular edge that he needs in the competitive, college admissions process. Acquiring this advantage can best take place in a school where the entire administration and faculty are dedicated to the intellectual, spiritual, and social growth of each student.

## Academic Policies and Requirements

Each course is .5 credits per semester unless otherwise indicated. A student must accumulate a minimum of 26 credits in grades 9 through 12 in order to receive a high school diploma. Any specific changes in the prescribed curriculum must meet with the approval of the administration. Faithful class attendance is vital for a student's success. Therefore, a student who misses more than twenty classes in a semester will be required to drop the class.

Any student receiving an F in English, Bible, math, or history must attend Summer School. However, if a student fails (F) more than two of these subjects in a complete school year, it is imperative that a **parent** initiate a conference with the administration to determine if the student may return the next year. If a student has never been retained, there is an option of retention. A student may receive credit for a C or D in a course and thereby receive credits toward a high school diploma. However, in order for a course to be considered advantageous to a student's transcripts in making application to college, he should earn at least a B. Consequently, any time a student makes a D or F in a course, he should retake that subject. The "old" grade and "new" grade will then be averaged in computing a student's overall grade-point average.

**Some courses or electives may be offered in alternating years. Also, some classes may be offered only upon sufficient demand. A counselor or administrator may alter a prescribed course of study to better fit a student's academic background needs.**

## Middle School Course of Study

### **SEVENTH and EIGHTH GRADE:**

English Grammar & Composition I & II  
Life Science and Earth/Space Science  
World History, Kansas History, and US History  
Bible

Pre-Algebra & Algebra I  
Physical Education  
Keyboarding

**ELECTIVES:** Creative Writing, Art, Graphic Art/Yearbook, Strength Training, Teacher Assistant, Choir, Study Skills, Band (Upon sufficient demand)

# High School Course of Study

## **NINTH GRADE**

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

## **TENTH GRADE**

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

## **ELEVENTH GRADE**

English Grammar & Composition/American or British Literature  
United States History or Government/Economics  
Pre-Calculus/Trigonometry / Consumer Mathematics/Business Math  
Physics or Chemistry or Physical Science or Earth Science  
Bible  
Electives

## **TWELFTH GRADE**

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

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

## **ELEVENTH- AND TWELFTH-GRADE ELECTIVES**

**Some courses or electives may be offered in alternating years or upon sufficient demand**

Strength Training  
Art  
Graphic Art/Yearbook  
Teacher Assistant  
Choir  
Worship Band  
Beginning Guitar  
Cooking  
College Composition 101  
College Introduction to Literature  
College United State History I & II  
College Algebra  
College Statistics  
College Public Speaking  
College Psychology  
College Sociology  
College History of Civilizations I & II

\*\*There will be an additional fee from Allen County for all college courses. HCS will pay \$100 of that fee per class. Many other online college classes are also available. See Mrs. Lischke for questions.

## Teacher Standards and Qualifications

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

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

## Grading Scale

The following grading scale is used by HCS:

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

## Heritage Christian School Graduation Requirements

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

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

- Language Arts-4 Credits
- Science-3 Credits
- Mathematics-3 Credits
- Social Studies-3Credits
- Bible-4 Credits
- Foreign Language-1 Credit
- Physical Education-2 Credits
- Fine Arts-1 Credit
- Electives-4 Credits
- Computer Applications-1 Credit

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

- Language Arts-4 Credits
- Science-3 Credits
- Mathematics-4 Credits
- Social Studies-4 Credits
- Bible-4 Credits
- Foreign Language-2 Credits
- Physical Education-2 Credits
- Fine Arts-1 Credit
- Electives-5 Credits
- Computer Applications-1 Credit

Physical Education requirements may also be met through successful participation and completion of a school sponsored sports program. HCS student athletes may earn .25 PE credit for each completed sport program at HCS. Cheerleaders will receive .25 credit per sport for which they cheer. Athletes or Cheerleaders will receive .50 credits for a completed Basketball season. These credits may not be credited toward Elective requirements.

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

## College Credit

HCS partners with Allen Community College to offer college courses to eligible high school juniors and seniors. Students must receive qualifying scores on the ACT or ASSET test in order to enroll in college courses at HCS. Students receive dual college and high school credit for these courses.

College courses are taught at the HCS facility by staff members who are dually employed as ACC and HCS faculty. Part-time students may also be eligible to enroll in college courses at HCS provided that they have qualifying test scores. Online college courses are also available.

## Honors

### **Honor Roll**

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

### **Christian Character Award**

In an effort to acknowledge the development of Godly character, HCS may award the Christian Character award to two students annually (one in 6<sup>th</sup>-8<sup>th</sup> Grade and one in 9<sup>th</sup>-12<sup>th</sup> Grade). This is the highest award offered at HCS. This award is open to students in grades 6-11, and will be selected by our administration and faculty.

### **Christian Character Trait Award**

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

### **Senior Christian Character Award**

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

# School Policies

## **Arrival and Dismissal**

School hours are 8:00 am-3:00pm. It is the parents' responsibility to see that their student is at school on time. Late students must sign in at the office before they will be admitted to the classroom. The school entry door will be locked and students must buzz the office to be permitted into the building. Children may be at school 20 minutes before school begins and/or 15 minutes after school is dismissed. At 3:15 PM, students not picked up will be brought into the lunch room for elementary students and into an assigned study hall for secondary students, and parents must come inside to pick up their students. All students should be picked up by 4:00PM. Do not leave your child unattended on school property. If unable to adhere to this policy, parents/guardians should notify the school as soon as possible to make other arrangements.

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

## **Transportation**

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

## **School Cancellations**

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

## **Attendance**

Excused absences include the following: personal illness, injury, or doctor appointments which cannot be scheduled after school hours, illness in the immediate family which requires the student's presence, death in the family, breakdown of transportation beyond the parent/student's control, in some cases prohibitive weather conditions, or absences with prior approval through the administration. The office should be contacted by phone before 9:00AM if your student will be absent that day. Homework must be requested by 9:00AM and will be available for pick up after 3:00PM. Parents may not excuse their student to participate in a "skip day." Students who participate in a skip day will be counted unexcused, receive 5 demerits, and will not be able to make up any assignments for the day.

## **Tardiness**

It is important that students always be on time to school and to class. Classes begin promptly at 8:00 AM; students are expected to be in their seats and completely prepared. The student will be considered tardy if he or she is late or unprepared for class. Tardy students disrupt morning exercises which includes prayer and devotions, an extremely important part of our school day. Also, by being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is important for proper academic achievement; it is also essential for the development of good personal habits that are characteristic of success and good citizenship in every walk of life. This policy also applies for secondary students that arrive late to class after class changes.

Tardiness per semester:

1-4 tardies = no penalty

\*5-9 tardies = one detention for every tardy with staff time paid by parents at a rate of \$10.00

10 plus tardies = one half day of In-School Suspension with a charge of \$45.

Only listed reasons will be excused. All other tardies will apply and be enforced through our board approved tardy policy.

1. Breakdown in transportation beyond the parent/student's control.
2. Prohibitive weather conditions.
3. Student assisting with tasks assigned by school staff.
4. Personal illness, injury, or doctor appointments, which cannot be scheduled after school hours.

\*For children in Kindergarten through second grade who have 5 or more tardies, the child will be suspended until there is a parent conference with an administrator.

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

## **Attendance for Sport Practices and Games**

Student athletes who are absent from school on a game or practice day will **not** be permitted to participate in any **game or practice, as attendance is required by 9:00 am in order for athletes to participate in any athletic function (exceptions may be made in unusual circumstances approved by the administrator).**

## **Medical/Dental Appointments**

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

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

## **School Nurse**

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

## **Physical Examinations**

Each student entering kindergarten or new to the state of Kansas is required to have a physical examination, and to present evidence and finding of said physical at the time of enrollment. Forms to be filled out by physicians are available in the school office. All children are encouraged to have regular physical exams at intervals prescribed by the family physician. Basic vision testing will be provided to students by HCS in accordance with Kansas state law.

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

## **Immunization**

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

## **Illness**

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

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

Students will be sent home if they have the above described conditions, or if they are experiencing: 1) diarrhea, 2) a rash that is suspected of contagious disease, 3) a sore, reddened throat, 4) obvious discomfort, as from an earache, toothache, stomach ache, or headache, 5) injury occurring that causes the student pain or limits movement of the joints or extremities, 6) abdominal pain that is severe enough that the student cannot find a position of comfort through sitting, standing, or lying down. Please let the office know of absence for any reason the morning of the absence. Also let the office know of any contagious illness your child is experiencing, such as chicken pox, pink eye, or impetigo. This way we can let the proper individuals know if their child might be affected.

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

## **Student Medication Policy**

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

1. Any medication that can be administered at home should be, unless the physician prescribes otherwise.
2. Prescription medicine must be in the original container, appropriately labeled, and prescribed by a doctor. Information concerning the amount and frequency of the

dosage must accompany the medicine.

3. The initial dose must have been previously administered by the parent or legal guardian to the pupil due to the higher incidence of medication reaction.
4. For nonprescription or “OTC” (over the counter) medications, the medicine should be in the original container.
5. Students in grades 6-12 will be allowed to carry OTC medications for their own personal use. They may not share medications with other students, and parents will be contacted if staff observes any misuse.
6. Parents or legal guardians may come to the school to administer the medication if they choose.
8. All medication maintained in school settings will be kept in a locked container.

### **Closed Campus**

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

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

### **Homework**

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

HCS has a late homework policy for grades 6-12 for all classes. This policy will be superseded by the makeup policy for excused absences.

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

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

3 days late or later - a 0% for the assignment or project

If your student has an excused absence, the number of days allotted to make up missed work shall equal the number of days absent. For example, if your student missed one day, they would have one day to make up their work, if they missed three days, they would have three days to make up their work.

### **Emergency Procedures**

Tornado and fire drills occur regularly. Emergency escape routes are posted in each classroom. Parents will be notified if school needs to close early. No student will be dismissed without a parent or other authorized person to sign him out during an emergency situation.

### **Classroom Visits**

Parents are welcome to visit at HCS. However, in order to promote safety and reduce disruptions, all visitors must check in at the office. Appointments are required in advance.

## **Financial Responsibility**

Financial responsibility is vital in keeping within the school's budget.

Your financial obligation includes:

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

This obligation may also include:

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

A student will be withdrawn from school if the account becomes more than two months in arrears. Report cards and student records will only be released to the parents when the financial account is current. If a student's lunch account is more than \$10.00 in arrears, we ask that the student bring a lunch from home until a credit balance of at least \$10.00 is added to the account.

## **Reporting Student Progress to Parents**

Reporting student progress is very important and keeps parents and teachers communicating effectively. The reporting process is meant to convey the amount of growth each student has obtained. **Parents must keep an up-to-date email account on file with the RenWeb coordinator.** This email account must be checked on a weekly basis at minimum. This is the major form of communication for teachers and parents. It is the parents' responsibility to check RenWeb for their student's grades, homework assignments, and missed work if the student is absent. If the parent is not able to check the RenWeb account, please contact the school office for assistance.

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

1. Parent/Teacher Conferences are scheduled following the first quarter and midway through the third quarter. Additional conferences may be scheduled as needed per the parent or teacher's request.
2. Progress Reports (Report Cards) will be mailed every quarter. Academic Concern Report Forms will be given to athletes and parents must sign the form, coaches and the athletic director will be notified by the administrator when a student is below 70% in any overall class grade.
3. A daily planner is given to each student, grades 1-12. All students are to bring planners everyday and write down homework assignments. For elementary students, the planners should be initialed by the parent daily. Any tallies/demerits should be attached to the planner. Missed homework, minor behavior infractions and needed materials will be noted in their planners. Continual open communication between the home and school is a goal of the staff/board/parents. Please communicate with your child's teacher if these planners are not being brought home on a regular basis.

## **Extra Curricular Activities Academic Requirements**

All students will begin a new school year as eligible. Student eligibility for extra-curricular activities is based on maintaining a C average (70% or above) in each class. This policy does not apply to individually assigned class activities.

Administration will send Academic Concern Reports to athletes, parents, and the athletic director when a student is below 70% in any overall class grade. Students have two weeks to improve the grade to at least 70%, or they will be ineligible to play in games.

Process:

1. Students must maintain all C's or above.
2. If one or more classes drop below a C, the student will be on probation for the next two-week period. Probation means the student will have the potential of maintaining eligibility. During probation, the student will be eligible for practice and play. If the student is still below a C in any one class after the two-week probation period, they will be deemed ineligible for play until such time as they are reinstated. (This does not apply to practices.) The probationary period will only be given one time per semester. If grades drop a second time in a semester the student will be ineligible for at least one week and until the grade is at least a C. Eligibility grades will be checked each Monday.
3. A student may be reinstated (made eligible) by maintaining all C's or above for the next two week period.

### **Lockers**

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

### **Scripture Memorization**

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

### **Literature and Poetry Lists**

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

### **Library**

The library is available for all staff and students to use. Kindergarten through sixth grade will have an assigned weekly library time. Secondary students may use the library as needed with teacher and librarian permission.

### **Field Trips**

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

Field trip drivers must abide by the following requirements:

1. Driver's license & proof of insurance provided to the school office.
2. EVERY student MUST be buckled under his/her own seatbelt and car seats must be used according to the law.
3. No front seat passengers under 12 years or five feet in vehicles with passenger side air-bags.
4. Parents should dress modestly and be aware that students, teachers, and parents are representing HCS and, more importantly, the Lord Jesus. Younger siblings may not attend field trips.

### **Media and Other Resource Use**

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

non-biblical theories such as evolution, teachers will point out this inaccuracy to students and may use it as a point for discussion.

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

### **Promotion/Retention/Mandatory Summer School**

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

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

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

### **Tutoring**

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

### **Student Scholastic Testing**

Growth profiles are a graphic representation of student growth over an extended period of time. HCS will use a nationally accepted and recognized achievement test that will be administered to K – 11<sup>th</sup> grade students. A copy of these results will be mailed home to parents.

The PSAT test will be given to 8<sup>th</sup> – 11<sup>th</sup> grade students.

### **Music/P.E./Computer**

Students have the benefit of daily music, and/or P.E. classes. Computer classes are available on a daily basis for the secondary students through the computer lab. Elementary students in grades 3-5 will have a weekly time slot available to them to access the computer lab. Computers will be placed in each classroom as they are available. Music, PE, and computer classes are offered in the secondary schedule.

### **Chapel**

It is the mission of Heritage Christian School to train up young people in such a way that they would be ready and able to serve God in whatever leading that He chooses for them. We are to train a student to be more like Christ. In order to do that, it is very important that we provide a

time that the young people can worship Him in a way that will mold them into the young people that He would have them to be. Therefore, it is important that the Chapel time be a time of worship without any activity that would detract from the worship of God. Each young person should be worshipping Him with music, scripture, prayer, and devotion without any type of distraction.

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

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

### **Philosophy of Discipline**

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

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

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

### **Student Relationships**

Boyfriend/girlfriend relationships are discouraged at HCS in grades K-8. Parents should refrain from promoting these relationships. Public displays of affection are not permitted among students of any age.

### **Discipline Procedure**

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

### **Elementary Discipline Referral System**

Any child who has to be referred to the Principal will be told the importance of obeying school rules, as well as respecting both staff and other students. The students will be prayed with and given guidelines for staying within the school rules. Depending on the severity of the infraction, a written Discipline Referral (DR) will be implemented after two or three of the same infractions. When a child has received a written Discipline Referral, the parent will be called and must sign the referral sheet. A second “DR” may result in an In-School suspension (ISS). Parents will be responsible for paying \$65 for staff to monitor the ISS room. Third, or subsequent “DR’s” may result in Out-of-School Suspension, or possible Expulsion (if infraction is severe).

**Secondary** – Students in grades 6 through 12 fall under the school’s demerit system.

#### **Demerits**

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

#### **Penalty for Accumulated Demerits**

5-9 Demerits in one semester-Detention

10 Demerits in one semester-In School Suspension and Detention

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

### **Demerit Schedule**

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

### **Probation**

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

## **No Tolerance**

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

1. Possession or use of tobacco
2. Possession or use of non prescribed/illegal drugs or misuse of prescribed drugs
3. Fighting (uncontrolled anger)
4. Possession or use of alcoholic beverages
5. Possession of guns, knives or other weapons (on school campus or activities)
6. Sexual misconduct
7. Sexual harassment
8. Theft (upon the discretion of the administrator)
9. Any other gross misconduct which undermines HCS's statement of faith (such as a felony, etc.)

## **Unacceptable Behaviors**

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

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

## **Academic and Disciplinary Probation**

Students may be placed on probation for a specified period (usually 9 weeks) for reasons of disobedience or attitude. In addition students may be placed on academic probation if the situation warrants. Both academic and disciplinary probation give the student, and parents, a chance to correct the problem. Should he refuse, or be unable to do this, he will be expelled or asked to withdraw from school. Expulsion is the extreme and will be used only as a last resort.

Reasons for disciplinary probation:

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

Reasons for academic probation:

1. Academic inability which endangers the student's ability to pass the current grade.
2. Academic apathy which endangers the student's ability to pass a grade.
3. Failure of the parents to get the recommended professional help for the academically-challenged student.

Both academic and disciplinary probation will last for nine weeks. This will follow the meeting with parent and student. At the end of the nine week period, the Discipline Committee will review reports from staff and make a decision about ending the probation.

### **Internet and Computer**

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

The following are not permitted:

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

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

### **Telephone/Cell phone/Electronics**

#### **Phones**

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

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

## **Electronics**

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

## **Pet Visits**

With advanced notice, pets may be brought to class and shown to other students. Plans must be made for a responsible adult to remove the pet as soon as it has been shown to the class. Wild animals are not to be brought to school. Please note the following statement from the Kansas Department of Wildlife and Parks (KDWP):

“Wild animals are defined as animals that are under the jurisdiction of the Kansas Department of Wildlife and Parks (KDWP) and/or the U.S. Fish and Wildlife Service (USFWS). These animals include, but are not limited to raccoons, squirrels, deer, turtles, snakes, wild birds, etc... Possession (ownership) of these animals is controlled by laws and regulations of the KDWP/USFWS. Many of these animals require permits and/or licenses from the KDWP/USFWS to lawfully possess.”

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

## **Dress Code**

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

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

Popular culture mandates that we bow to fashion. It insists that we keep up with rapidly changing trends. At Heritage Christian School, we are training students to think differently about dress. By wearing a simple uniform, students step out of popular culture and into a world of serious learning. With limited outward distinctions, students identify with the student body and respect one another for who they are in Christ.

The cooperation of the student and the parent is necessary in maintaining the standards of the uniform dress code. Adherence to the Uniform Dress Code is a family responsibility. Dress code violations will be recorded. Repeated violations will result in disciplinary action. Parents shall assume this important responsibility and leave the school free to focus on its primary goal – building Godly character and academic competence.

## **General Guidelines**

No brand name (unless board approved) is to appear anywhere on any article of uniform clothing. As all uniforms look alike, parents are strongly encouraged to mark all items with your child's name.

Fit is important for comfort as well as modesty (not too loose/baggy or tight/clingy).

Young students (Pre K – 2<sup>nd</sup> grade) are allowed to wear pants/shorts with fully elasticized waistbands that have no belt loops.

Belts **must** always be worn with separates that have belt loops.

Shirts may be worn tucked in or the shirt may be left out if it is not oversized and does not hang past the student's wrist/palm area. Shirts should always be worn with the collars down.

Footwear should complement the uniform, in school or neutral colors in good condition. Students may not wear shoes without a back strap. Flip-flops/ slides and/or beach/pool style shoes are not acceptable uniform footwear. Heels are limited to max height of 2 inches. **Elementary students will wear socks neutral in color or pattern with both being of the same color, pair and size with their shoes every day.**

Heely's and other wheeled-type shoes are not permitted.

**Colors:** Pants/shorts/skirts/skort: Dark Navy, Dark or Putty Khaki (not light or Stone), Blackwatch plaid #79 or the classic navy/evergreen plaid from Land's End  
Separates: Dark Navy, Burgundy, White, Hunter Green

**Retailers:** Lands' End, Class Act, Walmart  
Other potentials: JC Penny's, Kohl's, Sears.....Please insure color/styles are acceptable.

### **Boys**

**Pants and Shorts:** Pants may be front pleats or flat-front with straight legs. Only uniform cargo shorts from Land's End or Dickie cargo shorts available through Wal-Mart may be worn. Short length must not be below the kneecap. Front pockets should be traditional style or front pocket tab, with no accessory zippers, flaps, Velcro. Any back pockets should be slash-style with button.

### **Shirts:**

Acceptable shirts: Plain collar white, dark navy, dark burgundy, or dark hunter green mesh or interlock polo shirts (short or long-sleeved), turtlenecks, or mock-turtlenecks with no decorative additions other than the HCS logo, plain collar white short or long-sleeved oxford cloth button-down shirts with no decorative additions other than HCS logo. Any undershirt that is worn underneath a uniform shirt must be school colors (white, dark navy, burgundy, hunter green) and must be tucked in. Land's End can embroider the HCS logo on any of the above-mentioned shirts for a small additional cost.

**Sweatshirts, Sweaters and Jackets:** V-neck drifter sweater vests or cardigan sweaters in dark burgundy, dark navy, or dark hunter green may be worn. Cable knit is not acceptable. These are available from Land's End or Class Act only. HCS Sweatshirts and Hoodies must be worn with a tucked uniform separate underneath. HCS sweatshirts are available through Land's End only. HCS Hoodies are available through the school sports department only. A plain zip-up jacket or polar fleece in solid uniform colors is the only jacket allowed in the classroom and must be worn with a tucked uniform separate underneath. The Navy blue polar fleece zip-up may be embroidered with the HCS logo and is available through Land's End.

**Belts:** Belts of neutral color (black, brown, khaki, or navy blue) are required and must be fully visible unless a sweatshirt, hoodie, or polar fleece zip-up is being worn. Pants and shorts must be worn at waistline and not pushed down around the hip area.

**Accessories:** Dark navy, dark burgundy, and hunter green ties.

### **Girls**

**Pants and Shorts:** Front pleats or flat-front with straight legs, they may be cuffed, walking style. Shorts should be no shorter than 2 inches above the knee. Short length must not be below the kneecap. Front pockets should be traditional style or front pocket tab, with no accessory zippers, flaps, Velcro. Any back pockets should be slash-style with button.

**Skirts, and Skorts:** A-Line or pleated styles are only allowed as uniform separates as long as they meet proper length requirement of no more than 2 inches above the knee. No cargo-style or

accessory buckles/zippers across the front of the skirt/skort allowed. Heritage plaid skorts or kilts are available through Land's End.

**Jumpers:** Available through Land's End only. Heritage plaid jumpers are available through Land's End.

**Capri's:** Dark Khaki capri's are available only through Land's End.

**Shirts:**

Acceptable shirts: Plain collar white, dark navy, dark burgundy, or dark hunter green mesh or interlock polo shirts (short or long-sleeved), turtlenecks, or mock-turtlenecks with no decorative additions other than the HCS logo. Plain collar white short or long-sleeved oxford cloth button-down shirts with no decorative additions other than HCS logo. Long or short-sleeved solid white Peter Pan blouse. Any undershirt that is worn underneath a uniform shirt must be school colors (white, dark navy, burgundy, hunter green) and must be tucked in. Land's End can embroider the HCS logo on any of the above-mentioned shirts for a small additional cost.

**Sweatshirts, Sweaters and Jackets:** V-neck drifter sweater vests or cardigan sweaters in dark burgundy, dark navy, or dark hunter green may be worn. Cable knit is not acceptable. These are available from Land's End and Class Act only. HCS Sweatshirts and Hoodies must be worn with a tucked uniform separate underneath. HCS sweatshirts are available through Land's End only. HCS Hoodies are available through the school sports department only. A plain zip-up jacket or navy blue polar fleece in solid uniform colors is the only jacket allowed in the classroom and must be worn with a tucked uniform separate underneath. The Navy blue polar fleece zip-up must be embroidered with the HCS logo and available only through Land's End.

**Belts:** Belts of neutral color (black, brown, khaki, or navy blue) are required and must be fully visible unless a sweatshirt, hoodie or polar fleece zip-up is being worn. Pants and shorts must be worn at waistline and not pushed down around the hip area.

**Accessories:** Girls' socks must be neutral in color or pattern with both being of the same color, pair and size. Girls' leggings that are plain and of neutral color may be worn. Heritage plaid cross ties and other matching Heritage plaid accessories, **all other accessories (hair ties, earrings, etc.) must be of neutral or uniform color.**

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

**Sports Sweatshirts**

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

**Body Alteration**

No piercings other than established policy pertaining to girls earrings. Boys may not wear earrings of any kind. Expansion/gauging devices for ear lobe, nasal or other are not permitted. Cuttings are prohibited. Utilization of ink on student's skin is prohibited to include pens/markers

and both formal and informal tattoos. (Students who have obtained such prior to attendance at HCS must keep them covered and agree to obtain no others during years of attendance).

### **Extra Curricular Dress Code**

Students participating in or attending an HCS event must abide by the following dress code when not in uniform. The extra-curricular dress code is as follows:

1. Spaghetti strap, backless, and short shirts as well as short shorts are not permitted. Clothing should be modest, not revealing. **Shorts and skirts must be loose and no shorter than two inches above the knee.**
2. Clothing which is vulgar or may be interpreted as evil or offensive may not be worn. No skeletons, skulls, chains, or items associated with witch craft may be worn.
3. Girls in grades seven and up may wear conservative make-up (light colors, lightly applied.)
4. The administrator or an appointee will make final decisions on questionable attire. Students must get appropriate wear before attending any classes.
5. Girls who participate in sports will be given a practice uniform that must be worn at practices. Girls shorts may not be more than 2 inches above the knee and the practice uniform tank top or Heritage t-shirts (with no cuts or tears) are to be worn at school. Girls may **not** have cut outs on their shirts that expose their sport bras.

### **Hairstyles, Make-up and Jewelry**

1. Boys' hair should be neat, trimmed and off the ears, eyebrows and collar. If curly and does not lie flat, it must be cut within one inch of the contour of the head. The cut must be a standard conservative boy cut.
2. All students must have sideburns neatly trimmed, and they can be no longer than the bottom of the ear opening. Facial hair, including moustaches and beards, are not permitted. Mohawks or other similar styles are not permitted.
3. Girls may wear no more than two sets of pierced earrings; no other pierced jewelry may be worn by any student. Boys may not wear earrings.
4. Jewelry should not contain non-Christian symbols (determined by the teachers/principal).
5. Haircuts with designs cut into them and unnatural hair colors are not permitted.
6. Girls in grades seven and up may wear conservative make-up (light colors, lightly applied.)
7. Nail polish must be in good taste and appropriate for school. No black or navy blue nail polish should be worn.

Appropriate personal hygiene is expected of all students.

### **Lost and Found**

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

### **Graduation and 8<sup>th</sup> Grade Promotion Guidelines**

HCS seeks to bring together the celebratory and formal aspects of these rites of passage in a manner that is pleasing to the Lord.

**Dress Policy:** We expect students to meet the dress guidelines below. If a student wears inappropriate attire, the attire must be corrected according to school policy before the student is allowed to participate in the ceremony.

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

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

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

### **Parental Responsibilities**

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

1. We request that parents pray regularly for the teachers and administration of HCS.
2. We require the parent’s full cooperation in the educational function of HCS including participation in volunteer responsibilities.
3. We anticipate that parents will meet all financial obligations to the school. In the event that a parent is unable to meet them on time, the school must be notified and given an explanation.
4. We expect parents to have their students to school on time for opening exercises; students should be in their seats ready for class at 8:00. Students should not arrive earlier than 7:40 AM, unless prior arrangements have been made with the Administrator.
5. We ask that you attend periodic meetings and conferences (Parent/Teacher) as recommended by the school.
6. We require that all parents be actively involved in Parent-Teacher Fellowship (PTF). This includes attending PTF meetings and helping with various fundraising efforts.
7. We expect and require parents to attend a Bible teaching church weekly with their families, and to exemplify Christian principles of life in the home.
8. We ask that parent volunteers please keep the students’ dress code in mind and the importance of being a role model.
9. Should you become dissatisfied with the school or have any concerns, we ask that you follow the Biblical steps of Matthew 18:15 to resolve the concern. Please contact, privately the person or persons involved rather than spreading criticism or harboring a negative attitude in your heart. Please read the pamphlet entitled “The Matthew 18 Principle for Solving School Problems.” Copies are available in the school office.
10. Gossip is sharing private information with those who are not part of the problem or the solution. “There are six things the Lord hates, seven that are detestable to Him a false witness who pours out lies and a man who stirs up dissension among brothers.” (Proverbs 6:16-19)
11. A Christian is never to be judgmental of another. God warns that anyone who does will be judged himself (Matthew 7:1-2). But the Christian who is mighty in spirit has the ability of wise discernment and knows how to take the Biblical steps to clear up a misunderstanding. Here at HCS, we ask that you take the following steps, proceeding to each successive step only when the previous step has been tried first:
  1. Pray
  2. Take the problem to the teacher/staff member involved.

3. Go with the involved teacher/staff member to the administrator.
4. All parties involved go before the board.

### **PTF**

Parents and teachers at HCS are required to participate in Parent Teacher Fellowship. This organization was established with a two-fold purpose: 1) to promote unity and fellowship within the body of HCS, and 2) to raise funds through various efforts for the school. The PTF Board is made up of 10 members (if sufficient interest), each of which serves a two-year term with 5 board members rotating on or off the board each year. Board members are elected by ballot during the May PTF meetings. Parents are responsible for acquiring all information presented at PTF meetings.

The PTF executive Committee meets on the last Tuesday of the month. Locations and times vary. All parent/staff members are welcome and encouraged to attend these planning sessions.

General PTF meetings are held 3 times a year (September, February, and May) as noted on the school calendar from 6:30 - 8:00 p.m. Refer to your HCS Event Calendar for the first meeting date.

### **Parent Support Credit Policy**

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

1. Parents/guardians are required to fulfill a total of 30 credits per family per year in the school at jobs/activities approved for PSC. Part-time families to include those with only a half-day preschooler at HCS fulfill one half the credits, or a total of 15 credits per year. Single parent families fulfill a total of 10 credits per year. PSC slips are provided in the school office. Dates and hours must be specified for credit.
2. One half of the total credits are due the last day of the first semester and the other half are due the last day of the second semester. Statements will be sent out three weeks prior to these dates. After the last day of each semester, any credits not fulfilled will be billed to the parents at the rate of \$10.00 per credit with payments due at semester break. If a family chooses to opt out of the program, they may do so by paying the full amount for those credits. Students may not begin school unless/until hours are fulfilled and/or fees are paid from prior semester.
3. Credits will be earned in minimum increments of .25 hrs/credits.
4. Credits will be tracked by administrative staff.
5. A jobs list to include credit compensation, approved by the HCS Board is available in the office.
6. Families who enroll mid-way through the year/semester also need to be involved in PSC and have their credits tracked. The number of credits necessary is to be appropriately determined by the Board.
7. HCS teachers and staff are exempt from PSCs.
8. PSC credits must be submitted by the family who fulfilled the credits. Credits worked by children do not count toward Parent Support Credit (exception: mowing with parental supervision). Grandparents and other relatives who wish to work for PSC credits may only do so after registering with the office for proper tracking.
9. Eligible Activities: Activities as noted on approved PSC jobs list.  
Attend Bimonthly PTF meetings  
Also available earn 1 credit for every \$300 spent through our Storehouse program
10. Credit process: PSC credit slips may be picked up in the office. These slips will be

used for approved activities outside of Storehouse or PTF meeting attendance. They will designate what activity was performed, when, and by whom and be authorized by staff signature. Once completed, it is the parent's responsibility to return the slip to the office for accounting.

**Storehouse:** For every \$300 in cards purchased through the storehouse program, earn 1 PSC. For designating HCS as the designated charity on your Dillon's card, earn one PSC by printing out the registration sheet from the online registration and turning it in to the office. Earn more PSC hours by getting friends and family to also sign up for the program. The cards must be registered one time per year.

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

**Travel Assistance:** Driving and supervising for field trips/service projects—must provide transport for children other than one's own 1 PSC for every hour spent driving or supervising—a limited number of parents as directed by the teacher or room mother will be needed and will be awarded on a first-come basis. (Other parents may attend the field trip, but no PSC credit will be given.)

Driving for Sporting events—must provide transport for children other than one's own. Limit of **one** PSC per family per trip. If the trip is an all day event (such as a tournament in Wichita), the hours will be counted as a field trip.

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

**Per Hour:**

School activities: 1 PSC per parent per hour of assistance  
Lunch room duty: Monitoring, serving, cleanup, etc.  
Repetitive Reading—elementary  
Playground duty  
Room parents at class parties  
Class presentations (topical or career)/Chapel speakers  
Work concessions/tickets and/or cleanup at HOME sporting events  
Cleaning of classrooms  
Office help  
Teacher assistance—grading, organizing, copying, etc.  
Library assistance

**Events/Teams:** 1 PSC per parent per hour of assistance  
Assist with major community events/fundraiser. Preparations and Events themselves  
All-school Work days  
HCS Board meetings  
Participation in other Board commissioned team meetings/activities PTF exec, Booster Club, Dream team, Admissions, etc.  
Assist with tech team and support

**Grounds/Facilities:** 1 PSC per parent per hour of assistance  
Assistance with requested building/repair work  
Snow Removal  
Cleaning of classrooms  
Other tasks as requested by Administration/Board

## **All School Talent Show**

The purpose of the Talent Show is to build community spirit within the school body through the expression of God-given talents and skills. All acts should be of good nature, uplifting, and maintain a proper testimony of Christian life.

Music-All music played or performed in the school wide talent show must be honoring to the Lord. Lyrics and/or actions shall not contain expressions that are contrary to Scriptural instruction. Classical selections are appropriate. All music played or performed at any school performance must be honoring to the Lord and approved by the administration at least a week before the performance.

Acts-Acts must provide a proper testimony. Humor should be free of mean-spiritedness and be meant to uplift those in attendance. Acts that include flame, destruction of property, or other elements of danger for the presenter or audience are prohibited.

## **Athletics and Cheerleading**

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

**Our Program**-There are two approaches to athletics. The first method is known as an intramural type program. In this method, the approach to each contest is that all team members get equal playing time, regardless of the score or situation. The second method is known as competitive athletics. This method puts a little more emphasis on out-scoring the opponent. Usually the more talented athletes will be playing in this model. At HCS we have chosen competitive athletics as our preferred approach.

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

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

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

## **Excused/Unexcused Absences**

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

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

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

**Code of Conduct**

The student athlete is expected to:

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

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

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

It is expected that the parents of our athletes will do their utmost to support their student, the coach/sponsor, and the team by assisting in any way they can. This support requires attending parent meetings and as many games as possible. Also, we expect our parents to set a good example of sportsmanship while in the stands.

**Guidelines for Home Schooled Students**

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

**HERITAGE CHRISTIAN SCHOOL HANDBOOK AGREEMENT FORM**

**This is to verify that I have received and will agree to read and abide by the statements within the *2015-2016 Heritage Christian School Handbook*.**

\_\_\_\_\_  
**Parent's Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Student's Name (Please Print)**

\_\_\_\_\_  
**Grade/Teacher**