

# HCHS/PRCS STUDENT/PARENT HANDBOOK

<u>PREFACE—PURPOSE AND MISSION</u> .....	2
<u>GENERAL SCHOOL POLICIES</u>	
<u>APPEALS PROCESS</u> .....	2
<u>BUS CONDUCT RULES</u> .....	3
<u>BUS DISCIPLINE PROCEDURE</u> .....	3
<u>CHRISTMAS PROGRAM</u> .....	3
<u>COMPUTERS AND INTERNET ACCEPTABLE USE POLICY</u> .....	4
<u>FUND RAISING POLICY</u> .....	4
<u>PICK UP/DROP OFF PROCEDURES</u> .....	5
<u>SCHOOL BUILDING USE POLICY</u> .....	6
<u>STUDENT ADMISSION POLICY</u> .....	6
<u>DISCOVERY CENTER POLICY</u> .....	7
<u>SPECIAL EDUCATION POLICY</u> .....	9
<u>TUITION PAYMENT POLICY</u> .....	10
<u>GENERAL STANDARD OF CONDUCT</u>	
<u>K-12 STUDENT POLICIES</u>	
<u>CELL PHONES/ELECTRONIC DEVICES</u> .....	11
<u>CHEATING</u> .....	11
<u>CONTROLLED SUBSTANCE</u> .....	11
<u>CORPORAL PUNISHMENT (K-8)</u> .....	12
<u>DRESS CODE</u> .....	12
<u>EMERGENCY</u> .....	12
<u>GRADING SCALE</u> .....	13
<u>HARASSMENT</u> .....	13
<u>HONOR ROLL</u> .....	13
<u>PARENTAL INVOLVEMENT</u> .....	13
<u>RESPECT</u> .....	13
<u>STUDENT ILLNESS POLICY</u> .....	13
<u>STUDENT PROMOTION POLICY</u> .....	14
<u>USE OF KING JAMES VERSION</u> .....	14
<u>VANDALISM</u> .....	14
<u>9-12 SPECIFIC GENERAL STUDENT POLICIES</u>	
<u>ATTENDANCE</u> .....	14
<u>DISCIPLINE MEASURES</u> .....	16
<u>PROSPECTIVE PARENTS POLICY</u> .....	16
<u>STUDENT DRIVERS</u> .....	17
<u>VISITORS</u> .....	17
<u>9-12 SPECIFIC CURRICULAR POLICIES</u>	
<u>ACADEMIC POLICY</u> .....	18
<u>DROPPING AND ADDING CLASSES</u> .....	18
<u>EXAMS</u> .....	18
<u>GRADE POINT AVERAGE</u> .....	18
<u>GRADUATION REQUIREMENTS</u> .....	18
<u>INCOMPLETES</u> .....	18
<u>LUNCH AND BREAK TIME</u> .....	18
<u>OFF CAMPUS POLICY</u> .....	18
<u>9-12 SPECIFIC EXTRA-CURRICULAR POLICIES</u>	
<u>ACADEMIC ELIGIBILITY RULES</u> .....	19
<u>ATHLETE RESPONSIBILITY</u> .....	19
<u>ATHLETIC ELIGIBILITY RULES REGARDING CONDUCT AND SUBSTANCE USE</u> .....	20
<u>ATTITUDE AND BEHAVIOR OF ATHLETES</u> .....	20
<u>FAREWELL DINNER</u> .....	21
<u>STUDENT COUNCIL CONSTITUTION</u> .....	21

## **STUDENT/PARENT HANDBOOK**

### **PREFACE—PURPOSE AND MISSION**

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

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

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

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

The pursuit of these goals must be the cooperative effort of students, teachers, administrators, parents, and community. Instruction will be given in all subjects needed for our life in society, with this distinction, that each course will attempt to draw its theme from Scripture which "is given by inspiration of God, and is profitable for doctrine, for reproof, for correction, and for instruction in righteousness" (2 Tim. 3:16). Students are expected at all times to live a life consistent with Christian principles. All our activities and procedures, as well as our conduct, must be toward working out the demands of the covenant under which we live and work in the school. To honor God in all activities and to live constantly in the service of Christ is most important. The following ideals should be constantly held before and demonstrated by student, teacher, and parent:

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

## **GENERAL SCHOOL POLICIES**

### **APPEAL PROCESS**

Parents and guardians dissatisfied with an action, decision, or discipline exercised by a teacher or staff member should follow this procedure. As in all Christian concerns, an attempt should first be made to resolve any disagreement with the person directly. If satisfaction is not obtained, inform the person of your intent to contact the administrator. The same procedure should be used in contacting the administrator; and if satisfaction is not obtained, next with the appropriate committee of the Board. If satisfaction is not obtained from the appropriate committee, then an appeal can be made to the Board. Any appeal should be submitted to the committee's secretary or the board's secretary, as the case may be, at least five days prior to their monthly meeting. The decision of the Board will be final. Such cases should generally only be discussed with the parties involved. All appeals, concerns, or disagreements are expected to be expressed in a spirit of love, without malice, and with caution employed to protect the reputations and integrity of all involved.

### **BUS CONDUCT RULES**

1. Students should be waiting behind the curb at their bus stop when the school bus arrives.
2. Students should not enter or leave the bus until it has come to a complete stop.
3. Students must be seated in their assigned seat upon entering the bus.
4. Student should refrain from standing or moving from place to place during the trip.
5. The bus driver must grant permission before windows or doors may be opened or closed. Students must keep head, hands, and arms inside the bus. Nothing is to be thrown out of the windows.
6. Students are not allowed to eat on the bus. Littering the bus with food or debris is prohibited.
7. Students should be absolutely quiet when bus is approaching a railroad crossing.
8. Any damage to the school bus caused by a student shall be paid for by that student.
9. Do not ask bus driver to stop at places other than the designated bus stop. The driver is not permitted to do this except with proper authorization from the school administrator and by written request from the parents. (This is required by state law.)
10. Headphones, pocketknives, lighters, etc. will be confiscated.
11. The following behavior is unacceptable:
  - a. Scuffling and fighting
  - b. Loud, boisterous, and indecent conduct
  - c. Teasing, tripping, holding, hitting and objectionable use of hands or feet
  - d. Putting feet on seats.
12. Students shall cooperate with the bus driver at all times and maintain a Christian attitude.

The bus driver will report by written memo any violators of these rules to the administrator and the Transportation Committee and disciplinary action will be taken.

Riding the bus is a privilege given to our students by the association. Therefore, our students should show respect for property, for others and for authority by behaving on the bus.

### **BUS DISCIPLINE PROCEDURE**

If it is necessary to discipline a student due to poor bus conduct, the following procedure will be used.

1st Offense—The driver will report by written memo, any violations of the rules by a student to the administrator. The administrator will then contact the Transportation Chairman who will contact the parents of the offender.

2nd Offense—Procedure by the driver and administrator will remain the same as in 1st offense. The Transportation Chairman will once again contact the parents of the offender, reminding them of the gravity of the situation.

3rd Offense—Driver and administrator procedure again remains the same. This violation will result in a 5-day suspension from the bus, plus a meeting with the Transportation Committee to determine when and if the student will be allowed back on the bus.

Note: The school board reserves the right to skip a step in the discipline process if the Transportation Committee feels such an action is warranted.

### **CHRISTMAS PROGRAM**

The grade school shall present an annual program commemorating the birth of Christ. This program shall be prepared, directed, and administered by the school. The administrator shall be responsible for the contents and presentation of the program. He has the authority to delegate all or parts of the program preparation and production to members of the staff or others. Participants in the program are the students of the grade school and the preschool students of the families in our churches. The Board must approve participants who are exceptions to the above students.

By tradition, the churches have provided the candy given to the children who participate. The congregations involved pay the cost of the candy pro rata. The consistories shall indicate when these agreements are no longer acceptable.

### **COMPUTER USE AND INTERNET ACCEPTABLE USE**

The purpose of the HCHS/PRCS computer program is to support our students' learning and understanding of computer technology tools and techniques. Use of HCHS/PRCS computers by students should be considered a privilege. Failure to use them appropriately may result in a loss of this privilege.

1. Keep food, drink, and candy out of the computer lab and away from any other computers.
2. The computers may only be used for legitimate school work.
3. Network folders are available for storage of students' academic work. All other files will be deleted.
4. Logging on to a computer as someone else and/or connecting to (or attempting to connect to) a network folder other than your own is not allowed.

INTERNET USE -All students will be able to access the Internet using school computers. Following is the Acceptable Use Policy for all students:

The purpose of this policy is to outline the rules for using the Internet at HCHS/PRCS. Because of the unregulated nature of material found on the Internet, the rules of use must be clearly understood by parents and students. Access to the Internet is a privilege and conduct on the Internet is to reflect our Christian principles and beliefs. It is the student's responsibility to access Internet sites that are directly related to his/her academic studies. Faculty and staff will make every effort to monitor, educate and guide students in the proper use of the Internet in their academic studies, but ultimately it is their responsibility to use the Internet wisely.

#### **Appropriate Use**

1. Using the Internet for class-related research.
2. Accessing other libraries on-line.

#### **Inappropriate Use**

1. Using the Internet without a faculty or staff member present.
2. Accessing inappropriate and offensive sites.
3. Using E-mail accounts unrelated to school course work.
4. Participating in blogs or chat groups unless it is approved by the teacher.
5. Using the Internet in any way that violates copyright laws.

Disciplinary Actions: Violations of this policy will be handled in manner consistent with comparable situations regarding disciplinary action.

1. Detention
2. Interruption or Loss of Internet access and/or Computer Use.
3. Suspension or other disciplinary action determined to be appropriate.
4. Financial restitution for any damages.

### **FUND RAISING POLICY**

- A. Other school organizations (i.e. the Ladies Auxiliary, the graduating class, the band boosters, etc.) will supplement the funds raised by the Board through regular means—dues, tuition, donations, drives, and endowments.
- B. The Board is responsible for the financial direction of the Association and the school. It promotes the financial needs directly through the work of the Finance Committee and the Progress and Promotion Committee.
- C. The Endowment Fund Committee promotes the growth of the endowment fund through meetings, fundraising events, direct mailings, and by direct contact. The committee presents proposed fund-raising activities to the Board for approval.
- D. The Ladies Auxiliary is an organization "to unite the women" and to raise funds to "aid the Board financially." Auxiliary sponsored fundraising activities are under the direction of the Auxiliary. The Auxiliary works cooperatively with the Board and the administrator in activities involving the use of the school building, the student body, the teaching staff, and the use of school time. The expenditure of Auxiliary funds for school needs is based upon the request of the Board.

- E. The 8th grade class each year raises funds for the grade school student activity fund. Money earned by the class is used as a class memorial gift to the school, for board-approved projects, and for the graduating class trip. The administrator and/or class sponsor is responsible for the funds. The administrators report to the Board all activities involving use of the student activity fund. Class gifts to the school receive the approval of the Board before purchase.
- F. Projects involving students in fundraising or involving the use of school time must be approved by the Board.

### **PICK UP/DROP OFF PROCEDURES**

Student pick up/drop off procedures are put in place to ensure the safety of our students and constituents. Please follow these procedures at all times when in the school parking lot. High school parents, please review the responsibilities of driving by referring to our student/parent handbook's policy on student drivers.

#### **A. Speed**

Speeding is strictly prohibited in the school parking lot. Drive slowly and carefully at all times. Many students will be present just before and just after school; therefore, drive with utmost caution. The posted campus speed limit is 15 MPH.

#### **B. Student Drop Off**

All cars (including high school student drivers) entering the school main drive with the intent of dropping student passengers off should drive straight to the front entry under the canopy. Do not turn left until you reach the drive under the canopy. If other cars needing to drop off students can be seen behind you, please drive slowly under the canopy and advance south into the high school parking lot up to where the sidewalk curves west. Advance far enough to allow students in other cars behind you to exit their cars at the same time. Students should exit their cars and walk directly westward to the sidewalk. Students should remain on the sidewalk at all times while in route to their school entry door.

Once you are under the canopy or if you have advanced south into the high school parking lot, please keep your car as far to the right as possible. DO NOT DOUBLE PARK while dropping students off. If at all possible, students should exit the right side of the vehicle.

After all student passengers have exited your vehicle, student drivers should proceed forward slowly to the high school lot. All other vehicles may turn left to exit immediately or make a U-turn around the far island in the high school parking lot. Carefully advance north to the main exit or west to the exit past the bus barn.

#### **C. Student Pick Up**

Vehicles intending to pick up children should line up single file facing south along the west side of the grade school parking lot. (No grade school children are allowed in the high school parking lot until the buses have departed.) Pull forward behind the car ahead of you and wait for your children with your car off or in park. Vehicles can form a line along the west side of the parking lot and continuing around the north island of the parking lot and back south to the main entrance along the east side of the parking lot. Vehicles along the east side of the parking lot may form two lines from which every other car may proceed around the north island. Children will be allowed to go to their car once the vehicle has come to a complete stop along the west side of the parking lot. Children should enter the passenger side of the vehicle and not walk around to the driver's side of the vehicle. Once all your passengers are in your vehicle, you may slowly turn left towards the center of the parking lot and proceed to the exit carefully.

Students will be loading the buses under the canopy. Exercise care not to come too close to the buses during school dismissal.

Once the buses have exited, cars picking up children should advance under the canopy to allow other cars behind you to load their cars at the same time.

## **SCHOOL BUILDING USE POLICY**

### **A. Arrangements**

1. Any party wishing to use a school facility must make such a request known to the school office, at least six months before desired date, noting the following: facility desired, available date(s), kind of use, and hours of use. Permits will be granted to association members only.
2. A \$50 deposit is required at the time of application. Balances must be paid in full two weeks prior to rental time. The rental fee is \$200 and no rentals can be asked for prior to 12 months in advance.
3. Anyone using the facility is restricted to the area for which the original request was approved. Use of the restrooms will be available for the gym/kitchen rentals.
4. Cancellation must be made 24 hours prior to the date requested or the party will be charged the scheduled rental fee.

### **B. Responsibilities for Rental of Facilities**

1. No alcohol, profanity, gambling, games of chance, disruptive behavior, or loud music are allowed on school property.
2. No smoking is allowed in the school building.
3. Use of the school's facilities for fundraising is restricted unless the fundraising is for the schools or supporting churches.
4. Sunday use and use after 10:00 p.m. are subject to approval.
5. The undersigned renter will be present, in charge, and held responsible for the care of the building and conduct on the premises. If the renter is not present, the rental may be terminated at the custodian's discretion.
6. Non-marking gym shoes are required for indoor sports activities.
7. The facility is to be kept as clean as possible. The renting party is responsible to clean the facility after use. If additional cleaning is necessary following the rental, a surcharge will be added to the rental fee based on the amount of cleaning necessary.
8. The custodian must be notified if the renting party is leaving early.
9. The party renting the facility will be held responsible for any damages to the building incurred during the time of rental.
10. Permit holders may not assign, transfer, or sublet to others use of the school property.
11. Permit holders acknowledge their responsibility and will hold the school harmless for any and all fines, forfeitures, and penalties arising out of violation of the law; the school shall not be held liable for damages, inconvenience time lost by accident, breakdown, or malfunction of the facilities.
12. Permit holders agree to hold the school harmless should any damages occur to any of the user's personal property or injury to persons (including death) resulting through the use, operation, or possession of equipment and facilities (except as specified by the school's insurance carrier).
13. A custodian will be available to open and close the facility at the beginning and end of a rental.
14. Any kitchen towels that are used are to be placed in the laundry hamper provided at the end of a rental.
15. Failure to abide by any of the above terms or to pay any additional charges may result in any future rental requests being denied.
16. Classrooms are not available for use.

## **STUDENT ADMISSION POLICY**

- ### **A. Parents and guardians must agree with the school's Basis of Belief, set forth in Article I of our Constitution. They must agree to have their children taught as the principles expressed in this article are interpreted and maintained in the Protestant Reformed Churches in North America. The Board of Directors shall utilize the formal Enrollment Procedure to ensure that proper consideration is given to all applicants.**
1. *Members and Associate Members* may enroll their children in the school upon payment of the annual membership fee. Membership is limited to members of a Protestant Reformed Church.

2. *Non-members* may also enroll, provided the Board approves their application. Such nonmembers shall be required to pay an annual enrollment fee in addition to tuition, as stipulated by the Board. All applicants who are not Association Members shall be interviewed by the Education Committee. The student and applicants must meet the norms as specified in this Student Admission Policy. Failure to meet these norms shall be considered grounds for rejection of enrollment.
- B. *All students* are expected to meet certain norms, which are as follows:
1. If there are no standardized test scores available in the student's records, a reading test and a math test, or other tests as deemed necessary may be administered for that student within the first semester after enrollment.
  2. Parents or guardians shall meet with appropriate school staff if a student is performing one or more years below grade level.
  3. If the student seeking admission was suspended or expelled, or is on probation from his/her previous school, he/she will not be enrolled during that semester.
  4. In order to gather additional information, the Administrator may also contact one or more of the following: Previous administrator, teacher, pastor, or counselor.
- C. *All parents or guardians* seeking enrollment for their children must also meet certain norms to be granted enrollment privileges:
1. They must be members of a reformed (Calvinistic) Christian church.
  2. They must commit to maintain a Christian home in which God's law is honored and a godly walk is evident.
  3. They must commit to fulfill their financial obligations to this school, and all previous tuition obligations must be fulfilled.
  4. They must consent to the Association's Constitution and By-laws and Board Policies.
- D. The Education Committee of the Board shall make a recommendation to the full Board on whether enrollment should be granted to applicants who are not members of the Association. The Board has final jurisdiction in all enrollment matters. The Board, Association, and school shall not discriminate on the basis of race, color, sex, or national origin.
- E. **Non-Discriminatory Policy as to Students Enrollment**  
HCHS/PRCS admits students of any race, color, nationality, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, nationality, and ethnic origin in administration of its educational policies, admission policies, scholarship and loan programs, and athletic and other school-administered programs.
- F. **Health Examination**  
All students entering grades K, 6 and 9 should pass, or provide proof that they have passed, a physical examination before their enrollment for the school year.
- G. **Home-schooled Students Returning to School or Enrolling for the First Time**  
The school will ordinarily enroll previously home-schooled students if the parents agree with the standards of admission of the school and agree to pay all tuition and fees for the students' enrollment. The school on the basis of the student's age will determine placement and/or the student's performance on an accepted nationally recognized test to be administered and scored by school personnel.

## **DISCOVERY CENTER POLICY**

### **A. The Purpose and Philosophy**

Believing that all covenant children must be educated in a way that best meets their individual needs, the school is committed to providing instruction to students with increased learning difficulties. As children share the responsibility and privilege to serve their Creator and to obey Him, the school's aim is to provide Christian instruction appropriate for their increased learning needs. This Discovery Center Program will allow more one-on-one instruction, using alternative methods and materials, than these children might normally be able to receive in the regular classroom setting. This instruction is provided in response to God's command to all of us to "bring them up in the fear and admonition of the Lord."

B. Population Served

The Discovery Center Program offers a continuum of service based on the level of support needed in order for a student to be successful in the classroom setting in grades K-12. The children to be served by the Discovery Center Program are students with a measurable discrepancy between their potential and their achievement. These learning needs may affect the child's understanding of or use of language, spoken or written. The learning need may manifest itself in a child's difficulty with listening comprehension, oral or written expression, basic reading skills or reading comprehension and/or mathematical calculation and reasoning. The learning need is not primarily the result of a physical, hearing or visual handicap. Determination of whether a child will be accepted for increased education services will depend upon a request by the classroom teacher, parents, or administrator for such placement. These requests will be subject to approval by the Discovery Center Director and administrator. Not all children can be adequately served by the Discovery Center Program. For some a part-time or full-time placement in a standard classroom with other alternative help is better. If there is a question on appropriate placement in the school, the Board shall have the final jurisdiction.

C. Educational Planning

The Discovery Center Program offers two levels of service, Resource and Discovery Level. Resource provides service for students who would benefit from small group instruction for several 15–30 minute time periods per week. Discovery Level provides small group instruction with alternative curriculum for up to 3 slots (slot = 45–60 minutes) per day in specific subject areas. When a student has been accepted for placement in the Discovery Level of the program, initial testing will be done by a Discovery teacher in order to determine that child's specific areas of need. Once these are determined, an annual Individualized Education Plan (IEP) will be written for the child by the Discovery Center teacher that will list long-term goals and activities/materials to be used. This plan will be discussed with the parents, classroom teacher, and administrator, and is subject to their approval. Should evaluation indicate that greater assistance than this is necessary, the Discovery Center may recommend placement in the Special Education Program.

D. Evaluation Procedures

Evaluation will be done by the Discovery Center staff at the school and/or when necessary by a qualified educational psychologist. Testing will only be done with written consent from the parents and approval by the principal. Discovery Center covers basic evaluation testing such as the KTEA and/or DIBELS. Additional tests of cognitive abilities (i.e. Woodcock-Johnson) may be conducted by ELIM Christian Service as needed. The cost for further testing (i.e. psychological, ADD diagnosis...) will be the responsibility of the parents. All test results will be made available to the parents at their request and will be kept in the student's permanent and confidential school record.

E. Communication

The Discovery Center staff will keep lesson plans for each student summarizing the day-to-day activities implemented and the progress made. Quarterly reports will be written and sent to the parents to keep them informed of progress being made. In addition to this, more informal communication will be made by phone call, letter, or email when necessary. At least once each year the Discovery Center staff will meet with parents in a conference to discuss progress being made, review the IEP, and if necessary to re-evaluate the direction of services for the child.

F. Direction of Program

The Discovery Center Program will be under the direction of the school's Discovery Center Director. The Director is accountable to the administrator for all decisions made and plans implemented. The ultimate policy of the program is set by the Education Committee with the approval of the School Board.

G. Program Goals

It is the aim of this program to serve those students most in need of increased instructional services. This program should not be considered merely as a tutorial service, but a program to provide alternative instructional methods and materials on a one-on-one or very small group basis. It should be implemented with the aim of eventually mainstreaming the children served back into full-time participation in the regular education



classroom whenever possible. The program should be maintained through open communication with parents involved, classroom teachers, and the administrator.

### **SPECIAL EDUCATION POLICY**

#### **A. The Purpose and Philosophy**

Believing that all covenant children must be educated in a way that best meets their individual needs, the school is committed to providing instruction to students with special learning difficulties. Because these children share the responsibility and privilege to serve their Creator and to obey Him, the school's aim is to provide Christian instruction appropriate for their special learning needs. The program will strive to develop each student's God-given abilities rather than defining them by a disability. This program will allow greater one-on-one instruction, using alternative methods and materials, than these children might normally be able to receive in the regular classroom setting. This instruction is provided in response to God's command to all of us to "bring them up in the fear and admonition of the Lord."

#### **B. Population Served**

The types of children to be served by the special education program are students 1) with a cognitive or physical disability whose academic level is more than 2 years below their chronological age, 2) who have a documented educational or medical diagnosis from an approved professional resource, and/or 3) who are in need of one to one or small group instruction in core academic areas (beyond the scope of the Discovery Center program) to achieve at a level commensurate with their ability. Determination of whether a child will be accepted for special education services will depend upon a request by the Discovery Center Director, parents, and/or administrator for such placement, combined with an annual assessment. Upon application to the program, the Special Education Committee shall review the application, which may include the review of IEP documents, a parental interview, and review of the child's medical diagnosis, or other related documents. Thereafter, the Committee shall issue a recommendation to the Board, for final approval. Not all children can be adequately served by the special education program. If there is a question on appropriate placement in the school, the Board shall have the final jurisdiction.

#### **C. Educational Planning**

When a student has been accepted for placement in the special education program, initial testing will be done by the special education director and/or by the other qualified educational psychologists as necessary in order to determine that child's specific needs. Once these are determined, an Individualized Education Plan (IEP) will be written for the child by the special education director that will list long-term goals and activities/materials to be used. This plan will be discussed with the parents, classroom teacher, special education director and administrator. The IEP must be reviewed at least annually. The IEP will utilize a variety of methods and materials that have been determined to meet the needs of that particular child. The plan will also coordinate with the speech/language, physical and occupational therapy made available through the program, or through that additionally supplemented by the parents, or the public school system (NISEC).

#### **D. Evaluation Procedures**

Evaluation will be done by the Special Education Director at the school and/or when necessary by a qualified educational psychologist. Specialized testing will only be done with written consent from the parents and approval by the administrator. The cost of special testing services is the responsibility of the parents. All test results will be made available to the parents at their request and will be kept in the student's permanent and confidential school record.

#### **E. Communication**

The Special Education Director will keep lesson plans for each student summarizing the day-to-day activities implemented and the progress made. The director will also communicate on a regular basis with the general education teacher in order to include the student in the regular education classroom setting as much as feasible. Quarterly reports will be written and sent to the parents to keep them informed of progress being made. In addition to this, more informal communication will be made by phone call, letter or email when necessary. At least twice a year the special education director will meet with parents in a conference to discuss progress being

made and if necessary to re-evaluate the direction of services for the child. The IEP will also be reviewed annually.

F. Direction of Program

The special education program will be under the direction of the school's Special Education Director. The Special Education Director is accountable to the administrator for all decisions made and plans implemented. In the absence of the Special Education Director, the school administrator shall oversee the program. The ultimate policy of the program is set by the Special Education Committee with the approval of the School Board.

G. Program Goals

It is the aim of this program to serve those students in need of special instructional services. This program should be implemented with the goal of including the children served as feasibly as possible into participation in the regular education classroom. The program should be maintained through open communication with parents involved, classroom teachers, and the administrator. Re-evaluation of the program should be made on at least a yearly basis to determine its success and future direction.

**TUITION PAYMENT POLICY**

- A. Ten Percent (10%) of the current year's tuition is due by August 10.
- B. Nine (9) monthly payments must be made on the balance by the 1st of every month (unless tuition is prepaid). The first monthly payment is due by September 1, then by the 1st of every month thereafter through May 1. The first monies received will be applied to incidental items such as dues, bus fees, milk, and then to the tuition.
- C. If a family is unable to meet this tuition payment policy, it is their responsibility to contact the Assistant Treasurer or a member of the Finance Committee. If special arrangements are made, they must be reported to the Board by the Finance Committee.
- D. If the payment of tuition is late, or if other arrangements have not been completed, the Assistant Treasurer will contact the parents to have them appear at the next Finance Committee meeting. If the parent continues in their delinquency, they will be asked to appear at the next regular Board meeting.
- E. If at the end of the first semester tuition accounts are not current that student(s) will not be admitted for the second semester unless specific arrangements have been made with the Finance Committee.
- F. All tuition must be paid before the final report card, credits, or diploma will be issued. In addition, a graduating student may not participate in graduation unless the full tuition amount has been paid.
- G. HCHS/PRCS does not and will not accept funds or vouchers from federal, state, or local governments.

## General Standard of Conduct

### K-12 Student Policies

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

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

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

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

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

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

#### **CELL PHONES/ELECTRONIC DEVICES**

Students may not have a cell phone or any other electronic device including music, entertainment, or communication devices on their person during the school day or on any school-sponsored trips. Students will leave their phone and other devices in their car or turned off in their lockers. Students in possession of any of these devices will be disciplined according to the following schedule:

1st Incident during a school year: If the device is noticed but is not being used, the device is given to administrator and returned after school day or trip with a verbal warning. If the device is being used, it is given to administrator, detention served, returned after school day or trip.

2nd Incident during a school year: Device given to administrator, detention served, returned after school or day trip.

3rd Incident during a school year: Device given to administrator, one day suspension served, appear before education committee, returned to parent or guardian.

Students in possession of cell phones or other electronic devices during the school day give the administrator consent to access voicemails, text messages, call logs, picture galleries, hard drives, memory cards, etc. Any material found to be evidence of violations of school policies will be disciplined accordingly.

#### **CHEATING**

**HCHS.** An increasing awareness of personal integrity, honesty, and obedience to God's Word is an extremely important biblical, moral, and social value we must stress. For any dishonesty or cheating of which the teacher becomes aware, whether in classroom testing, daily work, reference work, or other area of work, whether in class or out of class, the consequence will be an 0 for that test or piece of work and a 1/3 reduction on the final grade. If there is a second occurrence involving the student in a given class, the student will be removed from the class and will receive a final grade of E. All students knowingly involved, whether as helpers, givers of information, or as receivers, will be treated equally.

**PRCS.** Students in eighth grade will be ineligible for academic awards if they cheat on their schoolwork. Throughout all grades, a first offense also results in an E on that test or piece of work. A second offense in the same class results in an E for that class for that quarter. Parents will be notified of all incidents of cheating.

#### **CONTROLLED SUBSTANCES**

A. *Smoking and Tobacco Possession*—Students are not permitted to smoke or possess tobacco products (including e-cigarettes, vaping instruments, or the like) on the school premises or at any school function, including all extra-curricular activities. This includes the student's vehicle. Violation during the school year will result in assignment to 2 successive Saturday Schools. A second violation within the year will be viewed as deliberate insubordination and will result in a 2-day suspension.

B. *Other Contraband*—The use, possession, or distribution of contraband (alcohol, intoxicants, drugs, firearms, ammunition or explosives, fireworks, or toys of such a nature) on the school premises or at school functions (including vehicles, lockers, duffel bags, etc.) will result in immediate suspension or expulsion of the student and may be reported to the civil authorities.

## **CORPORAL PUNISHMENT POLICY**

The Board recognizes the biblical imperative that parents must at times inflict corporal punishment upon disobedient children. The teachers and administrators, standing *in loco parentis*, likewise have the right and duty to exercise reasonable corporal punishment to maintain discipline, provided the following guidelines are observed:

- A. Corporal punishment should be exercised with prudence, moderation and discretion.
- B. Corporal punishment shall be limited to spanking the disobedient child on the buttocks.
- C. Corporal punishment shall be inflicted by the teacher or administrator in the presence of another staff member.
- D. The child's parents shall be notified the same day by the school administrator.
- E. Parents may request in writing that the Board exempt their children from corporal punishment for medical or other well-grounded reasons. This request shall be presented in person to the Education Committee of the school.

## **DRESS CODE**

Because our bodies are temples of the Holy Spirit, our dress should reflect that we believe this and want to confess this concerning ourselves. We believe that our school can and should be distinguished by the dress of its students.

- A. The clothes students wear to school should reflect the Christian values of decency and moderation. Although parents are primarily responsible for the dress of their individual children, the school reserves the right to determine dress standards in the school and at school functions.
- B. To that end, we encourage neat, modest, and appropriate attire suitable to an academic setting. Clothing that is distracting, attention getting, or which promotes themes in conflict with our Christian values should not be worn.
- C. Students are permitted to wear shorts when the high temperature forecasted for Dyer, IN is above 80° for the day. Athletic shorts are not permitted for the classroom setting. Shorts worn to school should be modest and reach below fingertip length.

High school students sent home for dress violations will be required to make up the school time with a detention for each class missed.

## **EMERGENCY**

### **A. Tornado Policy**

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

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

### **B. Fire Drills**

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

## **GRADING SCALE**

The teachers will use the following grading scale:

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

## **HARASSMENT**

Harassment of students will not be tolerated. Physical or emotional harassment includes hazing, bullying, teasing, mocking, threatening physical harm, or otherwise creating an intimidating, hostile, or offensive environment. Harassment can be verbal, physical or digital. Offenses will be addressed regardless of the method or means of the harassment and regardless of where the harassment took place. Any student found harassing a student, school personnel, or their families at any time may be suspended for up to 5 days, during which time a decision will be made regarding their future status as a student at the school.

## **HONOR ROLL**

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

Similarly, PRCS students who have demonstrated educational excellence throughout their 8<sup>th</sup> grade academic year are recognized with the President's Award for Educational Excellence. The Junior High faculty will determine award winners primarily on grade performance in the core courses. Students must be enrolled in all their core courses (Bible, English, History, Math, Science) in a regular classroom setting to be considered, and maintain an average of B+ or better in these core classes over the course of their 8<sup>th</sup> grade year.

## **LOCKERS**

All students must maintain a neatly organized locker, with only appropriate posters and pictures displayed inside. No decorations of any kind are allowed on the exterior. The student is responsible for the contents of his locker. This includes having only those items that belong in a Christian school, and preventing misuse or theft by others. Students are not permitted to store opened food or drink in their lockers. Combination locks may be purchased from the school office; other locks will be removed. The administration will be inspecting lockers periodically.

## **PARENTAL INVOLVEMENT**

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

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

## **RESPECT**

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

## **STUDENT ILLNESS POLICY**

The intention of this policy is to provide a healthy and safe environment for our students and staff. Some illnesses and situations require a child to be absent from school to prevent the spread of infection to other children and to allow the child time to rest, be treated for the illness, and recover. In order to help keep our children healthy, PRCS & HCHS require adherence to the guidelines of this policy.

Children will not be allowed to attend school or school related activities if they have anything contagious such as, but not limited to the following:

- A. **FEVER:** May return when fever free (under 100.0 degrees) for minimum 24 hours, without fever reducing medication (e.g. Motrin or Tylenol).
  - B. **DIARRHEA/VOMITING:** May return when symptom free for minimum 24 hours.
  - C. **STREP THROAT:** May return after 24 hours of antibiotic treatments and no fever for minimum 24 hours.
  - D. **CONJUNCTIVITIS (pink eye):** May return 24 hours after treatment begins and eyes are free of discharge.
  - E. **HEAD LICE:** May return after treatment and removal of all live lice and nits from hair.
  - F. **RING WORM:** May return after treatment begins; area should be covered while in school for first 48 hours of treatment.
  - G. **IMPETIGO:** May return after 24 hours of antibiotic treatments.
  - H. **COMMUNICABLE DISEASES** (such as, but not limited to – influenza, chickenpox, measles, mumps, pertussis, meningitis, mononucleosis, rash): May return when cleared by their medical provider.
- If a student becomes sick and has a fever during the school day, he/she must be picked up from school. Until picked up by a guardian, he/she will be in a location in which other students will not be present.

### **STUDENT PROMOTION POLICY**

- A. **Regular Promotion and Retention.** Promotion is regularly based on a student's satisfactory mastery of the requirements of his grade assignment. Retentions are made by the Board upon recommendation of the staff after consultation with the parents.
- B. **Special Consideration for Promotion.** Parents who desire advancement for their child in spite of lack of demonstrated competence may do so by requesting the Board to classify their child as a special student. The Board decision considers both the welfare of the student and that of the school.
- C. **Reporting Progress.** Regular forms are used to report student achievement. Special students are evaluated diagnostically or on a special card.
- D. **Transfers from Non-Standard Programs.** Students who are transferred without credits from non-graded or home education programs must establish competence by testing for grade equivalency. The cost of such testing by a school-approved testing service is the responsibility of the parent. Students from non-standard programs will be accepted at entry level provisionally until such time as they establish competency in the grade to which they are assigned. Honors and credits will be approved only for the work done by the student in this school. The Education Committee approves recommendations for grade placement.
- E. **Graduation.** The Board awards a diploma at graduation based on satisfactory completion of the course of study and an appropriate certificate to special students who do not meet grade standards.

### **USE OF KING JAMES VERSION**

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

### **VANDALISM**

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

## 9-12 Specific General Student Policies

### **ATTENDANCE**

Good attendance plays an important role in good achievement. Frequent absences breed disinterest and lack of involvement, and as a result poorer achievement. Absences create extra inconveniences for students and teachers alike. For these reasons, we ask each family to try to maintain good school attendance habits: try to schedule family trips during the school holidays, dentist appointments after school hours, etc. It is understandable that some absences must occur due to illness and emergencies. You are, however, setting a pattern for life by insisting on good attendance. Employers, who are also looking at your Christian commitment, may wish to look back on your

attendance record. Helping at home should not be asked by parents unless in extreme circumstances where no other help is available. Remember, there is no substitute for classroom discussion and explanation.

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

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

- A. *Excused Absences*—Included in this category are absences for reasons of illness, family emergency, medical and dental appointments that cannot be scheduled before or after school, and court appearances. The administration may determine other absences to be unavoidable, if the absence is reasonably necessary and cannot be scheduled before or after school.

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

- B. *Planned Absences*—Defined as absences allowed and planned by the parents, but which do not fall in the excused absences category, such as family vacations, days off for work, and absences for a planned college or workplace visit (College-prep juniors shall be permitted 1 college visit per year and seniors 2.) All college and workplace visits must be completed by May 1. Personal days are not valid as planned absences. All planned absences require parent notification to the office; a permission form signed by the parent and administrator, with student-obtained teachers' initials for each class to be missed, must be filed with the office 5 days prior to the absence.

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

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

A maximum of 3 days per year for planned absences is allowed. One college or workplace visit per year for juniors and 2 for seniors will not be counted towards the total. Any planned absences in excess of 3 days will result in the student's letter grades being reduced by 1/3 per day (from a B+ to a B, e.g.).

- C. *Unexcused Absences or Truancy* (absent without school approval or parental consent): A student will receive a zero for all work missed and will be assigned a detention or a Saturday school if the absence is for 3 class periods or more.

- D. *Other Attendance Policies*

1. *Leaving School*—Students must report to the office if they find it necessary to leave school for any reason during the school day, including the noon hour. A student is permitted to leave school for an authorized reason, after signing out in the office. (Please note that the office requires a written or telephone request from the parent or guardian to give a student permission to sign out.) Students leaving school without permission will be considered truant.

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

2. *Tardiness*—If a student arrives late for morning devotions, he will be counted tardy for first period. (He will be counted absent for first period where the rule for truancy applies or if he is more than 15 minutes late.) After 4 tardies for any class period in a semester, an email will be sent to the parents notifying them of the situation. Tardies 5–7 will result in a detention, and tardies 8 and 9 in a Saturday school. The 10th tardy will require a meeting of parents and student with the Education Committee regarding possible suspension.

3. *Extracurricular Participation*—A student must be in attendance for at least 4 class periods of their assigned daily schedule at our school to attend or participate in any extra-curricular activity that day. Exceptions to this policy are planned absences for college or workplace visits.

### **DISCIPLINE MEASURES**

#### **A. Detention/Penalty Hours**

Detentions will be given for tardiness, attendance problems, or other forms of inappropriate behavior. A student who is assigned this 40-minute penalty hour is expected to take it on the day it was given. There are no exceptions, unless the detention inconveniences the faculty. Students having special concerns with the assigned penalty hour must make arrangements with the teacher. Detentions begin 5 minutes after school dismisses. Students tardy for a detention will receive another for the following school day. Any student skipping a detention will receive a Saturday School. A student receiving more than 3 detentions in a semester will receive a Saturday School. Students are to bring schoolwork to the detention room and may not talk, sleep, or eat.

#### **B. Saturday School**

Saturday School has a two-fold purpose: as an intermediate step between detentions and suspension, and/or as a way to encourage those students who are struggling academically by providing extra help. It is a means of discipline that does not deprive the student from academic participation in class.

Saturday School will operate from 8:30 to 11:30 a.m. when needed. Students are to bring schoolwork and may not talk, sleep, or eat. Students will receive a 10-minute break midway through the session. Students who report less than 10 minutes late will serve one additional hour, from 8:30–9:30 a.m., on a second Saturday. Students who are more than 10 minutes late, do not attend and are unexcused, do not work while in the room, or behave inappropriately will receive a 3-day suspension from class. If a student cannot attend for an acceptable reason, the parents are to contact the school between 8:15 and 8:30 a.m. Transportation, employment concerns, and extra-curricular activities are not valid excuses.

#### **C. Suspension and Expulsion**

Suspension will occur when the administration determines that misbehavior necessitates a student being removed from the social and academic environment. Open disrespect and defiance of authority, profanity, and other serious offences will result in suspension, whether or not they are specifically mentioned in this book. Both the student and the parent will be made aware of the reasons for the suspension, as well as the criteria for re-entry into a restored relationship with the rest of the school community. A student who misses classes for suspensions is responsible to make up all work missed, and is able to receive full credit for that work. Every suspension of 1 to 3 days means a 1/3 reduction (C to C-) on each final grade, and every suspension of 4 or more days means a full grade reduction (C to D) on each final grade. Repeated suspensions will result in expulsion and disqualify the student for any reward. Expulsion may be the result in cases of severe or repeated disciplinary cases. Only the school board can take such action.

### **PROSPECTIVE PARENTS POLICY**

#### **A. Scriptural Basis**

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

#### **B. Statement of the Policy**

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



4. Implementation of the policy will be through the administrator and Education Committee.

C. Guidelines for Implementation

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

**STUDENT DRIVERS**

Driving an automobile is a serious responsibility. There are increased risks and responsibilities with the number of students present. It is important that students exercise care and caution in the parking lot as well as being good witnesses to the community on the driveways and area roads. Note especially the following:

- The campus speed limit is 15 mph.
- Students who drop off grade school siblings must use the appointed pick-up/drop-off zone. No double parking is allowed in the zone.
- Students should promptly park their cars and come into the building in the morning, and promptly leave in the afternoon in an orderly fashion. (Observe the 8:10 am and 3 pm bells at the latest.)
- Students may not go onto the parking lot or into their cars during the school day without permission.
- Students may not speed, squeal tires, allow others to ride on the outside of the vehicle (including trucks), drive carelessly, or play loud and/or offensive music.

Any violation of the policy will result in a \$25 fine for the first offense. Any second offense during the driver's high school career will result in a \$25 fine, and a third offense will result in \$50 fine and loss of driving privileges (parking in the school parking lot) for 3 weeks. Fines not paid within 2 school days will result in a Saturday school. For any violation, administration may determine that a detention is also appropriate.

Vehicles parked on school property are subject to search and inspection in the presence of the student by the authorities of the school or those appointed by school authorities.

**VISITORS**

Students may occasionally be granted permission to invite a friend or relative to school for a short visit (lunch, e.g.). Requests to have a student visitor must be submitted by a parent in writing at least 2 days prior to the visit to the administrator for approval. A student guest who attends classes with their host should be considering enrollment at Heritage. Student visitors who are approved will be required to adhere to all dress code and conduct policies while on campus, with the host student held responsible. All visitors, including parents/guardians, must register and "sign-out" in the office.

## 9-12 Specific Curricular Policies

### **ACADEMIC POLICY**

Students are expected to successfully progress in their academic work. Failure of 2 or more courses in any semester requires a conference with the student, the administrator, and his parents. The meeting will be directed at the causes of failure and remedial steps to be taken to avoid further failure. The student may be recommended for academic probation. Following a semester of academic probation, the Education Committee will review the student's record. The student may be recommended to the board for expulsion.

### **DROPPING AND ADDING CLASSES**

Once the semester begins, students are allowed to change schedules only during the first week of classes with parent permission. Students are allowed to drop a class, without academic penalty, only during the fourth week of the semester and only for reasons deemed legitimate by the student's teacher, parent, and administrator. Legitimate reasons generally mean misplacement or unusual change in the student's educational plans. No student may drop an upper level, yearlong course at the semester break unless they receive less than a C for the first semester or on the advice and consent of the teacher. Any student dropping a course after the fourth week of the semester will be assigned an E for the course. A class may be added or a dropped class may be replaced by another course if one is available. This may be done only during the first week of the semester. The Education Committee must approve any exception to this policy.

### **EXAMS**

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

Seniors may be exempted from second semester exams in any course according to the following criteria:

1. At least a B average on the final class day of the semester.
2. No more than 4 absences from that class including any college or workplace visit taken during the semester. Funerals for immediate family members would not count toward the 4-absence limit.
3. No truant absences or absences resulting from a suspension during the semester.
4. School-sponsored activities such as field trips and athletics do not count as absences under this policy.

### **GRADE POINT AVERAGE**

GPA will be calculated based on grades received in all subjects. Note: Valedictorian and salutatorian honors will be determined based on the GPA achieved (from the 9th grade through the midterm grades of the second semester of the 12th grade) and the number of credit hours completed. The honor will be limited to college prep students and to those students who have been registered for all their course work at this school during the 11th and 12th grades.

### **GRADUATION REQUIREMENTS**

48 credits, with a passing grade in all required courses. For a list of courses, refer to the Curriculum Guide. Graduation occurs once each year; diplomas are awarded at this time to all students who have met the requirements.

### **INCOMPLETES**

A student who receives an Incomplete on his report card must take the necessary steps to have that incomplete removed within 2 weeks of the card's issuance. If work is still unfinished after that period, the Incomplete will become an E.

### **LUNCH AND BREAK TIME**

Students may use this time to relax, socialize, and eat in the high school or outdoors within sight in the area west of the high school wing. Students may not take food or drink into the gym, library, computer lab, or locker rooms. All papers and trash from lunch must be disposed of properly.

### **OFF CAMPUS POLICY**

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

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

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

- B. Work Experience.** Seniors who are on track to fulfill all requirements for graduation may be granted early release from the school's regular hours in order to gain work experience.
1. Parents must submit a signed, written request for their student to the Education Committee via the administrator. Forms for this purpose are available from the office. A meeting of the parents with the Education Committee may be required.
  2. The student must be enrolled in a minimum of 4 courses at HCHS for each semester included in the request.
  3. This privilege will be suspended if the student does not maintain satisfactory grades (2.0 GPA and no Es) in all courses being taken.
  5. Students may be released after 5<sup>th</sup>, 6<sup>th</sup> or 7<sup>th</sup> periods but no earlier.

## 9-12 Specific Extra-Curricular Policies

### ACADEMIC ELIGIBILITY RULES

- A. Extra-curricular activities include participation in athletics, clubs, or student council.
- B. To participate in extra-curricular activities, students must maintain a passing grade in each of their classes. They must also maintain a C (2.0) average.
- C. A failing grade in any class and/or an average below C at any point during the activity will result in a 3-week suspension from participation in any games, but the student is expected to participate in practices and attend games.
- D. If at the end of the 3-week suspension the grades are back to the standards, the student may be reinstated upon the teachers' assent.
- E. If grades are not up to standard by the end of the 3-week suspension, the suspension continues and the student may be reinstated only if he/she meets standards by midterm or semester end; otherwise, the student will be ineligible for that activity for the remainder of the year.
- F. Athletes (including 9th graders) in the fall sports must meet eligibility requirements during the final marking period of the previous school year to be eligible at the beginning of the season for fall sports. (The beginning of the fall season coincides with the first day of school, and otherwise with the first game of the season.)

### ATHLETE RESPONSIBILITY

First and foremost, athletes must remember that at all times they carry the name Christian. It is the duty and responsibility of all Christian athletes to let their light shine and show by their behavior that they are children of

God. Athletes have a corporate responsibility to the team. When a player is suspended, he has let down the rest of the team. Athletes have a responsibility to the coaches. If a player is suspended, he/she has let down the coach, and much work and planning is lost. Athletes are responsible to fellow students. They represent the student body both on and off the playing field, and should be a credit to them at all times. Athletes represent HCHS. The school board members, the faculty, the parents, and all other supporters of HCHS ought not be embarrassed by athletes' behavior.

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

#### **ATHLETIC ELIGIBILITY RULES REGARDING CONDUCT AND SUBSTANCE USE**

- A. Vulgar Language and Profanity
  - 1. Use of vulgar language or profanity in a practice or a game will not be tolerated.
  - 2. Rule violation will result in immediate dismissal from the practice or game, which restricts playing time in the ensuing contest.
  - 3. Additional punishment and dismissal from the team may follow if this misbehavior is repeated.
- B. Possession and/or use of tobacco products, alcohol, and illegal drugs is strictly forbidden for our athletes. Athletes should be full-time abstainers. (This includes the summer and any time during the school year.)
  - 1. Discipline for the first violation of the rule will be dismissal from the sport in which he/she is participating. If the student is not participating in a sport at the time of the violation, he/she will be suspended for at least 1/3 of the games or competitive events of the first sport in which he/she will participate following the violation.
  - 2. Second time offenders are suspended from sports for 1 full year from the violation date.
  - 3. Third time offenders forfeit all privileges of athletic participation at HCHS.
- C. Insubordination and disrespect will not be tolerated by our coaches. Students who display a disrespectful attitude can expect suspension from athletic participation and will be dealt with as decisively as they would for any of the preceding offenses.

#### **ATTITUDE AND BEHAVIOR OF ATHLETES**

- A. A sportsmanlike attitude must be shown by athletes before, during, and after the game. Victories and losses should be taken graciously. Respect must be shown toward the coach, toward game officials, toward opposing team members and coaches, and toward spectators.
- B. If another game is in progress the inactive team should watch and encourage those who are participating.
- C. Team members should be neatly dressed at the games. If a pre-game uniform is issued, it should be worn at all games and kept in good condition. If no uniform is required, players are expected to wear dress clothes. Failure to dress properly will result in suspension from that game.
- D. Players are expected to give their best performance in the game, and should be a source of encouragement to each other. Response to mistakes must never take the form of visible disgust with oneself, with team members, or with the officials. Those who are unable to exercise this kind of self-control will find themselves benched immediately.
- E. Transportation
  - 1. Whenever a team bus is used, all players, managers, and coaches are expected to be on board. Spectators will not ride the team bus. Everyone on the bus is required to sit according to the coaches' instructions. All electronic devices are forbidden. By special permission a student may ride with his/her parents.
  - 2. When teams travel by car, it is the team members' duty to find and coordinate rides with the coaches, and to act responsibly either as drivers or riders.

## **FAREWELL DINNER**

A junior/senior banquet sponsored by the junior class under the direction of the class sponsor(s) will be held each year. The banquet will include only the HCHS junior and senior students and the teaching staff and will consist of an elegant dinner.

## **STUDENT COUNCIL CONSTITUTION**

### **Purpose — The goals of the Student Council shall be:**

- I. To encourage the upholding of the Christian witness by all students.
- II. To provide training in leadership in church and school.
- III. To promote proper student attitudes towards the school and its policies, classroom conduct, school property, and faculty.
- IV. To promote harmony between the student body and the faculty and administration.
- V. To reflect the views and ideals of the student body.
- VI. To manage various student activities in conjunction with the faculty and administration.

### **Article I — Limitation of Power**

Because the Student Council derives its authority from the administration and the Board of Education, its activities, actions, and rules of regulation may be limited or removed by the aforesaid bodies. The Student Council is responsible to the administration and the School Board for all its undertakings, actions, and activities.

### **Article II — Faculty Advisor**

- I. The Student Council shall have a faculty advisor.
- II. The administrator with the approval of the Education Committee shall appoint the faculty advisor.
- III. The purpose of the advisor is to guide and advise the Student Council in all its activities. The advisor shall attend all meetings of the Student Council.

### **Article III — Student Council Body and Officers**

The Student Council shall be comprised of 2 representatives of each class. From these representatives, the following officers will be elected by a majority vote of the Student Council: President, Vice-President, and Secretary.

- I. President
  - A. The President shall be a member of either the junior or senior class.
  - B. The President shall preside at all Student Council meetings.
  - C. The President is in charge of all Student Council activities.
- II. Vice-President
  - A. The Vice-President shall be a member of either the junior or senior class.
  - B. The Vice-President must preside at all meetings in the absence of the President.
- III. Secretary
  - A. The Secretary shall be a member of the Student Council.
  - B. The Secretary must keep accurate records of all Student Council meetings and record all Student Council transactions.
  - C. The Secretary shall write all notices and take care of incoming and outgoing correspondence.
  - D. The Secretary is responsible for posting the minutes of each meeting on bulletin boards, and with the administration.

### **Article IV — Elections**

The election of the Student Council representatives:

- I. Candidates for Student Council shall be nominated by signed petition by members of each class.
- II. The term for Student Council representatives shall be from September to June of the following calendar year.
- III. Elections will take place in the last week of September.
- IV. Representatives will be elected by a simple majority of the student body. In case of a tie between any two candidates, a second vote will be taken.
- V. Two representatives of each class shall be elected from each class.

**Article V — Meetings**

The Student Council shall meet regularly on certain days to handle Student Council business. If the need arises a special meeting can be called by the Student Council President, the administrator, school board, or faculty advisor. All meetings are open to student and faculty non-members.

**Article VI — Committees**

The members of the Student Council shall maintain committees to organize activities for the good of the student body and the school. The Student Council shall decide what activities and programs, along with the subsequent committees, will be needed on a yearly basis.

**Article VII — Amendments**

Amendments to this Constitution shall be ratified by a three-fourths vote of the Student Council and approved by the School Board.