

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
2016-2017**

Programs Offered

Preschool

Kindergarten

Elementary grades one through five

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 11. 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 30. 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, 2016.

To enter the 3-Day (Mon/Wed/Fri) preschool program, a child must be at least four years old by *August 1, 2016.

To enter kindergarten, a child must be at least five years old by October 1, 2016. To enter first grade, a child must have completed a recognized kindergarten program.

*The reason for the change from October 1 to August 1 is the change in state law. Beginning with the 2017/2018 year, kindergarten students must be five years old by August 1.

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.

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.

The medical exam must be within six months prior to or one month following admission to school. Standard school 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 2016/2017 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.

HERITAGE CHRISTIAN SCHOOL
3585 Thruston-Dermont Road
Owensboro, KY 42303
(270) 685-4002

TUITION INFORMATION
2016-2017 Schedule of Payments

Preschool

	Registration/material fee	\$200.00	
2. Day (Tues/Thurs)	\$1510.00	(\$151.00 per mo/10 payments)	(3 year olds)
3. Day (Mon/Wed/Fri)	\$1760.00	(\$176.00 per mo/10 payments)	

Kindergarten

	Registration/material fee:	\$250.00	
* Member tuition	\$1730.00	(\$173.00 per mo/10 payments)	
Non-member tuition	\$2200.00	(\$220.00 per mo/10 payments)	

Grades 1 - 5

	Registration/material fee:	\$325.00	
*Member tuition	\$2600.00	(\$260.00 per mo/10 payments)	
Non-member tuition	\$3310.00	(\$331.00 per mo/10 payments)	

Grades 6 - 8

	Registration/material fee:	\$375.00	
*Member tuition	\$2830.00	(\$283.00 per mo/10 payments)	
Non-member tuition	\$3550.00	(\$355.00 per mo/10 payments)	

* A member is designated as a parent who actively participates in and supports the ministry of Heritage Baptist Church. Member status will be determined at the discretion of the elders of HBC at the beginning of each school year.

Explanation of Fees

One-half of the registration and material fee is to accompany the registration form. The balance of the registration fee is due on or before orientation (August 2016) and is non-refundable. All registration fees should be in the form of a check made payable to Heritage Christian School.

Tuition is payable to SMART Tuition in ten equal installments, beginning August 20, 2016 and ending May 20, 2017. All tuition must be paid directly to SMART tuition through automated bank drafts or by mail.

Tuition may still be paid in full at the beginning of the year. However, Smart Tuition will be handling *all our tuition accounts* – even those who opt to pay in full. If it is your desire to pay in full, simply choose “invoice” as your payment option and send in the full amount to Smart Tuition with your first invoice.

If you are already enrolled through Smart Tuition (for last year’s 2015/2016 school year) you will not need to re-enroll. However, if you are registering as a new family for the 2016-2017 school year, you must register with Smart Tuition through their website at smarttuition.com.

Discount Policy

A 20% tuition discount is granted to the second child who is in the first grade or above. A 30% discount is granted to the third child who is in the first grade or above. A 40% discount is granted to the fourth child who is in the first grade or above. The first child is always the oldest regardless of order of enrollment.

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 so doing 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 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 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.

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.

COMPUTERLAB

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.

Revised February 2016

