

HERITAGE

CHRISTIAN SCHOOL

www.heritagechristianschool.cc

Student Guidebook



The Bridge Builder

*An old man going a lone highway
Came at the evening, cold and gray,
To a chasm vast and wide and steep,
With waters rolling cold and deep.
The old man crossed in the twilight dim,
But he turned when safe on the other side,
And built a bridge to span the tide.*

*“Old man,” said a fellow pilgrim near,
“You are wasting your strength with building here.
Your journey will end with the ending day,
You never again will pass this way.
You’ve crossed the chasm, deep and wide,
Why build you this bridge at eventide?”*

*The builder lifted his old gray head;
“Good friend, in the path I have come,” he said,
“There followeth after me today
A youth whose feet must pass this way.
The chasm that was as naught to me
To that fair-haired youth may a pitfall be;
He, too, must cross in the twilight dim--
Good friend, I am building this bridge for him!”*

Will Adden Dromgoole

HELPFUL INFORMATION AT A GLANCE

Telephone Number Reference

Church	770-251-3776	School	770-252-1234
	770-252-3703		770-251-9298
Fax	770-252-3704	Fax	770-304-9576

Website – www.heritagechristianschool.cc

Heritage Christian School History

Began Kindergarten	1965
Added Elementary/Middle Grades	1966-1969
Added High School	1973
First High School Graduating Class	1973
Moved to Coweta County	1988

Administration

Administrator: Ronald J. McCurry

Principal: Roy Davis

General Information

Grades	K-12
Instructional Hours	8:00-3:00
Office Hours	8:00-4:00
Extended Care	3:00-6:00
Curricula	A Beka Books, Bob Jones University Press, Saxon, Positive Action for Christ
Athletic Association	I.C.S.G.A. (Independent Christian Schools of Georgia and Alabama)

PREFACE

Dear Parents,

ALL TRUTH IS GOD’S TRUTH. Whether it is science or mathematics, geography or history, literature or grammar—all are studies of God’s creation. Consequently, wherever people are taught, God’s truth is either affirmed or denied. In light of our generation’s educational scenario, only the church is free to recognize the centrality of God and His Word and to impart education not undermined by philosophies denying the very foundation of truth.

Responsible Christians must face the education of their children squarely. The world looks to the state for education, but God lays upon Christian parents the obligation to train their children as He directs. No Christian has any business affiliating himself with a church or religious organization that preaches humanism, atheism, or any other anti-Christian doctrine. Neither has he any business turning his children over to an educational system which is blatantly anti-God or only emphasizes the secular aspects of its curriculum. Parents who ignorantly fail or stubbornly refuse to obey God’s Word in this regard sow to the wind and will surely reap the whirlwind.

HCS is committed to providing quality Christian education for the children of Christian parents who desire a truly Christian education for their children and who subscribe to her vision, standards, and purpose.

The following pages are a guide to the basic philosophy, doctrine, objectives, standards, and guidelines of Heritage Christian. Thank you for your inquiry, your interest, and/or your Christian support of and participation in HCS.

The staff and I are looking forward to a great educational year, and we’re excited about the opportunity to work together with your family for the cause of Christ.

PHILOSOPHY

It is the purpose of Heritage Christian School to provide those who are part of her ministry with a program of Christian education and academic excellence, giving each pupil a Christian and Scriptural view of God, of man, and of the universe; to build a love for God and His kingdom by promoting a healthy devotion to learning; and to instill an allegiance to the United States of America—our great, free, Christian constitutional republic. The ministry of Heritage Christian endeavors to support and assist those parents who desire that their children be educated and trained at home and in church with the awareness that all truth is God’s truth and that Jesus Christ is pre-eminent in all learning and living.

Heritage Christian offers academic knowledge from a Christian perspective. There is an important difference between Christian and non-Christian views on any subject. Although knowledge is factually the same for both the believer and the unbeliever, no subject can be fully comprehended or correctly understood if God, the Author of truth, is ignored or denied. Knowledge is purified by the recognition of God’s central place in it. We believe that any other approach to education is neither fruitful nor God-honoring.

Heritage Christian teaches that the United States of America is a great nation and why she is great. The true godly heritage of America and the truth of her heroes is taught. Each pupil is given an understanding of his responsibility to his country and his role in preserving and maintaining her freedoms and the sacred stewardship with which this nation has been entrusted. Heritage Christian’s aim is to cultivate a godly patriotism within her children’s hearts.

In summary, Heritage Christian believes she has been called by God

- To provide children with a high-quality, Christian academic education;
- To challenge their minds and sharpen their spiritual and intellectual discernment;
- To nurture within them a servant’s heart to be employed in the service of Jesus Christ and His kingdom;
- To develop scriptural leadership and maturity;
- To build a strong, vibrant church in order that the work of the Lord may be effectively carried on in this present age;
- To instill a love for our country and foster a practical, godly patriotism;
- To assist, support, and strengthen the families to whom she ministers.

Underlying each of these aims is the recognition that Jesus Christ is the absolute Owner and Lord of all things and that His will for mankind is revealed in His Word, the Bible.

*...[O]ur Lord Jesus Christ...
the blessed and only Potentate,
the King of kings, and Lord of lords.
I Timothy 6:14-15*

*All things were made by Him;
and without Him was not any thing made
that was made.
John 1:3*

*For by Him were all things created,
that are in heaven, and that are in earth,
visible and invisible,
whether they be thrones, or dominions,
or principalities, or powers:
all things were created by Him, and for Him:
and He is before all things,
and by Him all things consist.
Colossians 1: 16, 17*

*For He whom God hath sent speaketh the words of God:
for God giveth not the Spirit by measure unto Him:
John 3:34*

*God...hath in these last days
spoken unto us by His Son,
whom He hath appointed heir of all things,
by whom also He made the worlds.
Hebrews 1:1, 2*

*Jesus... said unto him,
“I am the way, the truth, and the life:
no man cometh unto the Father, but by Me.”
John 14:6*

OBJECTIVES

We believe that the proper objectives of a Christian educational program in a free country include the following:

A. Teaching a Faith

1. That the God of the Bible is the one, true, living God to whom man owes his entire life;
2. That this God is the sovereign Creator, Sustainer, and Governor of man and the universe;
3. That because of sin and the resultant enmity between God and man, God sent His Son, the Lord Jesus Christ, to reconcile the world to God through His sacrificial death;
4. That this reconciliation and cleansing from sin is the heart of the Gospel of Christ;
5. That man must know Jesus Christ as Lord and Savior in a personal and intimate way in order to rightly serve God and please Him;
6. That all men everywhere are accountable to God and are responsible to repent of their sins and believe the Gospel;
7. That the Bible and the Bible alone is the written Word of God; that it is essential and practical for daily Christian living; that God, His way of salvation, and His will for mankind cannot be known apart from it;
8. That growth in the Christian life depends on communion with the Lord Jesus Christ through prayer, knowledge of and obedience to the Word, Christian fellowship, witnessing, and service;
9. That genuine conversion can be wrought only when the Holy Spirit quickens the heart of the lost and that the truly Christian life can only be lived as that same Holy Spirit powerfully indwells and guides the individual Christian;
10. That there is a great spiritual war being waged all over the world, involving every aspect of life, and of which no one may merely remain a spectator;
11. That as real as the spiritual warfare may be and as pervasive and dominant as the powers of darkness and evil may appear to be, the Lord Jesus Christ is the Victor and in Him we may have hope and be assured of victory.

B. Teaching Responsibility

1. By encouraging the practice of thoughtfulness, discretion, fairness, courtesy, kindness, truthfulness, and honesty in one's dealings with others;
2. By promoting a sense of personal responsibility for one's own words and actions;
3. By developing one's discernment of right and wrong, good and evil, righteousness and unrighteousness, faith and unbelief;
4. By pointing out the young Christian's responsibility to reach out to others and share his Christian faith;
5. By nurturing a discreet and wholesome desire for godly mental and physical recreation;
6. By encouraging the application of biblical ethics and standards of morality to every facet of life.

C. Achieving Academic Excellence

1. By maintaining a high level of performance from each pupil without undue pressure on any individual;
2. By challenging each pupil to accept personal responsibility for his own academic progress;
3. By teaching the pupil to work both independently and cooperatively;
4. By developing the creative skills of the pupil;
5. By encouraging a godly appreciation for and spiritual discernment regarding the fine arts;
6. By helping the pupil develop effective communication skills;
7. By teaching the pupil the knowledge and skills required for future academic pursuits and for occupational competence.

D. Teaching Biblical Patriotism

1. By making the pupil aware of his heritage as a citizen of the United States of America;
2. By instructing the pupil regarding his personal Christian responsibilities to his fellow citizens, his community, his state, and his country;
3. By teaching each pupil to recognize the current problems facing our country and the world in the light of Scripture and the great documents of our Christian American heritage.

CREDO

Because ours is a *Christian* school, we are dedicated to providing a truly *Christian* education by teaching the *Christian* faith. Our doctrine, as well as the instructional methods and curricula, is established upon and directly related to its scriptural foundation. We firmly believe that it is possible to provide academic excellence and a complete education only within a scriptural framework and in a godly, spiritual atmosphere. The study of the Bible is of fundamental importance and is a required subject at every level.

Heritage Christian School will be of interest to those who desire that their children be taught the Bible truth about the following subjects:

- **God**— There is but one living and true God revealed in three distinct persons: the Father, the Son, and the Holy Spirit, and these three are one God, equal in power and glory. God is a spirit, infinite, eternal, and unchangeable in His being, wisdom, holiness, justice, goodness, and truth. God is separate and distinct from all that He has created, has sovereign dominion over His entire creation, and governs it by His perfect will for His own glory.
- **Jesus Christ the Lord**—The Lord Jesus Christ is the one and only Redeemer of God’s elect. He is the eternal Son of God, He became man, and therefore was and shall forever continue to be both God and man in one person. He became true man when He was conceived by the power of the Holy Spirit in the womb of the virgin Mary and born of her, yet without sin. As our Redeemer, Jesus Christ executes the offices of Prophet, Priest, and King on our behalf, both in His humiliation and His exaltation. As our Prophet, Christ reveals the Father to us and His will for our salvation. As our Priest, He once and for all offered Himself a sacrifice for sin to satisfy divine justice, reconciled us to God by the shedding of His blood, and makes continual intercession for us. As our King, Jesus Christ subdues us to Himself, rules and defends us, and restrains and conquers all of His and our enemies. Jesus Christ was born in a low condition, made under the law. He underwent the miseries of this life, the wrath of God, and the cursed death of the cross. He died, was buried, and continued under the power of death for three days. But He also rose from the dead, ascended to heaven, is sitting at the right hand of the Father, and is coming again to judge the world at the last day.

All power has been given Him in heaven and earth by the heavenly Father: He is Lord of heaven and earth. He is the Savior of individual sinners and the governor of the nations. The world, the flesh, and the devil will never successfully oppose Him or thwart His sovereign will.

- **The Holy Spirit**—The Holy Spirit is the One who effectually applies the redemption which Jesus Christ has purchased to God’s elect people. He does this by working faith in us, calling us, and uniting us to Christ. The Holy Spirit calls us by convincing us of our sin and misery, enlightening our minds in the knowledge of Christ and His Gospel, giving us the desire and will to believe, and persuading us and enabling us to embrace Jesus Christ as He is offered in the Gospel. He is the one who regenerates, justifies, adopts, and sanctifies God’s elect people. He abides within God’s children, fills their hearts with His joy, empowers them for Christian service, and will continue this work until the Lord Jesus returns.

- **God’s Written Word**—The Bible is God’s inspired, infallible, inerrant, and indestructible Word. The Word of God, which is contained in the scriptures of the Old and New Testaments, is the holy rule that God has given mankind to direct us how we may know, glorify, and enjoy Him. They principally teach what we are to believe concerning God and what duties God requires of us. The scriptures are profitable for doctrine, reproof, correction and instruction in righteousness. By them our faith is strengthened and we are equipped to rightly serve God and His kingdom.
- **The Church**—The Church is the body and bride of Christ—the visible society of all who profess true faith in Jesus Christ and live in obedience to God’s Word. The Church has the privilege of being under the special care and government of God. She is protected and preserved by God in all ages regardless of the opposition of her enemies. Her members enjoy communion with one another; the ordinary means of grace for her enjoyment, sustenance, and growth; and the fellowship, power, and guidance of God needed to carry out His will. By virtue of her relationship to God and her stewardship of His Word, she is the repository of all truth, holds the answers for the world’s problems and needs, serves as God’s embassy on the earth for those who desire refuge and sanctuary from the world, and as God’s army, is engaged in spiritual warfare until the end of the age. Because she is the body of Christ, He is her one and only Head. She can serve no other master or lord, neither can she submit herself in any way to the jurisdiction of any other “higher power” or authority (even under the guise of licensure, certification, accreditation, judicial or legislative mandates, or public policy).
- **Sin**—Sin is any want of conformity to or transgression of God’s law. God views the thoughts, words, and deeds of unregenerate, unbelieving mankind as sinful and abhorrent. Since the sin of our first parents, Adam and Eve, by which they fell from their original state of innocence, all men everywhere and throughout all ages have been born in sin, abide under its curse, and are doomed to remain its slave and die under its power apart from divine intervention on their behalf. Every sin deserves God’s wrath and the curse of death, and those who die in their sins will forever abide in death and endure God’s wrath. The continuance of a life of sin is the universal demonstration of mankind’s native depravity, allegiance to Satan, and enmity toward God. The Gospel of Jesus Christ is God’s only remedy for the terminal plague of sin that rests upon all of mankind.
- **Salvation**—To escape the wrath and curse of God which we deserve for our sins, God requires us to believe on the Lord Jesus Christ, repent of our sins, and follow on to know the Lord. Men have no innate goodness or righteousness with which to earn or elicit the favor of God. Because of his depravity, man is helpless and incapable of meriting salvation or of saving himself. Nevertheless, God, in His mercy, love, and grace, provided the way whereby sinners can be justified, forgiven, reconciled, and brought into fellowship with Himself—that is, the death of Jesus Christ on the cross and the shedding of His blood. Man’s only hope of salvation and eternal life is to personally receive the person of the Lord Jesus Christ, which may only be done by God’s grace through the gift of faith. God commands all men everywhere to repent of their sins and believe the Gospel. Unless they do, they will not be saved. The offer and the invitation to receive God’s great salvation is universal, but only those who accept

His offer will be saved. Salvation is of the Lord, and those who are truly redeemed can never be snatched from His hand—they are eternally saved.

- **Obedience**—God requires that men live in obedience to His revealed will—a requirement which they cannot fulfill apart from faith and the indwelling of the Holy Spirit. Those who are truly saved by God’s grace will, by that same grace, turn from darkness to light and from the power of Satan—the old ways and affections pass away and everything becomes new. God has not called His elect people to a life of spiritual, moral, and ethncial compromise or uncleanness but to victory and holiness. Jesus said, “If you love Me, keep my commandments,” and “Be perfect as your Father in heaven is perfect.” The children of God are no longer under Satan’s power, no longer in love with the world or the things of the world, and no longer servants of the flesh. The obedience of the Christian encompasses every aspect of life; no thought or behavior is exempt from the concern or outside the jurisdiction of the Lord Jesus Christ. The Christian’s life of obedience can be achieved only by the powerful inworking of the Holy Spirit and will be pleasing to God only if it springs from faith.
- **The Resurrection**—At the end of the world there will be a physical resurrection of the dead, both of the just and the unjust, at which time their bodies shall be reunited with their souls. The just shall, by the Spirit of Christ, be raised in power, spiritual and incorruptible, and glorified like Christ. The unjust shall be raised in dishonor before Christ as their offended judge. Following the resurrection will be the final judgment from which no one will be exempt. The wicked shall, with irrefutable evidence and the full conviction of their own consciences, have the just sentence of condemnation pronounced upon them and be forever cast out from the favorable presence of God into hell to be punished in body and soul. The righteous shall be openly and gladly acknowledged and acquitted by Christ and shall join Him in judging the wicked. They then shall be received into heaven where they shall be made fully and forever freed from all sin and misery, filled with inconceivable joy, made perfectly holy and happy in both body and soul, receive the fullness of their promised inheritance, and forever enjoy the perfect and full communion of God the Father, the Lord Jesus Christ, and the Holy Spirit.
- **The Gospel**—The Gospel is God’s glad tidings to mankind—His announcement that the blessings and benefits of His promised salvation have been finally and completely secured for those who receive it on His terms.

The Gospel is the declaration of God’s rescue of man from his sins and their consequences.

The Gospel is the declaration of man’s reconciliation to God and His kingdom.

The Gospel is the declaration that God’s eternal love, approval, guidance, protection, presence, and victory are guaranteed for His redeemed people—they will never be overpowered by their enemies, abandoned by their heavenly Father, or snatched from His loving embrace and providential care.

The Gospel is much, much more than a plan, a message, or a way. The Gospel is a Person—the Person of the Lord Jesus Christ. He is the perfect embodiment of everything that God is and everything that God represents (Colossians 2:9).

For the Christian, every aspect of life is subordinate to the Gospel and is conscripted into its service.

The Lord Jesus Himself defined the Gospel in terms of His own arrival in Mark 1: 14, 15-
“Jesus came... preaching the gospel of the kingdom of God, and saying, ‘the time is fulfilled, and the kingdom of God is at hand: repent ye, and believe the gospel.’”

He also drew the line dividing life and death, salvation and damnation, in terms of the Gospel, that is, men’s acceptance or rejection of Him:

*Go ye into all the world,
and preach the gospel to every creature.
he that believeth and is baptized shall be saved,
but he that believeth not shall be damned.*

Mark 16: 15, 16

While the Gospel has been promised and described in the Old Testament era, it *came* with Jesus Christ. The Christ-event *is* the Gospel. And His death and resurrection brought the Gospel into its sharpest focus and made it more explicit than ever before (I Corinthians 15:1-8).

Paul spoke of the Gospel coming with power (I Thessalonians 1:5), but he also asserted that the Gospel *is* the power of God (Romans 1:16) wherein His righteousness is revealed and His salvation is declared.

The Gospel is the sacred trust of every Christian (I Timothy 1:11), and we are under divine compulsion to proclaim it (I Corinthians 9:16). Because the Gospel is truth (Ephesians 1:13), it will be opposed but never defeated. It is to be proclaimed boldly, plainly, and universally; nevertheless, it will always be hidden (unrevealed) to unbelievers who demand supernatural verification of rational proof. The Gospel’s full impact comes to us by God’s sovereign revelation (Galatians 1: 11, 12), but its benefits are secured by the response of faith (Hebrews 4:2).

ACADEMIC POLICIES

Academic Probation

A junior high or high school student is placed on academic probation if the cumulative grade point average (GPA) falls below 2.0, the GPA for the last semester is less than 2.0, or there is an F semester average for any individual course. The cumulative GPA includes grades earned during the semester for which the last grade report was prepared. The student will remain on probation until a cumulative GPA of 2.0 or better is earned.

At the high school level, all subjects will contribute to one's GPA with the exception of PE grades earned after the first and only PE credit has been earned at the 9th-12th grade level.

At the junior high level, all subjects except PE will contribute to one's GPA.

Elementary and middle grade academic probation is based on the individual classroom teacher's assessment of a student's academic progress and in keeping with the general policies of the educational ministry.

Special discipline will be administered to students on academic probation in order to help them overcome their academic handicaps and restore a proper emphasis to the academic aspects of their lives as students.

Credits

Beginning in the ninth grade, students earn credits toward their graduation requirements. Courses offered at the high school level, when successfully completed, will earn for the high school student one credit per year or ½ credit per semester.

In order to graduate and receive a high school diploma (which verifies competence in high school level subjects and/or college readiness) one must meet the credit requirements of Heritage Christian (see "Graduation Requirements"). Credits are earned by completing semesters of study with passing semester averages. In order to earn credits toward graduation, students must either take courses offered by Heritage or courses from other institutions with prior approval from the headmaster.

Deficiency Notices

Parents whose children are having difficulty with their course work and whose grades are deficient will be notified as often as necessary by teachers using an Academic Deficiency Notice which will detail the problem. Notices must be signed by a parent and returned the day after they are sent home.

Electives

The core academic program at Heritage Christian at every level includes what may be generally described as Bible, English/language, math, history, and science. Beyond that, other “elective” courses are offered, such as music/band, art, foreign language, computer/word processing, and yearbook staff. These elective courses are offered when scheduling, teaching, personnel, and student demand warrant it. Details regarding electives are shared at the beginning of each academic year.

Exams

Examinations falling at the end of each semester are a critical element of the school’s academic evaluation process. Parents must avoid scheduling any travel or activity which requires their children to be absent from school during exams or exam preparation days.

Failing Grades

Failing grades are signals that a student is having problems. A failing homework, quiz, or test grade is an academic liability; but a pattern of failures that is not remedied by the end of a nine-week term, semester, or year will prove to be a major handicap for the student, especially when his failures are in subjects of fundamental importance, subjects that provided the academic foundation for the subsequent years’ courses (esp. math and English), and courses that are required for credit as the high school student works toward graduation.

Students who fail a course for a semester or year may be required to make up that course by repeating it during a subsequent academic year or by making it up in an approved summer school or tutoring program.

Parents who notice either a pattern of failing grades on course work during the term or failing grades on their child’s report card should communicate with the child’s teacher and/or the administrator about what steps should be taken to remedy the failing grade or failure pattern.

Grade Scales

Heritage Christian uses a nine point scale per letter (except F). (See also “Quality Points.”)

Grade Scale

A + 98-100	B+ 89-91	C+ 80-82	D+ 71-73	F 64 and below
A 95-97	B 86-88	C 77-79	D 68-70	
A- 92-94	B- 83-85	C- 74-76	D- 65-67	

Ungraded Subjects

S Satisfactory/Passing
U Unsatisfactory/Not Passing

Other

INC Incomplete
NC No credit offered/No Credit earned because of Excessive absence/Needs Improvement/Course dropped

Conduct

E Exemplary
S Satisfactory
U Unsatisfactory

Meanings of Letter Grades

- A Demonstrates mastery/ excellent work
- B Demonstrates competence/ above average work
- C Demonstrates fair achievement/ average work
- D Demonstrates deficiency/ below average
- F Demonstrates acute lack of effort and/or understanding/ unsatisfactory work

Graduation Requirements

Courses	Credits Required
Bible	4
English	4
History	4
Mathematics	3
Science	3
Electives	3
	<hr/>
Total	21

Course requirements for college-bound students may demand certain specific courses (such as foreign language).

Homework

Teachers give homework to help their pupils advance in their studies. Pupils are expected to complete their homework within the assigned time frame.

Homework may be assigned for drill, practice, remedial purposes, or special projects that require research or time beyond the scope of regular classroom activities.

Special efforts must be made by some pupils regarding their homework assignments and schedules. It is important that pupils make their homework a priority from the very beginning of the academic year; that they carefully record all assignments and take home everything that is necessary in order to complete those assignments; that those who are slow with their work make a special project of decreasing the amount of time necessary to complete what is required of them; and that parents encourage their children to discipline themselves to complete their homework promptly and thoroughly. If parents discover that it is not possible for their child to complete a particular homework assignment on time, they must send a note of explanation and a request for a reasonable extension to the teacher or discipline will be administered. Daily homework will not be assigned over the weekend (except for disciplinary purposes). Students are responsible for all homework assigned during absences.

Honor Roll

An academic honor roll is compiled at the end of each semester. All academic and conduct grades are considered when determining the honor roll. Group play, physical education, elementary art, music, and certain other elective courses may not be included in the computation.

- Elementary—At the elementary and middle grade levels (grades 1-6), those who have earned semester averages of A in all academic subjects are enrolled in the Master’s Honor Roll.

Those who have earned semester averages of B or better in all academic subjects are enrolled in the Disciples Honor Roll.

- High School—At the junior high and high school levels (grades 7-12), those who earn a 3.5 or better overall GPA and no C’s, D’s, or F’s for the semester are enrolled in the Master’s Honor Roll.

Those who earn a 3.0-3.44 overall GPA and no D’s or F’s for the semester are enrolled in the Disciples Honor Roll.

Make-up Work/Incompletes

When a student falls behind in his work because of excused absences, a time for make-up work will be allowed. Ordinarily, make-up homework, quizzes, and scheduled assignments should be completed and turned in within two days of one’s return. Scheduled tests that have been missed must be made up within one week and may be scheduled for after-school hours. The deadline for any and all work to be made up is the end of the first week following the nine-week session in which the work was missed. If make-up work is not completed by the above-mentioned time limit, a zero will be given for the missing work and the final grade will be calculated. All work for seniors must be completed a week prior to graduation.

Promotion (High School)

In order to advance to the next grade level, high school students must earn at least 5 credits per year:

To advance to the 10th grade, at least 5 total credits must have been earned.

To advance to the 11th grade, at least 10 total credits must have been earned.

To advance to the 12th grade, at least 15 total credits must have been earned.

Quality Points

Classes taken for credit in junior high and high school earn quality points based on a 4 point system: 4 points for an A, 3 points for a B, 2 points for a C, 1 point for a D, and 0 points for an F. Quality points earned in each class are averaged at regular intervals in order to determine one’s semester and cumulative grade point average (GPA).

Report Cards

Reports cards are sent home each nine weeks to help parents maintain a bird’s-eye-view of their children’s academic performance and general conduct. The school’s academic program involves four nine-week sessions per regular academic year. Report cards are sent home at the end of each nine-week session and provide final averages for the individual nine-week sessions, semesters, and year in each subject. (Final year averages are not calculated for the high school.) Report cards provide the parents or guardians with the opportunity to request a conference if returned to the teacher or office.

Summer School

Summer schooling is sometimes necessary when a student must retake or make up a course. Also, a student in junior high or high school may choose to take supplemental courses

(such as computer, music, art, or advanced placement studies) for self-help or in order to earn additional credits.

Summer courses or tutoring for credit must first be approved by the administration; an official prospectus of the course being taken and an official, final grade report must be submitted to the office before the end of the first fall nine-week term.

Tutoring (Before-and After-School)

Students are encouraged to seek help from their teachers. Please make requests for before- or after-school tutoring early enough for the instructors to make adequate preparation for such tutoring.

Tutorial help will be required for any student failing a subject or who, in the opinion of the teacher, is not achieving minimum requirements. It is also an important means for accomplishing the objective of the academic probation program.

A student desiring tutorial help may participate voluntarily. A student will be required to attend tutorial classes if he has an average below 65 in a subject. A student who, in the opinion of a teacher, is deficient in any subject may be required to attend a remedial-tutorial class even though he may have a passing grade in the subject. A tutorial class takes priority over all activities except extracurricular activities requiring early release for a specific purpose, such as an athletic event or a field trip.

ACADEMIC PROGRAM

Kindergarten

Hours – K1: Half day (four hour sessions)
K2: Full day (seven hour sessions)

Instructional Session – Three nine-week terms, one eight-week term

Curricula – The kindergarten program is designed to help each child develop a healthy, positive attitude about his academic education and the classroom setting and to expose him to the disciplines appropriate to his developmental level. Kindergarteners are introduced to number concepts, letter/sound relationships, and word recognition skills in a traditional classroom setting. Kindergarteners also receive instruction in Bible, poetry, music, art, health, group play, and auditory/visual recognition skills. Instructional materials are principally drawn from A Beka Books.

Homework – Parents will be informed by the kindergarten teacher of activities that will reinforce at home what is being covered in the classroom.

Promotion – Promotion from K1 to K2 or from kindergarten to the first grade is determined by the kindergarten teacher and based on her appraisal of the child's academic and emotional readiness for the more intense demands of the next academic level.

Elementary Grades (1st-4th)

Hours – Full day (seven hour sessions)

Instructional Sessions – Four nine-week terms

Curricula – The elementary program provides an academic core of Bible study, reading (with an early emphasis on phonics and an increasing emphasis on comprehension and critical thinking), penmanship and writing, grammar, spelling and vocabulary, poetry, arithmetic, science, and history/geography in a traditional classroom setting. Elementary students are also taught how to effectively and efficiently study and master these subjects. Also included in the daily program is instruction in music, art, health, and group play. Instructional materials are principally drawn from BJU Press and A Beka Books.

Homework – Homework may be assigned on Monday through Thursday for the purpose of reinforcing the day's lessons, remediating a particular deficiency, or for introducing new material to be covered the following day. Projects (such as book reports or special reports in Bible, history, or science) may be assigned early in the term, and specific due dates will also be given by the teacher at the time of the assignment.

Promotion – Promotion from one grade to the next is determined by the pupil’s teacher and is based on the appraisal of his academic readiness for the next grade.

Middle Grades (5th-6th)

Hours – Full day (seven hour sessions)

Instructional Sessions – Four nine-week terms

Curricula – The middle school program introduces pupils to a limited number of class changes during the day and an increase in personal responsibility for their assignments. Classes are held in a traditional classroom setting with an increasing demand on the student to take notes and ask questions of the teacher when clarification is needed or uncertainty requires it. Subjects covered in the middle grade program include Bible (Old and New Testament survey), grammar and composition, reading, spelling, vocabulary, poetry, mathematics, and history/geography (Western and Eastern Hemispheres), physical education, music/band, Spanish, and art. Most books and curricular materials used in the middle grades at Heritage Christian come from BJU Press, A Beka Books, Saxon Publishers, and Positive Action for Christ.

Homework – Homework will be assigned on Monday through Thursday of each week. Projects (such as book reports or special projects in Bible, history, or science) may be assigned early in the school term, and specific due dates will be given by the teacher at the time of the assignment.

Promotion – Promotion to the next grade is determined by the pupil’s teacher and is based on her appraisal of the pupil’s academic readiness for the next grade and the pupil’s attendance record.

Junior High School (7th-8th)

Hours – Full day (seven hour sessions)

Instructional Sessions – Four nine-week terms

Class Day – The junior high school day consists of seven periods.

Course Offerings

- **Bible:** Bible (Old Testament Survey), Evangelism, Chapel
- **Mathematics:** general, pre-algebra, and Algebra I (Saxon Publishers)
- **Science:** life science, earth science (BJU Press)
- **English:** grammar and composition, literature, spelling and vocabulary, poetry, speech (A Beka Books, BJU Press)
- **History:** Georgia History, World Studies (BJU Press)
- **Electives:** foreign language, band, art, journalism, physical ed., typing/word processing (Certain elective-type courses are taught as personnel availability and scheduling permit.)

Promotion – Promotion to the next grade is determined by the consensus of the pupil’s teachers, their appraisal of the pupil’s readiness for the next grade, and the pupil’s attendance record.

High School (9th-12th)

Hours – Full day (seven hour sessions)

Instructional Sessions – Four nine-week terms

Curricula – The high school day consists of seven periods. The accumulation of academic credits necessary for high school graduation begins at the 9th grade level. General and college preparatory programs are available.

Course Offerings

- **Bible:** Old & New Testament studies, Bible doctrine, discipleship studies, apologetics, evangelism, chapel
- **Mathematics:** Algebra I & II, geometry, trigonometry, calculus (Saxon Publishers)
- **Science:** physical science (pre-chemistry), biology, chemistry, physics (BJU Press, Saxon)
- **English:** grammar & composition, spelling & vocabulary, poetry; general literature (thematic development), American & British literature, (BJU Press, A Beka Books, miscellaneous publishers)
- **History:** world geography, world history, United States history, American government, political science, economics (BJU Press, A Beka Books, miscellaneous publishers)
- **Electives:** foreign language, band, art, yearbook, physical ed., computer/word processing (Certain other elective-type courses are taught as personnel availability and scheduling permit.)

ADMISSIONS POLICY: ENROLLMENT PROCEDURES

Parents interested in enrolling their children should follow the applicable steps given below:

I. Schedule an informational visit.

Call the office and schedule a visit to the campus. Our office manager will be happy to give you a brief guided tour of the facilities and provide you with a packet of basic introductory literature that you may take home and read. If you then feel that Heritage Christian School could be the right partner in the Christian education of your children, then carry on to step two.

II. Pick up an enrollment packet.

The enrollment packet includes an *application* (one per child), *the family pledge* (one per family), a *financial partnership agreement* (one per family), a *student questionnaire* (one per student fifth grade and up), a calendar, uniform information, information about extracurricular programs, and request forms (concerning birth certificates, immunization records, previous school records, and references).

III. Schedule an interview.

Once you have completed the materials contained in the enrollment packet, secure the necessary personal and academic records, and solicited the referrals from your references, we move to the next step of the enrollment process—that is, the interview with our principal. This interview is scheduled through the school office.

The interview is a dialogue. Our principal will share with you a summary of the school's vision, goals, standards, and limitations; he will ask you questions about yourselves, your views on Christian education, your relationship and involvement in a local church, your children's preparedness for our classes, and your hopes for your children's future. He may ask you some very personal questions, but please remember – Heritage Christian is a ministry to and partnership with your family, not merely an educational enterprise.

The interview is also your opportunity to ask questions of us. You may want to ask about accreditation, the ability of our graduates to attend the colleges of their choice, or the qualifications of our teachers.

Our hope is that the interview will be a time of honest exchange and that it will end with all minds clear and satisfied that we know each other fairly well.

While parents should bring their children along and plan on them participating in the interview, it is not necessary that they remain in the office for the entire interview.

IV. Expect notification of acceptance or denial within a month of the interview.

Once the interview has been completed (unless it is immediately clear that Heritage Christian is *not* for your family), and all of the required documents and paperwork have been received and reviewed by the principal, a telephone call followed by a letter will be made notifying you of either the *acceptance* or *denial* of your request for enrollment.

V. Placement of children.

Once your family's application has been accepted, the principal and the teaching staff confer and make determination and grade placement and class scheduling. Even if achievement scores are available, it is possible that a grade placement test may be administered to determine your child's level of achievement – particularly in the realms of math, reading skill and comprehension. We will confer with you throughout the testing and placement process.

VI. Secure your child's place in the school.

Once steps I through V have been completed, it will be important to secure their places in the school. This is done by (1) paying the one-time enrollment fee for each child (this covers the cost of opening each child's file and permanent record), (2) paying the *Book Fee*, and (3) (if enrollment takes place after August 1) paying the current month's *tuition*. You will be notified of any additional fees (such as, sports team fees) at the beginning of the school year.

ADMISSIONS POLICY: GENERAL EXPECTATIONS

1. Parents of children seeking enrollment in Heritage Christian School must profess a vital faith in Jesus Christ as Lord and Savior of their lives, profess to be Christians and be members of a local evangelical Christian church, and genuinely believe that the Bible is the inspired, inerrant, infallible Word of God and the final authority regarding mankind's correct way of living and believing.
 - Families desiring to enroll in Heritage Christian must have the consent and approval of the pastor of the church they attend (or, if new to the area, the church most recently attended). A Pastor's Recommendation is one of the documents required for all applicants, and without which no family will be qualified to have an official interview with the principal during the enrollment process. Parents must consent to allowing the principal to contact and correspond with their pastor, most recent former pastor, and the teachers and/or administrators of their children's most recently attended school.
 - All of a student's personal documents, past and current academic and disciplinary records, and referrals (that is, pastor's recommendation, recommendations from former teacher or other school personnel, and other general references) must be secured by the Heritage Christian office before the initial official interview with the principal can take place.
 - In addition to the criteria for placement stated above, children entering the *first year kindergarten* (K1) must be *four years old by September 1* of the upcoming academic year; children entering the *second year kindergarten* (K2) must be *five years old by September 1* of the upcoming academic year and have a certain proficiency in phonics and numbers established by the kindergarten teachers; children applying for entrance in the *first grade* must be *six years old* by the *September 1* of the upcoming academic year and have a certain proficiency in phonics, reading, and arithmetic established by the kindergarten and first grade teachers.
2. Each family applying for enrollment in Heritage Christian must read and familiarize itself with the *Guidebook*.

Re-enrollment

Each winter, families whose children are currently enrolled in Heritage Christian are given first priority for enrollment for the upcoming academic year. Re-enrollment begins January 1st and continues through January 31. Delaying the return of re-enrollment applications beyond the January 30th deadline may jeopardize one's opportunity for re-enrollment at Heritage Christian.

Withdrawal Policy

Withdrawing students from Heritage Christian is done through the office. Before final report cards can be issued or student records can be transferred, all fees must be paid and monthly tuition payments must be current. Students withdrawn from the school cannot be considered for re-enrollment during the same academic year or for subsequent years without approval from the principal. No financial refunds will be granted when children are withdrawn from Heritage Christian.

Heritage Christian School reserves the right to set and maintain her own standards and guidelines regarding her academic program; extracurricular activities; and pupil conduct, grooming, apparel, cleanliness, scholarship, and personal associations. The school has the prerogative to refuse admission to enrollment candidates and to establish probationary criteria for those who are accepted into enrollment at Heritage Christian.

APPAREL AND GROOMING

Heritage Christian School desires to build Christian character and nurture humility and modesty in the lives of her students. The apparel and grooming guidelines aim at teaching her girls to become godly ladies and her boys to become godly men. Students and their parents are to use good judgment and common sense (in connection with these guidelines) when clothing and accessories are being selected to wear to Heritage Christian and her ministries. They are also to exercise wisdom and restraint when choosing the hairstyles that they will keep. I Timothy 4:12 says, “*Let no man despise thy youth; but be thou an example of the believers, in word, in conversation, in charity, in spirit, in faith, in purity.*”

Glossary

- **Modesty:** a regard for decencies of behavior or dress; demonstrating quietness and humility in one’s appearance; moderation; decency; moral purity; refraining from the display of one’s body; free from ostentation or pretentious showiness. Modesty is first and foremost an attitude and disposition of the inner man; therefore, one’s outward modesty should demonstrate the modesty of his or her heart. God’s Word teaches that modesty is akin to good behavior and that self-respect, personal decency, honor, purity, and virtue are demonstrations of personal modesty.
- **Immodesty:** indecency; shamelessness; moral offensiveness; unchastity; lewdness; forwardness; impudence; lacking modesty and the reserve or restraint which decency requires. Immodesty is first and foremost an attitude and disposition of the inner man; therefore, one’s outward immodesty reflects the immodesty of his or her heart. God’s Word teaches that immodesty is synonymous with evil, defiance of and rebellion against God, indecency, sensuality, lust, immorality, and even demonic influence and possession.

Modest or immodest dress not only discloses the condition of one’s heart—it influences both one’s own attitude and behavior and the attitudes and behaviors of others.

Since the subjects of modesty and immodesty for both men and women are dealt with in the Bible, they are obviously important to God; therefore, they should be important to those who seek to bring their lives into harmony with God’s will and orderly way.

God alone knows the human heart. Man’s ability to discern the spirit and attitude of others is limited largely to external observations. Such things as one’s culture, social standing, occupation, and morals are disclosed to others by his appearance and apparel.

In the 21st century, no other industry has studied, scrutinized, and exploited the fashion and apparel industries with the interest and intensity that the motion picture industry has. In the motion picture industry’s earliest days, silent films utilized clothing to convey a film personality’s social status, occupation, and character to their audiences. Remember the villain with the black hat and the hero in uniform? The motion picture industry gave birth to a new science—wardrobe design.

As the industry advanced, wardrobe design became more sophisticated. Research was conducted to find out how and why audiences responded to clothing and how clothes could be used to help disclose one's character to an audience. Techniques were perfected so that anything a director wanted to say about one of his characters could be conveyed through his or her apparel. This technology was quickly developed and utilized by the communications and advertising media to promote or sell everything from products to ideas. Obviously, the motion picture industry was not ignorant of the fact that one's apparel makes a statement. One cannot claim, either biblically or historically, that apparel is a culturally insignificant or incidental subject.

Believing that the cultivation of modesty is an important and integral part of educating and training the whole person and an essential element in promoting and maintaining an environment conducive to good teaching and learning, Heritage Christian has developed the following guidelines for her students:

General

- All clothing worn to the Heritage Christian and its activities must be clean and not torn or badly worn.
- Dressing and grooming on campus and at school outings are to be confined to restrooms and dressing rooms. This includes tucking in shirts, combing hair, and applying cosmetics and fragrances.
- Heritage Christian does not allow body-piercing of any kind on any part of the body. The only exception to this prohibition is pierced ears for the female students, and this exception is limited to two earrings per ear.
- Excesses in hair styles, apparel, accessories, or fragrances for either boys or girls are not permitted. Final decisions regarding what constitutes "excesses" belong to the administration. After the first nine-weeks, students not in compliance with the school's standards of (and decisions regarding) apparel and grooming will not be allowed to attend class until the problem has been rectified.

Young Ladies

- Girls and young ladies are to wear approved uniform apparel. Clothing is to be clean, modest in appearance, and not tight fitting. Slits in skirts must not rise above the top of the kneecap and must not reveal one's undergarments. Only approved uniform apparel designated for outings may be worn on field days or athletic activities.
- Dress or blouse necklines and sleeve openings must be modest and unrevealing. For neatness and modesty, blouses are to be kept tucked in.
- Cosmetics and fragrances must be worn conservatively if worn at all.
- Hair must be kept clean and well groomed.

- Shoes must be modest; that is, they must not attract undue attention to themselves. Tennis shoes (for high school girls), and flip flops, are not permitted. Spiked high heels are not to be worn by school-age girls. Tennis and athletic shoes for use in PE must be clean and not badly worn.

Young Men

Boys and young men are to wear approved uniform apparel. Clothing is to be clean, modest in appearance, and not tight fitting. Only approved uniform apparel designated for outings may be worn on field days or athletic activities.

- Shoes must be kept shined and/or cleaned. Socks must be worn. Boys and young men are not to wear work boots, sandals, or slippers.

Parents

Heritage Christian expects parents to dress appropriately when they come to the school or attend activities sponsored by the school. There is to be no smoking at the school or activities sponsored by the school.

ATTENDANCE

In order for a child to gain the greatest advantage from the educational program, he must be regular in attendance and on time to school and class. Heritage Christian requests that parents not ask to excuse their children for anything other than absolute necessities.

Absences

- **Minimum attendance requirements** – A student may not miss more than ten days per (90 day) semester and still receive credit for courses take during that semester (unless an exception is granted by the administration).
- **Excused Absences** – An absence is excused if it is due to sickness, injury, bereavement or grave illness in the family, medical or dental appointments, or other extraordinary circumstances which have been cleared beforehand (when possible) through the principal. (In order for an absence to be excused, a note must be turned in to the office on the day of the student's return from the absence.)
- **Unexcused absence** – Any absence which Heritage Christian does not deem to be necessary or absence due to suspension or other school discipline is unexcused. This includes absences that are not followed with written excuses or that are followed with written excuses which do not explain the reason for the absence.
- **Full day absence** – A student is counted absent for a full day if he misses the entire school day, arrives after noon, or leaves before noon.

Arrival at School

- **Early arrival** – Students arriving before 8:00 a.m. are to report to the area designated for early arrivals where they are to wait quietly for the 8:00 bell. Students are not to go anywhere else until the 8:00 bell has rung. After 8:00 they may go to their lockers and homeroom classes. Students who cause discipline problems before classes begin will lose early arrival privileges. Once a student arrives on campus, he is not to leave without permission.
- **Regular arrival** – Students arriving on time must take care of any responsibilities they may have (such as going to their lockers, purchasing school supplies from the school store, and sharpening pencils) before the tardy bell rings. Students must be in their classrooms and in their seats when the tardy bell rings. If they are at the classroom door or in the classroom but not in their seat, they will be counted tardy.
- **Late arrival** – Students who are not in their homeroom classes when the tardy bell rings are counted tardy. If they arrive at school at the time of the tardy bell or later, they must check in through the office and obtain a Tardy Slip. To eliminate the confusion and interruption of a late arrival to class, students who are tardy may be asked to remain at the office until the next class period. Students who are tardy will not be admitted to class without a Tardy Slip from the office.

Checking In/Out through the Office

Students coming late, returning from a partial-day absence, or leaving early must always check in or out through the office.

Common Attendance Abuses

- Frequent one or two day absences for undiagnosed “not-feeling-good” or “I-don’t-feel-like-it” reasons.
- Family trips or vacations during regular school days (especially for pupils who cannot academically afford this luxury).
- Chronic tardiness which causes the pupil to miss all or part of a class.

Dismissal

- **Regular dismissal** – With the exception of those who must remain on campus after school hours for scheduled school activities, first through twelfth graders should leave the campus no later than 3:30 p.m. Kindergarteners enrolled in the half-day program should be picked up promptly after their morning class session ends. No kindergarten children are to be left unattended in the building, on the grounds, or with other pupils or teachers after the day is over unless arrangements have been made for After Care.
- **Early dismissal** – When it is necessary for a student to leave early, a note from his parents must be given to the office at the beginning of the day stating the student’s name, the reason he will be leaving, the time he will be leaving, and if and when he is expected to return that day. He will then be given an Early Departure Slip which he will present to teachers whose classes he will miss. The student is responsible to ask the teachers for assignments before leaving.

If the early-departing student is to be picked up, the parent must check him out through the office before he will be dismissed from class. If the student is driving, he must sign out through the office at the time stipulated on the note from his parents.

Leaving Campus

Once a student arrives on campus, he is to remain on campus under adult supervision unless permitted to leave by the office.

Penalties and Restrictions

- Students who are tardy may be asked to remain at the office until the break before the next class or period.
- Zeros will be given for any daily work, tests, or projects missed during unexcused absences or because of unexcused tardiness.
- Teachers are not responsible for providing make-up work or re-instruction when an absence or tardiness is unexcused.

- Junior high and high school students whose last semester GPA was below 3.0 will not be allowed to make up work and will receive zeros on any work missed for vacations or trips taken during regular school days (except in cases of bereavement or grave illness in one's family).
- Junior high and high school students whose last semester GPA was 3.0 or better may make up work missed for family vacations or travel only if their trips have been approved in advance by the principal and if the teachers have been given a week's prior notice of the trip. All work must be made up within a week of a student's return. Zeros will be given for work not made up.
- The restrictions on junior high and high school students stated above apply as well to those at the elementary and middle school levels, except that the line of division is an overall B average instead of a 3.0 GPA.
- Students are ineligible to participate in extracurricular activities (including after-school athletic contests) if they are absent (for a full or partial day) on the day of the activity. Students who are absent unexcused (for a full or partial day) the day of an extracurricular activity will be ineligible to participate in the next similar activity.
- Absences are unexcused and all penalties and restrictions apply when a written excuse from parents or doctor is not turned in the day after the absence.
- Additional penalties and restrictions may be imposed on those who are consistently tardy or absent.

Severe Weather/School Closings

Parents can know if Heritage Christian will be closed due to bad weather or dangerous driving conditions by finding out if Coweta County schools will be closed. This information can be acquired from news reports regarding school closings.

Tardiness

- **Excused tardiness** – A tardiness is excused if it is due to circumstances which the office considers to be beyond the control of those providing the student's transportation. The one providing the transportation must come to the office and explain the reason for the tardiness when late students check in to receive their Tardy Slips.
- **Unexcused tardiness** – Any tardiness which the office does not deem to be necessary or excusable is unexcused.
- **Late arrival** – Students who are not in their homeroom classes when the tardy bell rings are counted tardy. If they arrived at the time of the tardy bell or later, they must check in through the office and obtain a Tardy Slip. To eliminate the confusion and interruption of a late arrival to class, students who are tardy may be asked to remain at the office until the next class period. Students who are tardy will not be admitted to class without a Tardy Slip from the office.

Visitors

- **Parents** – Parents are always welcome to visit their children’s classes at Heritage Christian. However, in order to avoid disruptions in the classrooms, parents are asked to schedule such visits through the office. In order to allow for an adjustment period at the beginning of the year, parents are asked to refrain from classroom visits for the first nine-week session.
- **Friends** – Students who wish to invite friends or relatives to visit the campus must do so through the office and be cleared through the principal at least one day in advance of the visit. The privilege of attending classes is based on the limits of space and seating capacity.
- **Former students/General visiting guidelines** – All visitors to the school *must* check in through the office. For security purposes, all visitors must be escorted while on the campus and will receive guest identification tags from the office to wear during their visit. Except for parents visiting their children’s classrooms and friends who are attending classes as invited guests, visitors must limit their visits to the lunch hour.

Written Excuses

- **Absences** – Parents (or guardians) must provide a written excuse to the homeroom teacher when their children have been absent for a partial or full day. Notes must be turned in the day of the student’s return following his absence. Any absence not followed by a written excuse is unexcused. The written excuse (or doctor’s notice) must indicate the student’s name, the date(s) of and reason(s) for the absence, the parent’s current telephone number, and the parent’s signature. Any special requests of the teacher regarding make-up work should also accompany this note.
- **Early dismissal** – When it is necessary for a student to leave early, a note from his parents must be submitted to the office at the beginning of the day stating the student’s name, the reason he will be leaving early, the time of day he will be leaving, and if and when he will return that day. This note may be turned in directly to the office or through the homeroom teacher.

DISCIPLINE

*Whatsoever things are true,
whatsoever things are honest,
whatsoever things are just,
whatsoever things are pure,
whatsoever things are lovely,
whatsoever things are of good report;
if there be any virtue, and if there be any praise,
think on these things.*

Philippians 4:8

*The fruit of the Spirit is love,
joy, peace, longsuffering, gentleness,
goodness, faith, meekness, temperance:
against such there is no law.*

Galatians 5:22, 23

*Charity suffereth long, and is kind;
charity envieth not;
charity vaunteth not itself, is not puffed up,
doth not behave itself unseemly,
seeketh not her own,
is not easily provoked, thinketh no evil;
Rejoiceth not in iniquity,
but rejoiceth in the truth;
Beareth all things,
believeth all things,
hopeth all things,
endureth all things.*

I Corinthians 13: 4-7

Discipleship and Christian Conduct

Christian discipleship demands discipline. Without discipline, the objectives of Heritage Christian will never be realized. An environment of positive and clearly defined Christian standards encourages and fosters the development of strong and stable Christian character. Failure to maintain such standards of Christian conduct would threaten the general welfare of both the school and those who are a part of it.

Christian discipleship involves honoring God and respecting our fellow man. Consequently, it is incumbent upon all who are a part of this school to refrain from certain attitudes and behaviors. In addition to the guidelines for behavior which follow in this disciplinary section, Heritage Christian expects her students to refrain from using tobacco in any form, using intoxicating beverages or illegal drugs, abusing or misusing drugs or medication, or working where intoxicating beverages are sold for consumption on the premises.

Guidelines for Behavior

Students are responsible to

- Take advantage of their academic opportunities;
- Take advantage of opportunities for spiritual growth;
- Support and participate enthusiastically in school activities;
- Demonstrate respect and honesty in their relationships with others;
- Be informed and knowledgeable regarding their responsibilities as students and Christians;
- Respect the rights and privacy of others;
- Be friendly and cooperative;
- Heed these guidelines while on campus and at school activities;
- Take an active part in keeping the school grounds and facilities in a condition that honors the Lord Jesus;
- Understand that everything they do and say reflects their relationship with God, their parents, their church, and themselves.

Parents are responsible to

- Train their children in the way of the Lord through family devotions and instruction and regular church attendance;
- Help their children develop godly standards of behavior and assume responsibility for their actions;
- Teach their children by word and example respect for God's Word, for the authority of the school staff, and for the rights and property of others;
- Instill in their children a positive, enthusiastic attitude and encourage a personal desire to learn and excel;
- Discuss with their children the rules for which they are responsible and foster a family awareness of the purpose and values of those rules;
- Make sure their children attend school regularly and on time;

- Encourage their children to be responsible for their personal appearance, to comply with the school’s dress code, and to nurture a sense of spiritual modesty;
- Provide a location at home where their children can do their homework without unnecessary distraction.
- Participate willingly in the learning experience of their children with regard to assigned projects, drills, and activities;
- Remember that *their* attitude and opinions become those of their children.

Classroom Responsibilities and Conduct

Students are expected to behave in a way that makes learning as easy as possible for everyone in the classroom. Each teacher will have his or her own requirements and pet peeves, but the following guidelines will be observed in all classes:

1. Be in your seat and ready to start class before the bell stops ringing. This means stop talking, have your materials out and ready, and be attentive to your teachers.
2. Pencils should be sharpened and papers put in wastebaskets between—not during—classes;
3. Engage in classroom discussion only when called upon. Raise your hand, wait patiently, and don’t speak out. Allow your teacher to finish what he is saying before you raise your hand for a question;
4. Do not leave your seat or the classroom without your teacher’s permission;
5. When an adult enters the classroom, stand up and remain standing until you are told by your teacher or the adult to be seated;
6. If you finish your work, remember that others may be still working. Remain still and quiet; don’t make it hard for others to work or think;
7. Eating, drinking, and chewing gum are not allowed in the classroom. Gum chewing is not allowed anywhere during school or at school activities;
8. Do not write, read, or pass notes in the classroom. Notes in the classroom are not protected by a student’s right to privacy;
9. Do your own work. Plagiarism or cheating is theft and will result in discipline and a zero on the assignment for all students involved. Repeated plagiarism or cheating will result in suspension or expulsion;
10. Pay attention to instruction. Do not do another subject’s work in class without the teacher’s permission. Inattention is a violation of good classroom behavior.

11. Do your work neatly and legibly. This helps your teacher correct it quickly and accurately. Sloppy work will be returned and redone;
12. Take good care of books, desks, lockers, and other school property. If school property is damaged and defaced, restitution must be made and parents will be contacted;
13. Humor is fine at the appropriate time and when used in an appropriate manner, but you must know (learn) when to stop. Sarcasm, insults, and off-color comments or jokes are never appropriate;
14. Respect and obey your teacher;
15. Respect other students' needs, privacy, and properties;
16. When group activities are done (such as pledge to the flags, group Bible reading, group prayer, and group singing), you are expected to participate;
17. Remember that your attitude is as important as your actions, and honest concern and love for one another covers a multitude of sins and fulfills all the rules.

Disciplinary Communication System

The purpose of the disciplinary communication system is to help students learn accountability, self-control, and self-discipline. The system sets school-wide standards for student behavior. The system also serves as a way to record the student's conduct problems. Disciplinary communications are sent home for parents' signatures; positive communications require no signature.

There are two types of communications: **academic** and **misconduct**

Academic infractions include:

Attention Problems

1. Inattention
2. Idleness, wasting time
3. Poor posture/sitting improperly
4. Writing on chalkboard without permission
5. Sleeping (or appearing to be asleep)
6. Writing on desks, walls, etc.
7. Not participating in class/chapel activities

Business, Neglect of one's

1. Assignments not turned in/incomplete
2. Lacking books, supplies for class/chapel
3. Unauthorized copying of other's work
4. Allowing others to copy work
5. Tests/assignments requiring signature not turned in

6. Written correspondence not returned
7. Messy, sloppy, illegible work

Clutter

1. Desk cluttered/disorderly
2. Locker cluttered/disorderly
3. Book satchel cluttered/disorderly
4. Careless treatment of books/supplies
5. Littering/leaving a mess

Distraction in the Classroom

1. Fidgeting—drumming, tapping, rattling
2. Grooming where it shouldn't have been done (hair, cosmetics, fragrances, clothing)
3. Hands on others—not keeping hands to himself
4. Writing/reading/passing notes or other unauthorized materials
5. Out of seat without permission
6. Talking, whispering, laughing, giggling, singing, whistling, humming without permission

Misconduct communications are given for:

Attendance Violations

1. Missing class without permission
2. Not in classroom when bell rang
3. Off limits—in restricted area without supervision
4. Out of class without a pass
5. Unauthorized departure from classroom, building, campus

Attitude

1. Complicity—siding with, promoting, or supporting others in wrongdoing
2. Factitious—promoting divisiveness, dissension, or disunity
3. Defiance—defying, resisting, or opposing authority
4. Disrespect—lacking respect or esteem for others
5. Flippancy—disrespectful levity or humor; disregard for the seriousness of a matter
6. Hatred—violent dislike or animosity
7. Insubordination—failing to recognize or accept the authority of a superior
8. Maliciousness—desiring to harm others or see harm done; spite
9. Sassiness—inclining to talk back or get in the last word
10. Surliness—sullenly rude or ill-humored; gruff
11. Uncooperative—unwilling to obey or yield to the wishes of others
12. Unteachableness
13. Discourtesy—lacking courtesy; impolite; rude
14. Ingratitude—unthankfulness
15. Insensitivity
16. Intemperance—immoderate; lacking self-restraint
17. Irreverence—especially concerning sacred things
18. Pride-arrogance; conceit

19. Self-centeredness—so engrossed in self that other’s interests are ignored
20. Sensuality, impurity, indecency—disregard for personal modesty or the value of the modesty of others.
21. Unkindness

Verbal Violations

1. Backbiting
2. Careless oaths
3. Demeaning, denigrating language
4. Dirty or rude suggestive language
5. Explicitly dirty or rude language
6. Disrespectful language
7. Gossip
8. Inappropriate slang
9. Interrupting/speaking out in class/chapel
10. Irreverent, inappropriate, off-color humor
11. Irreverent language
12. Loud laughing
13. Noisemaking
14. Offensive, profane language
15. Sarcasm
16. Sexually suggestive language
17. Sexually explicit language
18. Shouting
19. Verbal abuse

Violations against Property

1. Failing to return or replace borrowed property
2. Hiding another’s belongings
3. Marring, damaging, destroying property
4. Misusing, mistreating, abusing property
5. Taking something without permission
6. Touching or tampering with other’s property
7. Violating another’s locker space
8. Violating another’s purse, pocketbook, book bag, gym bag, wallet

Communication Form Procedures

The Communication is a tool for helping students recognize when and how they have missed the mark. The teacher will communicate to the student that he is receiving a Communication and why he is receiving it shortly after the infraction. Class time, however, may not be the appropriate time to explain why. It is the teacher’s prerogative to wait until later to explain why a Communication has been issued.

Students who feel they have been disciplined unfairly may at the time of issuance ask to speak with the teacher privately at the end of that class period about the matter. If, and only if, after discussing the matter *respectfully* with the teacher, the student still feels he or she has been

treated unfairly, the principal may be contacted about the matter. The principal will throw out a Communication only if, after discussing the matter with the teacher, the teacher agrees to do so.

Communications must be taken home the day they are issued and returned (signed by a parent) to the teacher who issued them or to the office the next school day. All Communications are registered in the student's Communication record in the office.

Saturday Detentions

Saturday detention is given to students who receive what the administration believes to be an excessive number of Communications in a given time period. Students and parents will be informed of detention hall dates. A \$75 fee will be charged to a student in detention to defray the cost of supervision.

Suspension and Expulsion

Repentance and restoration are at the heart of Heritage Christian School's disciplinary measures. There are times, however, when either the moral and spiritual health of the school as a whole or of specific individuals demands more severe measures of discipline than the issuance of Communication notices or detention hall assignments.

There are certain acts and practices that lie beyond the purview of simple parent notifications. As a Christian school, Heritage Christian reserves the right to remove any student who by actions, attitudes, or beliefs undermines the Christian character of the school. Heritage Christian is for students who are actively seeking the truth as it is in Jesus Christ. Therefore, anyone who openly degrades the Gospel must obviously look for his "education" elsewhere.

Jesus Christ is in the business of forgiveness. Immoral behavior that is profound or repetitious, however, undermines the school. As a group of people called together in the name of the Lord, we strive, individually and corporately, to conduct ourselves in a way that will honor the Lord Jesus. Substance abuse, sexual immorality, theft, violence, vandalism, occult practices, and other un-Christian behaviors fall in the category of conduct undermining the school's testimony to the community at large.

If a student finds himself caught in this type of situation, the best remedy is to seek help from both parents and the school staff before the situation becomes public and before the school has to seek the student out and confront him. The school will neither ignore these types of behavior nor look the other way. When these types of sins become public, suspension or expulsion will of necessity follow. If a student, on the other hand, comes for help on his own initiative, privately, sincerely, and with the matter at hand not public knowledge, the school can then deal with greater latitude and, by God's grace, restore the wayward student. Restoration is the principal objective in such discipline; nevertheless, Heritage Christian School has an obligation to protect her own integrity and the safety of her students.

Conclusion

The teachers and administration of Heritage Christian have full authority to choose the appropriate disciplinary measures for classroom management and disciplinary problems. These measures may include special assignments, removal from the classroom, home-school

correspondence, in-school and out-of-school suspension, detention, personal counseling, and expulsion.

Any conduct by a student (on or off campus) not specifically mentioned or covered in the *Guidebook* that the administration determines to be disruptive or in any other way unacceptable to the school will be dealt with as the administration deems necessary.

GENERAL POLICIES

Accreditation

Fully accredited with Georgia Accrediting Commission (GAC)

Achievement and College Entrance Testing

Each year Heritage Christian either administers or provides registration information for various achievement and college entrance tests. The PSAT (Preliminary Scholastic Assessment Test) is offered and administered to interested 9th-11th graders each fall. Registration and preparation materials for the SAT (Scholastic Assessment Tests), the ACT (American College Testing Assessment), and their adjuncts (Achievement tests, advanced placement exams, etc.) are available through the director of guidance. These tests are not administered at Heritage Christian, but they can be taken at several locations within a reasonable distance of the campus and test results can be sent to Heritage Christian. Costs for the PSAT and college entrance exams are not included in the Heritage Christian entrance and book fees.

Each spring Heritage Christian administers the Stanford Achievement Test to her student body. Results of this test are available from the Office Manager.

After-School Social Activities

Gatherings of Heritage Christian students under the supervision of faculty sponsors and announced in school literature are considered Heritage Christian functions and are sanctioned as such. Group gatherings without such sponsorship are not sanctioned as functions of Heritage Christian.

After-School Supervision

Any child or student remaining in the building or on the campus after 3:30 p.m. who is not engaged in a planned supervised activity will be required to remain in an assigned and supervised classroom until his ride arrives to take him home. A monitoring fee may be assessed against those who remain after 3:30 (excepting those who are engaged in approved, supervised, after-school activities).

Age Requirements

(See “Admissions”)

Announcements

Announcements concerning Heritage Christian are published on the HCS website, group e-mails, or distributed to students at the day’s end. It is the student’s responsibility to see that these announcements are taken home to his parents. Announcements for activities and programs hosted or sponsored by other churches must be cleared through the administration.

Apparel

Heritage Christian students wear uniforms in kindergarten through the twelfth grade. (See “Apparel and Grooming”)

Assignment Notebook

During the first nine-week session, all students should use an assignment notebook by which their parents can keep track of their homework assignments and tests/project schedules. Students who have failing averages on their report card in any given subject, students who are on academic probation, and students who are believed by their teachers to need the discipline of keeping a record of daily assignments are required to keep these notebooks.

Athletic Program

Heritage Christian is a member of the Independent Christian Schools of Georgia-Alabama Athletic Association (ICSGA). A separate handbook available from the office has been written outlining the details of the sports program.

Attendance/Absences

(See Attendance Policy)

Automobiles

Permission for students to drive motor-driven vehicles to and from Heritage Christian is a privilege. They are expected to exhibit safe driving habits and abide by the following regulations at all times:

- Pedestrians have the right-of-way on the parking lots and driveways
- Reckless or “show-off” driving is strictly forbidden
- All students wishing to drive to Heritage Christian must have a valid driver’s license and be properly insured
- Underage and unlicensed drivers are not to operate motor vehicles on the parking lots or driveways
- Students are to park in designated student parking areas only
- Parking or leaving vehicles unattended under the canopy or in the drive-thru is prohibited.
- Students may not return to their cars or drive their cars during the school day without permission from the office
- Parents must accept full responsibility for their children’s driving and are liable for any injuries or damages resulting from wrecks or careless driving on the school property

Violations of any of the above regulations may result in the loss of driving privileges.

Awards Program

Each semester Heritage Christian hosts an Awards Day program. Students may earn awards for consistent and/or extraordinary academic performance throughout the year, outstanding work on special projects, good conduct, athletic accomplishments, spiritual leadership, academic improvement, and perfect attendance. Students may also be given recognition for extracurricular accomplishments.

Ball Cabinets and Cages

Ball cabinets are off limits to students at all times. Only PE teachers and coaches are authorized to open ball cabinets and/or remove their contents.

Bible

The Holy Bible is the central and supreme text in the Christian educational program. A knowledge of Scripture is essential for every Christian and no one can be considered truly educated without it.

All courses taught at Heritage Christian are based on and derive their substance from the Word of God. An ignorance of the Bible not only retards one's understanding in specifically religious and spiritual matters but will also deprive one of a true and complete understanding of the mathematical disciplines, the various branches of the physical sciences, the fields of language and literature, and the broad range of disciplines under the general classification of "social sciences".

Each pupil must furnish his own copy of the King James Version of the Bible and have it with him in each class and in chapel. The edition of the Bible used by the pupil should suit his level of maturity (that is, regarding print size and study aids).

Body Piercing

Heritage Christian does not allow body-piercing of any kind on any part of the body. The only exception to this prohibition is pierced ears for female students, and this exception is limited to two earrings per ear.

Books and Supplies

Students are responsible to furnish their own writing materials, notebooks, folders, math supplies, and King James Version Bibles. *All text books, workbooks, and worksheets provided by Heritage Christian are the property of the school (although certain workbooks and worksheets may be kept by the students at year's end at the discretion of the school).*

A mid-summer Entrance and Book Fee (distinct from the normal school-year tuition), which enables the school to secure textbooks and teaching supplies, is required of each student and is due during the summer before August 1st, and must be paid before a child may receive his books. Each family will be apprised of the applicable entrance fees by the office in June.

Building Security

For security and maintenance reasons, students are not permitted in certain restricted areas in the buildings or on the grounds after 4:00 p.m. Details of such restrictions will be provided to students at the beginning of the school year. Also, visitors and guests must be accompanied by an escort from the office and wear a visitor's badge during the educational day.

Car Line

Parents should exercise caution when entering the parking lot in the mornings and the afternoons when dropping off or picking up children. Child safety is the responsibility of everyone. (Please do not park or wait in the drive-thru lane under the canopy). You may drive through when you see your child waiting to be picked up.

Care of Grounds

God is to be thanked for entrusting Heritage Christian School with such extraordinary grounds and facilities. Students are expected to treat them with care, taking the time to pick up after themselves and keep them clean and attractive. Trash or mislaid items found on the floors, grounds, or other places where they do not belong will result in discipline or the assignment of clean-up jobs. Students are to use the sidewalks and avoid walking on grass or through shrubs and flower beds.

Cell Phones

Students with cell phones must leave them off and in their lockers during the school day. Cell phones are not permitted for use during break or lunch. Any phone observed in a classroom or anywhere in the building will be confiscated and must be picked up by a parent. A second violation will result in the phone being held in the office during the day.

Change of Address

Parents must send a written notice of all changes of address, telephone numbers, place of employment, emergency contacts, or authorized pickups, as soon as possible to the office.

Chapel

Chapel meetings are conducted regularly for the purpose of giving special information, instruction, and inspiration to assist pupils in their spiritual understanding and growth. All pupils are required to attend, have their own KJV Bibles with them, and when appropriate, take and keep notes.

Chapel Dress

All students are required to wear special chapel dress uniforms to chapel.

Check In

All students must present a written excuse from either a parent or a doctor when checking in at the office. The office will give the student an admit slip to be used for admittance into class. If an elementary student checks in before 11:50, he will be considered present for the day.

Check Out

When it becomes necessary for parents to check their children out of school, this should be done through the office. Any student checking out before 11:50 and not returning will be counted absent for the day. (See “Attendance”)

We take the safety of your children very seriously; therefore it is HCS policy that only parents or someone authorized by the parents sign out their children.

Parents should go to the school office, ask the Office Manager to summon the child, sign the check-out sheet, and wait in the office or foyer for their child to return. *Students are not to go to cars without permission of the administration during the day.*

Students leaving early for athletic games or club-related activities are responsible for all work missed.

Church Attendance

Church attendance and corporate worship are required by God's Word (Hebrews 10:25). Therefore, regular church attendance and participation in one's church ministries is assumed and required. If a pattern of delinquency or negligence in church attendance is discovered, a family's privilege of remaining enrolled at Heritage Christian will be in jeopardy.

Class Parties

Class parties may be held at designated times during the year. Birthday parties for elementary and middle grades must be cleared with the teacher. Any party in the high school area must be cleared through the Principal. If private home parties include HCS students invited at school, parents must agree to a *No Alcohol, No Tobacco* policy at that party.

Closed Campus Policy

Heritage Christian School enforces a **Closed School Policy**. This simply means that parents, relatives, guests, volunteers, or friends must check in at the office and receive a name tag before proceeding to any location in the building. No one is allowed to disturb a classroom for any reason during the day. The office will distribute lunches, notes, or other items to students when necessary. If you need to a teacher for any reason, we will be glad to set up an appointment. This will enable us to maintain a safe atmosphere. We appreciate your understanding in this area.

Clubs

When student interest in certain extracurricular activities warrants it, clubs may be organized in order to provide a forum for students to meet, develop their interests further, and plan activities and services involving those interested for the benefit of others. Clubs are usually sponsored by members of the teaching staff.

Code of Conduct

The following code shall apply to all students of Heritage Christian at all times:

1. Christian standards of moral conduct are expected at all times (24 hours a day; 7 days a week). All are expected to act in an orderly manner, to maintain Christian standards in courtesy, kindness, language, morality, and honesty, and to strive toward unquestionable character in dress, conduct, attitude, and respect for authority.
2. Possession of firearms at school will result in immediate suspension/expulsion, the seizure of the weapon, and communication with law enforcement.
3. Carrying knives, weapons, fireworks, lighters, matches, or pornographic material is unacceptable behavior and is not allowed. Fighting and other disruptive, dangerous behavior is not acceptable and will not be tolerated. The consequence will be suspension or expulsion. Any magazines deemed to be inappropriate will be confiscated.
4. The use or possession of drugs, drug paraphernalia, or alcoholic beverages is prohibited and will result in immediate suspension and/or expulsion. If a student is suspected of being under the influence of an illegal drug or alcohol, he may be asked to submit to drug analysis (at the student's expense) to determine whether or not drugs or alcohol have

been taken. A positive result from this test or the refusal to take such a test will be grounds for expulsion.

5. The use of bad language (swearing, vulgarity, or suggestive speech) will result in disciplinary action.
6. The use of bad language (swearing, vulgarity, or suggestive speech) on personal web pages or social networks will result in disciplinary action.
7. Students must strive to keep grounds, playgrounds, classrooms, hallways, restrooms, and eating areas clean.
8. Students should not arrive before 7:00 a.m. Upon arrival, students should report to their grade's designated area.
9. Students on campus after 3:30 p.m. must be in extended care/study hall, or in an adult supervised activity.
10. All students must remain in designated areas only. Passes are necessary whenever students are not in class.
11. Electronic equipment such as radios, TVs, mp3 players, recording devices, lap top computers, CD players, and virtual pets, are allowed only when prior permission has been expressly granted by a teacher or administrator. Cell phones and pagers must be kept in lockers during the school day and remain turned off while in the building or on field trip activities. Cameras are allowed only when prior permission has been granted by a teacher or the Administrator.
12. Young men and women must treat each other with courtesy and respect, and avoid any display of affection or touching.
13. Students must respect the rights and property of others, and no student is permitted in another student's desk, locker, or belongings without permission from that person and a teacher. Theft will be seriously disciplined.
14. Arguing with someone in authority is prohibited. *Do all things without murmurings and disputings.* (Phil 2:14)
15. In the classroom the student is expected to sit at his assigned seat, keep all chair legs on the floor, care for his desk, not sit on the desk top, and keep the area around his desk clean.
16. No gum/candy chewing is allowed on campus.
17. Any smoking or use of other tobacco products by students will result in suspension or dismissal.

Complaint Procedures

...If thy brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has 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,

Matthew 18: 15, 16

1. Pray about it. Ask God to help you make your complaint in such a way that it will result in the betterment of HCS, and thus in the glory and growth of His Kingdom. Read and think about such passages as Eph. 4:1-2 and Col. 3:13-17.
2. Do you have facts or rumors? If, after seeking God's guidance, you sincerely feel your complaint must be expressed, please do so with a willingness to be a part of the solution. Express it promptly and to the RIGHT person.

3. Complaints against specific individuals should be expressed first to the individual in question. The administrator should be sought out only if you cannot work it out between yourselves or if you feel he/she should know about it.
4. Express it clearly, calmly, and with an open mind. Make sure the person you are expressing your complaint to knows all the details of the situation and exactly what you are complaining about and why. Misunderstandings of complaints could lead to further problems and needless hurt feelings.
5. Do not broadcast it. Express your complaint only to the person who should hear it. Unnecessary worry, harm, and hurt feelings result when problems and dissatisfactions are expressed to persons other than those directly involved with the problem and an impression of disharmony is presented.
6. Offer a solution. What lessons were learned? How can we avoid such problems in the future? Surely God wants us to seek His will in all things, especially cases of dissatisfaction. Present possible positive steps that can be taken to resolve the situation. May God's Kingdom prevail in spite of the imperfections of His people.

Conferences

Parents desiring to get in touch with teachers or the Principal for any reason may call the office and leave a message. They will return the call as soon as possible. Arrangements for personal conferences may be made by following the same procedure.

Cooperation Forms

Heritage Christian requires that all necessary "cooperation forms" be signed and returned to the office before the first day. Final acceptance and enrollment is contingent on the completion and filing of all "cooperation forms".

Copier

Students who use the copier for reports, projects, assignments, or to replace items they have lost will be charged by the page for copies made. Only office personnel are authorized to operate the copier. No student will be permitted to use office computers, printers, or teacher computers or printers. Students may use the computer lab, but must be supervised by a teacher at all times.

Counselors

Counselors are always available to discuss needs or problems that students may have. Counselor/advisors may take the initiative in areas of general concern (such as preparation for achievement testing, college entrance exams, credit requirements) or when they become aware of special individual needs (such as disciplinary problems or academic deficiencies); but students should never hesitate to seek out those who are in a position to be of help when a need or problem arises. While counseling is done in confidence, parents will be involved when circumstances dictate that it is necessary.

Criticizing and/or Faultfinding

Heritage Christian does not tolerate backbiting or malicious criticism of the school, staff, students, or parents in any shape or form. Such practices could result in the immediate removal

of your family from the school. (See the Complaint Policy for the proper response in dealing with any situation)

Custody Policy

In the event the divorced parents of a student have joint custody, the school will consider the domiciliary parent to have the authority and control relative to decisions concerning the child and the school.

Deliveries to Students

Deliveries to students during the school day must be made through and by office personnel and must not interrupt regular classroom or chapel activities.

Detention Hall

Heritage Christian uses Saturday detention halls in the discipline of students. Each detention hall will be assessed a \$75.00 charge. Hopefully, this will motivate parents and students to do everything possible not to make a habit of getting detention hall.

Discipline

Heritage Christian is a school with high moral and ethical standards. Attendance is a privilege, not a right. This is not a corrective institution. Consequently, we ask that you do not enroll your child with the idea that we will reform your child. We are here to work with, not to take the place of parents. Our goals are not to reform, but to train youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Students and faculty reflect these ideals and standards in their behavior, appearance, and attitudes.

One of the prerequisites for success in life is self-discipline. It is through self-control that we learn discipline. Christian discipline is learned by submitting to God-ordained authority, both in the home and at the school. Students are expected to put forth reasonable effort toward their academic training. Discipline is something we do **for** students, not **to** students.

Heritage Christian is dedicated to the training of youth 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 a God-given responsibility to “walk honorably before all men.” Here we strive to maintain a discipline that is firm, consistent, fair, and tempered with love. Our faculty endeavors to maintain standards of behavior in the classroom through kindness, love, and a genuine regard for each student. When disciplinary action becomes necessary, the administration desires it be firmly carried out, tempered by good judgment and understanding.

Obey them that have the rule over you, and submit yourselves: for they watch for your souls, as they that must give account, that they may do it with joy, and not with grief: for that is unprofitable for you. Heb. 13:17

Parents have primary responsibility for the conduct of their children. It is expected of each child to behave and not interfere with the rights of others. Discipline is the key of good

conduct and proper consideration for other people. It is one of our goals to help children to become responsible for their own actions and behavior. We believe it is the shared responsibility of home and school to accomplish this goal. Therefore, we try to offer students opportunities which will help them develop self-control, character, orderliness, and social interaction skills.

Self-discipline is the key to good conduct and proper consideration for other people. Students are expected to put forth their best effort and to conduct themselves at all times in a manner that will promote an atmosphere which does not infringe upon the rights of others. Action which evidences disrespect, indifference, dishonesty, abuse of permission, and other disruptive actions shall be handled by the teacher or administration. Any behavior or inappropriate language which causes the learning atmosphere to deteriorate or be disrupted or which infringes upon the rights of others in the school will not be tolerated, and the student may be subject to corrective measures. Situations that are chronic, flagrant, or otherwise worthy of special handling will be referred to the administration. The school reserves the right to have full discretion in the discipline of all students, and parents may be called to help administer any discipline when deemed necessary.

Dress Code

Heritage Christian School strives to maintain high standards in appearance of its facilities and the staff. These same high standards are expected from the student body. No tattoos, body piercing, chokers, or other worldly adornments are allowed. Hair color is to be modest and have the appearance of being natural; therefore, no unnatural hair colors will be tolerated. Boys are not permitted to wear wallet chains or earrings. HCS requires specified uniforms. It is our desire to bring glory to God by our appearance and/or apparel. (See “uniforms”)

Eligibility for Extracurricular Activities

Organized after-hours athletic activities, student government, cheerleading, clubs, etc. are extracurricular activities. These have value for the student and the school, but they are secondary to the main purpose of the educational process. Students need to keep educational priorities in order. Therefore, participation in extracurricular activities is reserved for those students who are not on academic probation and whose conduct is exemplary. Members of teams who become ineligible may, at the coach’s discretion, continue to practice with the team but may not participate in or dress out for games until their grades improve.

Expulsion

Heritage Christian reserves the right to insist on the immediate withdrawal (expulsion) of any student whose presence in the school is considered detrimental either to Heritage Christian’s best interests or to the students’ best interests.

Extended Care

Our Extended Care program offers adult supervision for students before and after the regular school day. Students not picked up in a timely manner must report to a designated supervised area. Students will not be allowed to “roam” the campus without supervision. All students in grades 1-12 are required to report to the Extended Program area at 3:30 unless they are participating in a supervised school activity – i.e. music, sports, etc. Full day kindergarten students in Extended Care will report to the designated area at 2:45. Special consideration will be

given for athletes who have scheduled practices or games. Students found “roaming the halls” after school will be given detention hall. The extended program is from 3:30 p.m.-6:00 p.m. Prices are available on the Financial Plan.

Morning Care begins at 7:30 a.m. – Supervised care in the gym is provided for students K-6th grade.

Elementary Afternoon Care – Three plans are offered for elementary students remaining on campus after 2:45 p.m. The office will have details on each plan.

Late Pick-up Policy: See after-care booklet.

For safety reasons, in order to release a student from extended care a signature may be required.

Fees (For Activities and Supplies)

Additional expenses will be incurred for items such as PE and other athletic uniforms, band instruments and other musical materials, art materials, banquets, class dues, class pictures, yearbooks, field trips, and science labs. Fees will be assessed and charged for these expenses separately from entrance and book fees and regular monthly tuition. Parents will be notified in writing of these fees.

Field/Study Trips

Periodically teachers will schedule study trips or field days for their classes. Notes will be sent to parents at least a week in advance explaining the nature of the excursion (including date, location, departure and return times, meal arrangements, costs) and requesting their written consent. All field/study trips will be adequately chaperoned. Study/field trips are ordinarily taken during regular school times; therefore, failure to take part (with the exception of excused absences or absence with the principal’s authorization) constitutes an unexcused absence. Usually, parents are welcome to accompany their child on field days and study trips.

Fundraising

Periodically Heritage Christian sponsors fundraising efforts in order to help the school in general or to raise support for particular departments or projects. Fundraisers include product sales, athletic events, car washes, school fairs, retail store inventory assistance, etc. It is expected that each family will lend a hand and participate in order to make each fundraiser a success.

Guidebook: Pledge of Agreement

The Pledge of Agreement with the “statement of Understanding and Cooperation” must be signed by the parents and be on record in the office. The Pledge of Agreement will be distributed (or found in the back of this *Guidebook*), signed by the parents, and returned to the office at the beginning of each school year. Only one Pledge of Agreement is required per family.

Gymnasium

The Heritage Christian gymnasium is a multi-purpose area. Not only is it used for basketball, volleyball, and other physical education activities, but it is also our lunch room, auditorium, and theater. Consequently, care must be taken to keep it clean and unblemished, especially with regard to the floor and the walls. Shoes that may leave scuff marks should not be worn on the floor; drinks and food should not be carried over the playing court area; Frisbees, boomerangs, baseballs, and softballs should not be thrown in the gym; no one is to run in the gym except during physical education classes; and light switches in the gym should not be disturbed.

Hall Passes

Students are not to be in the halls during class without a hall pass issued by their teacher. If a student is discovered in the hall without a hall pass, he will be issued a disciplinary communication.

Held Report Cards

On rare occasions it may become necessary to hold report cards in the office. When this occurs, parents are responsible to contact the office within five (5) days of the date the report cards were issued and resolve the issue regarding why the report cards are being held. If the office is not contacted during this period, a letter will be sent notifying you that your child(ren) should not return to school until the report cards have been picked up. A fee of \$15.00 will be assessed for each report card after the initial five (5) day period.

History/Science Fair

The school schedules a history/science fair for the 1st through 12th grades each year. Projects for the history/science fair vary from Georgia county reports to family genealogies to dioramas of special historical events. Project assignments, requirements, and due dates are given during the first nine-week session but are not due until the third or fourth session. Projects are prepared outside of class and usually require parental assistance.

Home School Credits

We welcome students involved in home study programs. Please carefully review our simple guidelines in regard to enrollment and acceptance of home study credits.

Heritage Christian has established the following guidelines:

Elementary/Middle School Enrollment (Grades 1-8)

The placement of the student must be substantiated by submitting all of the following documents:

1. A complete outline of each of the subjects taught during the previous year.
2. A list of books/materials used.
3. Copies of the student's work.
4. Copies of the student's standardized test results or verification that the child has taken a standardized achievement examination. The child must have scored at or above his/her grade level and demonstrate that he/she has progressed at a rate equal to one grade level for each year in home study.

5. A statement by a third party who has observed the child's progress – preferably a teacher at the child's grade level stating that he has examined the program being taught and that in his/her professional opinion the child has been consistently taught in accordance with a quality curriculum at the child's grade level.
- **Heritage Christian reserves the right to administer a placement test.**

High School Enrollment (Grades 9-12)

In addition to the above criteria, a student requesting placement in our high school will be given proficiency exams per core subject and must earn a passing grade prior to receiving credit for the course. The proficiency exam will be administered through our Guidance Department. The final passing grade received on the proficiency exam will be recorded on the student's official high school transcript. On any proficiency exam which the student does not earn a passing grade, no credit will be awarded and that failing grade will not be recorded on the transcript. Hence, the student must complete the courses at HCS or another approved institution.

Homework

Homework is an integral part of our educational program. Each teacher is at liberty to give homework to aid the student in advancing his studies; therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons:

1. For drill. We believe that most students require solid drilling to master material essential to their educational progress.
2. For practice. Following classroom explanation, illustration, and drill on new work, home work is given so that the material will be mastered and assimilated.
3. For remedial activity. As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
4. For special projects. Book reports, compositions, special research assignments and projects are some activities that are frequently the subject of homework attention. We do request parents' full cooperation in seeing that the assignments are completed. Repeated delinquent homework could result in disciplinary action.

Homework

It is expected that students will make up any missed work due to any absence. Parents are encouraged to pick up their child's assignments and books for a prolonged absence. Parents are to allow the Office Manager to coordinate this activity. A telephone request should be made by the parent before 9 a.m. to insure that assignments are ready by 3 p.m. Students with an excused absence will have 2 days to make up work for each day missed, and it is their responsibility to do so. The teacher's discretion will be used in cases of unexcused absences.

Honor Students: Heritage Honor Society

Students who earn membership in the Masters Honor Roll or the Disciples Honor Roll are enrolled at year's end in the Heritage Honor Society. (See also Academic Policies, "Honor Roll")

Hours (Office)

The office is open for your service from 8 a.m. until 4 p.m. each school day. The office is usually not open weekends or during school vacations.

Hours

Normal hours begin at 8:00 a.m. and end at 2:45 p.m. for elementary and 3:00 p.m. for high school. Class schedules are made available at the beginning of each year.

Illnesses and Communicable Diseases

In an effort to protect the health and safety of everyone at Heritage Christian, students with contagious illnesses (e.g., measles, mumps, chicken pox) or communicable infestations (e.g., head lice) must remain at home. Heritage Christian will send sick students home when it is determined that the health of the other students may be in jeopardy.

Please refrain from (1) sending contagious or debilitated children to school and (2) keeping children home for ill-defined problems that should not necessitate absence.

Infirmary

When a student becomes ill or is injured during the school day, he will be sent to the office. When necessary, a staff nurse will check the child and recommend what course of action should be taken.

Inspections

The administration reserves the right to research and inspect all book sacks, purses, lunch boxes, lockers, and the like. The administration further reserves the right to confiscate any items that it deems necessary.

Insurance

Heritage Christian assumes no liability in the case of accidents while on Heritage property or at related functions away from Heritage property. We recommend that parents carry primary insurance on each child and understand that the school cannot assume unpaid portions of any medical bills.

Heritage Christian does not provide individual student insurance. Student athletes are required to purchase accidental insurance and provide a medical liability waiver. While Heritage Christian does not require each student to have supplemental medical insurance, HCS does urge families to purchase insurance coverage for their children as protection against unexpected injury.

Junior Class

The junior class plans, organizes, and funds the Junior/Senior banquet each year under the direction of its sponsors.

Kitchen

With the exception of those who are helping with assigned lunch area cleanup, no students are allowed in the kitchen at any time.

The kitchen and its equipment, appliances, and utensils are not to be used or borrowed without prior approval from the administration. This restriction applies to students and parents throughout the week and before, during, and after special activities or school functions. Study projects involving food preparation do not constitute an exception to this rule. No one is to use, borrow, or tamper with food supplies, disposable eating utensils, trash bags, ice, or cleaning products from the kitchen.

Lice Policy

At times head lice are a concern in our community as well as our school. Due to the communicability of these parasites, we periodically check our students. If we determine that your child is infested (whether nits are alive or dead), please understand that it would be unwise for us to permit him to go to class. Parents whose children are discovered at Heritage Christian with head lice must be taken home immediately for treatment.

Leaving Campus

Once a student arrives on campus, he is not to leave during the academic day without permission from the office.

Lettering

Heritage Christian letters are awards for exceptional performance or accomplishments in various aspects of H.C.S. Letters are available for members of the Heritage Honor Society, for extracurricular athletic accomplishments, for accomplishments in band and music, and for exceptional work in various extracurricular clubs.

Lockers

Students are assigned lockers at the beginning of each year. Lockers must be kept clean and uncluttered. Should a door or latch malfunction, the office should be notified. Students are permitted to secure pictures or mirrors to the inside of their lockers with magnets; however, this privilege may be withdrawn if abused. Students are not permitted to open or tamper with other students' lockers. Heritage Christian is not responsible for the security of belongings kept in lockers. From time to time unannounced locker inspections will be made at the discretion of the administration.

Lost and Found

Lost or misplaced articles are taken to the office. At the end of each day personal items left in classrooms, halls, locker rooms, on the grounds, etc. will be placed in Lost and Found and may be retrieved for fifty cents per item. Lost items that are not claimed will either be given to a worthy cause or discarded at the end of each nine-week session. Students should always check with the office whenever an article is lost. Students, not Heritage Christian, must accept responsibility for their personal belongings. Personal items should be marked for easy identification.

Lost Printed Materials

A charge will be made by the office for the replacement of books, class work sheets, and printed materials from the office (such as bulletins and report cards).

Lunch Program

A lunch period is held each day for the kindergarten through twelfth grades. Pupils may bring their own lunches. Hot lunches, sandwiches, snack food, and beverages are available from the concession. Report cards will not be issued to those with outstanding lunchroom charges. During the class day, all foods and beverages are to be eaten and drunk in the lunchroom—not in other places in the building or on the grounds.

During lunch students are expected to remain seated until they finish, use good table manners, talk quietly at the table, and not play with or trade food or drinks. When they finish, students should clear their places and ask those working at the concession to dump leftover drinks and ice in the kitchen sink—not the trash containers.

Anyone discovered to not be eating lunch, throwing away his lunch, asking others for food, borrowing money from others, or spending inordinate amounts of money at the concession will be questioned and parents will be contacted.

Maternity Policy

In a society which often questions and undermines Christian values and principles, Heritage Christian School strives to provide an environment which stimulates and fosters the growth of these Christian principles. Premarital sex is forbidden and condemned by the Bible. Therefore, premarital sex of any description is unacceptable behavior for students at Heritage Christian.

Should a student at Heritage Christian become pregnant the following measures will be taken:

1. All counseling given by Heritage Christian counselors will be pro-life.
2. If the student terminates the pregnancy by abortion, she will be expelled from Heritage Christian. Abortion is not an option.

Once a pregnancy is medically confirmed, parents and the expectant student will meet with the administration in order to discuss her options. After medical confirmation of the pregnancy, the student will no longer be allowed to attend school at Heritage. An educational plan involving home schooling (parent's responsibility) can be devised. This plan may be supervised by the Heritage Christian administration so the student can still earn credits towards graduation. A female student, who has become pregnant out of wedlock, though she may receive a high school diploma from Heritage Christian, will not be allowed to participate in high school commencement exercises.

Reasonable attempts will be made to insure that the pregnant student will continue her education after the baby is born. The continuation of her education at Heritage depends upon:

1. The recommendation of her pastor and church leaders;
2. Evidence of true repentance;
3. The approval of the girl's parents and the feasibility of actually continuing her education;

4. The student's previous academic status in school and the level of academic achievement during the pregnancy period; the final decision concerning the continuation of her education at Heritage is left to the discretion of the administration;

Medications and Analgesics

All medications are to be left in the office with a letter from the parents giving specific instructions regarding the proper use of the medication. No pupils are to carry medication with them or leave medication in their lockers or desks (including medication chewing gum, pain relievers, cough drops, or throat lozenges). Parents must provide the office with a notification of permission for their children to use analgesics and specifying any types of pain relievers that they may not take.

Medical and Dental Appointments

Whenever possible, try to make medical and dental appointments in the afternoon after school. Students are responsible to present an Early Departure Slip to their teachers and ask them for their assignments for the classes they will miss before leaving for their appointments. Parents should notify the office and teachers in writing the school day before the appointment.

Messages to Students

Any correspondence or messages to students must be sent through the office. The office cannot assume responsibility of locating students to come and receive a phone call, especially before or after school hours.

Office

Students are not allowed in any office without permission. Tuition payments may be made through the office between 8:00 a.m. and 4:00 p.m. Families must obtain a written receipt from the office if tuitions are made in cash.

Parent/Guardian Cooperation

Parents and guardians are expected to work harmoniously with the school. Those at Heritage Christian School are available to discuss and/or answer questions or criticisms about the school in order that they may be properly dealt with. Constructive criticism and parental involvement in the correction of misunderstandings and the resolution of problems are always welcome; gossip and malicious criticism of the school, her ministries, her ministers, or her members never are.

Parent/Teacher Conferences

Because of the joint nature of educating your child, parent/teacher conferences are sometimes necessary. Heritage Christian's teachers are always willing to meet with parents. However, these meetings should be scheduled through the office at a time convenient for both teacher and parent. Parents are encouraged to confer with a teacher first in matters relating to their child; then, if need be, arrange a conference with the Principal.

Parent-Teacher Fellowship Meetings

Evening Parent-Teacher Fellowship meetings are scheduled from time to time during the year and will be announced on the calendar and in the weekly bulletins. The specific purpose of the meetings will vary, but their general objectives are as follows:

- To acquaint parents with the philosophy of Christian education and the nature of the school's curriculum.
- To acquaint parents and teachers with the importance of recognizing and adequately ministering to the emotional, spiritual, and disciplinary needs of their children.
- To provide an opportunity for parents and teachers to fellowship with each other and plan school academic and extracurricular activities;
- To provide parents with the opportunity to see the achievements of their children
- To provide individual students and classes with the opportunity to display and demonstrate their work and to perform in a program;

Parental Involvement

It has been said, "Kids spell love T-I-M-E". Nothing shows we care about our children like spending time with them and being actively involved in their world. During each year we will offer orientation, open house, PTF meetings, sporting events, and various other ways for you to enjoy Heritage. We encourage your participation in these events.

Parental Visits

Feel free to consult with the office regarding any problems or questions that concern your child. It is the desire of the administration and faculty to serve both parent and student, and each teacher welcomes a visit from any parent. We do urge that such visits be made by prior appointment with the office at a convenient time or after the educational day. For the safety of your child, it is important for all parents and visitors, upon arrival at the campus, to check in at the front office. If a parent desires to observe a class, an appointment can be made through the office.

Parking Lots

The parking lots at Heritage Christian before classes begin in the morning and at the end of the day provide the greatest opportunity for student injuries. While those who drive automobiles to school are required to abide by the safety guidelines stipulated in this *Guidebook* (see "Automobiles"), parents and students are to exercise special caution to insure the safety of our children on the parking lots. Children (school-age and pre-school) are to stay off the parking lots and should remain on the sidewalks before and after the class day. Ordinarily, parents should pick up children under the canopy or escort their children to their automobiles.

Paternity Policy

The male is partner to and responsible for a pregnancy. If a male student is attending Heritage and is responsible for a pregnancy, he must follow the same basic disciplinary procedures that are stated under "Maternity Policy".

Personal Injury – Waiver of Liability

Parents or guardians are responsible for all medical expenses incurred as a result of injuries sustained by their children while traveling to and from the school, while on the school premises, or while participating in activities sponsored by the school. By enrolling their children at Heritage Christian, parents or guardians grant permission for their children to take part in school-sponsored activities associated with the school (including sports/field day activities and study trips) and absolve the school/church of liability resulting from injury to their children during all such activities.

Phone Numbers and Addresses

If a family's telephone number or address or a parent's work phone number changes, the office should be notified immediately. Also, the office should be apprised of any changes during the school year of other changes, such as student transportation arrangements, medications, and emergency numbers.

Physical Education

Opportunities are provided almost daily for those in the educational program to participate in physical recreation and sports activities. It is the purpose of the school to provide a program for spirit, soul, and body in keeping with scriptural values and priorities. The physical education class is a supervised, graded, daily program. Only those too sick or injured to take part (with a note from parent or physician) are excused from participating. Each student is responsible to have the apparel necessary for his daily physical education class.

Piano/Music Lessons

Heritage Christian offers its students the opportunity to take lessons for a variety of musical instruments (including piano and various string, woodwind, brass, and percussion instruments) after the academic day is over. Enrollment in these after-school classes is especially for those without previous training or experience but who may wish to later join a school-day band class. Enrollment is limited and will begin shortly after the regular academic year begins. Information on scheduling, fees, and acquisition of instruments will be provided to those who express an interest in this musical tutoring program.

Pictures and Retakes

Individual pictures are taken in the fall and spring each year.

Senior portraits are taken in the fall of the student's senior year. Seniors are required to have their portraits made by the school photographer for the annual. Seniors may also desire to have their portrait made by another photographer.

Pictures of students in uniform will be taken in the fall of each year. Should a problem arise, retakes will be available. Sports and organization pictures will be scheduled throughout the year and will be announced or included on the yearly calendar.

Pledges

- 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.
- 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.
- 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.

Prom

Heritage Christian sponsors this social event in order for upper-classmen to celebrate and commemorate their memories and friendships. The format of our Heritage Christian prom is usually a banquet and attendance is optional. Our prom is not designed to encourage couple-dating but, rather, to encourage groups of friends to seize the opportunity to “dress up” in a Christian social context.

Naturally, certain guidelines are established to help insure an enjoyable, wholesome, and safe evening:

1. Juniors and seniors may invite a “date” to the prom who is younger than 21 years of age.
2. Girls’ dresses **must be modest**. Likewise, girls invited by Heritage junior or senior guys **must be dressed modestly**. All dresses must be approved by the Office Manager (Pam McCurry) at least one week prior to prom.
3. Upon arrival at prom, students must remain in the building until the end of the prom.
4. If a student leaves the premises, he or she will not be readmitted.
5. There is to be no loitering in the parking lot.
6. Basic standards that apply at school apply at the prom.
7. No refunds of tickets are given.
8. Heritage administration reserves the right to alter or supplement its guidelines.

Promotion and Retention

Elementary: Promotion is primarily based on passing academic performance; however, other factors may affect promotion, such as poor attendance, excessive tardiness, prolonged illness, etc.

Secondary: Eleven semester grades must be passed (“D” or above) in order to advance to the next grade level.

Publications

Heritage Christian offers several publications for her students and their families:

Weekly Bulletin: Each week Heritage Christian sends a one or two page bulletin called the *Heritage Gazette* on our website. These bulletins remind families of important dates on the school calendar, news items that relate to the school, test schedules, and lunch specials for the following week.

Yearbook: Each year the school publishes its own student yearbook, *The Crusader*.

Radios, CD players, Televisions, mp3 players

Radios, CD players, televisions, and mp3 players are permitted for use at the school and its functions only by special permission from the teacher or principal.

Report Cards

Report cards are issued every nine weeks. The Heritage Christian calendar lists the specific dates parents may expect report cards to be sent home. Please mark your calendar and require your child to present his/her report card to you. Final report cards at the end of the year may be picked up from the office the first week of June after the June tuition payment has been made. Copies of lost report cards cost \$5.00.

Restricted Areas

The following areas are classified as “restricted” for students at any time unless they are accompanied by a teacher or staff member: offices, kitchen, upstairs rooms, stage, electrical/telephone system room, and empty classrooms; the sanctuary building, the technical building, the well house.

Safety Regulations

Guns, knives, sling shots, darts, fire crackers, lighters, matches, balloons, squirt guns, etc. are not allowed in students’ possession on campus. These items will be permanently confiscated. Fighting of any kind leads to immediate discipline; if punches are thrown, immediate suspension will follow.

School Office

The personnel who work in the office are there for your service. Parents wishing to check their children in or out, send messages to their children or a teacher, make payments to or inquiries of the school, etc. are asked to do so through the office.

During the academic year, the office is open from 8:00 a.m. until 4:00 p.m. Monday through Friday. The office is usually not open when school is not in session.

Senior Excursions

During our seniors’ final year of secondary education, they travel as a class to various places of interest (such as the Biltmore House, Epcot and other central Florida attractions). Prerequisites for such excursions are shared with the seniors during the first nine-week session (as well as additional limitations and considerations that would have a bearing on such travels). Underclassmen or other students are not permitted to participate. The expense of such trips is covered by the individual student.

Senior Expenses

Seniors are apprised of special expenses required of them for their senior year, such as senior portraits, the junior-senior banquet, senior trips and outings, graduation-related expenses (cap and gown, tassel, diploma, invitations and announcements, etc.), and costs for college entrance exams.

Senior Trip

Each year the senior class takes a one week senior trip. Information regarding dates, times, location, and costs will be given to the seniors and parents as early as possible. Seniors are responsible for all of the cost. Participation on the senior trip is optional.

Soft Drink Machine

High school students (7th-12th) may use the soft drink machine only during the mid-morning snack break, at lunch time, and after school. Leaving drink cans around the building or on the grounds and playful or careless use of soft drinks constitutes an abuse of the soft drink machine privilege and will lead to the suspension of that privilege.

Solicitation, Advertising, and Petitions

No one shall solicit or advertise at Heritage Christian School for personal gain or for any other church, or organization without prior written approval from the Principal, neither shall anyone circulate any petitions without the Principal's prior written approval.

Spirit Week

The varsity cheerleading squad sponsors a *Spirit Week* for the school just prior to the beginning of the basketball season. Details of this special week will be given to each family.

Spiritually/Morally Offensive Materials

Heritage Christian School reserves the right to permanently confiscate and destroy immoral or offensive materials brought to the campus or on outings.

Sportsmanship

Much could be written on this subject; however, we believe that the *thrill of victory or the agony of defeat* can be a great challenge to some Christians. We are speaking to students, parents, and all guests who attend Heritage Christian activities.

We understand that sporting events are capable of stirring our passions, especially when our children are participating. Students and family members must control their temper, words, and actions. Your behavior is being watched by other Heritage Christian students, and you are representing "Christianity" to the other participating teams. Psalm 37:8 says, "Cease from anger, and forsake wrath: fret not thyself in any wise to do evil." Be sure to set a godly example of how to enjoy victory and accept defeat.

Student Deliveries

All deliveries must go through the office. Students are welcome to receive balloons, flowers, etc. When parents need to drop off a forgotten lunch or books, please be sure they are labeled.

Student Government Association

The high school Student Government Association includes:

1. *Student Body Officers*-composed of three seniors who are elected each year to serve as student body president, vice-president, and secretary;
2. An eight member *Executive Committee* composed of the three Student Body Officers and the class presidents from grades seven through eleven.
3. An eighteen member *Student Council* composed of the Executive Committee plus all other class officers from grades seven through eleven.

The *Student Council* will meet at least once a month for the nine months of the academic year.

The purpose of the Student Government Association is to act as a liaison between the student body and the administration, to organize social and service projects, to assist in maintaining and enforcing student discipline and guidelines, to foster school spirit, and to serve as Heritage Christian's welcoming committee to visiting teams and other guests.

Individual class or school divisions (dependent on individual class size) also elect officers to serve as leaders in their individual class activities as well as members of the *Student Council*.

Those who serve in student government leadership positions must be exemplary and above reproach in their character, their behavior, and their Christian testimony.

Study Hall

Time is provided each day for students to work independently on classwork or homework. This study hall period may also be utilized as an individual instruction class so that students with questions or in need of assistance may get help from a teacher or suitable tutor.

Student Travel Policy

Students who travel under the school's supervision on any educational or athletic activity, must return with the group to the campus unless written notification of other arrangements is given beforehand to the bus driver, or the student is released directly to his own parent.

If a student travels to the activity on his own, Heritage Christian will not be responsible for the student except during the actual time that the activity is in progress.

Summer Information Packet

During the summer months of June or July, Heritage Christian distributes an information packet to families currently enrolled in the school and to those who are seeking enrollment. This packet contains (re)enrollment information, a calendar for the following school year, financial information, and any revisions or updates to the *Guidebook*.

Tardy Policy

Any student not seated in his desk by 8:00 a.m. must come to the office for a tardy slip. Teachers are instructed to admit late students in class only if they have a tardy slip.

Telephones

Telephones may only be used by pupils during the school day for emergencies and with permission from office personnel.

Toys and Games

Pupils are not to bring toys or games to the school without special permission from the teacher. Weapon look-alikes are prohibited.

Transcripts

Transcripts are sent free of charge to colleges for those who graduate from Heritage Christian. To have records sent, seniors at Heritage Christian and graduates need only supply the office with the addresses of the colleges and the specific information needed by those colleges.

For those wishing for records to be sent or transferred to another school, a written request from that school plus a letter permitting the release from Heritage Christian from the student's parents must be received by the office. Heritage will need a minimum of 5-7 days to process transcript requests.

All obligations to the school must be satisfied before student records can be released to anyone. (See also "Statement of Understanding and Cooperation", section 3.)

Transportation

Heritage Christian does not provide daily transportation to and from school. It is important for students to know when and by whom they will be picked up at the end of the school day.

Uniforms

All students in kindergarten through twelfth grade are required to wear uniforms. Uniform guidelines are available from the office.

Valuables

Heritage Christian asks that students refrain from bringing sentimentally or monetarily valuable or irreplaceable items to the school unless they are brought to show to one's class and immediately taken home. It is also requested that students not bring large sums of money to school. Students should keep any money they bring to school on their persons throughout the day.

Visitors

Parents are always welcome to visit Heritage Christian. However, when classes are in session, parents (and adult relatives) are asked to schedule classroom visits with teachers through the office.

Any visitors, guests, or volunteers are to go to the office before going to any other areas in the building during school hours. All visitors, guests, and volunteers *must* wear an identification tag before proceeding to any location in the building and be escorted when moving about the building.

Except for parents who schedule visits to their children's classrooms, visitors and guests should limit their visits with students to the students' lunch hour.

Work Program

Because of the many demands and opportunities involved in the maintenance and upkeep of our buildings and grounds, Heritage Christian will inform her families of various ways they can help with this work.

Families or individuals interested in taking part in maintenance, upkeep, repair work, and special projects of Heritage Christian are encouraged to approach the Principal and express to him your availability to serve in this way.

Yearbook

The yearbook staff coordinates and compiles the Heritage Christian yearbook. Yearbook ads are available for purchase through the yearbook staff or the yearbook sponsor. Every effort will be made to include late enrollees in the yearbook.

Yearbooks are distributed to Heritage Christian students early each spring. Students who have withdrawn or transferred and have paid for a yearbook are responsible for securing their yearbook before the next academic year begins.

STATEMENT OF UNDERSTANDING AND COOPERATION

A Pledge must be signed by the parents of all pupils enrolled in the school certifying agreement with and consent to the following stipulations:

1. I have read and understand the *Guidebook*.
2. I have my child(ren) enrolled in Heritage Christian School because it is my compelling conviction that my child(ren) must receive an academic education in a godly, Christian framework and atmosphere in keeping with the teaching of the Word of God.
3. Any and all information I have given to HCS, and any and all information and records accumulated by HCS concerning my child(ren) or me is to be kept confidential and used for school purposes only and is not to be released to any person, agent, organization, or government agency either verbally or by any photographic or mechanically/electronically recorded methods without my expressed written consent.
4. I acknowledge that the Bible places the primary responsibility for the education of children on the parents and the home. Therefore, I understand that I play the primary and most important role in the education of my child(ren). I am requesting that Heritage Christian School assist me in this responsibility. I recognize the importance of a common bond of understanding and cooperation that must exist between parents, the home, and the school. I pledge my cooperation in being knowledgeable about my child(ren)'s studies, behavior, attitudes, and other responsibilities and will encourage and assist him to whatever degree necessary.
5. I will see that my child(ren) abides by or exceeds the school's guidelines for conduct, apparel, and grooming during the academic year. I desire to be notified of guideline violations committed during the school day or at extracurricular activities sponsored by Heritage Christian School. If at any time it becomes impossible for me or my child(ren) to abide by the guidelines, I will immediately notify the administration.
6. I will carefully read all correspondence from the school and will endeavor to cooperate with any requests made or by seeing that recommended corrective/disciplinary measures are satisfied.
7. The teachers and staff are hereby given full discretion in the discipline of my child(ren). This may include special assignments, the issuing of demerits, removing the pupil from the classroom, detention hall, suspension, personal counseling, and expulsion from Heritage Christian School. In the event of detention hall assignments, I understand that I will be notified at least one day before the detention. I assume full responsibility for my child(ren)'s transportation before and after detention hall.
8. I will attend all Parent/Teacher Fellowship meetings if possible.

9. I sincerely pledge my loyalty to the aims and ideals of Heritage Christian. I pledge to speak well of Heritage Christian School, her teachers, and her administration or not at all. I pledge to bring all questions and criticisms directly to the administration in order that they may be properly considered and dealt with by those in authority.

10. I give permission for my child(ren) to take part in all activities, including field days and study trips away from the school property, when they are planned, authorized, and superintended by the school and its staff. I further absolve Heritage Christian School of all liability for injuries to me or my child while at the school or participating in the activities described above.

11. I assume responsibility for any damage my child may do to school property, the property of others on or near school property, or the property of others while on school-sponsored activities. I also assume responsibility for harm my child may cause (whether intentionally or accidentally) affecting another student, teacher, or others while on the campus or during educational activities.

PLEDGE

The spiritual, emotional, physical, and academic health, education, and welfare of each student enrolled in Heritage Christian School are the primary concerns of Heritage Christian School. The policies and standards of conduct enumerated in the *Guidebook* have been carefully formulated to promote the scriptural character development of those who are a part of the school and to facilitate the orderly operation of the Christian school itself.

If you agree to abide in spirit and practice with the policies and standards of the Heritage Christian School *Guidebook* and, specifically, with its “Statement of Understanding and Cooperation”, please sign below and return this page, to be copied, to the office.

Thank you for your support and cooperation.

Father’s Signature _____ Date _____

Mother’s Signature _____ Date _____

(Retain this copy for yourself)