

# HERITAGE CHRISTIAN HIGH SCHOOL

## STUDENT/PARENT HANDBOOK

### PREFACE—PURPOSE AND MISSION

This handbook's purpose is to provide information about the curriculum and general school policies. Since the parents, through their elected representatives, the Board of Trustees, exercise an important role in developing the rules for the school, we expect that students *and* parents will read this handbook and keep it so that it can be used for easy reference.

The foundation of our school and its instruction is God's covenant of grace. God has called us to "Train up a child in the way he should go;" for the Lord has promised that "when he is old, he will not depart from it" (Proverbs 22:6). The home, the church, and also the school have the responsibility to bring up our children "in the nurture and admonition of the Lord" (Ephesians 6:4). We are to do this in the same God-honoring environment in the school as in the home and church.

The rules for student behavior and routine were made in the interest of maintaining an orderly environment and a Christian atmosphere in the school. While no one is able to properly do this of himself, we must pray and strive to place God and His infallible Word at the center of all instruction given and policies developed. School personnel will do their best to apply the rules fairly and consistently. "Submit yourselves one to another in the fear of God" (Ephesians 5:20), and "Submit yourselves to every ordinance of man for the Lord's sake" (1 Peter 2: 13a).

We interpret all aspects of life in the light of Holy Scripture and the Reformed creeds to help our students and ourselves develop a Christian worldview. We strive, therefore, to graduate academically competent students who know, love, and serve their Covenant God and their neighbor. All courses, study, and behavior are to be God-centered, meet the best possible educational standards according to our several abilities, and be taught by a faculty committed to Reformed Christian instruction.

The pursuit of these goals must be the cooperative effort of students, teachers, administrator, parents, and community. Instruction will be given in all subjects needed for our life in society, with this distinction, that each course will attempt to draw its theme from Scripture which "is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, and for instruction in righteousness" (II Timothy 3:16). Students are expected at all times to live a life consistent with Christian principles. All our activities and procedures, as well as our conduct, must be toward working out of the demands of the covenant under which we live and work in the school. To honor God in all activities and to live constantly in the service of Christ is most important. The following ideals should be constantly held before and demonstrated by student, teacher, and parent:

1. The development of Christian virtues such as love, honesty, courtesy, obedience, respect, sincerity, and discipline of body and mind, all in accordance with God's Word.
2. The development of Christian citizenship and leadership in the school, in one's chosen occupation, and in the community, again all in accordance with God's Word.
3. The development of Christian scholarship of each student according to his God-given ability.

We seek your cooperation in this endeavor and we can be assured the result will be worth this effort. It is our fervent prayer that our Covenant God will continue to prosper us in our endeavor.

## **ENROLLMENT AND TUITION**

### **A. Non-Discriminatory Policy as to Students**

"Heritage Christian High School admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs."

### **B. Student Admission Policy** (Board Approved 3.13.03)

1. Parents and guardians must agree with the school's Basis of Belief, set forth in Article I of our Constitution. They must agree to have their children taught as the principles expressed in this article are interpreted and maintained in the Protestant Reformed Churches in North America. They must also be willing to have their children taught according to the educational philosophy of the school in order for their children to be considered for enrollment. The Board shall utilize the Enrollment Procedure to ensure that proper consideration is given to all applicants.
  - a) *Members and Associate Members* may enroll their children in the school upon payment of the annual membership fee.
  - b) Those who are not members of a Protestant Reformed Church and those who are not members of our association may also enroll provided the Board approves their application. The Education Committee shall interview these applicants. Such applicants shall be required to pay an annual fee as stipulated by the Board (currently 10% of the annual tuition amount). The student and applicants must meet the norms as specified in this Student Admission Policy. Failure to meet these norms shall be considered grounds for rejection of enrollment.
2. *All students* are expected to meet the following norms:
  - a) In order to gather additional information, the Administrator may contact one or more of the following: previous administrator, teacher, pastor, or counselor.

- b) If there are no standardized test scores available in the student's records, reading, math, or other tests may be administered to that student as deemed necessary within the first semester after enrollment.
  - c) If a student is performing one or more years below grade level, a meeting of the parents with the Administrator and appropriate school staff shall be required followed by a meeting with the Education Committee as necessary.
  - d) If the student seeking admission was suspended, expelled, or is on probation from his probation from his/her previous school, he/she will not be enrolled during that semester.
3. *All parents or guardians* are expected to meet the following norms:
- a) They must be members in good standing of a reformed Christian church.
  - b) They must commit to maintain a Christian home.
  - c) They must commit to fulfill their financial obligations to this school and all previous tuition obligations must be fulfilled.
  - d) They must consent to the Association's Constitution, By-laws, Rules, and Policies.

The Education Committee of the Board will discuss our PRC distinctives by way of an interview using the Board-approved guidelines and then shall make a recommendation to the Board on whether enrollment should be granted to applicants who are not members of the Association. Furthermore, parents must agree to be re-interviewed when applying for re-enrollment if the Board has reason to question the parents' compliance with, or commitment to, these qualifications. The Board has final jurisdiction in all enrollment matters. We advise that our education committees and school boards deal with these situations on a case by case basis. We believe that God will give wisdom and guidance in each situation, even as he has in the past. See Psalms 121 & 146 and Isaiah 40:28-31 & 49:14-16.

**C. Health Examination**

All students should pass, or provide proof that they have passed, a physical examination before their first enrollment at this school.

**D. Enrollment**

Since interest in enrollment comes to the school in many different ways, it is necessary that the Education Committee of the Board of Directors administer the Enrollment Procedure. This will facilitate an efficient process and will also assure that all applicants who are not association members have been properly interviewed prior to admission.

All parents/guardians who are members of the Association for Protestant Reformed Secondary Education may enroll their children by completing the registration form provided prior to school opening each fall. The forms will be mailed or made available at an announced registration night.

Interested parents or guardians who are not members of the association may apply for enrollment of their children. The school's Board of Directors must approve their application for enrollment in accordance with the Student Admission Policy.

The following procedure shall be followed for all parents or guardians enrolling their children in the school for the first time:

1. Parents or guardians shall be furnished an Enrollment Information Packet containing:
  - a) Student Admission Policy
  - b) Registration Forms
  - c) A handbook containing the Constitution, By-laws, Board Rules and Policies
  - d) A statement of current tuition costs, student fees, and member fees
  - e) Informative literature about the school's educational programs
2. The Education Committee shall review the Registration Forms and send out the Application for Enrollment form to those who are not Association members.
3. After the forms have been submitted, the Administrator shall obtain student transcripts and records from students' previous schools. The Education Committee shall review all the forms and may request an interview with any parents or guardians. The Education Committee will interview all applicants who are not Association Members.
4. Should an interview with the Education Committee be deemed necessary, the Education Committee's task in the interview is to determine that the student and applicants meet the norms as specified in the Student Admission Policy. Failure to meet these norms shall be considered grounds for rejection of enrollment.
5. The Education Committee of the Board shall make a recommendation to the Board on whether enrollment should be granted to applicants who are not members of our association. The Board has final jurisdiction in this matter.
6. The Administrator shall inform the applicants of the Board's decision unless the Board deems it necessary to appoint and send a committee.

**E. Home-schooled Students Returning to School or Enrolling for the First Time**

The school will ordinarily enroll previously home-schooled students if the parents agree with the standards of admission of the school and agree to pay all tuition and fees for the students' enrollment. The school on the basis of the student's age will determine placement and/or the student's performance on an accepted nationally recognized test to be administered and scored by school personnel.

**F. Tuition Payment Policy**

1. 10% of tuition per student is due by August 15.

2. Nine monthly payments must be made on the balance by the 15<sup>th</sup> of every month (unless tuition is prepaid). The first monthly payment is due by September 15, then by the 15<sup>th</sup> of every month thereafter through May 15.
3. If a family is unable to meet this tuition payment policy it is their responsibility to contact the assistant treasurer or a member the finance committee.
4. As soon as two payments are in arrears (16<sup>th</sup> of the month), any delinquent family will be required to meet with the finance committee at the next scheduled meeting.
5. If, at the end of the 1<sup>st</sup> semester tuition payments are not current, student(s) will not be admitted for the 2<sup>nd</sup> semester unless specific arrangements have been made with the finance committee.
6. All tuition for a senior must be paid by May 15. A senior may not participate in graduation unless the entire amount is paid.
7. All tuition must be paid before the final report card, credits, or diploma will be issued.

#### **G. Government Aid Policy**

Heritage Christian High School does not and will not accept funds and/or vouchers from federal, state, or local governments. In addition, the school will make no accommodations in school policies and programs so the school can qualify for vouchers and/or tax credits.

#### **GENERAL STANDARD OF CONDUCT**

Certain standards of behavior are expected of all students. One should demonstrate exemplary conduct both in and out of school. Because we have the title of a Christian school, the public is watching to criticize any inconsistencies they see. In and out of school, watch what you do and say with utmost care. And when no one is watching, remember, “Thou God seest me” (Genesis 16:13). You will never get by with doing something secretly because “there is nothing covered, that shall not be revealed; and hid, that shall not be known” (Matthew 10:26).

We believe that a well-disciplined school and classroom are very important not only for the educational process, but also to learn proper ways of conduct. The Lord Jesus gave the best and most comprehensive rule for conduct for which we must strive and direct all our students, “As ye would that men should do to you, do ye also to them likewise” (Luke 6:31).

#### **CONDUCT AND DISCIPLINE**

##### **A. General**

As a student, you have the responsibility to be and do your best. You are expected to be in school when school is in session, in class on time, and prepared to learn. Your dress, attitude, speech, and behavior all contribute to an atmosphere in which we can grow and live for Christ. To help all of us live in such an atmosphere, your teachers and principals will teach, instruct, and discipline.

The purpose of discipline is to develop disciples of Christ. Discipline is the process of discipleship.

When we discipline, we aim to renew or re-establish our relationship with God and with others. Disciplining helps us recognize the sin, confess it, experience forgiveness, and make a commitment toward correction and continued conversion to holiness in our lives. Therefore, all discipline and correction on the part of Christians is principally in love.

The authority to discipline is directly from God to the parents, and indirectly to the teacher through the parent; teachers stand in the place of parents in the school. Sometimes punishment is needed for discipline to occur. Punishment may act as a deterrent for inappropriate behavior, which shows a lack of respect for God, other people, and/or property over which we are given stewardship. The degree of corrective measure should coincide with the degree of the offence. When persistent problems continue with any given student, teachers should involve the parents.

The following rules are applicable to all students. These rules stress proper behavior toward others or are necessary rules for a properly functioning school.

## **B. Respect**

1. Proper respect must be shown to all teachers, support staff, adults, and students.
2. Respectful language must be used at all times. Using the Lord's name in vain, profanity, and vulgar language are forbidden.

## **C. Attendance**

Good attendance plays an important role in good achievement. Frequent absences breed disinterest and lack of involvement, and as a result poorer achievement. Absences create extra inconveniences for students and teachers alike. For these reasons we ask each family to try to maintain good school attendance habits. Try to schedule family trips during the school holidays, dentist appointments after school hours, etc. It is understandable that some absences must occur due to illness and emergencies. You are, however, setting a pattern for life by insisting on good attendance. Employers, who are also looking at your Christian commitment, may wish to look back on your attendance record. Helping at home should not be asked by parents unless in extreme circumstances where no other help is available. Remember, there is no substitute for classroom discussion and explanation.

*Total Absences*—If a student exceeds 10 absences of any kind in one semester in any class or classes, he will ordinarily receive no credit for that class or classes. A long-term illness exception may be granted by an appeal that includes a doctor's signed statement.

The main classifications of absences are excused, planned, and unexcused.

1. *Excused Absences*—Included in this category are absences for reasons of illness, family emergency, medical and dental appointments that cannot

be scheduled before or after school, and court appearances. The administration may determine other absences to be unavoidable, if the absence is reasonably necessary and cannot be scheduled before or after school.

There are no restrictions placed on absences due to illness or family emergency, since these are unavoidable. We ask that the parent telephone the office on the morning of such absence, and that the student takes the initiative in arranging to make up missed work. Schoolwork for approved absences will be due upon returning to school. (The telephone call is preferred over the written note. The written note will be accepted if the parent states explicitly the reason for the absence and the day(s) or hour(s) it occurred.)

*Absence for a Planned College/Workplace Visit* – All college/workplace visits shall be planned five days before the visit. Ordinarily seniors shall be permitted two visits per year. Planning visits is necessary as a courtesy to the college and to teachers who must make special provisions for absent students. A permission form signed by the Parent and Principal must be filed with the office *five days prior* to the visit.

2. *Planned Absences*—Defined as absences allowed and planned by the parents, but which do not fall in the excused absences category, such as family vacations, days off for work. Personal days are not valid as planned absences. All planned absences require parent notification to the office five days in advance; a permission form signed by the Parent and Administrator must be filed with the office *five days prior* to the absence.

The student must see to it that all work missed because of planned absences be made up within 3 days upon returning.

Planned absences will not be allowed during a scheduled week of exams. Exams may not be made up in this case, and the student will receive a zero (0) for exams missed.

A maximum of 3 days per year for planned absences is allowed. Any planned absences in excess of 3 days will result in the student's letter grades being reduced by 1/3 per day (from a B+ to a B, e.g.).

3. *Unexcused Absences or Truancy* (absent without school approval or parental consent): A student will receive a zero (0) for all work missed and will be assigned an 8th hour for every class missed.
4. *Other Attendance Policies*
  - a) *Leaving School*—Students must report to the office if they find it necessary to leave school for any reason during the school day; this includes the noon hour. A student is permitted to leave school for an authorized reason, after signing out in the office. (Please note that the office requires a written or telephone request from the parent or guardian to give a student permission to sign out.) Students leaving school without permission will be considered truant.

If a student becomes ill while at school, he must go to the office to ask permission to leave. If the office considers the request to be valid, the home will be called, notifying the parents and requesting them to pick up the student. If that is not possible, a “sick room” will be provided for the student.

- b) *Tardiness*—If a student arrives late for morning devotions or first period, he will be counted as absent for first period (where the rule for truancy applies) in addition to being tardy. After 3 tardies in a semester, a call will be placed to the parents notifying them of the situation, and a penalty hour will be given for each tardy up to 7, at which point a one day suspension with a letter reduction of 1/3 for all grades will be given. A meeting of parents and student with the education committee will be required at this point.
- c) *Extracurricular Participation*—A student absent for 3 class periods or more in a given day, will not be allowed to attend or participate in any extra-curricular activity that day.

#### D. **Visitors**

Students may occasionally be granted permission to invite a friend or relative to school for a short visit (lunch, e.g.) Requests to have a student visitor must be submitted by a parent in writing at least 2 days prior to the visit to the principal for approval. Student visitors who are approved will be required to adhere to all dress code and conduct policies while on campus, with the host student held responsible.

#### E. **Student Drivers**

Driving an automobile is a serious responsibility. There are increased risks and responsibilities with the number of students present. All drivers must have a valid driver's license, proof of insurance, and parental approval; adhere to the campus speed limit of 15 mph; park in designated areas only; show extra care in observing vehicle laws in the community around the school; and refrain from any unnecessary loud noise. Students should promptly park their cars and come into the building in the morning, and promptly leave in the afternoon in an orderly fashion. Students may not go into their cars during the school day without permission. Failure to drive responsibly will result in suspension or revocation of driving privileges.

#### F. **Vandalism**

Respect for school personnel and property is appropriate and necessary. Vandalism is a serious offence. Using fireworks, fire extinguisher, pulling fire alarms, vandalizing school property, the property of school personnel (teachers, administrators, board, and staff), or the school property of any student will result in suspension, fine, full restitution, as well as possible probation or expulsion.

#### G. **Lockers**

All students must maintain a neatly organized locker, with only appropriate posters and pictures displayed inside. No decorations of any kind are allowed

on the exterior. The student is responsible for the contents of his locker. This includes having only those items that belong in a Christian school, and preventing misuse or theft by others. Students are not permitted to store opened food or drink in their lockers. Combination locks must be purchased from the school office on the first day of school. Other locks will be removed. The administration will be inspecting lockers periodically.

#### H. **Hazing**

Harassment by students will not be tolerated. Any student found harassing a student, school personnel, or their families at any time will be suspended for up to 5 days, during which time a decision will be made regarding their future status as a student at the school.

#### I. **Cheating**

An increasing awareness of personal integrity, honesty, and obedience to God's Word is an extremely important biblical, moral, and social value we must stress. For any dishonesty or cheating of which the teacher becomes aware, whether in classroom testing, daily work, reference work, or other area of work, whether in class or out of class, the consequence will be an "F" for that test or piece of work *and* a letter grade reduction on the final grade for that quarter. If there is a second occurrence involving the student in a given class, the student will be removed from the class and will receive a final grade of "F". All students knowingly involved, whether as helpers, givers of information, or as receivers, will be treated equally.

#### J. **Dress**

Because our bodies are temples of the Holy Spirit, our dress should reflect that we believe this and want to confess this concerning ourselves. Students should come to school dressed neatly, modestly, and appropriately. We believe that our school can and should be distinguished by the dress of its students. Students' dress must be consistent with our attempts to establish a wholesome Christ-centered learning environment. The administration will decide what is appropriate; a good rule to follow is that if you doubt its acceptability, don't wear it.

#### K. **Controlled Substances**

1. *Smoking and Tobacco Possession*—Students are not permitted to smoke or possess tobacco products on the school premises or at any school function, including all extra-curricular activities. This includes the student's vehicle. Violation during the school year will result in a two-day suspension from classes. The student will be sent home as soon as the parents are notified of the suspension.
2. *Other Contraband*—The use, possession, or distribution of contraband (alcohol, intoxicants, drugs, firearms, ammunition or explosives, fireworks, or toys of such a nature) on the school premises or at school functions (including vehicles, lockers, duffel bags, etc.) will result in immediate suspension or expulsion of the student and may be reported to the civil authorities.

## **L. Attendance Policy for Prospective Parents**

### ***Scriptural Basis***

1. Because the Scriptures teach that adultery and fornication were forgiven by Jesus Christ and because Jesus Christ taught by the example of his forgiveness that fornication and adultery are no greater sins than others, we too must forgive such confessed sins. (cf. Matt. 12:31; John 8:1-11)
2. In cases of wrongdoing in this regard, the student is expected to confess the sin in the Church. When this is done, the student can be received again at HCHS. (cf. Matt.12:31; Mark 3:28-29; Luke 13:2-5)
3. Continued attendance at HCHS is encouraged for young people who have sinned and confessed this sin so that they may continue to grow and develop as members of the covenant community. (Luke 15:31)

### ***Statement of the Policy***

1. In view of the above, it is our responsibility to consider on an individual basis, the continuation of attendance by students who will be or have become parents.
2. Such judgment shall be made on the basis of Christian concern for the welfare of each student and family involved, and for the welfare of the student body.
3. The policy will apply equally to male and female students.
4. The implementation of the policy will be through the Administrator and the Education Committee.

### ***Guidelines for Implementation***

1. When the Administrator becomes aware of a pregnancy, contact will be made with the student and the parents of the student to ascertain whether the sin has been confessed in the Church. If the sin has not been confessed to the Church, the student will be suspended indefinitely.
2. The student who shows sorrow for sin through confession will be encouraged to continue his/her education at HCHS.
3. Continued attendance by the student requires that he/she lives with parents or at a home approved by the parent or guardian.
4. The student will be permitted to take courses for academic credit. Modification of the educational program of those involved may be allowed if counselor, Administrator, and involved faculty approve.
5. A doctor's permission of attendance may be required if a student is taking a course that may be harmful to the mother or unborn child.
6. Male and female students involved in a premarital pregnancy are ineligible to participate in any extra-curricular activities during the term of the pregnancy plus two months. Also, all faculty-elected and student-elected positions or honors and non-credit activities shall be denied during this

period. Following this period of time, the student(s) *may* be declared eligible by the education committee.

7. Children of students are not to be taken to school during school hours or to activity meetings or practice sessions.

**M. Detention/Penalty Hours**

Detentions will be given for tardiness, attendance problems, or other forms of inappropriate behavior. A student who is assigned a forty-minute penalty hour is expected to take it on the day it was given as an eighth hour. There are no exceptions, unless the detention inconveniences the faculty. The exact times may be at the discretion of the administration, although typically they begin five minutes after school dismisses. Students tardy for a detention will receive another for the following school day. Students having special concerns with the assigned penalty hour must make arrangements with the teacher.

**N. Suspension and Expulsion**

*Suspension* will occur when the administration determines that behavior necessitates a student's being removed from the social and academic environment. Open disrespect and defiance of authority, profanity, and other serious offences will result in suspension, whether or not they are specifically mentioned in this book. Both the student and the parent will be made aware of the reasons for the suspension, as well as the criteria for re-entry into a restored relationship with the rest of the school community. A student who misses classes for suspensions will be considered absent without excuse, and the penalty for unexcused absences will apply. Every suspension means a 1/3 reduction in each final grade. Repeated suspensions will result in expulsion and disqualify the student for any reward. *Expulsion* may be the result in cases of severe or repeated disciplinary cases. Only the school board can take such action.

**O. Dissatisfaction with Discipline**

Parents dissatisfied with discipline exercised by a teacher or support staffer should follow this procedure: Contact the teacher(s) involved, preferably in person. If satisfaction is not obtained, inform him of your intent to contact the principal. The same procedure should be used in contacting the principal and, if satisfaction is not obtained, with the school board. *Under no circumstances* should such cases be discussed with persons other than the parties involved.

**CURRICULAR POLICIES**

**A. Academic Policy**

Students are expected to successfully progress in their academic work. Failure of two or more courses in any semester requires a conference with the student, the administrator, and his parents. The meeting will be directed at the causes of failure and remedial steps to be taken to avoid further failure. The student may be recommended for academic probation. Following a semester of academic probation, the Education Committee will review the student's record. The student may be recommended to the Board for expulsion.

**B. List of Courses and Needed Credit** (Refer to Curriculum Guide)

**C. Off Campus Policy** (Board approved 9/8/04)

***Courses For Credit***

For those students interested in taking courses for credit from other institutions while enrolled at HCHS, the following guidelines apply:

1. Parents must submit a signed, written request to the Education Committee via the administrator for approval. The Education Committee will consider each request individually.
2. The student must be enrolled in a minimum of 4 courses at HCHS for each semester included in the request.
3. The school will not be involved in facilitating application and enrollment in these classes. It is up to the student and parents to take the initiative in seeking out other educational opportunities.
4. All expenses incurred are the student's/parents' responsibility.
5. The student/parents are responsible for obtaining transcripts and seeing to it that the HCHS office receives them.
6. HCHS will allow early release from our campus in order for juniors and seniors to attend classes elsewhere only under the following circumstances:
  - a) The course does not interfere with the HCHS schedule.
  - b) The course is a graded college credit course.
  - c) The course is not offered by HCHS at any time.

HCHS will give dual credit with the other institution, only for those courses listed as college credit courses. This excludes courses considered 'community interest.' HCHS will determine how these courses fit into our stated requirements for graduation, the amount of credit given, and whether they will be considered elective or required. The grades earned from this course will not be figured into the student's GPA.

***Work Experience***

Seniors who are on track to fulfill all requirements for graduation may be granted early release from the school's regular hours in order to gain work experience.

1. Parents must submit a signed, written request for their student to the Education Committee via the administrator. Forms for this purpose are available from the office. A meeting of the parents with the Education Committee may be required.
2. The student must be enrolled in a minimum of 4 courses at HCHS for each semester included in the request.
3. This privilege will be suspended if the student does not maintain satisfactory grades in all courses being taken.
4. Any student using this work release option may not participate in extra-curricular sports.

5. Students may be released for either or both of the last two class periods but no earlier.

**D. Graduation Requirements**

44 credits, with a passing grade in all required courses. (Refer to Curriculum Guide) Graduation will occur once each year. Diplomas will be awarded at this time to all students who have met the requirements.

**E. Use of King James Version**

Because the Board believes the King James Version (Authorized Version) of the Bible is the best available English translation, the KJV will be used for all the official work in the school.

**F. Grading Scale**

The teachers will use the following grading scale:

100 – 98 = A (4.0)	88 – 86 = B- (2.7)	76 – 74 = D+ (1.3)
97 – 95 = A- (3.7)	85 – 83 = C+ (2.3)	73 – 71 = D (1.0)
94 – 92 = B+ (3.3)	82 – 80 = C (2.0)	70 – 68 = D- (0.7)
91 – 89 = B (3.0)	79 – 77 = C- (1.7)	67 – Below = F (0.0)

**G. Grade Point Average**

GPA will be calculated on the basis of grades received in all subjects. Note: Valedictorian and salutatorian honors will be determined on the basis of the GPA achieved (from the 9th grade through the midterm grades of the second semester of the 12th grade) and the number of credit hours completed.

The honor will be limited to college prep students and to those students who have been registered for all of their course work at this school during the 11<sup>th</sup> and 12<sup>th</sup> grades.

**H. Honor Roll**

The Honor Roll is for students who have a 3.0 to 3.499 GPA in a given quarter. High Honors are for students who have at least a 3.5 GPA and are enrolled in a minimum of 6 courses in a given semester. A semester grade of D+ or lower disqualifies a student from the honor roll.

**I. Exams**

Students will take semester exams in each course in which they are enrolled. In the judgment of the faculty and with the approval of the principal, students may be excused from taking a semester exam.

**J. Incompletes**

A student who receives an “Incomplete” on his report card must take the necessary steps to have that incomplete removed within two weeks of the issuance of the card. If work is still unfinished after that period, the “Incomplete” will become an “F”.

**K. Dropping and Adding Classes**

Once the semester begins, students are allowed to change schedules only during the first week of classes with parent permission. Students are allowed to drop a class, without academic penalty, only during the fourth week of the semester and only for reasons deemed legitimate by the student’s teacher,

parent, and principal. Legitimate reasons generally mean misplacement or unusual change in the student's educational plans. No student may drop an upper level, yearlong course at the semester break unless they receive less than a "C" for the first semester or on the advice and consent of the teacher. Any student dropping a course after the 4<sup>th</sup> week of the semester will be assigned an "F" for the course. A class may be added or a dropped class may be replaced by another course if one is available. This may be done only during the first week of the semester. The Education Committee of the Board of Directors must approve any exception to this policy.

## **ATHLETIC POLICIES**

### **A. Academic Eligibility Rules for Athletes**

1. Co-curricular activities include participation in athletics, yearbook committee, clubs, or student council.
2. To participate in co-curricular activities, students must maintain a passing grade in each of their classes. They must also maintain a C average (2.0 GPA).
3. A failing grade in any class and/or an average below C at the any point during the activity will result in a three-week suspension from participation in any games, but are expected to attend practices and games.
4. If at the end of the three-week suspension the grades are back to the standard (2.0 GPA with no E's), the student may be reinstated upon the teachers' assent.
5. If grades are not up to standard by the end of the three-week suspension, the suspension continues and the student may be reinstated only if he/she meets standards by midterm or semester end; otherwise, the student will be ineligible for that activity for the remainder of the year.
6. Athletes (including 9th graders) in the fall sports must meet eligibility requirements during the final marking period of the previous school year to be eligible at the beginning of the season for fall sports. (The beginning of the fall season coincides with the first day of school.)

### **B. Eligibility Rules Respecting Conduct and Substance Use**

1. Vulgar Language and Profanity
  - a) Use of vulgar language or profanity in a practice or a game will not be tolerated.
  - b) Rule violation will result in immediate dismissal from the practice or game, which restricts playing time in the ensuing contest.
  - c) Additional punishment and dismissal from the team may follow if this misbehavior is repeated.
2. Possession and/or use of tobacco products, alcohol, and illegal drugs is strictly forbidden for our athletes. Athletes should be full-time abstainers. (This includes the summer and any time during the school year.)

- a) Discipline for the first violation of the rule will be dismissal from the sport in which he/she is participating. If the student is not participating in a sport at the time of the violation he/she will be suspended for at least 1/3 of the games or competitive events of the first sport in which he/she will participate following the violation.
  - b) Second-time offenders forfeit all privileges of athletic participation at HCHS.
3. Insubordination and Disrespect will not be tolerated by our coaches. Students who display a disrespectful attitude can expect suspension from athletic participation and will be dealt with as decisively as they would for any of the preceding offenses.

### **C. Responsibility of Athletes**

First and foremost athletes must remember that at all times they carry the name Christian. It is the duty and responsibility of all Christian athletes to let their light shine and show by their behavior that they are children of God. Athletes have a corporate responsibility to the team. When a player is suspended he has let down the rest of the team. Athletes have a responsibility to the coaches. If a player is suspended, he/she has let down the coach, and much work and planning is lost. Athletes are responsible to fellow students. They represent the student body both on and off the playing field. They should be a credit to them at all times. Athletes represent HCHS. The members of the board, the faculty, the parents, and all other supporters of HCHS ought not be embarrassed by the behavior of the athletes.

1. Team members are expected to be at every practice and game. Athletes must notify the coaches in advance if absences cannot be avoided.
2. Playing time is up to the coaches' discretion and will not be questioned.

### **D. Attitude and Behavior of Athletes**

1. Sportsmanlike attitude must be shown by athletes before, during, and after the game. Victories and losses should be taken graciously. Respect must be shown toward the coach, toward game officials, toward opposing team members and coaches, and toward spectators.
2. If another game is in progress the inactive team should watch and encourage those who are participating.
3. Team members should be neatly dressed at the games. If a pre-game uniform is issued, it should be worn at all games and kept in good condition. If no uniform is required, players are expected to wear dress clothes. Failure to dress properly will result in suspension from that game.
4. Players are expected to give their best performance in the game, and should be a source of encouragement to each other. Response to mistakes must never take the form of visible disgust with oneself, with team members, or with the officials. Those who are unable to exercise this kind of self-control will find themselves benched immediately.

5. Transportation:

- a) Whenever a team bus is used, all players, managers, and coaches are expected to be on board. Spectators will not ride the team bus. Everyone on the bus is required to sit according to the instructions of the coaches. Radios and tape players are forbidden. By special permission a student may ride with his/her parents.
- b) When teams travel by car, it is the team members' duty to find and coordinate rides with the coaches, and to act responsibly either as drivers or riders.

## **OTHER POLICIES**

### **A. School Closing**

If weather conditions require canceling school, a phone call will be made to the first person listed alphabetically in the school directory. Each family will call the next family in the directory. School closings will also be posted on [www.schoolclosings.com](http://www.schoolclosings.com) and broadcast on all major radio and television stations.

### **B. Tornado Policy**

If a Tornado Watch is issued by the National Weather Service prior to the beginning of the school day or prior to the start of after-school activities, classes or activities will be cancelled.

1. If a *Tornado Watch* is declared while school or an activity is in progress, classes or the activity will continue with the following precautions being taken:
  - a) School officials will monitor the NOAA Weather Radio for further information.
  - b) Teachers or school personnel involved in the activities will be notified.
  - c) If the Watch remains in effect until after dismissal time or the end of the activity, the students will be released at the administrator's discretion.
  - d) Parents who wish to pick up children may do so without penalty for absence. Parents who pick up children must be certain that the office is notified that the child has been picked up.
2. If a *Tornado Warning* is issued, students should proceed to safe areas in the school and follow emergency procedures and instructions of school officials.
  - a) Students will not be dismissed from school until the National Weather Service lifts the warning.
  - b) Parents should not attempt to call school. We will want to keep the lines open for emergency use.  
Drills will be held during the year so that students know what to do in the event of a tornado.

**C. Fire Drills**

Fire drills will be run during the year. Students are expected to follow given directions.

**D. Parental Involvement**

The school needs active and full parental involvement in student education. Therefore, we urge parents to:

1. Attend all scheduled parent-teacher conferences to discuss student progress, the various fund-raising activities, as many athletic and extra-curricular events as possible.
2. Be available and cooperative with the staff in volunteering to chaperone class activities, drive for field trips, or help with in-school workdays if asked.
3. Be supportive of the academic, extra-curricular, disciplinary policies, and expectations of the school. We need parental support, as a Christian school, in order to operate effectively.

**E. Scholastic Eligibility Rules for Co-Curricular Activities**

1. Co-curricular activities include participation in athletics, yearbook committee, clubs, or student council.
2. To participate in co-curricular activities, students must maintain a passing grade in each of their classes. They must also maintain a C average (2.0 GPA).
3. A failing grade in any class and/or an average below C at the any point during the activity will result in a three-week suspension from participation in any games, but are expected to attend practices and games.
4. If at the end of the three-week suspension the grades are back to the standard (2.0 GPA with no E's), the student may be reinstated upon the teachers' assent.
5. If grades are not up to standard by the end of the three-week suspension, the suspension continues and the student may be reinstated only if he/she meets standards by midterm or semester end; otherwise, the student will be ineligible for that activity for the remainder of the year.
6. Athletes (including 9th graders) in the fall sports must meet eligibility requirements during the final marking period of the previous school year to be eligible at the beginning of the season for fall sports. (The beginning of the fall season coincides with the first day of school.)

**F. Computers and Internet Acceptable Use Policy**

1. *Acceptable Use Policy for Students and Parents*

The students at Heritage Christian High School (HCHS) will learn to use computers (keyboarding, spreadsheets and databases), create classroom assignments and view curriculum material. As a Christian institution, HCHS

has created this Acceptable Use Policy to guide the faculty and students in their use of this resource.

The purpose of the HCHS computer program is to support our student's learning and understanding computer technology tools and techniques. Therefore, the following Acceptable Use Policy will be taught to our students. The Acceptable Use Policy will be included in the HCHS Student/Parent Handbook. Parents will be asked to review this policy with students.

- a) Students may only use HCHS files, software, and computer resources as authorized by teachers.
- b) Students must take all reasonable precautions to prevent unauthorized access to files, data, or passwords by others.
- c) Students must not make unauthorized copies of copyrighted software or data. This includes photos taken at any school function and stored on the school's computer system. A student's questions concerning copyright provisions or permissions should be directed to a member of the faculty or Administrator.
- d) Students must not abuse the school's computing resources so as to reduce their efficiency to the detriment of others.
- e) Students must not attempt to modify system facilities, utilities, or configurations, or change the restrictions associated with program files or accounts.
- f) Students must not use any network access provided by the school to affect other computers or any network in any way.
- g) Students may not use software or data from outside sources on HCHS computers.
- h) If uncertain about a specific situation, a student should consult a member of the faculty or the Administrator before proceeding.
- i) HCHS reserves the right to review and remove any material stored on its equipment or student diskettes.
- j) Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action.

## 2. *Acceptable Use Policy for Board, Faculty and Staff*

- a) Board, Faculty and staff may only use HCHS files, software, and computer resources as authorized by the Board or School Administrator.
- b) Board, Faculty and staff must take all reasonable precautions to prevent unauthorized access to files, data, or passwords by others both within and outside the HCHS community.
- c) Board, Faculty and staff must not make unauthorized copies of copyrighted software or data. This includes photos taken at any school function and stored on the school's computer system. Questions concerning copyright provisions or permissions should be directed to a member of the Technology Committee/Coordinator.

- d) Board, Faculty and staff must not abuse the school's computing resources so as to reduce their efficiency to the detriment of others.
  - e) Board, Faculty and staff must not attempt to modify system facilities, utilities, or configurations, or change the restrictions associated with program files or accounts.
  - f) Board, Faculty and staff must not use any network access provided by the school to affect other computers or any network in any way.
  - g) Board, Faculty and staff may not use software or data from outside sources on HCHS computers.
  - h) If uncertain about a specific situation, board, faculty and staff should consult a member of the Technology Committee/Coordinator before proceeding.
  - i) HCHS reserves the right to review and remove any material stored on its equipment or diskettes.
  - j) Violations of this policy will be handled in a manner consistent with comparable situations requiring disciplinary action.
3. *Acceptable Use Policy for the Internet*

The Board has decided that Heritage Christian High School will make Internet resources available to students. The consequences are far reaching as to the quantity of information available in comparison to what is in the school library. If a student chooses to use the Internet for finding information that will be of assistance in learning, the effect will be continued access to these resources. If a Heritage Christian High School student chooses to access resources that are questionable, adult-orientated, or restricted, the consequence will be suspension of access privileges or termination of access privileges.

#### **Terms and Conditions**

*Acceptable Use*—The original purpose of the Internet was, and largely still is, to support research and education in and among academic institutions in the United States by providing access to unique resources and the opportunity for collaborative work. The use of School computers must support education and research that is consistent with the objectives of Heritage Christian High School. Use of another organization's network or computing resources must comply with the rules appropriate for that network. Transmission of any material in violation of any U.S. or state regulation is prohibited. This includes, but is not limited to, copyrighted material and threatening or obscene material. From time to time, the Heritage Christian High School Technology Committee will make recommendations on whether specific uses of the network are consistent with the acceptable use practice.

*Internet Etiquette*—Students and Faculty are to abide by the generally accepted rules of network etiquette. The faculty has the ability, via soft-

ware, to monitor what is happening on each computer. These etiquette rules include, but are not limited to, the following:

- a) Students may not enter any chat room on the Internet or any other online service.
- b) Students may not give their name, personal, or school information out any place on the Internet using a school computer.
- c) Students may not order any items from any place on the Internet using a school computer.
- d) Students may not download or install any software from any site on the Internet.
- e) The faculty, Administrator, and Board have the right to review the contents of any E-mail created and/or stored on school equipment.
- f) Use of the Internet is limited to school business or staff approved education work.
- g) Use of the Internet must be consistent with school policy.
- h) Use of email must support education and research that is consistent with the objectives of HCHS.

*Accuracy of Information*—Use of any information obtained via the Internet is at your own risk. HCHS specifically denies any responsibility for the accuracy or quality of information obtained through school accounts. Information (including text, graphics, video, etc.) from Internet sources used in student papers and reports should be cited in the same manner as references to printed materials.

*Security*—Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the Internet, you must notify a faculty member or the Administrator. Do not demonstrate the problem to other students. Students will not intentionally seek information on, or obtain copies of, or modify files, other data, or passwords belonging to other students, or misrepresent other students on the network. Attempts to gain unauthorized access to system programs or computer equipment will result in cancellation of privileges. Any student identified as a security risk or having a history of problems with other computer systems may be denied access to school computer and/or Internet resources.

#### 4. *Signatures*

I have read and agree with the Heritage Christian High School Student/Parent Handbook, including the Acceptable Use Policy and agree to abide by it.