

# 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 ensure the quality of the environment here, we have established some helpful policies and guidelines for students. 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.

## **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. 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. Approval forms are available in the office. Students are responsible to pick up this form and have it signed by each of their teachers and then return it to the office. Make-up work must be turned in at each teacher's discretion. Please understand that attendance is critical and that makeup work is not an all-together adequate substitute for actually being in the classroom. 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.

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 nor during pickup in the afternoon.

## **BOOKS AND SUPPLIES**

Books and general school 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. 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' supply room are to be secured by teachers only.

### Chromebooks/Chargers

Chromebooks are the property of Heritage Christian School and are on loan to the student and must be used in accordance with the school's policies and procedures. There is a \$50 technology fee. If damages occur, the \$50 would be applied toward the total repair cost. Parents may be responsible for repair costs.

## **BUILDING POLICIES**

In order to keep the fine building God has given us in good condition, to ensure 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 when classes are in session, 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. 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. The bathroom off the kitchen is for faculty and guest use only.

## 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 a teacher.

## 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

Students should not bring gum to school.

## 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**

We understand that a growing romantic interest 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 romantic boyfriend/girlfriend 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 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. Boyfriend/girlfriend 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, bullying

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 Lunch DT
Intermediate offenses:	Lunch DT's
Major offenses:	Suspension, probation, spanking, or expulsion

Suspensions and probations will be recorded on permanent student records.

Lunch DT's are served during lunch recess. A log is kept should a parent have questions about DT's.

## **DRESS CODE**

As a general rule, all clothing must be neat, appropriate, 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 holes, boys' earrings or other pierced body parts (boys or girls) 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. 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 imperative to have a reasonable dress code. There are a variety of choices in classic styles for both boys and girls. Details are described in a separate brochure.

If a child must have exclusions to the dress code, a doctor's excuse must be on file in the office.

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

### **GRADING SCALE**

99-100 A+  
95-98 A  
94 A-  
91 – 93 B+  
88-90 B  
85-87 B-  
82-84 C+  
78-81 C  
75-77 C-  
73-74 D+  
71-72 D  
70 D-  
0-69 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 he 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. Late work for sickness or other excused absences will be due according to arrangements made with each teacher.

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. 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), skateboards, roller blades/skates, electronic games, comic books/cards, knives (toy or real), fireworks, matches, martial arts equipment or magazines, gaming magazines, teen magazines, dating/romance novels, clothing catalogues, laser pointers. No guns or weapons, toy or real, may be brought to school.

#### **Electronic/Digital Devices**

Cell phones and smartwatches may be brought to school but must be left in the office upon arrival. After school, they may not be used without permission until students are under their parents' supervision. This policy is in effect from 7:30 a.m. to 3:00 p.m. If phones are used without permission, students will need phones to stay at home for a period of time.

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. This policy is in effect from 7:30 a.m. to 3:00 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.

### **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) secular rap and/or rock music is not to be listened to or discussed. 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. Students must be with their class, either outside or in the gym during recess, unless they have a written

excuse from their parents or permission from a teacher. Students 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. (Please have appropriate clothing for colder temperatures.) 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/gym equipment used must be returned at the end of recess. 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 each 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 helper, librarian, 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. Calls made to have books/homework delivered or to share a grade can wait until after school.

Abiding by the policies in this handbook will help create an environment in which all students can have a joyful learning experience at Heritage Christian School.