

Student Handbook for Heritage Christian School

Welcome to Heritage Christian School! Your enrollment here as a student is both a pleasure to us and a privilege for you. We are glad for your presence here and take very seriously the responsibility of providing you with the best education in the best environment. We ask that you take the privilege of being a student here just as seriously.

In order to insure the quality of the environment here we have established some helpful policies and guidelines for students. It is not our desire to have an exhaustive list of rules and regulations, but we have learned over the years that there are a number of practical areas that need to be addressed. We want to make these clear at the outset so that each school year can run as smoothly as possible. Your conscientious adherence to these policies will not only contribute to the well-being of the school as a whole, but to your own enjoyment of the time you spend here. Likewise, your neglect of these guidelines will only be detrimental to you and to the school family.

Please take the time to read through this handbook completely. By doing so you indicate your willingness to abide by the policies and guidelines set forth in this handbook.

ATTENDANCE

School hours are as follows:

Pre-school	8:30 - 11:20
Kindergarten	8:30 - 11:30
Elementary (1-5)	8:30 - 2:45
Middle School (6-8)	8:15 - 2:45

Tardiness

Tardiness will only be excused in the case of an emergency (illness or car trouble) or a doctor's appointment (a slip from the Dr.'s office is fine). An excused tardy will not go on the student's record as a tardy. Oversleeping is not an acceptable excuse. Perfect attendance will not be maintained if there are more than three unexcused tardies in any one grading period.

Absence

Absences for reasons other than sickness must be approved by the school administration in advance. Failure to secure such approval will result in an unexcused absence. School work missed for excused absences must be made up, and credit will be given. Work missed for unexcused absences must be made up, but no academic credit will be given. All make-up work must be turned in one week after returning to school.

Please make every effort to schedule family vacations during school vacations. All doctor appointments should be made for after school hours whenever possible. Students in elementary and middle school who arrive after 10:00 a.m. or leave before 1:15 p.m. will be counted absent for 1/2 day. Half day absences will count against perfect attendance.

No student will be allowed to leave school grounds during the lunch period. Please do not ask for exceptions to this rule. Parents who come to pick up their children during the school day must go the office first and sign out their child. The student will be paged and will leave from the office with their parent.

Elementary students who arrive between 7:30 and 8:00 a.m. must go to day care until 8:00 a.m. unless they wait with their parents in the car. Middle school students arriving before 8:00 a.m. must go to the lunch room. No one may be on the playground equipment or use the outdoor basketball goals before school in the morning.

BOOKS AND SUPPLIES

All books and supplies are furnished as part of your registration fee. During the course of the year, if a book is lost or damaged you will be charged a replacement fee. All hardback books must be covered for the entire year. Newspaper is not an acceptable book cover. Suggestive or violent pictures, drawings or slogans will not be acceptable on book covers. Please have all hardback books covered by the end of the second week of school. If other supplies, such as paper and pencils are being used in a wasteful manner, you will have to furnish your own supplies from home. School supplies located in the teachers' lounge are to be secured by teachers only.

BUILDING POLICIES

In order to keep the fine building God has given us in good condition, to insure the safety of our students, and to maintain an atmosphere conducive to learning, it is essential that all students observe the following policies.

Students may not run in any part of the building at any time. Talking in the halls is not permitted, unless you are speaking to an adult. Middle school students will be allowed to talk NORMALLY in the locker and bathroom areas only while changing classes. As soon as school is dismissed at the end of the day all students are to leave the building immediately and go to the pick-up area. Use ONLY the exit at the carport. Students who walk home must leave from the pick up area and only with a teacher's permission. Students going to day care may go directly to the daycare room when school is dismissed. There is to be no loitering or wandering around the building. If you are staying for an after school activity you must be under the supervision of an adult. Those day care students needing to do homework

may use the lunch room or the day care room. The library will be closed after school. The PE closet in the gym is not intended for general student use.

Kitchen and Lunch Room

Students are not allowed in the kitchen without a teacher's permission (except at lunchtime to use the microwaves). You are not to get plates, cups, silverware, etc. Except for medication, the refrigerator is not for student use. The bathroom off the kitchen is for faculty and guest use only. No food or drink is to be taken out of the lunch room.

Chapel

No students should be in the chapel without an adult present, except for personal practice time. Permission to practice must be given ahead of time by the music teacher or the administrator.

Lockers

Each middle school student will be assigned a locker at the beginning of the year. Locks are available for \$2 or locks from home may be used if the combination or a key is given to the homeroom teacher. Writing on any surface of the locker, inside or out, is not permitted. Locker shelves and magnetic objects (mirrors, picture frames, etc.) are acceptable. Stickers and things using an adhesive are not acceptable. Excessive sloppiness will not be tolerated. Lockers may be inspected by the school at any time.

Vandalism

Heritage Christian School takes the position that our building, everything in it, and all our property belongs to God. It is our responsibility to take the very best care of it all. Any students who willfully deface, break, or in any way damage any school property will be dealt with firmly.

Gum and Candy

Gum is never to be brought on to school property at all. Candy may be brought in your lunch box and should be eaten in the lunch room only. Middle school students may eat in the downstairs hall during break.

Office and Audio-Visual Equipment

The copy machine and the laminator are not to be operated by students. Copies made in the office that are not school related will have a cost of \$.05 for black and white and \$.25 for color.

Classroom Conduct

There are a few simple rules to be observed in every classroom, regardless of who the teacher or volunteer may be. There is to be no talking or leaving your seat without permission. "Yes, ma'am," "No, ma'am," "Yes, sir," and "No, sir," are expected when addressing adults. Courtesy, kindness and good manners are to be practiced at all times towards all students and adults. No items may be thrown in the building. Desks are to be kept neat and clean and are not to be written on in any way.

DATING (Middle School Policy)

We understand that a growing interest between boys and girls is a natural part of adolescence. We also understand that we cannot dictate what our students do on their own time away from school. However, our policy during school hours and at school-sponsored activities is as follows: There will be no boy-friend/girl-friend relationships at school. Discussions, notes, or any other type of communication on that subject are not allowed at school.

Our society is encouraging romantic interests in the opposite sex far too much and far too early. The potential for hurt, rejection, broken friendships, and unnecessary temptation is too great at this age. We want to prevent hurt, foster acceptance, preserve friendships and avoid temptation. We also want our students to be able to focus on their school work. Boy-friend/girl-friend relationships, at this age, become a major distraction at school and can seriously affect students' work.

DISCIPLINE

The following policies apply specifically to Middle School. Offenses have been categorized as minor, intermediate and major. Some examples are as follows:

- Minor: talking/running in the halls
non-allowed items at school
in off limits areas
- Intermediate: horseplay in the building
defacing school property
- Major: lying, cheating, stealing
profanity, vulgarity, fighting
blatant disrespect

These are only examples. Some offenses may be regarded in a different category depending on the severity of the offense. Penalties for violations will be as follows:

- Minor offenses: Break DT (10 min)
Lunch DT (20 min.)
- Intermediate offenses: Lunch DT for a week
- Major offenses: Suspension, probation, or
spanking

Suspensions and probations will be recorded on permanent student records.

DRESS CODE

As a general rule, all clothing must be neat and clean and consistent with our high moral standards as a Christian school. Extreme trends in fashion, general sloppiness, and any kind of clothing that is a distraction from the learning process is prohibited. Spaghetti straps (any grade), blue jeans with ragged cuffs or holes, boys' earrings or other pierced body parts (boys or girls) and pocket chains are unacceptable. Pierced ears for girls are acceptable. Unnatural hair colors (spray painted blue, green, etc.) are not allowed. Any clothing with pictures or slogans must also be in keeping with the school's moral convictions. Pictures or slogans promoting music or rap groups, rock music, violence, drugs, alcohol or tobacco in any form are not allowed. Clothing portraying attitudes, sayings, or causes that are un-Christian may not be worn.

Sagging Policy: Sagging (wearing oversized pants that hang below the waist to expose undershorts) is not permitted under any circumstances.

MIDDLE SCHOOL DRESS CODE

With the many and frequent changes in styles, and with the ever increasing trend away from modesty and neatness, it has become almost impossible to enforce a consistent and reasonable dress code. Along with an increasing number of public schools, we have adopted a uniform-like dress code for middle school only. There are a variety of choices in classic styles for both boys and girls. Details are described in a separate brochure.

The school administration reserves the right to determine what is acceptable and unacceptable. In requiring such standards, we have no desire to be legalistic or judgmental. We are simply trying, in a practical way, to reflect a standard of decency and modesty in a world that is full of indecency and immodesty.

DRUGS

The possession, sale, or use of any drugs whatsoever, including alcohol, tobacco, or any type of inhalant is not allowed. Violation of this policy may result in immediate expulsion. Any student requiring prescription medicine must bring a note from his or her parents and the medicine will be kept in the office.

FOOD ALLERGIES

Because of the nature of our middle school snack routine, the risk of exposure to food allergens is greater

than in our elementary school. For that reason, we ask that no nuts at all (or nut products) be brought for middle school snacks.

GRADING SCALE

94 – 100 A
85 – 93 B
75 – 84 C
70 – 74 D
69 – 0 F

HOMEWORK/LATEWORK

We make every attempt to be reasonable in the amount of homework students are given. We try to schedule projects, reports, and tests with enough lead time that no one should be overly stressed unless they put things off until the last minute. Please understand that there are some occasions when homework will be heavier than others.

Homework is always due on the day assigned. If regular daily work is late, generally it will receive a zero. Larger assignments may be penalized 10 points for one day late and may receive a zero after that. Late work for sickness or other excused absences will be due according to arrangements made with each teacher.

Over the last couple of years, our policy on Wednesday night homework has undergone some modification. Our basic position is that the workload on Wednesday night should never be such that it prohibits any student from attending prayer meeting at his or her church. That does not mean that there will never be any homework on Wednesdays. It does mean that the load will be light enough that students will not be hindered from attending prayer meeting. This policy assumes that students will use their study hall time and in-class work time wisely each day. If they waste this time, they will have more to do on Wednesday night. As a general rule, no student will be penalized for Wednesday night homework that is not completed by Thursday morning.

ITEMS NOT ALLOWED AT SCHOOL

The following items should not be brought to school or taken on field trips by any students: ipods or ipads, (see paragraph below), smartwatches, mp3 players, skateboards, roller blades/skates, electronic games, comic books/cards, knives (toy or real), fireworks, matches, martial arts equipment or magazines, video or electronic games' magazines, teen magazines, dating/romance novels, clothing catalogues, laser pointers, CD's. No guns, toy or real, may be brought to school.

Electronic/Digital Devices

Cell phones may be brought to school but must be left in

the office upon arrival. After school, they may not be used until students are under their parents' supervision. This policy is in effect from 7:30 a.m. to 4:30 p.m.

For middle school students, e-readers may be brought to school for reading purposes only and do not need to be turned in to the office. However, they may not be used at all for games or internet access (wireless or cellular). This policy is in effect from 7:30 a.m. to 4:30 p.m.

Elementary students who use an e-reader must leave it at their teacher's desk upon arrival. They may only be used for reading purposes – not for games or internet access (wireless or cellular).

MUSIC, MOVIES, AND ART

Heritage Christian School cannot regulate the kind of music you listen to or the movies you watch away from school. However, during school or any school functions (including field trips) rap and/or rock music is not to be listened to or discussed. Movies with a rating of PG-13 or worse may not be discussed. The content of such music and movies very rarely, if ever, reinforces the kind of character we are seeking to develop in our students. Any kind of artwork that reflects violence (blood, skulls, killing, knives, swords, guns, etc.) is not permitted.

RECESS

Students may not leave the school grounds during recess. If recess is being held outside you must be outside unless you have a written excuse from your parents that you are to stay inside, or permission from a teacher. You are not free to wander about the building during recess. Weather permitting, recess will be held outside on the parking lot and/or athletic field. Students may not leave those designated areas during recess. The field to the right, the trees in back and the neighbors' yards are off limits. Any playground equipment used must be returned before entering the building. If you get something out you must put it away. Conflicts during recess must be resolved with the teacher on duty at that time.

All grades receive a 10 minute mid-morning snack break. All elementary and middle school grades have PE twice a week, and a 20 minute recess after lunch. Elementary students may talk quietly coming back into the building after lunch recess until they get to their classroom. Middle school students may not talk once they enter the building after recess until they get to the locker area.

RESPECT

Respect for authority is extremely rare in our world, but it is a character trait that we expect to see in all of our students. It doesn't matter whether the person

in authority is a teacher (your own or another), a substitute, a lunch room helper, librarian, music teacher, art teacher, secretary, day care worker, or simply an adult visiting the school. They deserve and must receive your courtesy and respect. As a matter of respect for the teacher's authority, students should not be at or around the teacher's desk, chair or stool when the teacher is out of the room.

Respect for one another is also expected. Name calling, making fun of others, cruel practical jokes, and other forms of bullying or harassment will not be tolerated.

TELEPHONE USE

No student may use the telephone without permission from a teacher. **All student phone calls must be made from the office.** Volunteer and lunch room helpers may not be asked. Be sure that your reason for using the telephone is important. Making spur-of-the-moment arrangements to go to someone's house is NOT one of those important reasons.

COMPUTER LAB

Hours of Operation:

8:45 – 2:40 Lab may be used during free periods for computer class. Blinds must be open at all times. Only one person per computer is allowed during free periods.

2:40 – Lab closes

1. Use of computer lab is a privilege, not a right. If you abuse this privilege in any way you will lose it!
2. Homework assignments always take first priority over educational games. If all computers are being used for games and a student comes in to do homework, the person who has been playing games the longest must give up his place.
3. No one may access another person's documents.
4. **NO ONE MAY BRING ANY SOFTWARE OR FLASH DRIVE FROM HOME TO USE ON A COMPUTER OR INSTALL ON THE HARD DRIVE.**
5. If any books are used in the lab for reports, please return them to their proper place when you leave the lab. **DO NOT** leave them in the lab.
6. You **MUST** clean up your area every time you use the lab. Please check the floor and tables for pencils, pens, paper, etc. You will lose the privilege of using the lab if you do not keep it clean.