

HERITAGE CHRISTIAN SCHOOL

Tim Hoak, Administrator



What is Heritage Christian School? What do we believe? Why do we do what we do? The pages that follow will hopefully answer these and other questions you may have about HCS. Please take the time to read carefully through this material.

If you are new to our school family, this will help give you a good feel for who and what we are. If you are already a part of our "family" this is a good reminder of the principles that have made us and kept us an effective Christian school.

The material that follows includes general school information, enrollment information, and a student handbook. Pay careful attention to the sections that apply specifically to our middle school. On the registration form there are two places for parents to sign indicating support of our policies and practices and indicating intent for future enrollment. We want you to know that we take these signatures seriously, so please do read all of this information carefully. We look forward to serving you and your children!

Mission Statement

The mission of HCS is to provide an education for the whole child, built on the unchanging principles of the Word of God and focused on the core academic subjects in such a way that our students will become lifelong learners under the Lordship of Jesus Christ.

Heritage Christian School is a ministry of Heritage Baptist Church of Owensboro, Kentucky, pastored by Ted Christman, Keith Maddy, Jonathan Christman and Mark Redfern.

HCS Board Members are the above elders and Tim Hoak, Administrator.

**HERITAGE CHRISTIAN SCHOOL
GENERAL INFORMATION
2017-2018**

Programs Offered

Preschool

Kindergarten

Elementary grades one through five

Middle school grades six, seven and eight

Enrollment Procedures

The following information outlines the procedure for enrolling your students in HCS. It is important for the timely enrollment of your children that you understand this process. Please call us with any questions.

Students registering for school will not be considered for enrollment until their specific registration period opens. No preference will be given to registration forms brought in ahead of time. If we have more registrations than available openings, final enrollment decisions will be made at the discretion of the administration by June 30. Anyone inquiring about enrollment needs to be aware of the following enrollment priorities.

First priority will be given to the members of Heritage Baptist Church and to present students.

Second priority will be given to siblings of present students.

Students who fall into the above categories should be registered by March 10. After this date we will begin to consider registrations from new students.

Third priority will be given to new students. Registration for new students will open March 27. All new students and parents must have an interview with the administration prior to enrollment.

VERY IMPORTANT!!! While we give priority to Heritage Baptist Church members, those who choose not to enroll their child in the 2-Day preschool class cannot be *guaranteed* a place in 3-Day preschool, kindergarten, or above if the class is already full. It is important to reemphasize that if we have more registrations than available openings, final enrollment decisions will be made at the discretion of the administration by June 30. At every priority level, those students whose parents have not signed a letter of intent will be considered at a lower priority on a case by case basis.

- Registration forms will not be considered unless accompanied by one-half of the registration fee. This is refundable only if your child is denied enrollment in Heritage Christian School.
- Class size is limited to 20 students in preschool, kindergarten, and elementary. Middle school class size is limited to 22.
- Enrollment of new students is subject to approval by the administration after parent/student interviews.

Admissions Policy

To enter the 2-Day (Tues/Thurs) preschool program, a child must be at least three years old by August 1, 2017.

To enter the 3-Day (Mon/Wed/Fri) preschool program, a child must be at least four years old by August 1, 2017.

To enter kindergarten, a child must be at least five years old by August 1, 2017. To enter first grade, a child must have completed a recognized kindergarten program.

Heritage Christian School admits students of any race, color, nationality, or ethnic origin. We reserve the right to select students and families on the basis of their agreement with

and submission to our educational, disciplinary, and moral policies. Our foundation for every policy is the unchanging, inspired, and inerrant Word of God, which is always a "lamp to our feet and a light to our path." We also reserve the right to discontinue the enrollment of any student whose lifestyle, conduct, influence, attendance, or progress is not in keeping with the moral and academic standards of Heritage Christian School.

Calendar

Heritage Christian School follows the Daviess County Public Schools' calendar. We will make that information available to you as soon as possible.

Weather Related School Closings

Although we generally follow Daviess County on weather related school closings, please listen to the local TV stations (14 WFIE, 25 WEHT, 44 WEVV). In the past, if the county starts late, we have always started on time. That may not always be the case. Be alert to the fact that sometimes a delayed start changes to a closing. In the event DCPS announces a late start, keep checking the TV stations until 7:30 a.m. for the final word. If you do not see HCS specifically mentioned, we will be in session on our regular schedule. We will send an email to the school family and will post our current status on the school Facebook page (www.facebook.com/hcsowensboro). If the public schools dismiss early due to weather, we will dismiss at our regular times. If parents are concerned about road conditions, they are welcome to pick up their children early on those days.

Communication

We all understand that communication between school and home is critical. We have used and will continue to use email as our primary means of communication. However, in the event of weather related school closings or other emergency situations, we have found a group texting service that is very reliable and efficient. It is provided through the

Messenger-Inquirer. Go to www.messenger-inquirer.com. From the main menu, choose News/Text Alerts. Complete the form and be sure to choose Heritage Christian School from the list of organizations (it is pretty far down the list so keep scrolling). Do not select the option to receive emails, only text alerts. If you have questions, please call the school office. We would like every school family to be enrolled in our group texting service.

Snacks and Lunch

All students will have a snack time at midmorning each day. They may bring their lunch to school each day or, if they prefer, they may purchase a hot lunch. Menus will be sent out at a later date.

Classroom Parties

Any classroom parties for holidays, birthdays, etc. must have their theme, decorations, favors, etc. approved by the classroom teacher in advance.

To avoid unnecessary offense, we ask that invitations given out at school for parties held after school hours include either the whole class or all of the same sex from that class. If you wish to issue more selective invitations, please do so apart from the school building.

Child Care

Child care will be provided on a limited basis for students enrolled in preschool or kindergarten and their siblings. The hours and services will depend upon the demand. For further information (fees, etc.), please contact the school.

Health Information

ALL students are required to have a birth certificate and a Certificate of Immunization on file with the school. The certificate must be signed by a physician and have an expiration date. Please be advised that health departments as well as private physicians may sign immunization certificates. All students

enrolling for the first time in kindergarten and above must also submit a physical examination form.

Standard school physical examination forms are provided by your physician. Students entering the sixth grade MUST have a second physical examination.

These forms must be on file prior to the beginning of the school year. A student may not begin the fall term without the necessary forms on file. This is required by the State Department of Health and is not optional. Heritage Christian School requests that any student with a contagious condition such as chicken pox, pink-eye, pneumonia, etc. remain at home until all possibility of contagion is past.

Children should be fever free without medicine for 24 hours before returning to school. Any cases of head lice must be reported **immediately** to the school office even if you have already treated your child at home. Children should not return to school until they have been treated and are nit free.

Medications Policy

All prescription medication must come in the original container with the child's name, pharmacy, physician, medication, and directions for use on the label. All medication will be kept in the school office (or refrigerator, if necessary) and will be administered by the child's teacher or office personnel. The one exception to this rule pertains to asthma medications. If your child needs to have unobstructed access to their asthma medications, please contact the school office for the procedures that must be followed.

All over-the-counter medications (cough syrup, antacids, allergy relief, sinus medicine, headache remedies, etc.) will be kept in the school office and must be accompanied by a written note from the parent giving permission for the child to take the medication and indicating the proper dosage. All of these medications must come in the

original container and must be provided by the parents. Cough drops may be kept in the child's classroom under teacher supervision.

A record will be kept of every medication dispensed from the office.

You have already indicated your desires concerning acetaminophen/ibuprofen on your child's registration forms. An additional note is not necessary for that. If your child takes acetaminophen/ibuprofen frequently, please send a bottle with his/her name on it.

Fund Raising

All proposed fund raising activities for a particular class, project, or the school generally must be approved in advance by the school administration. This includes all flyers, brochures, and letters used in fundraising activities.

Collections

It seems that every year the number of collections for worthy causes increases – to the point that parents are being asked to contribute to this or that fund frequently.

This practice invariably embarrasses some families who may not be in a position to give to every cause that comes home from school. And as the number of causes increases, it does begin to put a real strain even on those families who can afford to give. In the interest of easing the burden on our school families, we are asking that no collections (e.g. birthday gifts) be made apart from approved fund raisers and Christmas gifts. You are certainly welcome to give on your own if you so desire. There may be special circumstances in someone's life that would warrant a special collection. If so, please check with the school office.

Discipline (School-Wide)

Heritage Christian School has always been known for two things: excellent academic instruction and character development. Of

those two things we have always regarded the second as the most important aspect of all that we do. For that reason we have unashamedly called ourselves a Christian school, not simply a private school. The Bible is our basis for developing character marked by virtues like respect for authority, honesty, kindness, responsibility, truthfulness, friendship, self-control, diligence, initiative and patience. These qualities have been and will continue to be a central part of every student's education at HCS.

Almost all of us have observed the movement of our society farther and farther away from the standards of godly character that once marked even public education. Through TV, movies, music, videos, advertising, T-shirt slogans and more, the attitudes of our children and teenagers are being shaped by disrespect, rebellion, selfishness, carelessness, violence and self-indulgence. It is also true that attitudes are extremely contagious. We cannot tolerate such attitudes and still maintain our commitment to the development of godly character.

In view of the direction our society is moving, the consistent application of the disciplinary philosophy that we have held since our beginning becomes a greater challenge each year. Therefore, we want to explain our policies in more detail to you, our school parents. We want you to know exactly what to expect. Our rules are not complicated and they are all designed to facilitate the learning process and aid in the development of godly character. In the interest of keeping Heritage Christian School true to what it was created to be, we will not be able to retain any students whose parents cannot, in good conscience, sign the statement on the registration form indicating your support of our disciplinary policies.

We don't expect that every parent will always agree with every decision we make, and we welcome your questions and communication about any problem that may arise. But we do expect that you will support us in our

disciplinary practice. We are seeing more and more the need for the clearest communication and the best cooperation between parents and the school.

General Guidelines

It would be impossible to detail every offense for which we might discipline a student. Let us outline some general categories and what might take place. Respect for authority and simple obedience are critical. There is to be no running throughout the building, no talking without permission and no getting out of your seat without permission. Lying, cheating, stealing, and fighting will not be tolerated. Any behavior that endangers the safety of another child is not allowed. Any type of disruptive behavior that hinders the learning process of the class cannot be permitted.

As a general rule, students are warned for the first offense. From that point on some type of punishment is usually prescribed. It may be as simple as a "time out," a mark on the board, or a privilege forfeited. Persistent offenses may require a phone call or a note home to the parents, being sent out of the classroom, or the loss of a greater privilege for an extended period of time. We may also call the parents in for a conference with the teacher and student. At the middle school level a detention system is in place for various categories of offenses. (See the middle school student handbook for a description of the detention system.)

Corporal Punishment

If a student has been through the above procedures and continues to have a problem, on rare occasions, we may resort to spanking. Some offenses are serious enough that spanking may be administered earlier in the process.

Spankings are always done in private with one other teacher present as a witness. We explain the offense very carefully to ensure that the child understands the reason for the punishment. We always assure the child of our love, remind them of the good news of the

Gospel, and have prayer with him or her. We always try to leave the room on friendly terms. Parents will always be notified if their child has been spanked.

In cases where problems persist, suspension is possible. A student who continues to be a problem after suspension may be expelled.

We are glad to be able to say that in practically every case we have seen excellent results from our discipline. It does work! If you would like more detailed information on child discipline you may obtain a set of DVD's from a parenting class sponsored by Heritage Baptist Church. Just ask at the school office.

If a discipline problem should arise with your child, we hope that you will listen carefully to the teacher's explanation of what took place. We make every effort to gather all the information so that our evaluation is as objective as possible. We want to maintain the clearest lines of communication with our school parents at all times. If there is ever a question, please feel free to contact the teacher.

Middle School Discipline Guidelines

Please refer to the student handbook section of this information packet.

Security, Entrance & Parking Policies

The back double doors (under the carport) will only be open from 7:30 am – 8:35 am and from 2:40 pm – 3:05 pm. At these times doors will be monitored by a staff member. At all other times all doors will be locked.

Between 8:35 am and 2:40 pm, you must enter through the glass double doors by the school office. You will need to press the buzzer on the pad next to the doors and

someone in the office will admit you. Parking is available in the lot in front of the gym. Students have been instructed not to open the doors for anyone!

During drop-off and pick-up times parents may not park in or leave from the front parking lot. For safety reasons, we do not want students and/or parents moving in the front parking lot area or using the office doors during drop-off and pick-up times.

If you are picking up after 3:05 please park near the front office doors. If no one is in the office, please call the school phone at (270) 685-4002 or Sharyn Harbin's cell phone at (270) 231-0745.

Your child's safety is the driving force behind our policies. We appreciate your cooperation!

Traffic Pattern and Pick-Up

Please follow the directions of the teachers on duty who are directing traffic, both in the parking lot and on the road. It is especially important that you avoid gaps in the line as you leave the parking lot. This makes it much easier to direct traffic on the road as you exit the driveway.

Volunteers

Volunteers are welcome and encouraged to play an active role in the ministry of Heritage Christian School. There are many opportunities for service which are detailed in the packet you will receive at orientation. Our volunteers play a vital role in helping us to offer a quality program at a more reasonable cost. In the interest of the safety and protection of our students, all regular volunteers will be required to have a background check.

The staff of Heritage Christian School is dedicated to making the 2017/2018 school year beneficial for your child and, as a result, for your entire family. To this end, we welcome questions and/or comments concerning any matter relating to our school. We invite you to call your child's teacher or the school office at any time.