



HCS PARENT/STUDENT HANDBOOK

WELCOME TO HERITAGE CHRISTIAN SCHOOL

2009-2010

The purpose of this handbook is to inform, answer, and direct in the simplest manner possible. If the information you seek cannot be found in these pages, or if you have any questions about the information presented here, the HCS office staff is available to help



TABLE OF CONTENTS

Philosophy, Mission, and Statement of Faith.....	Page 3
History of HCS and School Facts.....	4
Our Facility.....	5
<i>(Includes: Care of the Facility, Phone Use, Electronics, Closed Campus, Lost & Found, Playground Rules)</i>	
Parent Talk (Information for Parents & Students.....	6
<i>(Includes: Finances, Parent Support, Finances, Parent Teacher Fellowship, Student Relationships, Arrival & Dismissal, Visiting the Classroom, Transportation, Inclement Weather, Emergency Procedures, Sudden Illness)</i>	
Academics.....	10
<i>(Includes: Teacher Standards & Qualifications, Curriculum, Reporting Student Progress, Graduation Requirements, Student Scholastic Testing, Special Awards, Promotion/Retention, tutoring, Homework Policy, etc.)</i>	
Chapel & Assemblies.....	13
Athletics & Cheerleading Policies.....	14
Dress Code.....	16
Attendance.....	23
Discipline – Policy & Procedure	24
Health Issues.....	27
Internet and Computer Network Rules.....	28
Re-Admission Policy.....	29

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

WHO ARE WE?

OUR PHILOSOPHY...

1. We believe in the centrality and authority of Jesus Christ, who is the Way, the Truth, and the Life.
2. We believe the Bible is the authority for all issues of life, including education.
3. We believe that the knowledge of Jesus Christ and the Bible is essential to the proper growth and development of each individual student.

OUR MISSION...

The mission of Heritage Christian School is to provide a Christ-centered, quality education in order to prepare our children to serve Christ. We believe that we are called as Christian parents to provide for our children's education (Proverbs 22:6, "Train a child in the way he should go, and when he is old he will not turn from it.) and, therefore, view our school as an extension of the Christian home.

Our educational approach is to teach children to think biblically in relation to all of life and to develop disciplined lives. We give highest priority to the unique gifts and calling of individual young people, rather than any particular educational track. We define success by the wise use of the talents and gifts God has given us to serve Him and to further His kingdom.

OUR STATEMENT OF FAITH*...

1. We believe the Bible to be inspired, the only infallible authoritative Word of God.
2. We believe that there is one God, eternally existent in three persons: Father, Son and Holy Spirit.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His sinless life, in His miracles, in His vicarious and atoning death through His shed blood, in His bodily resurrection, in His ascension to the right hand of the Father, and in His personal return in power and glory.
4. We believe that for the salvation of lost and sinful man, regeneration by the Holy Spirit is absolutely essential.
5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to lead a godly life.
6. We believe in the resurrection of both the saved and the lost; they who are saved unto the resurrection of life and they who are lost unto the resurrection of damnation.
7. We believe in the spiritual unity of believers in our Lord Jesus Christ.

**This statement is the seven-point Statement of Faith of the National Association of Evangelicals.*

A BRIEF HISTORY OF HCS

Heritage Christian School was founded in the fall of 1996. School began with 31 students, kindergarten through 6th grades, in three classrooms, with three full-time teachers, two part-time teachers for music and P.E., and a part-time secretary who worked in a former closet. Grades 7 and 8 were added the next year, as well as additional staff. Junior high volleyball and boys and girls basketball were also started that year.

The '98-'99 school year saw continued growth of our music program, as well as the first school play and the introduction of track for boys and girls. The following year a pre-kindergarten program was started, a soccer program began, and enrollment was up to 76 students, pre-K to 10th grades.

Mr. Anderson began as our full-time administrator in the fall of 2000. HCS offerings included band, a performing vocal group, drama, art, computer, home economics, and Spanish, along with the continuing sports programs. In May of 2002, HCS held its very first High School graduation exercise, graduating nine seniors.

SCHOOL FACTS

SCHOOL VERSE: "I have no greater joy than to hear that my children are walking in the truth." 3 John 4

MASCOT: Eagles

COLORS: Navy & Burgundy

NEWSPAPER: Wings Express

YEARBOOK: The Talon

AFFILIATIONS: HCS is a member of the Association of Christian Schools International (ACSI). By this association, we are able to enhance teacher development and remain abreast of current methods and materials.

MoKAN – Missouri-Kansas Athletic Conference



OUR FACILITY

HCS has been blessed with **facilities of our own**. As such, we ask parents and students to respect and care for these facilities **according to the policies set forth by the board and administration**.

I. CARE OF THE FACILITY

Students are responsible for keeping areas around them clean and tidy, whether in the classroom, gym, restroom, hall, or on the playground. Students also help clean the classroom at the end of the day.

II. PHONE & ELECTRONICS USE

A. Phones

The school phone is available for student use in emergencies only; permission must be obtained from a teacher or office personnel. The use of cell phones is not permitted during the school day; students carrying cell phones must keep them turned off. If confiscated, cell phones will have to be picked up in the HCS office by a parent. *Students are not permitted to use the classroom phones unless given explicit permission – doing so will initiate disciplinary action.*

B. Electronics

Walkmans, **MP3 Players, IPODS**, CD players, Gameboys and other like items are not permitted at school.

III. CLOSED CAMPUS

After the building has been locked down (8:15 a.m.) all parents will access the education building through the main doors on the south side and present their “parent pass.” All other persons entering the building must procure a “visitor’s pass” from the office.

Students will not be permitted to leave school unless accompanied by a parent/guardian/staff member, or having written prior permission from the parent/guardian. Parents/guardians must let the school office know prior to taking the child off campus. **Exception: Qualifying Seniors may leave campus for lunch one specified day a week, at the discretion of the administrator.*

IV. LOST AND FOUND

Lost and found items are collected in the office on a short-term basis. ***Please label*** all clothing, lunch boxes, supplies, games, and toys. This will expedite the search for the rightful owner. During Parent/Teacher Conferences, we will set up lost and found tables in the hallway. Unclaimed items will be given away or otherwise disposed of on a regular basis.

V. PLAYGROUND RULES

1. Leaving the playground area to retrieve balls, etc., always requires permission from the playground supervisor. No one is to play outside of any boundary fence.
2. Stone, dirt, or snowball throwing are not permitted.
3. Pushing, shoving, or holding onto others’ clothing are not permitted.
4. Playground equipment is to be used only as it is intended to be used.
5. All playground games are to be played according to the instructor’s directions. Rules are not to be changed.

6. All accidents are to be reported to the playground supervisor immediately. The supervisor will attend to minor accidents.
7. No clothing or personal items are to be left in restrooms off the gym. Items are to be left in the restrooms only during P.E. class time.

PARENT TALK

Parents play a vital role in the total program at HCS. It is only through the full cooperation of all HCS parents in meeting their responsibilities that the Lord will truly be honored and the finest education will be made possible.

STARTING OFF ON THE RIGHT TRACK...

1. We request that parents pray regularly for the teachers and administration of HCS.
2. We require the parents' full cooperation in the educational function of HCS including participation in volunteer responsibilities.
3. We anticipate that parents will meet all financial obligations to the school. In the event that a parent is unable to meet them on time, the school must be notified and given an explanation.
4. We expect parents to have their students to school *on time* for opening exercises; *students should be in their seats ready for devotions at 8:15. Students should not arrive earlier than 7:50 AM, unless prior arrangements have been made with the Administrator.*
5. We ask that you attend periodic meetings and conferences (Parent/Teacher) as recommended by the school.
6. We require that all parents be actively involved in Parent-Teacher Fellowship (PTF). This includes attending PTF meetings and helping with various fundraising efforts.
7. We expect and require parents to attend a Bible teaching church weekly with their families, and to exemplify Christian principles of life in the home.
8. We ask that parent volunteers please keep the students' dress code in mind, and the importance of being a role model. Please study the section entitled "Extra-Curricular Activities" beginning on page 20 of this handbook.

STAYING ON THE RIGHT TRACK

1. Should you become dissatisfied with the school, or have any concerns, we ask that you follow the Biblical steps of Matthew 18:15 to resolve the concern. Please contact, privately, the person or persons involved rather than spreading criticism or harboring a negative attitude in your heart. Please read the pamphlet entitled "The Matthew 18 Principle for Solving School Problems". Additional copies are available in the school office.
2. Gossip is sharing private information with those who are not part of the problem or the solution.

"There are six things the Lord hates, seven that are detestable to Him: a false witness who pours out lies and a man who stirs up dissension among brothers."
(Proverbs 6:16-19)

3. A Christian is never to be judgmental of another. God warns that anyone who does will be judged himself (Matthew 7:1-2). But the Christian who is mighty in spirit has the ability of wise discernment and knows how to take the Biblical steps to clear up a misunderstanding. Here at HCS, we ask that you take the following steps, proceeding to each successive step only when the previous step has been tried first:
 - a. Pray
 - b. Take the problem to the teacher/staff member involved.
 - c. Go with the involved teacher/staff member to the administrator.
 - d. All parties involved go before the board.

LET'S TALK FINANCES...

Financial responsibility is vital in keeping within the school's budget.

Your financial obligation includes:

1. Tuition, plus any applicable late fees
2. Lunch account
3. Athletic and cheerleading fees
4. Lab fees and classroom materials fees



This obligation may also include:

1. Replacement fees for lost or damaged text books or other school property.
2. Returned check fee (\$15.00)

Preschool tuition payments are due on the fiftieth of each month; August through May. Please contact the school office if you cannot meet your obligation at any time so that other arrangements can be made. A student will be withdrawn from school if the account becomes more than two months in arrears. Report cards and student records will only be released when the financial account is current.

PARENT TEACHER FELLOWSHIP ("PTF")

Parents and teachers at HCS are required to participate in Parent Teacher Fellowship. This organization was established with a two-fold purpose: 1) to promote unity and fellowship within the body of HCS, and 2) to raise funds through various efforts for the school. The PTF Board is made up of 10 members, each of which serves a two-year term with 5 board members rotating on or off the board each year. Board members are elected by ballot during the May PTF meeting. Parents are responsible for acquiring all information presented at PTF meetings either by attending the meeting or by viewing a video checked out through the office.

The PTF Executive Committee meets at 6:30 p.m. on the last Tuesday of every month, at World Cup Espresso (21st & Washburn). All parent/staff members are welcome and encouraged to attend these planning sessions.

General PTF meetings are held bi-monthly on the second Tuesday of the month from 6:45 – 8:00 PM. Refer to your HCS Event Calendar for the first meeting date.

STUDENT RELATIONSHIPS

Boyfriend/girlfriend relationships are discouraged at HCS in grades K-8. Parents should refrain from promoting these relationships. Public displays of affection are not permitted among students of any age.

ARRIVAL AND DISMISSAL

School hours are 8:15 AM – 3:45 PM. *It is the parents' responsibility to see that their student is at school on time.* Late students must sign in at the office before they will be admitted to the classroom. The school entry door will be locked each morning at 8:30 AM and will be unlocked for pickup at 3:45 PM. Children may be at school 25 minutes before school begins and/or 15 minutes after school is dismissed. At 4 PM, students not picked up will be brought into the office area and parents must come inside to pick up their students. Do not leave your child unattended on school property. If unable to adhere to this policy, parents/guardians should notify the school as soon as possible to make other arrangements. Elementary students will be walked to the front of the building (main entrance) and dismissed to their parents. *HCS parents are to use the main entrance on 6th Street for dropping off and picking up elementary students and the Clay Street parking lot for upper-school students. All students must enter the building through the main entrance on 6th Street. While all Elementary students must use the main entrance on 6th Street, upper school students may exit the building from the side entrances that face Clay Street parking lot at the end of the day to be picked up by parents or to walk to their cars if they drive. If parents have both upper and lower school-age students, they should exit through the main entrance on 6th Street. Pre-School children should be walked into the building through the main entrance on 6th Street.*

MAY I VISIT MY CHILD'S CLASS DURING SCHOOL HOURS?

Parents are always welcome and encouraged to visit at HCS. However, in order to promote safety and reduce disruptions, all visitors must check in at the office. Appointments are preferred.

MAY OUR FAMILY PETS VISIT DURING SCHOOL HOURS?

With advanced notice, pets may be brought to class and shown to other students. Plans must be made for a responsible adult to remove the pet as soon as it has been shown to the class. Wild animals are not to be brought to school. Please note the following statement from the Kansas Department of Wildlife and Parks (KDWP):

Wild animals are defined as animals that are under the jurisdiction of the Kansas Department of Wildlife and Parks (KDWP) and/or the U.S. Fish and Wildlife Service (USFWS). These animals include, but are not limited to raccoons, squirrels, deer, turtles, snakes, wild birds, etc... Possession (ownership) of these animals is controlled by laws and regulations of the KDWP/USFWS. Many of these animals require permits and/or licenses from the KDWP/USFWS to lawfully possess.

Possession of these types of animals (that are lawfully possessed) on school ground will only be permitted with permission of the Heritage Christian School administration.

IS BUSSING AVAILABLE?

HCS does not provide transportation to and from school. Assistance will be given to help establish "car pools" when possible. Any other cooperative effort of parents to facilitate transportation of students will be welcomed.

FIELD TRIPS

Field trips are planned at the teacher's discretion. They are educational in nature, and many are a part of the school's scope and sequence. A parental/guardian consent form must be on file in the office and used for each field trip. Information regarding fees and specific departure/arrival times will be included with your teacher information letter.

Field trip drivers must abide by the following requirements:

1. Driver's license & proof of insurance provided to the school office.
2. EVERY student MUST be buckled under his/her own seatbelt.
3. No front seat passengers under 12 years or five feet in vehicles with passenger side airbags.
4. Parents should dress modestly and be aware that students, teachers and parents are representing HCS and, more importantly, the Lord Jesus.

WHAT IF THE WEATHER IS BAD?

In the event that weather conditions make it necessary to cancel school, **TV channels KSNT 27 & WIBW 13**, will be notified by 6:30 a.m. Parental decisions to remove their students early in the case of inclement weather are respected. As a rule, if the Seaman district (USD #345) cancels school, HCS will also cancel. Snow days have been built into our schedule. If make-up days become necessary, they will be added on at the end of the year.

EMERGENCY PROCEDURES

Tornado and fire drills occur regularly. Emergency escape routes are posted in each classroom. Parents will be notified if school needs to close early. No student will be dismissed without a parent present while under a tornado warning/alert.

WHAT IF MY CHILD SHOULD BECOME ILL WHILE AT SCHOOL?

If a student becomes ill during the school day, he or she may be excused to go home following a phone call through the school office. Parents must sign students in/out at the office. Secondary students who transport themselves may sign out providing parents have called teacher/office personnel to give permission.

INFORMATION FOR PARENTS & STUDENTS

I. ACADEMICS

A. Teacher Standards and Qualifications

HCS is a ministry to parents/guardians who are in agreement with our statement of faith and who wish their children to be taught in a Christian environment by teachers who are born again Christians, dedicated to serving the Lord through the ministry of teaching young people. Each teacher has been prayerfully selected on the following basis:

1. Commitment to Christ
2. Exemplification of Christian character
3. Teaching qualifications - Whenever possible, curriculum teachers are certified by the State of Kansas, or exhibit expertise in their assigned field of teaching
4. Love for children.

B. Curriculum

HCS uses curriculum from a variety of Christian publishers. Curriculum materials are selected which hold to a high academic standard and which provide the opportunity for higher level thinking skills. When such materials are not available from a Christian publisher, other materials are selected and HCS faculty add the Biblical applications.

**Policy on Media and Resource Use* - In order to provide a creative and interesting curriculum which teaches to a variety of learning styles, teachers at HCS may make frequent use of media such as video tapes and computer CD ROMs. Whenever possible, media from Christian publishers and producers will be used if these are available and of high quality. If not, media from secular resources may be chosen to use. These resources will always be previewed by teachers prior to their use in class. When materials contain reference to non-biblical theories such as evolution, teachers will point out this inaccuracy to students and may use it as a point for discussion.

Occasionally, videos which have been produced for entertainment purposes, and have a viewer rating, may be used by teachers if they address a teaching objective. In this instance, if the movie is not rated "G", a permission slip will be sent home with a description of the movie, its teaching objectives, and the reasons why it does not have a "G" rating. Parents may choose not to have their student view the video and an alternate assignment will be given. The student will not be penalized for missing the video.

C. Reporting Student Progress to Parents

Reporting student progress is very important and keeps parents and teachers communicating effectively. The reporting process is meant to convey the amount of growth each student has obtained. A student's progress is communicated by the following methods:

1. *Parent/Teacher conferences* are scheduled following the 1st and midway through the 3rd quarters. Additional conferences may be scheduled as needed per the parent or teacher's request.



2. *Parents are encouraged to visit the classroom on an informal basis to observe their child in the instructional setting. The school asks that parents contact the teacher one day prior to arriving.*
3. ***Progress Reports (Report Cards) will be sent every quarter. They are to be signed and returned to the student's teacher. Academic Concern Report Forms will be sent when a student is at risk of dropping beneath 70% in any overall class grade.***
 - a. Kindergarten and First Grade - no letter grades given.
 - b. Second Grade and above;

90%-100%	=	A
80%-89%	=	B
70%-79%	=	C
60%-69%	=	D
Below 60%	=	F
4. *A daily planner is being given to each student, grades 2-12. These planners are to be initialed daily by the parent and kept with the student at all times. Any tallies/demerits should be attached to planner.*

Missed homework, minor behavior infractions and needed materials will be noted in their planners. Continual open communication between the home and school is a goal of the staff/board/parents. Please communicate with your child's teacher(s) if these planners are not being brought home on a regular basis.

Late Homework Policy

For grades 7-12, HCS will have a uniform homework policy for all classes.

- *20% reduction for the 1st day late*
- *40% reduction for the 2nd day late*
- *100% reduction for the assignment/project on the 3rd day past the due date*

This policy will be super-ceded by makeup policy for excused absence.

5. ***When a student is at risk of falling below the 70% in any given class, he/she will be given a notification of possible ineligibility (Notice of Academic Concern) and will begin a 2 week probationary period. Students may participate in sports during these 2 weeks. At the end of 2 weeks if grades are not at, or above the 70%, students will lose eligibility. This should be signed and returned to your teacher. At this point, it is imperative for parents to insure that their child is completing homework assignments each night.***
6. ***Parents must keep an up-to-date email account on file with the RenWeb coordinator. This email account must be checked on a weekly basis. This is the major form of communication for teachers and parents. It is the parents responsibility to check RenWeb for their students grades, homework assignments, and missed work if the student is absent. If the***

parent is not able to check the RenWeb account, please contact the school office for assistance.

D. Graduation Requirements

A total of 26 credits are required for graduation from HCS. The following is a list of our base requirements, as well as the number of credits recommended for college bound students.

<u>Course</u>	<u>Class of 2009-2011</u>	<u>Class of 2012</u>
English	4 credits	4 credits
Math	3 credits	4 credits
Science	3 credits	4 credits
P.E.	2 credits	2 credits
Computer	1 credit	1 credit
History	4 credits	4 credits
Fine Arts	1 credit	1 credit
Foreign Language	1 credit	2 credits
Bible	4 credits	4 credits (1 credit for each year attending)
<u>Electives</u>	<u>3 1/2 credits</u>	<u>4 credits</u>
Total	26 1/2 credits	30 credits

***Physical Education requirements may also be met through successful participation and completion of a school sponsored sports program.**

Beginning with the 2009-2010 school year:

HCS student athletes may earn .25 PE credit for each completed sports program at HCS. Cheerleaders will receive .25 credit per sport for which they cheer.

Beginning with the 2009-2010 school year: Basketball teams will receive .5 PE credit. These credits may not be credited toward Elective requirements.

E. Student Scholastic Testing

Growth profiles are a graphic representation of student growth over an extended period of time. Achievement test SAT-10 is the Stanford Achievement Test program for Christian Schools jointly developed by the publishers of Stanford Achievement Series and ACSI (Association of Christian Schools International). SAT's are administered in grades 1-11 each year.

F. Special Awards

Honor Roll – Seventh graders and above may be on the HCS honor roll:

Highest Honors: All A's, GPA = 4.0

High Honors: no grade below a C, GPA = 3.5-3.9

Honors: no grade below a C, GPA = 3.0-3.49

Discipleship Award

The Discipleship Award is presented annually to one middle school student and one high school student who best exemplifies Biblical character qualities. It is the highest award offered at HCS.

Fruit of the Spirit Award

Fruit of the Spirit awards are presented each year to elementary students (K-6), recognizing a spiritual gift that has been reflected in their lives over the past year.

G. Promotion/Retention

Students will be promoted or retained according to the teacher's recommendation and the administrator's approval based on the student's mastery of required academic levels.

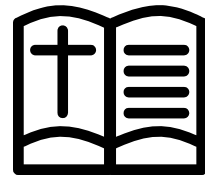
H. Tutoring

Teacher/parent communication and home involvement is vitally important to greatly enhance a student's opportunity for improvement. If progress is not sufficient after parent/teacher consultation, then professional tutoring may be desired and/or recommended.

I. Other

2. Chapel, Devotions, and Assemblies

Chapels, devotions, and assemblies are a part of the spiritual/educational program of Heritage Christian School. Each school day begins with a devotional period that includes prayer and Bible reading. One day a week, this time is spent in chapel with other classes and special speakers.



Chapel Rules:

1. Each student will participate in all parts of the Chapel service. The singing, the time of prayer, scripture and message.
2. Each student will be in an attitude of worship at all times during the Chapel service. This means giving undivided attention to those leading music, those bringing the message, or those giving the announcements.
3. Each student will be in Chapel and seated by the start time or be counted tardy. Upper-school students are required to bring a Bible to chapel.
4. No disruptions to other students or to the speaker will be tolerated.

Any student who does not abide by the above rules will be sent to the office at which time demerits will be given. The second time a student is sent from Chapel, a hearing will be held with the principal and a suspension may be issued. The third time a student is sent from chapel, the board will hold a hearing for dismissal. This will occur during a semester period. Each semester the student will start over unless he/she is a persistent violator of the rule, at which time the board will hold a hearing for dismissal.

3. Homework

Homework will include outside work, reading and projects as needed to fulfill classroom assignments.

4. Library

The HCS Library is open to students on a weekly basis. The Adventure Mobile from the Topeka & Shawnee County Public Library also visits HCS every two weeks.

5. Music/P.E./Computer

Students have the benefit of daily music, computer, and P.E. classes.

5. Scripture Memorization

Students will be required to memorize Scripture. New International Version is the official version of preference; other Bible versions may be used for comparative insight.

6. Literature and Poetry Lists

Each student, grades K-12 will be required to read, or have read to them, books from our literature list. Also, each child will memorize poems/hymns during the school year. These lists will be available on the HCS website and in the HCS office.

7. Music

Talent Show Music Policy

All music played or performed at any school performance must be honoring to the Lord and approved by the administration at least a week before the performance.

Graduation Music Policy

All music played or performed at any graduation or promotion ceremony must be of a worshipful genre and honoring to the Lord. All music must be approved by the administration at least a week before the ceremony.

II. ATHLETICS AND CHEERLEADING POLICIES

A. Sportsmanship

At HCS, we believe that our athletic programs should, first and foremost, serve as an example of Christian sportsmanship. Our desire is to promote teamwork, excellence, and glorifying the Lord in all that we do. “... *Whatever you do, do it all for the glory of God*” (1 Corinthians. 10:3). In regards to sportsmanship, we feel that Philippians 1:27 applies here: “*Whatever happens, conduct yourselves in a manner worthy of the gospel of Christ.*” In other words, as Christian athletes, our students are expected to exercise good judgment, and their actions and words should serve as their Christian witness. Parents, likewise, are encouraged to model these traits.



B. Our Program

There are two approaches to athletics. The first method is known as an intramural type program. In this method, the approach to each contest is that all team members get equal playing time, regardless of the score or situation. The second method is known as competitive athletics. This method puts a little more emphasis on out-scoring the opponent. Usually, the more talented athletes will be playing in this model. We have chosen competitive athletics.

Outscoring the opponent is an important goal, but not the most important component of our athletic program. We will be focusing on teaching teamwork and the importance of the team, not on an individual's statistics or playing time. Parents, students and coaches all have to support one another at all times. Good communication will prevent misunderstandings.

We think it is important to teach a good work ethic, mental toughness, sportsmanship and respect for oneself, the opponent, the referees and coaches. We also will focus on the importance of finishing hard, focusing on strategies and improving fundamentals.

All students who join the team will be evaluated on a weekly basis and their playing time will be dependent on this evaluation. We want our students to practice hard everyday, to grow and improve. Students who focus on fundamentals and put their team first always improve.

C. Academic Requirements and Other Guidelines

Grades - Students with any letter grade below a "C" (70%) will be placed on Academic Probation. Student will have two weeks in which to raise the grade to 70%, or higher. During the probationary period, student will be allowed to practice and participate in sporting/music/extracurricular events. If the grade is not raised within two weeks of the Academic Concern notification date, the student must cease participation until the grade has been raised and verified by the issuing teacher.

Excused Absences – Absences are only excused when the coach/sponsor is notified in writing of any of the following:

1. Out of town – one week notice must be given
2. Illness
3. Funeral
4. Prior approval of the Administrator

Unexcused Absences – Any reason other than those mentioned above is unexcused. The consequence is to sit out the next game.

Code of Conduct – the student athlete is expected to:

1. Be in proper uniform (HCS sweats/hoodies and/or school uniform)
2. Exhibit sportsmanlike conduct
3. Refrain from profanity and gossip
4. Show respect and appreciation to everyone.

Keeping in mind Matthew 18, we again strongly encourage these Biblical steps to clear up any misunderstandings: 1) Pray 2) Take any conflict to the person involved if unresolved 3) Take the involved parties to the sponsor/sponsors 4) All parties go before the principal.

D. Focus on Extra-curricular Activity Eligibility

Your Administrator, Athletic Director, and School Board have examined the extra curricular activity policy in an attempt to clarify intent and establish procedure for the future. This policy was approved by the HCS board and will be effective August, 2007. This policy applies to all

extra-curricular activities. It does NOT apply to assigned class activities or assignments, such as Music performances.

Academic Requirements

All students will begin a new school year as eligible. Student eligibility for extra curricular activities is based on maintenance of a letter grade of C (70%) or above in each class. This policy does not apply to assigned class activities.

If the student's grade drops below a C, the teacher is to report that information to the principal, student/parent, coach or sponsor, in written form (**Academic Concern sheet**) as soon as possible. **Any student on probation may practice, but not participate in the sport or performance.**

Process:

- a. Student must maintain all C's or above.
- b. If one or more classes drop below a C, the student will be on probation for the next two-week period. Probation means the student will have the potential of maintaining eligibility. During probation, the student will be eligible for practice and play. If the student is still below a C in any one class after the two-week probation period, they will be deemed ineligible for play until such time as they are reinstated. (This does not apply to practice)
- c. A student may be reinstated (made eligible) by maintaining all C's or above on their two-week report.
- d. When an ineligible student or one on probation achieves all C's or above on any given two-week report, their parent must sign a reinstatement form. At that point, the student will be reinstated for sports or other activities.

V. DRESS CODE

Our dress code is based on three biblical principles: modesty (*1 Timothy 2:9*), protection (*1 Corinthians 3:16-17*), and symbolism (*Romans 12:2*). In addition, it is necessary for consistency and for the elimination of unbiblical comparison (*2 Corinthians 10:12-18*) and conformity to worldly or questionable fads and influences (*Romans 12:1-2; James 4:4*). An attitude of "wanting our own rights" or an unwillingness to limit our liberty is a reflection of our spiritual condition.

A mature Christian displays the attitude that "...I no longer live, but Christ lives in me..." (*Galatians 2:20*), that "He must become greater, I must become less" (*John 3:30*), and the desire to abstain from "...every kind of evil" (*1 Thessalonians 5:22*).

It is important to realize that our choice of clothing is important because it speaks to others before we may speak. Therefore, we want the school dress code to be maintained at all school occasions unless noted otherwise. *Final decision on questionable attire will be made by the administration's appointee.*

A. Students

The following prescribed student wardrobe a) enhances self-image and school unity; b) is economical; c) improves behavior; d) promotes expression of individuality through wit, intelligence and creativity rather than through clothes; and e) simplifies selection.

Uniform Policy

In an effort to (a) accommodate our students, (b) to assist our families, and (c) maintain adequate and appropriate uniformity, the following Dress Code applies for the 2008-2009 school year.

The purpose of the uniform dress code is to clarify a standard of appearance that reflects biblical principles of modesty, appropriateness, gender distinctiveness, and stewardship which will encourage students to bring glory to God (I Corinthians 10:31). There are several other important reasons why a uniform is required at Heritage Christian School: 1. To dispense with competition due to outward appearance and affluence. 2. To de-emphasize outward appearance and stress, in its place, the need for inner beauty and character development. 3. To limit the distractions and focus on learning. 4. To enhance school spirit. 5. To allow students to demonstrate a submission to authorities placed over them.

Popular culture mandates that we bow to fashion. It insists that we keep up with rapidly changing trends. At Heritage Christian School, we are training students to think differently about dress. By wearing a simple uniform, students step out of popular culture and into a world of serious learning. With limited outward distinctions, students identify with the student body and respect one another for who they are in Christ.

The cooperation of the student and the parent is necessary in maintaining the standards of the uniform dress code.

Adherence to the Uniform Dress Code is a family responsibility. Dress code violations will be recorded. Repeated violations will result in disciplinary action. **Parents shall assume this important responsibility and leave the school free to focus on its primary goal - building Godly character and academic competence.**

GENERAL GUIDELINES

No Brand Name is to appear anywhere on any article of Uniform clothing.

Fit is Important for comfort as well as modesty. (not too loose/baggy or tight/clingy)

Only Elementary students are allowed to wear pants/shorts with fully elasticized waistbands that have no belt loops.

Belts must be fully visible and always worn with separates that have belt loops.

Shirts must always be worn tucked in with collars down.

Footwear should complement the uniform, in school or neutral colors in good condition. Students K -6th may not wear shoes without backstrap. Flip-flops and/or beach/pool style shoes are not acceptable uniform footwear. Heels are limited to max height of 2 inches.

Heely's and other wheeled-type shoes are not permitted

COLORS: Pants: Dark Navy, Dark or Putty Khaki (not light or Stone)

Separates: Dark Navy, Burgundy, White, Hunter Green

RETAILERS: Land's End, Spirit of the Game, Worland's.

Other potentials: JC Penney's, Kohl's, Sears...Please insure color/styles are acceptable.

BOYS and GIRLS

GIRLS ONLY

<p>Pants and Shorts</p> <p>Color: Dark Navy Blue or Dark Khaki Tan (lighter shades, stone/putty are not acceptable)</p> <p>Style/Cut: Pants and shorts will have front pleats or flat-front with straight legs. Short length must not be below the kneecap. Girls shorts/pants may be cuffed, walking style.</p> <p>Pockets: Front pockets should be traditional style or front pocket tab, with no accessory zippers, flaps, velcro. Any back pockets should be slash-style with button.</p> <p>Belts /Wear: Belts of neutral color (black, brown, khaki, or navy blue) are required and must be fully visible unless a sweatshirt, hoodie, or polar fleece zip-up is being worn. Pants and shorts must be worn at waistline and not pushed down around the hip area.</p> <p>BOYS ONLY:</p> <p>Cargo shorts will be allowed provided they are purchased through LANDS END. To maintain uniformity ONLY ITEM NUMBERS # 23154-3BQ0 and 23154-0BQ7- may be worn to school. ALL other Cargo shorts will be in violation and enforced as a dress code</p>	<p>Skirts, Skorts, Jumpers, Capri's</p> <p>Color: Dark Navy or dark khaki tan skirts and skorts</p> <p>Style: A-Line or pleated styles are only allowed as uniform separates as long as they meet proper length requirement or no more than 3 inches above the knee. No cargo-style or accessory buckles/zippers across the front of the skirt/skort allowed. Preferred vendors: Land's End, Worlands, or Spirit of the Game, but may be purchased at other retailers as long as the uniform requirements are met.</p> <p>JUMPERS -</p> <ul style="list-style-type: none"> a. Dark Navy or dark khaki tan jumpers available through Land's End , Worland's, or Spirit of the Game only. b. Heritage plaid jumper, skirt, or kilt available only through Worland's and Spirit of the Game. Heritage plaid shorts and skorts available through Spirit of the Game only. Matching plaid accessories are acceptable. <p>Capri's</p> <p>Dark khaki capri's available ONLY through Spirit of the Game and Worlands. Capri's must be embroidered with the Spirit of the Game OR Worland's logo. Capri's not purchased through and monogrammed by the Spirit of the Game or</p>
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<p>offense.</p>	<p>Worland's will not be permitted.</p>
<p>Shirts, Sweatshirts, Sweaters, and Jackets</p> <p>Acceptable shirts:</p> <ul style="list-style-type: none"> a. Plain collar white, dark navy, dark burgundy, or dark hunter green mesh or interlock polo shirts (short or long-sleeved), turtlenecks, or mock-turtlenecks with no decorative additions other than the HCS logo. b. Plain collar white short or long-sleeved oxford cloth button-down shirts with no decorative additions other than HCS logo. c. Any undershirt that is worn underneath a uniform shirt must be school colors (white, dark navy, burgundy, hunter green) and must be tucked in. <p>Land's End or Spirit of the Game can embroider the HCS logo on any of the above-mentioned shirts for a small additional cost.</p> <p>BOYS AND GIRLS</p> <p>Sweaters</p> <p>V-Neck drifter sweater vests or cardigan sweaters in dark burgundy, dark navy, or dark hunter green may be worn. Cable knit is not acceptable. These are available from Land's End, Worland's or Spirit of the Game only.</p> <p>HCS Sweatshirts and Hoodies must be worn with a tucked uniform separate underneath. HCS sweatshirts are available through Spirit of the Game only. HCS Hoodies are available through the school Sports department only.</p> <p>A polar fleece zip-up jacket is the only jacket allowed in classroom and must</p>	<p>Blouse</p> <p>Long or short-sleeved solid white Peter Pan blouse.</p>

<p>be worn with a tucked uniform separate underneath. The Navy blue polar fleece zip-up must be embroidered with the HCS eagle logo and available only through Spirit of the Game.</p>	
<p>ACCESSORIES:</p> <p>Dark navy, dark burgundy, and hunter green ties. (Girls may also wear Heritage plaid cross-ties and other matching Heritage plaid accessories)</p> <p>BODY ALTERATION:</p> <p>No piercings other than established policy pertaining to girl's earrings.</p> <p>Expansion/gauging devices for ear lobe, nasal or other are not permitted.</p> <p>Cuttings are prohibited</p> <p>Utilization of ink on student's skin prohibited to include pens/markers and both formal and informal tattoos. (Students who have obtained such prior to attendance at HCS must keep them covered and agree to obtain no others during years of attendance)</p>	<p>ACCESSORIES - GIRLS ONLY</p> <p>Girls socks must be neutral color or pattern, with both being of the same color, pair, and size.</p> <p>Girls leggings – that are plain and of neutral color may be worn.</p> <p>FORMAL DRESS Upper school Girls</p> <p>Modesty is priority.</p> <p>Dress should not display cleavage.</p> <p>Students will be able to wear dresses with straps and halter tops without jackets <u>providing modesty is retained.</u></p> <p>Dress must reach the knee in length.</p>

Cargo Shorts at LANDS END:

Go to Landsend.com select Uniforms and then look for cargo shorts. Only the UNIFORM cargo shorts are acceptable. Please double-check the item number as you order.

Please remember when selecting uniform coordinates that the Principal and teachers will be responsible for enforcing our uniform dress code. Your child may be asked not to wear a specific coordinate to school due to noncompliance of color or style **or if it is anything that distracts from education.**

Preferred uniform providers for HCS are Lands' End School Uniform catalog (available in and online at landsend.com), Worland's School Daze (5840 SW Huntoon, 273-0551), and Spirit of the Game (5839 SW 21st, 273-8373). HCS receives a 3% rebate for every item purchased from

the Lands' End school uniform catalog **when our school code is used** or you may purchase Land's End gift cards through the Storehouse program where HCS earns 9%. We ask that you purchase your separates from these vendors whenever possible with the exception of solid pants, shorts and shirts which can be purchased from J.C. Penney, Sears, **Kohl's**, **Marcusuniforms.com**, and solid white polo shirts which can be purchased at any retail store.

D. Hairstyles, Make-up and Jewelry

- 1. Boys' hair should be neat, trimmed, and off the ears, eyebrows, and collar. If curly and does not lie flat, it must be cut within one inch of the contour of the head.**
2. Girls may wear no more than two sets of pierced earring; no other pierced jewelry may be worn by any student. Boys may not wear earrings.
3. Jewelry should not contain non-Christian symbols (determined by the teachers/principal).
4. Haircuts with designs cut into them and unnatural hair colors are not permitted.
5. Girls in grades seven and up may wear conservative make-up (light colors, lightly applied.)

Appropriate personal hygiene is expected of all students.

Sports Sweatshirt Policy:

Individual team sports may design and sell HCS sweatshirts (approved by administration or uniform committee). These can be worn by fans and students. Students are allowed to wear the HCS sports hoodie to school as they would the HCS uniform hoodie.

Graduation and 8th Grade Promotion Dress Policy

YOUNG MEN

All young men must wear a dress shirt, a tie, and dress slacks. Black or brown dress shoes and dress socks are required as well. No jeans, athletic shoes, or flip flops may be worn.

YOUNG LADIES

Young ladies must wear a nice dress, skirt, or slacks and top. We ask that the neckline of dresses and tops be no lower than two-and-a-half inches from the collarbone and that the back be no lower than five inches down from the round bone at the base of the neck. Clothing that is sheer, tight, or revealing in any way must not be worn. Sleeves may not be off the shoulders or halter-style. Dresses and tops must have sleeves or straps that are at least two inches in width, and should not "cut-in" from the edge of the arm. ***The dress or skirt must reach the top of the knee and any slits must be sewn to the top of the knee.*** Girls must wear dress shoes or sandals, but no athletic shoes or flip flops.

If a student wears inappropriate attire, the attire must be corrected according to the school policy before the student is allowed to participate in the ceremony.

HCS Office Uniform Violation Notification (Form)

A Dress Code violation has occurred involving your student. Per the Heritage Christian School (HCS) guidelines specified in the HCS student handbook, violation consequences are as follows (circle):

1st offense-note sent home to be signed and returned the next day

2nd offense-student must wait in school office until a parent comes to the school to correct the problem

3rd offense-parent must come to school to correct problem at have a conference with the principal

Clothing:

___incorrect color ___incorrect style ___incorrect fit

Comments: _____

Accessories:

___incorrect color ___incorrect style ___incorrect fit

Comments: _____

Hairstyles, Make-up and Jewelry:

___incorrect hair length ___jewelry issue ___hair color issue

___make-up issue

Comments: _____

Student signature

Date

Parent signature

Date

Staff signature

Date

F. For the Parents

It is expected that the parents of our athletes will do their utmost to support their student, the coach/sponsor, and the team by assisting in any way they can. This support requires attending parent meetings and as many games as possible. Also, we expect our parents to set a good example of sportsmanship while in the stands.

E. Guidelines For Home Schooled Students

Home schooled students who participate in the Athletics program at HCS are expected and required to adhere to the HCS dress code while participating in HCS activities, while on school grounds, or when representing HCS in any way.

III. ATTENDANCE

It is important that students be regular in their attendance at school. Excessive absences will require the student and parent to have a conference with the administration. Student absences must be excused by a call or a note from a parent or guardian. The following conditions are understood to be deserving of excused status.



A. Excused Absences

1. Personal illness, injury, or doctor appointments, which cannot be scheduled after school hours.
2. Illness in the immediate family, which requires the student's presence.
3. Death in the family.
4. Breakdown in transportation beyond the parent/student's control.
5. In some cases, prohibitive weather conditions.
6. Absences with prior approval through the administration.

In the case of excused absences, the number of days allotted to make up missed work shall equal the number of days absent.

B. Tardiness

It is important that students always be on time to school and to class. Classes begin promptly at 8:15, when students are expected to be in their seats and completely prepared. Tardy students disrupt morning exercises, which include prayer and devotions, an extremely important part of our school day. Also, by being prompt, the student is demonstrating self-discipline and responsibility. Self-discipline in this area is important for proper academic achievements; it is also essential for the development of good personal habits that are characteristic of success and good citizenship in every walk of life.



Each student is expected to be in the classroom when the period begins. All students must come to class fully prepared with the materials needed for class. The student is considered tardy if he or she is late *or unprepared for class*.

IV. DISCIPLINE – POLICY & PROCEDURE

A. Philosophy of Discipline

At HCS, our discipline policy is based on Romans 12:2, “Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—His good, pleasing and perfect will.” Our goal is to help students succeed in developing a disciplined life. We take a preventable approach to discipline by:

1. *Setting clear guidelines and consequences*
2. *Preserving students’ dignity*
3. *Building healthy student/teacher relationships, promoting desire of the student to obey and respond*
4. *One-on-one student/teacher counseling using scripture, prayer, love and understanding when an offense occurs*
5. *Helping students understand that improper behavior negatively affects their relationships with God and others (Gen. 4:6-7), while proper behavior builds self-confidence and has a beneficial effect in all relationships*
6. *Teaching consequences for actions.*

When necessary disciplinary action will be taken.

B. Reasons for Rules

God gave us rules because He loves us. Rules bless us in many ways.

- a. *Rules protect us from temptation.*
 - i. Adam disobeyed God (Gen. 2:16-17)
 - ii. Jesus Christ obeyed God’s rules and defeated Satan’s temptation.
- b. *Rules expose God’s greatest enemy – strong will; “I”.*
- c. *Rules develop a servant’s spirit.*
- d. *Obedience to rules (commandments) reflect our love (John 14:15)*
- e. *Rules reveal our loyalty (John 15:13, 1 Peter 2:21, 1 Tim. 4:21)*
- f. *Consequences of no rules are exemplified in Scripture (Judges 21:25, Exodus 31:18, 32:9)*

Breaking rules brings consequences!

C. Discipline Procedure

Elementary – Students in Kindergarten through sixth grades will be subject to classroom discipline policies, which are based upon age-appropriate disciplinary techniques. Classroom teachers are responsible for enforcing discipline policies in love, and for notifying the principal and parent when disruptive behaviors become problematic. Corporal punishment is viewed as the parents’ responsibility and will not be used at HCS.

Discipline Referral System – Elementary

Any child who has to be referred to the Principal will be told the importance of obeying school rules, as well as respecting both staff and other students. The students will be prayed with and given guidelines for staying within the school rules. Depending on the severity of the infraction, a written Discipline Referral (DR) will be implemented after two, or three of the same infractions. When a child has received a written Discipline Referral, the parent will be called and must sign the referral sheet. A second “DR” may result in an In-School suspension (ISS). Parents may be responsible for paying a substitute, if no staff is available to monitor the ISS room. Third, or subsequent “DR’s” may result in Out-of-School Suspension, or possible Expulsion (if infraction is severe).

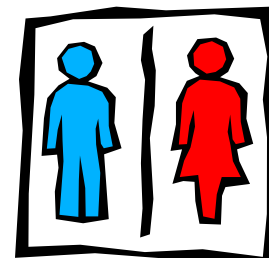
Secondary – Students in grades 7 through 12 fall under the school’s demerit system. This system attaches one or more demerits to each offense (*see below*). A warning may be given before a demerit, at the teacher’s discretion. After five (5) demerits have been issued in one semester, the student will be required to have a conference with the principal, parents, and teacher(s) involved. Ten (10) demerits will result in one or more days of suspension, either in or out of school at the Principal’s discretion. All work missed due to suspension is expected to be completed. *In the case of in-school suspension, it is the family’s responsibility to pay the substitute teacher’s wages.* At fifteen (15) demerits the student will be suspended a second time, be placed on probation, and must appear before the Board. Students with twenty (20) demerits may be asked to leave HCS.

D. Probation

Students placed on probation after a 2nd suspension, must sign a written “behavior” contract (also to be signed by parent and administration), and will appear before the Board. If a 2nd suspension occurs during the second semester and the student is permitted to return to HCS, the next school year will be started on probation with a written contract. The probationary period is designed to give students a goal for improvement. If the student does not attain that goal, he/she will be dismissed from the school. The terms and length of probation will be decided upon by the Principal in consultation with the student’s parents. At the end of the probationary period, the Principal and faculty will evaluate the student and recommend removal from probation or dismissal from school.

E. Student Relationships

Boyfriend/girlfriend relationships are discouraged at HCS in grades K-8. Public displays of affection are not permitted among students of any grade or age.



F. Unacceptable Behaviors

The following is a list of un-acceptable behaviors. This list of offenses is not all-inclusive and disciplinary measures may be taken based on the offensive behavior.

1. Improper behavior during school-sponsored activities
2. Disrespect for adults
3. Hitting/Excessive Horseplay
4. Use of school phones without permission from HCS staff
5. Inappropriate displays of affection
6. Profanity, obscene/suggestive language/gestures
7. Cheating
8. Lying
9. Rebellious attitude/defiance
10. Unexcused absence: parents sent student to school, student never arrived
11. Leaving school without permission
12. Property damage/vandalism

G. No Tolerance Policy

Certain offenses fall under Heritage Christian School's No Tolerance Policy. These offenses are considered extreme enough to bypass the demerit system and will result in more serious consequences. Students who commit any of the offenses described below will appear before the administration for a hearing and possible dismissal. First offenders may be given a 5-10 day suspension; counseling may also be required before possible re-admission. Any subsequent action taken will be at the discretion of the administration. A hearing with the board may be requested within ten days of the administration's decision. The following offenses fall under our No Tolerance Policy:

1. Possession or use of tobacco
2. Possession or use of non-prescribed/illegal drugs or misuse of prescribed drugs
3. Fighting (uncontrolled anger)
4. Possession or use of alcoholic beverages
5. Possession of guns, knives, or other weapons
6. Sexual misconduct
7. Sexual harassment
8. Theft
9. Any other gross misconduct which undermines HCS's statement of faith (such as felony, bullying, etc.).



VI. HEALTH ISSUES

A. Physical Examinations

1. New Students

Each student, prior to enrollment at HCS, is required to have a physical examination, and to present evidence and finding of said physical at the time of enrollment. Forms to be filled out by physicians are available in the school office.

All children are encouraged to have regular physical exams at intervals prescribed by the family physician.

2. Athletics

Current sports physicals *must* be on file before students are allowed to participate in practices or games. Secondary students *must* have a current physical on file to be able to participate in P.E. A current physical means a physical after May 1st of the present school year.

3. Vision & Hearing Screening

Basic vision testing will be provided to students by HCS in accordance with Kansas state law.

B. Immunization

In each school year, every student enrolling or enrolled in any school for the first time in this state, prior to admission to and attendance at school, shall present to the appropriate school board certification from a physician or local health department that the student has received such tests and inoculations as are deemed necessary. Students who have not completed the required inoculations may enroll or remain enrolled while completing the required inoculations if a physician or local health department certifies that the student has received the most recent appropriate inoculations in all required series. Failure to complete all required series in a timely fashion shall be deemed non-compliance.



C. Illness

Absences are always discouraged at HCS so that our students may achieve their highest standard of academic excellence. However, we ask that you please keep your child at home if he/she:

- a. currently has a fever of 100.4 degrees or above.
- b. has had a fever of 100.4 degrees or above during the past 24 hours.
- c. is currently experiencing nausea or vomiting.
- d. has experienced nausea or vomiting in the past 12 hours.
- e. has or is suspected of having head lice.
- f. has or is suspected of having pink eye.

Students will be sent home if they have the above described conditions, or if they are experiencing 1) diarrhea, 2) a rash that is suspected of contagious disease, 3) a sore, reddened throat, 4) obvious discomfort, as from an earache, toothache, stomach ache, or headache, 5) injury occurring that causes the student pain or limits movement of joints

or extremities, 6) abdominal pain that is severe enough that the student cannot find a position of comfort through sitting, standing, or lying down.

Please let the office know of absence for any reason the morning of the absence. Also, let the office know of any contagious illness your child is experiencing, such as chicken pox, pink eye, or impetigo. This way we can let the proper individuals know if their child might be affected.

D. Supervision of Student Medication

Prescription and nonprescription medication may be taken by students at school under supervision subject to the written request and permission of the parent. Medication forms are available in the office. Medication (*i.e.* Tylenol, cough drops, etc.) is not provided by the school, and cannot be dispensed by school personnel



VII. INTERNET AND COMPUTER NETWORK RULES

Students are responsible for good behavior on school computer networks and the Internet just as they are in a classroom or a school hallway. Communications on these networks are often public in nature. General school rules for behavior and communications apply. These networks are provided for students to gather information and conduct research. By signing the HCS Family Contract you have granted permission for your student to access the internet for research purposes. Access is a privilege, not a right. Access entails responsibility. Individual users of the school computer networks and the Internet are responsible for their behavior and communications over these networks. It is presumed that users will comply with school standards and will honor the agreements they have signed. At school, teachers will guide students toward appropriate materials, and enforce sanctions for inappropriate use.



Network storage areas may be treated like school lockers. The teacher **or** principal may review student files and communications to maintain system integrity and to insure that users are using the system responsibly. Users should not expect that files stored on school discs, computers, or servers will always be private.

The following are not permitted:

- a. Sending or displaying pornographic or other offensive messages or pictures
- b. Using obscene language
- c. Sending or displaying materials contrary to a Christian testimony
- d. Accessing sites that contain materials contrary to a Christian testimony
- e. Harassing, insulting, or attacking others
- f. Damaging computers, computer systems or computer networks
- g. Violating copyright laws
- h. Using others' passwords
- i. Trespassing in others' folders, work, or files
- j. Intentionally wasting limited resources, including time
- k. Employing the networks for commercial purposes
- l. Accessing "chat rooms".

Violations may result in loss of access. The Principal will determine whether any additional disciplinary action is warranted. When applicable, law enforcement agencies may be involved.

VIII. RE-ADMISSION POLICY

Re-admission will be offered in writing each year on an individual basis under the following conditions:

- a. No delinquent accounts, unless proper arrangements have been made
- b. No academic difficulties or probation (determined by the administrator)
- c. No disciplinary difficulties or probation (also determined by the administrator)
- d. Full compliance with the terms of the Enrollment Agreement and the Parental Agreement of Support



Students/Families not meeting these conditions will not be offered re-admission and will be notified in writing of the decision, as well as the reasons for the decision and the conditions that would warrant a later offer of re-admission. This notification will be mailed out at the same time the re-admission offers are sent.

Classroom space will only be guaranteed for a period of one (1) month after offers are mailed. Conditions of this guarantee include payment of the Registration Fee and completion and return of the Enrollment Agreement and the Parental Agreement of Support. Those families not meeting these conditions will not have classroom space reserved.