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## **Church Affiliation**

Parents and students are encouraged to regularly attend a Bible-believing church.

“Not forsaking the assembling of ourselves together, as the manner of some is...”  
*Hebrews 10:25*

# 1. Statement of Faith

We believe in:

1. The inspiration of the Bible, equally in all parts and without error in its origin.
2. The one God, eternally existent in the Father, Son, and Holy Spirit, who created man by a direct immediate act.
3. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and second coming of the Lord Jesus Christ.
4. The fall of man, the need of regeneration by the operation of the Holy Spirit on the basis of grace alone, and the resurrection of all to life or damnation.
5. The spiritual relationship of all believers in the Lord Jesus Christ, living a life of righteous works, separated from the world, witnessing His saving grace through the ministry of the Holy Spirit.

# 2. Patriotism

Christian Americanism places emphasis on the greatness of America's heritage and the sacrifices of its heroes. America is a republic, which guarantees liberties to educate to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for those in authority, obedience to law, and love for the flag and country. The following pledges are recited every morning:

- ❖ PLEDGE OF ALLEGIANCE TO THE AMERICAN FLAG:  
*I pledge allegiance to the flag of the United States of America, and to Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*
- ❖ PLEDGE OF ALEGIANCE TO THE CHRISTIAN FLAG:  
*I pledge allegiance to the Christian Flag, and to the Saviour for whose kingdom it stands, one Saviour, crucified, risen, and coming again with life and liberty for all who believe.*
- ❖ PLEDGE ALLEGIANCE TO 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.*

# 3. Admissions

1. Both parents and student applicants must attend the initial interview.
2. Both parents and student applicants must see the A.C.E. presentation, read this handbook thoroughly, and review other data regarding the school.
3. Both parents must agree to complete the Parent Orientation program prior to school opening or the enrollment of their student.
4. Parents will submit a complete application, accompanied by the registration fee and the student's most recent report card. Other forms may also be

required at this time, such as Medical Forms, Student's Standard of Conduct, and Statement of Parental Support.

5. Additional interview time will be arranged as deemed necessary.
6. Parents will be notified of acceptance of the student.

## **4. Parental involvement**

Parents Orientation and Parent/Teacher Conferences promote a good understanding between parents or guardians and the faculty/administration of this school. Every parent is required to participate in these informative and helpful programs.

It is recommended that parents attend Parent Orientation meetings prior to their child beginning school at Heritage.

Parent Conferences with the teacher are scheduled following the first and second quarters of school. Both parents should attend these conferences. Conferences help to promote good communication between parents and teachers, and help to build a good relationship of teamwork between parents and staff.

Parents are encouraged to attend Fellowship Suppers, the Heritage Christmas Program, Open House, Awards Night, and other meetings. Parents should especially support their students in helping them to attend whichever school programs/functions are required of them.

Fathers must agree to be the leaders in the disciplining of their children and must not leave discipline solely to the mother.

## **5. Medical Guidelines**

A Medical Report must be filled out by the student's parents and submitted to the school office. All students must receive all vaccines according to the most recent Minnesota Department of Health guidelines. These guidelines may change yearly so if you need a recent copy, please ask the office.

In instances where a student needs medical attention, the school will call the parent or doctor (in that order). In medical emergencies, 911 will be called.

No staff member will be allowed to administer any medicines to the student without written parental authorization. Individual medications may be required to be kept and administered in the school office.

All students will be required to participate in Physical Education classes unless they have a written release from the doctor. This release shall be brought to school and filed with the student's medical records.

Note: Phy. Ed is an optional class for 11<sup>th</sup> and 12<sup>th</sup> graders.

## 6. Student Standard of Conduct

Heritage Christian School students are expected to act in an orderly and respectful manner, maintaining Christian standards in behavior and language, practicing courtesy, kindness, morality, and honesty. Students must agree to strive toward unquestionable character in dress, conduct, speech, and attitude, basing their lives on *Philippians 4:8*:

“Whatsoever things are true, whatsoever things are honest, whatsoever things are just, whatsoever things are pure, whatsoever things are lovely, and whatsoever things are of good report . . . think on these things.”

Students are expected to refrain from cheating, stealing, lying, swearing, using tobacco products, name-calling, gambling, listening to inappropriate music, dancing, attending inappropriate movies, drinking alcoholic beverages, illegal and inappropriate use of drugs, and are expected to refrain from any other questionable practice which would bring dishonor to Christ.

The above applies to non-school hours as well as school hours.

## 7. Dress Guidelines

One aspect of Christian testimony, which is readily obvious, is the matter of appearance. Heritage Christian School students and staff shall be dressed modestly and neatly every day both in school and at all school functions. They shall be clean in their clothing and body, including clean hair. They should present themselves in dress so that Christ would be pleased and honored.

“And whatsoever ye do...do all in the name of the Lord Jesus.” *Colossians 3:17*

“Let no man despise thy youth; but be thou an example of the believer...” *1 Timothy 4:12*

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 are performing; otherwise regular Wednesday dress code is 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 Wednesday's and also school programs and Fellowship suppers when they are performing. If they are not performing for a Fellowship Supper dress pants are acceptable. Split skirts are not acceptable for dress-up occasions and Wednesday.

Heritage staff set an example for the students; therefore, staff members are expected to maintain a professional appearance both in dress and grooming.

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.**

1<sup>st</sup> violation ~ Note home with demerit

2<sup>nd</sup> violation ~ detention

3<sup>rd</sup> violation ~ 1 day suspension and meeting with Parents.

## 8. Discipline

Heritage Christian School is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform him.

All new students are admitted on probation for the first six weeks.

Students must always conduct themselves in a manner becoming a Christian. GRIPING IS NOT TOLERATED! If your child does come home complaining about a policy or discipline, please follow this procedure:

1. Give the staff the benefit of the doubt.
2. Realize that the student's reporting is emotionally based without all the information.
3. Realize that there are reasons for all rules and that they are enforced without favor.

***Support the Administration/Staff and call us for all the facts. Don't wait, call when it happens, and keep small problems small. Don't talk to others; go to the teacher involved.***

## 9. THE MATTHEW 18 PRINCIPLE

Wherever relationships are close there is the potential for problems between people. This is the situation at Heritage Christian School. Christians should not be easily offended or touchy. Satan, our adversary, is always trying to cause problems small and large. We should be careful not to let small problems become serious problems. This usually means doing our best to forgive and forget small offenses. Sometimes serious problems arise. There is a Godly way to handle these problems, it is given to us by the Lord and known as the Matthew 18 principle.

This teaching comes from *Matthew 18:15-17*:

“Moreover if thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou hast gained thy brother. But if he will not hear thee, then take with thee one or two more, that in the mouth of two or three witnesses every word may be established. And if he shall neglect to hear them, tell it unto the church but if he neglects to hear the church, let him be unto thee as a heathen man and a publican.”

Applying this teaching in the school is wonderful because it keeps the lines of communication open. In practical terms, this Matthew 18 principle means that parents talk to teachers about problems with students before talking to administrators about teachers. Further, at the next step, administrators are involved before parents talk to board members about teachers.

The procedure becomes clearer when people realize that they go only to the people involved when starting. Persons in authority, then, do not accept complaints about personnel if the complainer has not gone to the person, nor does the complainer speak evil or critically of the other person to people within or without the school family. Living by this principle will promote the health and well being of our relationships to each other and to the community.

When a student’s attitude is not in accord with school policies or principles, the student will be placed on probation. Both parents will be called in for a conference. If, within two weeks, the administration feels the situation has not changed, parents will be asked to withdraw the student.

Older students in particular (because of their testimony before younger children) are taught to adhere to the school’s philosophy and Christ-centered program.

This school is dedicated to training children in a program of study, activity, and living that is Christ-centered. We believe that “all things should be done decently and in order,” and that our students should be taught to accept the God-given responsibility to “walk honorably before all men.” Discipline is maintained which is firm, consistent, fair, and tempered with love. Our staff maintains standards of behavior in classroom through kindness, love, and genuine regard for their students. However, when disciplinary action

becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

“He is in the way of life that keepeth instruction but he that refuseth reproof erreth.”  
*Proverbs 10:17*

“Chasten thy son while there is hope, and let not thy soul spare for his crying.”  
*Proverbs 19:18*

## 10. Detention

Demerit marks are given for disturbances, broken rules, unfinished Slips (i.e., homework, detention, oops, absentee) or unreturned communication envelopes. Three or more marks in one day result in the student serving detention time during or after school on the following day.

The following is the schedule of detention time:

- 3 marks – 20 minutes detention time
- 4 marks – 30 minutes detention time
- 5 marks – 40 minutes detention time
- 6 marks – 50 minutes detention time

When student receives a detention, a detention slip is sent home with the student. It is to be signed by the FATHER and returned the following day. When a student has accumulated two hours of detention time in one week, he is automatically placed on a probationary period determined by the principal.

“For the commandment is a lamp; and the law is light; and reproofs of instruction are the way of life.” *Proverbs 6:23*

## 11. Academics

### ACADEMIC INCENTIVE PROGRAM

Level “A” Responsibilities:

1. Complete 1 ½ Paces 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. Reports may be oral or written. One oral report is required each quarter. 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.*

## **12. Honor Roll Requirements**

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

The guidelines are as follows:

- the student earns a pace average of 87.5% to 93% for "B" and "93.5% and up for "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.

## 13. Graduation Requirements

Parents will meet with the Principal and Supervisor early in the student's ninth year in school to plan the tentative schedule of requirements leading to graduation. There are three courses of study leading to a diploma from Heritage Christian School.

The number of credits required for each course of study are listed below.

- **English: 4 credit**
- **Etymology: 1 credit**
- **Math: 3 credit**
- **Science: 3 recommended, 2 required**
- **Social Studies: 4 recommended, 3 required**
- **Phy. Ed: 1 credit**
- **Health: ½ credit**
- **Bible: 2 credit**
- **Foreign Language: Strongly recommended**
- **Electives: 4-6 credits**
- \*Total of 22.5 credits are required.

\*Please see the "Planning High School Class Requirements" for more information.

Individualized learning can lend itself to early graduation for students earning a college preparatory diploma. However, students are encouraged to attend school for twelve years. No early graduation is possible unless on a college preparatory course of study. Students transferring into Heritage Christian School in the eleventh grade or twelfth year of school must complete a minimum of 48 Paces per year (including the two required Bible electives) and meet the other graduation requirements.

## 14. Heritage School Policies

- ❖ **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:** 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.

If a student is tardy without excuse 2 or more times in a given week, additional duties may be assigned at the administrator's discretion.

- ❖ **Awards Program:** Certificates, ribbons, and trophies highlight the annual Awards Program held each spring at the close of the school year.
- ❖ **Communication Envelopes:** Letters, statements, etc. are sent home in communication envelopes. These envelopes must be signed by a parent and returned to the school the following day. The oldest child in the family is responsible for carrying the envelope home and for returning it.
- ❖ **Hands Off:** For all students, the rule is "Hands off other students." Don't push, hit, kick, hang on another student, pull on clothing, or take off their cap. For the older students, "Hands off" for boy-girl relationships, no hand holding, etc.
- ❖ **Lunch:** Students will bring their own lunches. The noon meal will be eaten only in the designated area. All trash should be placed in wastebaskets at the close of the

meal. Students who have not received any demerits the previous week may earn the privilege of going downtown for lunch on specified days.

- ❖ ***Parties:*** Parties are not school-sponsored unless parents receive notification from the principal.
  
- ❖ ***Privilege Tapes and Videos:*** **Students will not be allowed to bring their own tapes or videos to listen to or to use for a privilege purposes. However, if anyone has appropriate tapes or videos and would like to loan or donate them to the school, it would be appreciated. They will be approved by the administration before being used by the students.**
  
- ❖ ***Storm Days:*** Storm days will be announced on KTRF (1230 AM) or KROX (1260 AM). School at Heritage will be cancelled only if the Karlstad Public School (Tri-County) is cancelled for the entire day. If the buses run one or two hours late, Heritage will have school beginning at the same time the public school in Karlstad begins. If the weather or road conditions are questionable, parents may keep students home. If a student does a minimum of 16 pages of Pace work, he will not be counted absent. There must be a signed statement from the parents when the student returns to school regardless of whether the Pace work is done. Failure to bring this written explanation on the first day back to school will result in a demerit to the student.
  
- ❖ ***Telephone & 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.

- ❖ ***Transportation:*** Parents are to pick up their students as soon as school is over. Students who have driven a vehicle of any kind or have walked to school are expected to leave the school and go home as soon as school is over.

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. Driving is a privilege. The Administrator has the discretion to require car, snowmobile, and motorbike keys are to be turned in to the Principal's office upon arrival at school if

vehicles become a problem. It is the responsibility of the driver to drive carefully and watch out for others. Use of outside electrical outlets will be controlled.

Bicycles are to remain parked throughout the school day. Roller blades and roller skates must not be worn in the school building without permission. Students may not leave the school grounds during school hours without permission.

- ❖ **Miscellaneous:** Students are required to attend and bring a Bible (King James Version) for a devotional period as scheduled.

Weekly chapel services are held every Wednesday. See dress code for Wednesday dress requirements.

School programs will be held during the course of the school year. Student attendance is important and encouraged.

Field trips are scheduled during the year. Students will be disciplined in the art of self-control and gracious conduct in all kinds of situations.

Marked on, defaced or broken property is to be replaced at the student's expense. Guns, matches, lighters, knives, radios, unapproved tapes or CD's, unapproved reading materials, and gum are not permitted on the school premises or at school activities (including trips).

Status outings are earned outings. Students must have earned A, C, or E status for the following week.

Practice fire drills will be held according to the posted instructions.

- ❖ **Disclosure Notice:** Lawn and/or tree chemicals may be applied to Heritage Christian School Grounds during the month of July each year.

## 15. Learning Center Procedures

### TRAIL OF A PACE

1. Before the beginning of the school year, Paces are drawn from the Pace inventory and placed in each student's personal Pace file in accordance with his diagnostic tests and areas of completion from the previous school year.
2. The Pace is pulled from the student's Pace file. (Test is removed and returned to Pace file.)
3. The student is given a due date by the Supervisor. The due date is the date the student will take the Pace test on the particular unit of work. Students will

then know how many pages of the Pace they must complete each day to finish the Pace and test by the due date.

4. The student completes Pace work in the student's office, periodically taking the Pace to the Scoring Station where he checks it for accuracy. (Student uses only a red pen at the Scoring Station). The Supervisor checks over the Pace and initials it in green for the student to proceed. Student completes each check-up and finally the self-test without looking back at the material in the Pace. When the student is finished, the Supervisor does a final check over the Pace and the Self-test. The student is then allowed to take the Pace and Self-test home for one day to study.
5. The next morning the student is called to the Testing Table where he completes the Pace test.
6. The Supervisor scores the completed test. If the score is 80% or higher (90% in grades K-3), the student receives his next Pace and a star, and his score is recorded on a Congratulation Slip which is given to the student once each week and indicates the score he received on the test.
7. The Supervisor discusses the Test results with the student.

The completed Paces are stored and destroyed at the end of the year. In many cases, students are allowed to retain the reading text to add to their library.

***Learning Center/Student offices:*** Calculators may be used for Math and Pace work by all students except the 7<sup>th</sup> grade, which they will be allowed to use a calculator after Christmas break.

No activities are to be carried on in the student office that are not directly related to learning or prescribed material unless approved. All Pace work is to be done in the Learning Center.

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, Principal's office, Copy room, Faculty room, Supervisor's desk, and files are off limits to students. Personal questions are not to be asked during Learning Center times.

Student offices are assigned by the Supervisor and changed only by the Supervisor. Anything to be placed in the office must be approved by the Supervisor. Students are not to lean and 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 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 Goal Chart.

Students must recite Vocabulary words as part of the first day's goal in the Pace. Oral vocabulary test must be taken and passed with 80% before the Self-test is taken. Vocabulary may be divided into groups of ten words if there are over 16 words total.

Whispering and note passing is not allowed in the Learning Center. Students should not turn around in the office or sit sideways. Chairs should be pushed in when leaving the office.

## 16. Scoring

Students must ask to score their work. Students must have every question filled/answered before scoring (except on Check-ups and Self-test.)

***At the Score Table:*** Score keys are to be handled carefully and kept in their proper places. Mark a **red X** beside each wrong answer. Use **red** pen only at the Score Table. Correct answers with a pencil at your student office. To rescore, **circle each red X in red when proved correct. Circle in red each page number** when all answers on that page are correct. If scoring strips appear, they should be filled out properly.

An automatic detention will be given for any kind of cheating, improper scoring, etc.

Suspension will be the penalty for repeated offenses. A student who improperly scores his Pace may also be given a new Pace and will have to start over again.

***At the Test Table:*** The Pace test is issued the next morning, after the Pace and Self Test is completed, scored 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.

***Homework:*** 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 during the school day. If the student does not complete his goals for the

day, he 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 at home or not, Self-tests should not be done at home. Resource books must be checked out with the Supervisor.

### **Academic forms used at Heritage Christian School:**

***Congratulations Slip*** – Each week the student receives a Congratulations Slip telling of the Paces passed during the previous week. The student is to bring this Congratulations Slip home the day it is received.

***Progress Report*** - Progress Reports are issued within two weeks after the quarter ends. The final Progress Report will not be sent home until the family account is paid in full.

***Oops Slip*** - Oops slips are given when a student fails to earn at least 80% on a Pace test. The Slip is to be returned the following morning with the Father's signature on it.

## **17. School Supplies**

- Gym Shoes with non-marking soles (to be kept at school and worn for phy. ed and indoor breaks)
- Black dress pants/skirt – OLC (students will need these for choir/band performances and convention)
- Backpack
- Bible – KJV
- Calculator – OLC
- Crayons – YLC
- Erasers
- Glue – YLC
- Kleenex – 2 boxes per students per year
- Lunch box
- Markers – YLC (Ms. Eveland's class needs washable classic colors)
- Notebooks
- Pencils and Pens
- Plastic Magazine Holder – YLC and OLC

- Ruler – YLC
- Scissors – YLC

\*YLC – younger learning center

\*OLC – older learning center

## 18. Finances

Heritage Christian School charges tuition, which may be paid monthly or yearly. The tuition amount is due by the last day of the month for ten months, beginning August 31 and ending May 31.

Materials fees (Paces, fees for certain classes, sports fees, other extracurricular fees) are billed on your monthly tuition-curriculum bill. All tuition and material fees should be paid directly to the school office. Payments may be sent with students in the correspondence envelopes, mailed, or dropped off in the office. It is not necessary to return the monthly statement with the payment.

## 19. Registration Fees

**Registration fees** are as follows and must be paid before the student's first day of school

- New students                      \$75.00 per family
- Returning students              \$50.00 per family if paid by July 1  
\$75.00 per family after July 1
- Students that have been withdrawn and are returning \$75.00 per family

**Preschool Registration-** registration fees are same as above

- Curriculum and Snack Fee per year- \$50.00

**Tuition** is as follows:

- First Student in family              \$1850 per year
- Second student in family            \$1750 per year
- Third student in family              \$1650 per year
- Additional students                  subtract \$100 for each/year
- Kindergarten student's      ½ year's tuition (Sept.– May 3 days/week)

**PSEO Students** ~ Check with Administration about Tuition.

Registration fees are not refundable. Students leaving during the course of the year are billed through the end of the month in which they are withdrawn. Tuition and fees paid more than a month in advance will be refunded in full.

Heritage Christian School is dependent on gifts above tuition. If you are able to help with a special gift from time to time, large or small, it will be greatly appreciated.

## **19. Staff**

Mark Hanson – Administrator  
Heidi Wikstrom – Secretary  
Heather Olson- Preschool  
Cheryl Eveland – Grades K-3  
Kirstin Olson – Grades 4-6  
Diane Grandstrand – Grades 7-9  
Michele Steien – Grades 10-12  
Kathleen Goldberg – OLC Math  
Barb Staie – Choir  
Roger Pankratz – Band  
Dawniss Hanson – Cleaning  
Sam Grandstrand – Building and Grounds  
Terry Soltvedt – School Finances

### **Coaches**

Boys Basketball - Darvis Russell  
Girls Basketball –Philip Klopp, Barry Durkee  
Soccer – Terry Soltvedt  
Volleyball – Brian Wikstrom

### **School Board**

Terry Soltvedt– Chair  
Kurt Aakre  
Ron Anderson  
Justin Dagen  
Sam Grandstrand  
Mitch Steien  
Mark Tungseth  
Brian Wikstrom