

HERITAGE
CHRISTIAN
SCHOOL'S

STUDENT
HANDBOOK

2014-2015

Opening Exercises

Opening exercises began at 8:20am. All students are expected to be in the chapel room by this time with their Bibles and seated.

After singing our opening song, the pledge to the American Flag, the Christian Flag and to the Bible will be recited. They are as follows.

American Flag *I pledge allegiance to the flag of the United States of America, and to the republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*

Christian Flag *I pledge allegiance to the Christian Flag, and to the savior for whose kingdom it stands, one Savior, crucified, risen and coming again, with life and liberty for all who believe.*

The Bible *I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path. I will hide its words in my heart, that I might not sin against God.*

Everyone is expected to participate in all aspects of our opening exercises including bringing your Bible to them.

Tardiness Policy

A student is considered tardy if he or she is not in place for pledges at Opening Exercises. If tardy, privileges will be removed for the day. If tardiness is unavoidable, the parent must come into the school or send a signed note explaining the reason for tardiness. *If a student is tardy without excuse two or more times in a given week, additional duties may be assigned at the administrator's discretion.*

AFTER SCHOOL POLICY

It is not fair or practical for the school staff to assume responsibility for students and/or their siblings after school hours. No student should be in the building or on school grounds after 3:15 p.m., unless participating in a supervised activity or requested by a teacher. Students must be under the immediate supervision of their coach, teacher, or sponsor.

Attendance Policy

All students must be punctual and regular in attendance. Absences will be excused for the following reasons: personal illness, medical appointments, family emergencies, or funerals. A written explanation, signed by the parent or guardian, must be presented to the student's supervisor within two school days of the absence or the absence will be recorded in the student's record as "unexcused". A parent or guardian's explanation does not automatically qualify the absence as excused. Each request for an excused absence will stand on its own merit.

With prior written approval by the administrator, absences due to a family business trip or of a spiritual, vocational or educational nature may be considered excused. Students attending, but not necessarily participating in, a school activity may also receive an excused absence; provided prior written approval has been obtained from the administrator. Approval should be obtained at least one week prior to the absence.

Examples of unexcused absences include: being tired, missing the bus, alarm malfunction and etc.

Three days of unexcused absences or a combination of six days of excused and unexcused absences may require a meeting between the student, parent(s) or guardian and the administrator and/or supervisor.

Active Post-Secondary students' regular attendance is expected, unless prior arrangements have been made with the supervisor. An approved written attendance guideline must be submitted to the supervisor and administrator at the beginning of each school quarter. The student must notify the supervisor and administrator of any changes made to their post-secondary schedule.

CELL PHONE POLICY

Students are not allowed to use nor have cell phones turned on anytime during the school day. They must be stored in the student's vehicle or locker. If this policy is violated the cell phone will be confiscated for a period to be determined by the staff. If a second offense occurs, the parent(s) will be asked to pick up the phone.

Parents and students are permitted to use the school's phone but are reminded to use the phone sparingly, to avoid as much disruption to the learning process as is possible.

Cell phone usage on school trips (conventions, tournaments, games, etc.) will be highly restricted and subject to the discretion of the coach or sponsor.

Chapel Requirements

Chapel services are held on Wednesdays. All students are expected to attend each chapel service making sure to bring their Bibles and be in proper dress.

Dress Guidelines

Modest haircuts are expected for both boys and girls. Boys shall keep their hair neatly trimmed. Sideburns should not extend below the opening of the ear. Hair is not to touch the eyebrows when combed straight down, and should not touch the collar in the back.

Both boys and girls are not to wear tank tops, sleeveless shirts, clothes with holes in them, or shirts with numbers, pictures, or words other than small designer labels the size of a credit card. Sweatshirts are acceptable with credit card size logo, no ragged sleeves or collars. Current School sweatshirts and shirts are okay. Shirts worn underneath must be dress code approved.

Young men and boys should not wear tight-fitting pants or jeans. Only modest, full-length pants or jeans are acceptable. Button-up shirts, shirttails must be tucked-in. Straight bottom shirts may be left out. Boys must wear button-up dress shirts and ties for school programs and Fellowship Suppers when they perform, otherwise regular Wednesday dress code would be appropriate. Jeans of any type are not acceptable for dress-up occasions and Wednesday.

Young ladies and girls should not wear tight-fitting clothing, including tight-fitting slacks or jeans. There will be no necklines lower than three-finger widths below the clavicle bone. Skirts are to be modest—no more than two inches off the floor when kneeling (for all ages).

No skirts with slits above the knee, or see-through material in clothing, are allowed. Dresses are required for Wednesdays (Chapel Day). Dresses or skirts are required for Fellowship Suppers and programs when you are performing, otherwise dress pants are acceptable. Split skirts are not acceptable for dress-up occasions and Wednesday.

In regard to the entire dress code, final authority over such matters shall be vested in the administration with the full support of the Heritage Christian School Board.

There will be no warnings given for Dress Code violations.

1st violation ~ Note home with demerit

2nd violation ~ Detention

3rd violation ~ 1 day suspension and meeting with Parents.

Meal Information

Heritage Christian School does not provide hot meals for its students. Students are to bring their lunches and snacks in a lunch kit, and store them in their locker or in the refrigerator. Microwaves are available for student use and there are days when students may order pizzas. Milk tickets (\$6.75/15) may be purchased or individual cartons may be purchased one at a time for 40 cents per carton.

School Day Hours

Each school day begins with opening exercises at 8:20am. Students may be in the building somewhat earlier especially if they are brought in by their parents or on the bus. The school day ends at 2:45pm for the Younger Learning Centers and at 2:50pm for the Upper Learning Center. Students should not be on the school property after 3:00pm unless supervision arrangements have been made or they have been requested to stay late by a supervisor or a coach.

Honor Roll Requirements

Quarterly Honor Roll lists are posted to acknowledge the hard work of achieving students.

The guidelines are as follows:

87.5% to 93% is a "B" and "93.5% and up is an "A"

-A total of 15 stars per quarter

-for Seniors, 1/4 of the year's work needs to be completed within the quarter in question to be on the honor roll in addition to the usual grade percentage requirements *or* by obtaining at least three stars (passed tests) per core subject taken.

Academic Incentive Program

There are three privilege statuses that reward responsibility and achievement in a tangible way. They are as follows.

Level "A" Responsibilities:

1. Complete 1 ½ Pages per week.
2. Maintain academic balance
3. No more than 45 minutes detention the previous week
4. Memorize required Bible passage
5. No unexcused absences in previous week

Level "A" Privileges:

1. 15-minute morning break
2. May read approved literature and engage in approved extracurricular activities after 1:00 p.m. when goals are completed and scored.

Level "C" Responsibilities:

1. Complete 2 Paces per week
2. Maintain academic balance
3. No more than 30 minutes detention in preceding week
4. Memorize required Bible passage.
5. Present an oral report. Resource material may be encyclopedia, newspaper, magazine, and Bible truth, or book reports.
6. No unexcused absences in previous week

Level "C" Privileges:

1. 25 minutes morning break
2. May engage in approved extracurricular activities
3. May read approved literature in student office
4. May be out of seat without permission for classroom functions
5. Supervisor initials required on checkups and self-test only

Level "E" Responsibilities:

1. Complete 2 Paces per week average over the past three weeks
2. Maintain academic balance
3. No detention in preceding week
4. Memorize required Bible passage
5. Read and report on an approved book or a required literature book. The report should be written. It is to be given the first week "E" level is desired.
6. Some form of Christian service, either in student's local church or in the school as designed by the Supervisor
7. No unexcused absences in previous week

Level "E" Privileges:

1. May leave student office and Learning Center without permission for approved activity.
2. May attend approved off-campus functions of spiritual, vocational, or educational nature.
3. Supervisor initials required on checkups and self-test only.
4. All "A" and "C" privileges

**Academic balance is completing at least one Pace in each of the basic subjects every three weeks.*

Weekly Status Outing

You must be on earned status for the week (not purchased), Typemaster and Readmaster must be done (unless you are a Junior or Senior) and your Bible Memory must be complete before you can be excused for status outing.

Quarterly Status Outing

Bible Memory needs to be current for the quarter and the student has to have obtained at least "A" status once in the quarter to be able to go on the outing.

Motor Vehicles Policy

All motor vehicles and parking areas are off limits during school hours. Students are to stay out of and off vehicles from arrival time until departure time. Car, snowmobile, and motor bike keys are to be turned in to the Principal's office upon arrival at school. Driving is a privilege. It is the responsibility of the driver to drive carefully and watch out for others. Use of outside electrical outlets will be controlled. Students may not leave the school grounds during school hours without permission.

Bicycle/Rollerblade/Rollerskate Policy

Bicycles are to remain parked throughout the school day. Roller blades and roller skates must not be worn in the school building without permission.

In Learning Center Policies

Students will request individual help by raising their flags in their offices and not by approaching the teachers in the Learning Center. The PACE supply room, the Principal's office, photocopy room, supervisor's desk and files are off limits to students. Personal questions are not to be asked during Learning Center time.

Student offices are assigned by the supervisor and changed only by the Supervisor. Any thing to be placed in the office must be approved by the Supervisor. Students are not to lean or sit on top of any office. The electrical outlet is for approved school equipment only. Offices are private--students are not to be in another student's office without permission.

Marks are not to be made on the Student Progress Chart. Daily Goal Charts are to be posted at the front of the student's office in clear view at all times and are not to be taken home. Exact page numbers should be set for each day. Goals are to be written in blue or black ink and should be crossed out with a single diagonal line as they are completed.

Goals should then be set for the following day. A minimum of sixteen pages is recommended for one day. The supervisor must initial any changes made on the Goal Card.

Students must read vocabulary words as part of the first day's goal in the PACE.

Whispering and note passing is not allowed in the Learning Center. Students should not turn around or sit sideways. Chairs should be pushed in when leaving the office. Students must ask to score their work. Students must have every question filled/answered before scoring (except on Checkups and Self Tests).

At the score table, score keys are to be handled carefully and kept in their proper place. Mark a red x beside the number of each wrong answer. Use red pens only at the score table. Correct answers in pencil back at your office. To re-score, circle each red x in red when proved to be correct. If scoring strips appear, they should be filled out properly.

Students must cross reference their corrections on Check Ups and Self Test. This is done by writing the page number on which you found the correct answer by the number of the question you had answered incorrectly. Back on the page on which you found the correct answer, underline the sentence in which you found the answer, and write along side it the number of the question you have now corrected. This helps ensure that the student is actually looking up the right answers instead of merely trying to memorize from the score key.

At the test table, the PACE Test is issued the next morning after the PACE and Self Test are completed, scored, studied and handed in to be checked by a Monitor or Supervisor. The student then is allowed to take home his/her PACE to study for the test to be taken the next morning at the test table. Test results of 80% or better (90% in grades K-3) may advance to the next PACE.

The responsibility for scholastic achievement is placed on the student. The goals set by the student and/or supervisor is usually no more than the student is capable of completing in the normal school day. If the student does not complete His/her goals for the day, they will be required, at the discretion of the supervisor, to complete the work at home or after school in the classroom with the parent's knowledge. Homework will be indicated by a Homework stamp in the PACE at the end of the day's goals. Parents should sign in the PACE as indicated whether the goal is completed or not. Self Tests should not be done at home. Resource books must be checked out with the Supervisor.

"OOPS" Slips

An "OOPS" slip is issued to a student when they score less than 80% on a PACE Test. The slip is sent home with the student and returned the following morning with the signature of a parent on it.

Progress Reports

Similar to report cards, the Progress Reports are issued the week after each quarter ends. The final Progress Report will not be sent home until the family account is paid in full. Transcripts will not be sent to another school until the account is paid in full.

Student Passes

When a student obtains permission from a staff member to leave the Learning Center, they must sign out on the sign out sheet. This is so that the privilege of being outside the Learning Center will not be abused.

Sign Out Sheet Policy

When you have received permission from a staff person to leave the Learning Center, write down the initials of the staff person who gave you that permission.

Student Use Of The School Computers

Use of the computers should be for school work. Sending and receiving of emails should not be done at school. No one is allowed to change the screen savers or to download games off the Internet.

Demerits

Demerits may be issued when warranted from both the behavioral and academic areas. They are intended to encourage exemplary behavior and diligent academic work. Common sense is all you need to avoid a demerit. Review both lists carefully.

Behavioral

- having inappropriate material in your office (food, unapproved music, unapproved pictures or posters, a red or green ink pen, inappropriate magazines or books
- passing notes between offices or communicating to other students while taking tests
- throwing objects at other students
- treating other students in an unkind or disrespectful manner
- showing disrespect to a staff person
- arguing somewhat with a staff person (open arguing will result in a detention)
- violating the dress code outlined in the Heritage Christian School Handbook
- offensive or inappropriate language
- marking, abusing or defacing school property (office structure, goal cards & students star charts)
- taking a pencil to the scoring table
- violating the "hands off" policy
- leaning back in or sitting on the back of a chair

Academic

- incomplete scoring
- incomplete goals from the previous day
- improper goals (goals are set by the student & supervisor at the issuing of a new PACE
- over due PACEs (PACE Tests need to be completed by their due date)
- vocabularies not done that were on pages within their previous day's goals by 10:00am that morning (Supervisor/monitor/parent's initial is not present)
- incomplete projects that were part of the previous day's goals (usually writing in English or a Science project)
- Word Building spelling tests not done when the page it is on was one of the pages for the previous day's goals (initials are needed after "Test", "3x __", and "5x __" if there were any errors)

*Three demerits total in one day results in a detention

Test Scores

The following policies have been adopted for determining what test score is to be recorded when a PACE Test has been taken more than once.

1. If a PACE Test is taken for the first time and failed, the student will retake the whole PACE and the PACE Test.
2. If the student passes the second test. he/she will be given that score.
3. If he/she fails the PACE Test after completing a whole PACE for the second time, the student will just retake the PACE Test (because of the possibility of getting behind in Their goals) and the score of the second and third test will be averaged for a final score.
4. If the average of the two tests discussed in #three is less than 80%, a score of 80% will be given for a final score.
5. In the event of only one section of the PACE Test being failed after two attempts of taking the test, the supervisor may use discretion, and only require the student to retake that portion of the PACE Test. In such case, the final score if passed will be recorded as 80%.
6. If a student elects to retake a PACE when they passed the PACE Test the first time with a low score, they may average the two scores and potentially raise the score to be entered into the records.

*For grades 1-3, 90% is the minimum passing score.

Detentions

Detentions are not merely given, but earned by the student. This corrective response is designed to motivate students to maintain diligence and behavioral standards befitting of Heritage Christian School. Detentions may be earned in the following ways:

1. Accumulating three or more demerits in a single day
 2. Starting a Self Test without permission
 3. Arguing with a supervisor
 4. Exceeding 15 scoring violations in a PACE (10 for 8th grade and up)
 5. Cheating
 6. Any behavior deemed to be of a serious nature and deserving of a detention
- *Detentions that have been “bought off” by buying back a demerit will still be sent home to be signed by a parent and returned the next day.

Graduation Requirements

Beginning with the ninth year in school, a graduation course of study should be chosen. A list of each of the diploma requirements are outlined on page eleven of the general Heritage Christian School Handbook.