



**Educating Students to Impact the World for Christ**



# **Parent/Student Handbook**

**2025-2026**

## **Welcome to Heritage Christian School!**

We are very grateful to the Lord Jesus Christ for His provision of a Christian school in the Gallatin Valley and are thankful that He has led you to choose Heritage as your school.

For more than thirty years, God has enabled Heritage Christian School to assist parents in educating their children in Jesus Christ, building them up to serve Him according to the gifts and abilities that He has given them. God has blessed Heritage with a beautiful campus, a dedicated faculty, and a high-quality curriculum to offer children the best in Christian education.

This handbook is designed for both students and parents with the goal of providing basic information on the policies and procedures of the school. It is intended to be a readable guide containing important information concerning doctrine as well as school policies and procedures including student conduct, dress code, attendance, hot lunch, and more.

You are encouraged to read this handbook carefully and to keep it available for future reference. Please remember that this book is representative of, but not a replacement for, formal board policies. Revisions of this handbook may be made on an ongoing basis, and you may also access this and other important information from the school's website at [www.heritage-christian.org](http://www.heritage-christian.org).

Thank you again for choosing Heritage Christian School. May God bless you as we partner with you to raise your children in the nurture and admonition of the Lord.

*"Lo, children are a heritage from the Lord: and the fruit of the womb is His reward."*

Psalm 127:3

# Heritage Christian School

## Faculty and Staff Directory

2025-26

### Board of Directors

Mr. Thomas Lee  
Mr. Eric Rassi  
Mrs. Kim Kimbell  
Mr. Josh Montanye  
Mrs. Julie Verellen  
Mrs. Amy Mitchell

President  
Vice President  
Secretary  
Treasurer  
Member  
Member

### Administration Staff

Mr. Jay Cummins  
Mrs. Jennie Graham  
Mrs. Stephanie Gossack  
Mrs. Michelle Nuss  
Mrs. Sandy Walker  
Mrs. Winter Blackmore

Head of School/Secondary Principal  
Admissions  
Elementary/Student Support Principal  
Financial Administrator  
Office Manager  
Custodian  
Food Service Manager

### Elementary (Pre-K-6) Faculty

Mrs. Johnna Bittner  
Mrs. Leslie Wolfe  
Mrs. Katie Gilbert  
Mrs. Holly Rumsey  
Mrs. Taylor Washington  
Mrs. Emma Taylor  
Mrs. Darice Burdick  
Mr. Brody Graham

Pre-Kindergarten Teacher  
Kindergarten Teacher  
First Grade Teacher  
Second Grade Teacher  
Third Grade Teacher  
Fourth Grade Teacher  
Fifth Grade Teacher  
Sixth Grade Teacher

### Secondary Faculty

Mr. Mike Berry  
Mrs. Rachelle Black  
Mr. Jay Cummins  
Mr. Drew Frazer  
Mrs. Stacy Frazer  
Mrs. Anne Gee  
Mr. Rick Gillis  
Mr. Ray Gossack  
Mrs. Karri Heupel  
Mr. Jon Kimmel  
Mrs. Linda Kneeland  
Mr. John Rasmussen  
Mrs. Rhianna Schwartz  
Mrs. Kari Yakos

Boys Bible  
Geography, History Teacher  
History Teacher  
Auto Mechanic Teacher  
Girls Bible Teacher  
English/Math Teacher  
Math/Science/Career Skills Teacher  
Math/Science Teacher  
Career Skills Teacher  
9<sup>th</sup> Grade Bible/Math Teacher  
Bible/History Teacher  
Math and Science /Athletic Director  
Family Science Teacher  
English/Yearbook Teacher

### Specialists

Mrs. Keely Rietveld  
Mrs. Landa Heys  
Mrs. Mary Cummins  
Mrs. Tracy Willard  
Mrs. Kimberly Wielenga  
Mrs. Jamie Morscheck

Athletic Director, PE Teacher  
Spanish Teacher  
Library Director  
Secondary Art  
Band and Music Teacher  
Elementary Art Teacher

**HERITAGE CHRISTIAN SCHOOL**  
**Secondary Parent/Student Handbook**  
**2025-26**

*Table of Contents*

<b>I. About Our School.....</b>	<b>1</b>
Mission Statement.....	1
Vision.....	1
Philosophy.....	2
Objectives .....	3
Core Values.....	5
Statement of Faith .....	6
Statement on Marriage, Gender & Sexuality.....	7
Interdenominational Position .....	7
History.....	8
School Governance .....	8
School Traditions .....	9
<b>II. Admissions.....</b>	<b>10</b>
Admissions Requirements .....	10
Admissions Standards.....	10
Admissions Procedures .....	11
Policy of Nondiscrimination .....	13
Parent Involvement .....	13
<b>III. Tuition and Fees .....</b>	<b>14</b>
Tuition.....	14
Fees .....	16
Financial Assistance.....	16
Donations .....	16
<b>IV. Attendance .....</b>	<b>17</b>
Attendance Policy .....	17
Absences .....	17
Tardies.....	19
Leaving Early.....	19
Closed Campus Policy .....	19
Truancy .....	19
<b>V. Student Conduct / Discipline Policy .....</b>	<b>20</b>
Discipline Policy.....	20
Rules for Student Conduct.....	21
School wide Rules.....	28
Search and Seizure Policy.....	29
Student-to-Adult Salutation .....	29

Boy-Girl Relationships / Physical Affection .....	30
<b>VI. Academic Policies .....</b>	<b>31</b>
Academic Excellence.....	31
Curriculum .....	31
Homework.....	31
Standards for Written Work.....	33
Semester Exams .....	33
Grading .....	33
Academic Honors.....	37
Parent-Teacher Conferences .....	39
Class Registration/Scheduling .....	39
Graduation Requirements .....	40
Standardized Achievement Tests.....	44
Christian/Community Service.....	44
Computer/Network Use Policy .....	45
Student Personal Electronic Device Policy.....	46
Artificial Intelligence Usage Policy.....	48
Library.....	49
<b>VII. Student Dress Code.....</b>	<b>50</b>
Principles for Student Dress.....	50
Student Dress Standards & Requirements .....	51
Dress Code Enforcement .....	52
Gym Dress Standards.....	53
<b>VIII. School Procedures .....</b>	<b>54</b>
School Hours.....	54
Pledges .....	54
Prayer .....	55
Chapel .....	55
Field Trips .....	55
Holidays .....	56
Lunch .....	56
Gum and Candy .....	56
Beverages.....	56
Recess .....	56
School Newsletter .....	56
School Pictures.....	56
Visitors.....	57
School Telephone Use .....	57
Lockers.....	57
Lost and Found .....	58
Restroom/Hallway Passes .....	58
Study Hall .....	58
Student Driving Policy.....	58

Emergency, Health, and Safety Procedures .....	59
Student Records .....	60
<b>IX. Student Activities .....</b>	<b>62</b>
Extracurricular Activities Policy.....	62
15 Passenger Van Driving Policy.....	63
Athletics .....	63
Non-Athletic Activities .....	64
Academic/Co-Curricular Activities .....	65
Student Missions Trip .....	66
Social Events.....	67
<b>X. Conflict Resolution Protocol.....</b>	<b>68</b>
Process for Conflict Resolution .....	68
Appeals Process .....	69
<b>XI. Organization Chart.....</b>	<b>70</b>

# I. About Our School

## **Mission Statement**

The mission of Heritage Christian School is to educate students by integrating academic excellence with a biblical worldview, helping Christian families to impact the world for Christ.

## **Vision**

The guiding vision of Heritage Christian School is three-fold. First, it is to help raise up a generation “whose God is the Lord” by instilling in the hearts and minds of our students a passionate and holy fear of the Lord (*Psalms 33:12*). Unless our foundation is to bring glory and honor to the Father, all else is in vain (*Ecclesiastes 1:2-4, 13*). The promise given to us by Jesus in John 12:32 provides immeasurable encouragement for those whose desire is to glorify the Savior: “...if I am lifted up...I will draw all men to Myself.” Similarly, Proverbs 9:10 states, “The fear of the Lord is the beginning of wisdom, and the knowledge of the Holy One is understanding.” God is the only light by which we are able to obtain true knowledge and understanding. Without Him, all knowledge becomes a fragmented collection of unrelated, meaningless facts. However, when God is acknowledged and feared, all knowledge coheres.

Secondly, we believe that God has ordained the family as the foundation for all education and training. Scripture makes it clear that parents, not the church or the state, have been entrusted with the instruction of their children (*Deuteronomy 6:4-9; Ephesians 6:1-4*). With this in mind, it is the aim of Heritage Christian School to assist parents in the training and instruction of their children. We desire to supplement the instruction of the home, enabling parents to be more effective in the teaching of their children.

Thirdly, as a school in partnership with the home, we aim to equip students to impact their sphere of influence for Christ (*Matthew 28:19-20*). In order to accomplish this, there are three goals we strive to achieve: To begin, it is our goal to provide instruction that is directed by Scripture. God has made it clear that He wants His children to live in an environment conditioned by His Word (*Psalms 119:105*). This being the case, Heritage Christian School aims to provide thorough biblical instruction that relates to the whole of life.

Heritage Christian School also strives to provide an environment of learning which fosters the Lord’s command to love Him with all our heart, soul, mind, and strength (*Matthew 22:37; Mark 12:30*). The command to instruct and train our children is not limited to religious instruction. Our aim is to teach our children to think biblically when they are studying math, science, language arts, music, history, or when exercising their bodies, thereby fulfilling Christ’s command.

Finally, in order to train and equip students to impact their world for Christ, Heritage Christian School aims to ensure that our students are not misled by false teachings (*Colossians 2:4, 8*). Using the Scriptures as our fixed reference point, we will present the arguments of our opponents as accurately as we can to be weighed and understood in light of the Scriptures. This is done according to the belief that the Christian position can be honestly defended and will not only withstand, but will triumph over, the assault of humanistic philosophies.

## **Philosophy**

Scripturally, the process of education should lead the student toward the development of true knowledge, righteousness, and holiness in Christ, thus the student can mature spiritually, mentally, socially, and physically through teaching and leading in accordance with God's design.

Christian education develops students who think from a Christ-like perspective, holding a world and life view in which all issues are understood within the context of the eternal, causing all issues to be seen as God sees them. Secular education, on the contrary, either ignores God's existence or ignores His involvement in human affairs, and thus develops students who think only in human terms, bound by the limits of this life, seeing all issues as man alone sees them.

Although knowledge is factually the same for both viewpoints, the interpretation and significance of that knowledge is not. The full truth of any subject cannot be taught if God is ignored or denied. A Christian education can be achieved when the following biblical truths are taught and integrated throughout all areas of the school:

- God is self-existent, infinite, sovereign, and the source of all truth and life. He is the triune God—God the Father, God the Son, God the Holy Spirit (*Genesis 1:1; Romans 1:7, 8:28; Hebrews 1:8; Acts 5:3-4*).
- God is the Creator and Sustainer of the universe. Through creation He reveals His eternal power, infinity, diversity, and divine nature. Creation is the general revelation of God (*Genesis 1:1-23; Romans 1:20*).
- The Lord Jesus Christ is God the Son. He is to have the preeminence in all things. The Lord Jesus, the express image of God the Father, is the only Savior of the world and the only mediator between God and man. Christ was born of a virgin. He was crucified, buried, and rose bodily from the grave. Christ will come again to establish His kingdom (*Colossians 1:15-17; John 14:3, 6; 1 Timothy 2:5; Luke 1:34-38; Matthew 1:23; 1 Corinthians 15:3-4*).
- The Holy Spirit is God the Spirit sent by the Father to mankind. He is the Spirit of Truth sent to teach truth and to guide mankind into all truth. He convicts individuals of their disobedience to God. He presents the righteousness of Christ and convicts the world of judgment at the cross. The Holy Spirit indwells the believer, enabling him to obey God in the process of conforming to Christ (*John 14:16-17, 16:7-11*).
- The Bible is truth, the living Word, the specific revelation of God to man. In the original manuscripts, it is inerrant. The Bible is complete and is the final authority over man. Through the Scriptures, man can have knowledge and wisdom about God, life, and himself (*John 17:17; 2 Timothy 3:16-17; 2 Peter 1:3*).
- God created man in His own image, after His likeness, and for His glory. In his original state, man had communion and fellowship with God. Man chose to disobey God. Disobedience to God is sin, and thus sin entered into the world. This resulted in man's separation from God, eternal death passed on to subsequent generations, and an imposed curse on the rest of creation. Through his sin nature, man omits God and thereby fails to relate himself and his knowledge to God (*Genesis 1:26, 3:1-6; Romans 1:24-28; 5:12; 8:22*).



- Man is given new life and is brought back into a proper relationship with God by personally trusting Jesus Christ the Lord, Who shed His blood in payment for sin.  
An individual is redeemed by God's grace through faith alone, not by works or service (*2 Corinthians 5:17; Romans 5:1, 10; Ephesians 2:8-10; Titus 3:5*).
- The believer matures into Christ-likeness as he submits to the Holy Spirit and obeys the Word of God. The fruit of the Spirit, righteous living, and good works evidence being Christ-like. Maturing in Christ is a process evidenced by continual growth (*Romans 8:29; 2 Corinthians 3:18; Galatians 5:22-23; Ephesians 2:10*).
- Prayer is the vital communion between God and man, enabling man to talk with God and to worship Him. Through prayer, God's power and grace are made available to the believer (*Philippians 4:6-7; Matthew 6:9-15*).
- Christ has established the church and is its Head. Individual believers are to be related to a local church for Christian worship, instruction, fellowship, and service (*Ephesians 5:23; Hebrews 10:24-25*).
- God has established marriage between one man and one woman as the basis for the family (*Genesis 2:18, 21-22; Mark 10:6-9*). God has created people as sexual beings with the expression of a physical/sexual relationship being fulfilled only in the context of marriage defined above (*Ephesians 5:3*).

## **Objectives**

Heritage Christian School exists to give its students the tools to develop a Christian world and life view. Individual maturity is developed in a student's life when there is definite growth in the spiritual, academic, physical, and personal areas. The following objectives are the result of this philosophy and determine the policies and programs of the school.

## **Spiritual**

- Teach that God is truth.
- Teach that God reveals Himself to man through the Bible, His divinely inspired Word, and through Creation.
- Present Jesus Christ as Lord and Savior, whom every student has the opportunity to personally receive.
- Present the Holy Spirit as the Revealer and Teacher of Truth.
- Encourage students to develop a heart attitude for daily communion with God.
- Encourage each individual to know and obey God's will, that the peace of God might rule in his/her heart.
- Encourage each individual to live a life consistent with and worthy of the Gospel of the Lord Jesus Christ.
- Teach students how to deal with temptation and sin.
- Encourage the individual to develop self-discipline and personal responsibility based on respect for and submission to God and those whom God placed in authority over him/ her.
- Develop an understanding of the role and responsibilities of each member in the Christian home.

- Develop an understanding of the role and responsibilities of each individual in the Body of Christ.
- Help the individual develop a Christian worldview by integrating all of life with the principles set forth in the Word of God.

### **Academic**

- Develop the individual's potential academic abilities by promoting high academic standards within the curriculum.
- Teach and encourage each student to develop good personal study habits.
- Help each student gain a thorough command of the basic skills: oral, written, and listening communication, mathematics, and reading.
- Instill in each student a desire to learn, teaching each student to reason logically, think critically, and study independently using biblical criteria for evaluation.
- Develop an appreciation for the fine arts by teaching that fine arts can strengthen the inner man, reveal the individual's inner, God-given talents, and encourage personal expression.
- Encourage students to pursue areas of personal interest and develop their God-given abilities.
- Promote responsible citizenship through the development of the biblical concepts of freedom, human dignity, and authority.
- Teach a God-centered view of history, government, and other sociological studies, relating current events to God's plan for man and the world.
- Promote an understanding of and an appreciation for God's world and an awareness of man's role in his environment, teaching that man is to use creation properly.
- Develop the creative skills of the student.
- Teach the student to work independently and cooperatively.

### **Physical**

- Teach that bodily discipline in pursuit of godliness is profitable by promoting habits that contribute to good health and the wise use of the body as the temple of God.
- Teach good sportsmanship and teamwork by applying the Christian principles of self-control and Christ-like character while participating in physical recreation.
- Teach the individual to practice Christian principles in each area of responsibility in which God has placed him/her.
- Teach that each individual is personally responsible and accountable for his/her thoughts, words, and actions and the consequences suffered when we violate the principles of God's Word.
- Teach each individual that his/her conscience is a gift from God and needs to be respected, guarded, and developed according to biblical principles.
- Teach biblical perspectives towards marriage and the family.
- Promote an understanding of time as a God-given commodity and the effective stewardship of that time.
- Teach that God has given us all things and requires us to be faithful stewards of all we own or use.
- Encourage the individual to identify and develop fully his/her God-given talents and abilities.

## **Core Values**

The following core values are the convictions that support and empower the purpose of Heritage Christian School, providing certainty, stability, and a strong foundation for achieving it. They provide the school with security and ultimately shape its moral culture. They are:

- **Lordship of Christ**

The lordship of Christ is the daily submission and surrender of the entire self to the authority and leadership of Jesus Christ, recognizing His sovereign right to rule pre-eminently over us. Students are taught to submit every area of their lives to Him so that they might experience the joy, blessings, and fullness of Christ in their lives. Each child is encouraged to begin and/or develop a relationship with Jesus Christ.

- **Biblical Scholarship**

The authority of God's Word for faith and practice is taught to every student. The Bible is a core subject in the academic curriculum, and biblical integration is planned into the learning experience. Students will learn how to process information and to think critically in the context of a biblical worldview in order to defend their faith and to live a lifestyle in accordance with it.

- **Academic Excellence**

High academic standards are maintained for all students with the expectation that each can succeed. Every child is encouraged to maximize his/her learning potential and to develop a lifelong love for learning. Students will be equipped with a high-quality education to think critically and to influence the world for Christ.

- **Character Development**

Character development based on the Word of God is instilled in the hearts of all students. Every child receives individual discipleship in self-discipline and personal responsibility in an orderly environment of Christian love and compassion. Each student will be trained to be a leader as he/she is given opportunities to lead others.

- **Compassion for Others**

Students are taught to love God with all their heart, soul, mind, and strength, and to love their neighbors as themselves. As students grow in their relationship with God, they will glorify Him through their interactions with others. A student's relationships with fellow students, parents, and teachers will be Christ-centered and edifying.

- **Evangelism**

Every student is taught to develop a servant's heart. Students will learn ways to serve others through evangelistic outreach, missionary projects, and community service. Students will be trained and equipped to win others to our Lord and Savior Jesus Christ.

- **Parent Involvement**

A high level of parental involvement at school and church is encouraged. Effort will be made to encourage parents to take part in their children's education and to build a strong relationship between the home, church, and school.

- **Godly Teachers**

The faculty and staff commit to exhibiting Christ-like character and serving as role models for the students. Each has a personal relationship with Jesus Christ and has been called to serve at the school. All continually pray and seek the Lord for wisdom and discernment in ministering to parents and students and have a love for learning and for the students.

## **Statement of Faith**

The following truths are held in common agreement at Heritage Christian School:

- There is one God, who is infinitely perfect, existing eternally in three persons: Father, Son, and Holy Spirit (*Isaiah 43:10, 44:8; John 1:1-3, 3:16; 2 Corinthians 13:14*).
- Jesus Christ is true God and true Man. He was conceived by the Holy Spirit and born of the Virgin Mary. He died upon the cross, the Just for the unjust, as a substitutionary sacrifice. All who believe in Him are justified on the grounds of His shed blood. He arose from the dead according to the Scriptures. He is now at the right hand of Majesty on High as our Great Priest (*Matthew 1:18, 23; Isaiah 53:5; Titus 2:14; Hebrews 7:25; Romans 3:24-25; Matthew 28:6; John 20:9; Hebrews 4:14*).
- The Holy Spirit is a divine Person, sent to indwell, guide, teach, and empower the believer, and convince the world of sin, of righteousness, and of judgment (*John 14:16-17; Acts 1:5, 8; Galatians 5:16, 25*).
- The Old and New Testaments, inerrant and infallible as originally given, were verbally inspired by God and are a complete revelation of His will for the salvation of men. The Bible constitutes the divine and only rule of Christian faith and practice (*2 Timothy 3:16, 17; II Peter 1:19-21; John 5:39; Matthew 24:35; Psalm 119:89*).
- Man was originally created in the image and likeness of God; he fell through disobedience, incurring thereby both physical and spiritual death. All men are born with a sinful nature, are separated from the life of God, and can be saved only through the atoning work of the Lord Jesus Christ (*Genesis 1:27; Romans 3:23; Psalm 51:5; Romans 5:12, 15-19*).
- Salvation has been provided through Jesus Christ for all men, and those who repent and believe in Him, accepting Him as personal Lord and Savior, are born again of the Holy Spirit, receive the gift of eternal life, and become children of God (*Romans 5:1-2, 6:23, 8:1; John 6:47; Ephesians 2:13; John 3:16*).
- The Church consists of all those who believe on the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit. Christ is the Head of the Body, the Church, which has been commissioned by Him to go into all the world as a witness, preaching the gospel to all nations. The local church is a body of believers in Christ who are joined together for the worship of God, for edification through the Word of God, for prayer, fellowship, the proclamation of the Gospel, and observance of the ordinances of baptism and the Lord's Supper (*Romans 6:4, 12:5; Acts 2:47; I Corinthians 11:26, 28, 12:12-27; Matthew 28:19-20; Psalm 111:1; Hebrews 10:24-25; Acts 2:41*).
- There shall be a bodily resurrection of the just and of the unjust; for the former, a resurrection unto life; for the latter, a resurrection unto judgment (*Revelation 7:15-17; I Corinthians 2:9; Matthew 13:41-42, 25:41; Revelation 20:10, 15*).
- The second coming of the Lord Jesus Christ is imminent and will be personal and visible. This is the believer's blessed hope and is a vital truth, which is an incentive to holy living and faithful service (*I Thessalonians 4:16-17; Titus 2:12-13; Hebrews 9:28*).

## **Statement on Marriage, Gender, and Sexuality**

1. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen 1:26-27.) Rejection of one's biological sex is a rejection of the image of God within that person.
2. We believe that the term "marriage" has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture. (Gen 2:18-25.) We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4.) We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman.
3. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, transsexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt 15:18-20; 1 Cor 6:9-10.)
4. We believe that in order to preserve the function and integrity of Heritage Christian School as the local Body of Christ, and to provide a biblical role model to the Heritage Christian School members and the community, it is imperative that all persons employed by Heritage Christian School in any capacity, or who serve as volunteers, agree to and abide by this Statement on Marriage, Gender, and Sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess 5:22.)
5. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Rom 10:9-10; 1 Cor 6:9-11.)
6. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31.) Hateful and harassing behavior or attitudes directed toward any individual are to be repudiated and are not in accord with Scripture nor the doctrines of Heritage Christian School.

## **Interdenominational Position**

Heritage Christian School is a non-denominational, evangelical, protestant school that believes that all genuine believers are one in Christ. The preceding Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and from which we teach.

Nonetheless, the school is aware that believers have denominational preferences. Since it is our desire to maintain this position, and in order to do so in all fairness, it is necessary to inform all parents and staff that the following areas are left primarily to the teaching of the home and church:

- Church government: authority, discipline
- Mode of baptism
- Security and the believer
- Timing of future events
- Second work of grace: baptism of the Holy Spirit

- The following gifts of the Spirit: tongues, interpretation of tongues

Heritage Christian School desires to remain united in salvation and love of Christ, avoiding the dissension which may be caused by denominational distinctives. Students who express questions or concerns in these areas will be warmly received, and their questions deferred to their parents and/or pastor.

## **History**

Heritage Christian School was founded in 1982 by a group of caring parents who felt strongly that the people of Gallatin Valley should have a Christian educational alternative for their children. The school began its ministry on North Ida Street with Kindergarten through sixth grade. In 1986, Heritage grew and purchased the initial building and three much-needed acres at its current location at 4310 Durston Road in Bozeman.

In 1990 seventh grade was added and eighth grade followed in 1991. In 1994 the school purchased an additional ten acres, adjacent to its existing facility, to accommodate increasing enrollment. Additional facilities were built soon thereafter. A preschool was added in 1999 and expanded in 2002 with the opening of the Early Learning Center, an educational childcare program for which the original building was exclusively used.

Grade nine was added in 2003 with the construction of a gymnasium and more classrooms. In 2004 grade ten was added, and construction began on a 15,000 square-foot addition to house Heritage's high school program, including classrooms, locker rooms, stage, computer lab, library, and commercial kitchen. By 2006, Heritage housed a total of twenty classrooms on a 13 1/2 acre campus. God has continually grown His school through the active participation, support, and faith of our families.

Heritage Christian School is accredited through Cognia and the Association of Christian Schools International (ASCI), of which it has been an accredited member since 1994.

## **School Governance**

Heritage Christian School operates as PIECE, Incorporated, d/b/a Heritage Christian School. PIECE means "Parents Involved in Effective Christian Education." PIECE is a 501(c)(3) non-profit corporation whose principal office is located at 4310 Durston Road, Bozeman, Montana.

PIECE, Inc. is governed by a board of directors under the headship and leading of the Lord Jesus Christ through His Word and prayer. By His guidance, the board establishes school policies and manages its general affairs. It acts as the overseer of the school's mission and is its strategic decision-maker, formulating long-range plans and policies whose fulfillment is delegated to the administrator, as is the day-to-day well-being of school operations. The administrator operates, interprets, and executes the appointed purpose of the board and, therefore, manages, but does not direct, the operation of Heritage Christian School.

The board of directors is comprised of not less than three or more than fifteen members, each of whom may serve up to three consecutive three-year terms. The board meets regularly, once a

month. Persons who wish to place items on the agenda may do so by contacting an administrator or the board president. All requests must be submitted in writing at least seven (7) days prior to the meeting. Additional details on the board's functions and policies may be requested from the school office.

**School Traditions** Colors:

*Navy blue, white.*

Mascot: *Falcon.*

School motto: *Obey right away, all the way, and with a good attitude every day!*

School seal: *Glory to God, both now and in eternity.*

## II. Admissions

### **Admission Requirements**

Heritage Christian School recognizes that the teaching of spiritual truth requires much reinforcement from the home and church; therefore, the following requirements are necessary for all student admissions:

- Each student enrolling at Heritage Christian School must have at least one parent or legal guardian express a personal, saving faith and relationship with Jesus Christ.
- The parent(s) have read the purpose, philosophy, accepted doctrinal statements and standards of Heritage Christian School and will support the same.
- Pupils admitted from other schools to Heritage Christian School must have a good conduct record and have put forth acceptable effort academically. The purpose of the school does not include correction or rehabilitation of problem children. Children who have been refused admission or asked to leave by any other school must be reviewed by the *administrators* before they are admitted.
- Students and families who hold to doctrines in direct conflict with evangelical Christianity, or who do not hold the Bible as the only inspired, authoritative Word of God will not be considered for admission.
- Kindergarten students must be five years old by September 10 of the year in which the child is enrolling. All students must provide evidence of immunization.

### **Admission Standards**

Heritage Christian School is committed to a philosophy of education that integrates Christian principles and scriptural truths with the academic and social experiences of every student. We seek to enroll students who will exhibit the biblical values of care and concern for others in our school community as well as demonstrate enthusiasm for the learning process.

Heritage Christian School reserves the right to admit or reject students, either new or current, at its sole discretion on the basis of academic performance, religious commitment, philosophical compatibility, behavioral conduct, “sexual conduct” (including but not limited to sexual activity outside of marriage, lesbian, gay, bisexual and/or transgender conduct), and/or willingness of students and parents to cooperate with and abide by the policies of Heritage Christian School. Parents not in support of the school’s mission, policies, and/or leadership shall be subject to disenrollment or expulsion at any time without refund of tuition and fees.

Students seeking admission following suspension, expulsion, or severe behavior or academic problems at another school will not be permitted to enroll until they have proven themselves elsewhere. Heritage Christian School does not have the facilities or staff for the education of children with special needs and/or severe behavioral problems.

### **Entrance Testing**

Entrance testing will be required for new students to assess a student’s academic potential, assure proper grade placement, and to identify educational conditions or handicaps which the



school is unable to address. Final decisions regarding grade placement are made by the administrator with parental advice.

### **Transfer Students**

Due to the rigorous curriculum of Heritage Christian School, it may be difficult for a student to transfer from another school once the school year has begun. For this reason, students who seek to transfer after the second quarter (first semester) are not assured enrollment without the prior consideration of the teacher(s) and/or the administrator.

### **Foreign Exchange Students**

Foreign exchange students in grades 7-12 shall be considered for admission to Heritage Christian School under the following conditions:

1. The student's host parent(s) are identified as the student's legal guardian and meet all requirements for student admissions.
2. The student has expressed a desire to receive a Christian education as well as a willingness to abide by the standards and expectations of Heritage Christian School.
3. The student shall remain on probation for the duration of his/her enrollment and may be removed for behavior, actions, or attitudes that are disruptive or contrary to the goals of Christian education.
4. The student is eighteen (18) years of age or younger at the time of enrollment.
5. The student has sufficient knowledge of the English language to enable effective communication and to use instructional materials and textbooks printed in English.
6. The student meets all other admissions requirements and standards for enrollment.

### **Admission Procedures**

Parents interested in enrolling their children at Heritage Christian School shall use the following process:

1. Complete an online **Enrollment Application**.  
The Enrollment Application must be submitted on or before the Initial Interview. *Current* students are placed on class rosters in order of the date in which their Enrollment Applications and registration payment are received. *New students will be placed in a waiting pool.*
2. Participate in an **Initial Interview**.  
The Initial Interview takes place with the administration and parents for the purpose of providing a brief orientation and basic information about the school and a tour of the campus. It is also used for conducting a general inquiry of the parents' and student's background and academic needs, Christian testimony, and interest in attending Heritage Christian School. The Initial Interview can be scheduled by contacting the school office when the Enrollment Application is completed. Parents are requested to bring recent copies of their child's report cards, test scores, etc. to the Initial Interview. Parents must complete the Initial Interview and schedule the Final Interview within thirty (30) days of being contacted in order for their children to remain on class rosters.
3. Take the **Student Entrance Test**.

A newly enrolling student will be required to take a brief screening test to accurately determine his/her grade level and to identify academic strengths or weaknesses. The Student Entrance Test is administered by a teacher at Heritage Christian School and can be scheduled at any time before the Final Interview. A \$25 testing fee is required at the time of the testing.

4. Participate in a **Final Interview**.

A Final Interview between the administrator, parents, teachers, and the prospective student\* is used to review entrance test results and to discuss the policies outlined in the Parent/Student Handbook. The presence of both parents is required at the Final Interview. A registration fee is required at the Final Interview to ensure the student's place on the class roster.

Following the Final Interview, parents must submit the following forms before the student can begin classes:

- **Immunization Records**
- **Annual Family Tuition Worksheet**

*\* Admission of secondary students (grades 7-12) is evaluated by an Admissions Committee and will be based on the student's Christian testimony, report cards, entrance test, previous school recommendations, interviews, date of application, past conduct and attendance, and potential to perform satisfactorily at Heritage Christian School.*

5. Receive **Notification of Admissions/Acceptance Letter**.

Final acceptance of student admission is provided by email or phone.

**Reenrollment for Returning Students**

All families are required to re-apply for enrollment for the next school year. Reenrollment for families intending to return the following year typically occurs on or near March 24. All applications are reviewed and approved or declined by the administrator and/or board before a student is reenrolled. Classes with limited space are filled in order of the following preferences:

1. Children of faculty/staff.
2. Current students.
3. Siblings of returning students.
4. Former students.

All required enrollment forms and registration fees for current students or newly enrolling siblings of current students must be submitted on or before the reenrollment date or the above preferences shall be forfeited. Final acceptance of student re-enrollment shall be provided by written notification.

**Class Sizes**

Because research indicates that small classes contribute positively to student achievement, Heritage Christian School shall limit its classes to the following sizes:

- Pre-Kindergarten - 16 students

- Kindergarten-second grade - 20 students
- Third-sixth grade - 22 students
- Secondary homeroom classes - 24 students

Exceptions may be made at the discretion of the administrator.

### **Policy of Nondiscrimination**

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

### **Parent Involvement**

The success of Heritage Christian School is directly related to the involvement of its parents. The board of directors, administration, and staff are highly committed in their ministry to each child and expect that parents, likewise, will make a commitment to that ministry. Once they enroll their children, parents are encouraged to make a genuine commitment to the work of godly parenting, as evidenced by their support of the school through words, actions, and prayer, attendance at school functions, pursuit of financial obligations to the school, and by adhering to the following expectations:

- **Attend weekly church services as a family.**

In an effort to increase their involvement in the education of their children, parents are encouraged to attend weekly church services with their children. Believing that the school's role is to assist the Christian home in the task of training young people, it is of utmost importance that all families regularly attend their local church.

- **Become familiar with and pledge to uphold the school's policies.**

All parents are required to read and support the policies and school rules as expressed in this handbook and the Parent Covenant. Additional information about school policies is available in the school office and on the school's website.

- **Commit to frequent parent/teacher communication.**

Each teacher at Heritage Christian makes an effort to keep lines of communication open with parents. To strengthen this vital connection, parents are encouraged to build a trusting relationship with their child's teacher(s) and to take initiative for keeping apprised of their children's performance at school. Parents may contact teachers to ask questions, voice concerns, or fellowship by contacting them at school during regular business hours by telephone, e-mail, or with an appointment. All parents are expected to attend annual Parent-Teacher Conferences.

- **Volunteer.**

Heritage Christian School encourages parents to become actively involved in their child's classroom. Parents often have talents, abilities, and experiences that can benefit the students and school as a whole. Information regarding opportunities to volunteer may be obtained by contacting the classroom teacher(s) or school office.

### **III. Tuition and Fees**

#### **Tuition**

##### **Elementary Students**

For the 2025-2026 school year, full-time student tuition rates are:

<b>Pre-Kindergarten (5 day AM Only*)</b>	<b>\$5000 per student</b>
<b>Pre-Kindergarten (5 day)</b>	<b>\$8950 per student</b>
<b>Kindergarten (5 day only)</b>	<b>\$8950 per student</b>
<b>Grades 1-6</b>	<b>\$8950 per student</b>

##### **Secondary Students**

For the 2025-2026 school year, full-time student tuition rates are:

<b>Grades 7-8</b>	<b>\$9250 per student</b>
<b>Grades 9-12</b>	<b>\$9550 per student</b>

##### **Part-time Students**

Part-time student tuition is 33% of full-time tuition for each credit class taken.

##### **Payment Plans**

Parents may choose from among three payment plans to pay tuition: payment in full, two equal payments, and ten monthly payments.

<b>Plan A</b>	Payment paid in full on or before August 1.
<b>Plan B</b>	Payment paid in two equal installments: half the total amount on or before August 1, and the balance on or before January 2.
<b>Plan C</b>	Ten equal payments due on the first of each month, August through May.

##### **Billing Schedule/Delinquent Accounts Policy**

All tuition payments are due on the first of the month. Monthly statements showing the total outstanding balance are emailed to parents for their records and do not affect when payments are due. To help parents keep up regular payments, to prevent occurrence of insurmountable past due balances, and to enable Heritage Christian School to meet its financial obligations in a responsible fashion, the following delinquent account process has been established:

<b>15 days past due</b>	The accounts is considered delinquent, and a late fee of \$20 will be assessed each month the account remains past due.
<b>30 days past due</b>	These accounts will receive a phone call from the administration office.
<b>60 days past due</b>	The student may be suspended and student records held until the account is made current.
<b>90 days past due</b>	The account may be referred for collection.

All accounts must be paid in full by May 1 of the current school year.

##### **Early Withdrawal/Student Absence Policy**

Tuition is prorated for students who withdraw from school for any reason or who enroll after the school year has begun, according to the actual number of days enrolled. All withdrawals,

whether before or during the school year, must be made in writing and shall be effective when received by the school. Because tuition is calculated on the basis of the entire year, reductions cannot be made for family vacations or holidays. Requests for tuition reductions due to absences for other reasons may be granted by the administration only.

## **Fees**

### **Registration Fee**

Each family is assessed an annual registration fee of \$500 per student for the purpose of ensuring the child's place in the class and for the facilitation of textbook and materials purchases. If registration is paid by March 25 and at least 12 volunteer hours have been completed for returning students, the registration fee is reduced to \$250 per student. Registration fees are required at the time of enrollment and are non-refundable unless admission is denied by the school.

### **Testing Fee**

New students (only) seeking admission to Heritage Christian School may be tested before admission and are required to pay a one-time testing fee of \$25 for the student entrance test.

### **Financial Assistance**

Heritage Christian School believes that education is mandated by God and therefore desires to assist in providing education for Christian families in need. Heritage offers a variety of tuition-reducing options available to its families. Information and applications can be obtained in the school office. Current tuition discounts are as follows:

#### **Multiple-Child Discounts**

All families with more than one child receive the following discounts on total student

tuition: Second and third student	\$300 discount per child
Fourth student	25% discount per child
Fifth and each subsequent student	50% discount per child

### **Financial Aid**

All families may apply for financial aid by requesting financial aid online. Financial aid requests are evaluated annually on a per-case basis.

## **Donations**

Because tuition and fees do not cover the entire cost of operating a Christian school, Heritage depends on God to meet its financial needs through individuals who contribute in the following ways: gifts to the general fund and to special projects such as the building fund, gifts for special equipment, donations of labor and materials, and contributions to the scholarship\* or financial aid funds. Heritage Christian School is a non-profit 501(c)(3) organization, and as such, all gifts are tax deductible per IRS regulations.

*\*Donations to the scholarship fund must be made without family designation to qualify for a tax deduction. Individuals wishing to donate to a particular family's tuition are encouraged to do so but do not qualify for a tax deduction.*

## **IV. Attendance**

### **Attendance Policy**

School attendance is required by Heritage Christian School, its accrediting agencies, and by Montana law. Research has found that a high correlation exists between regular attendance and student success at school. For the general welfare of all students, for each to do well, and for all to benefit from the educational opportunities available, a student must be in school and have a good attendance record. Secondary students are expected to be present and punctual at school each day and are responsible for attending all classes, reporting on time, and making up missed work due to an absence. Missing class may severely hinder a student's ability to master subject matter and may be reflected in quarterly grades.

### **Absences**

A record of attendance is taken at the beginning of each school day. When a student is absent for any reason parents must notify the school office between 8:00 and 8:45 A.M. unless the absence has been previously approved by the administrators. Due to safety concerns, the school enforces this provision to the fullest extent possible, including calling parents at home to verify a child's absence.

If the school is not notified, students will be required, upon their return, to provide a note from a parent explicitly stating the reason(s) for the absence. If the parent does not contact the school, or if the student fails to bring an excuse signed by a parent or guardian by the second day following his/her return to school, the absence will be recorded as unexcused.

### **Excused Absences**

Absences will be considered excused for the following reasons only:

1. Illness.
2. Involvement in an accident.
3. Bereavement/funeral in the immediate family.
4. Medical appointments.
5. Participation in school-approved programs outside the school.
6. Prearranged absences for which administrative approval has been given.

All other absences will be counted as unexcused.

### **Unexcused Absences**

Absences from school with the knowledge of the parent, but without prior approval from the school or for reasons other than those permitted for excused absences, are considered unexcused. Unexcused absences include but are not limited to vacations, visiting friends or relatives, hair or photography appointments, skiing, hunting, shopping, or any other reasons unacceptable to the school. Unexcused absences do not permit the make-up of work for credit, though a teacher may still require missed work to be completed.

### **School-Sponsored Absences**

Absences due to school-sponsored events are considered exempt and are not recorded on a student's attendance record. Examples of school-sponsored absences are band, choir, speech, and

drama performances and festivals, HCS athletic competitions, field trips for school clubs or class activities, school-sanctioned ministry/service projects, and appointments with the school administrator, teachers, and counselors.

### **Prearranged Absences**

Parents who know in advance that their children will be absent, who wish to obtain administrative approval for the absences, must notify the administrator three (3) days in advance of the anticipated absence(s) and complete a prearranged absence request form (available at the office) prior to the absence(s). Teachers will determine what work can be made up, what work should be done before the student leaves, and when the work is due. Teachers may require advance work to be completed and turned in before the absence. For planned absences of three or more days, the student must obtain make-up work at least three (3) days in advance of the absence(s).

### **Limit on Total Absences**

An absence is recorded whenever a student is not in class, regardless of the reason. A parent's excuse does not change the fact that the student was absent. Students in grades 7-12 with a total of ten (10) excused or unexcused absences per class per semester are considered excessively absent. Students with excessive absences must submit a written petition to the administrator to receive credit in the affected classes. Upon review by the administrator, the student may receive credit if none of the absences are unexcused, all work was made up on schedule in a quality manner, and/or the absences were due to a chronic illness as confirmed by a physician.

In the case of excessive absences which do not conform to the above criteria, work may be made up by arrangement with the teacher(s) of the class(es) missed only. Under no circumstances will credit be received for nonconforming absences of twenty (20) or more per year. Reports will be sent to parents when a student accumulates nine, ten, eighteen, and twenty absences.

### **Make-Up Work**

Students with excused absences are given one (1) day for each day of absence to make up missed work. In all cases the student is responsible for inquiring about, obtaining, and completing make-up work as assigned by the teacher. Work that is not completed within the time allotted by the teacher is considered late and/or may not receive credit. It is reasonable to expect that some work cannot be made up due to the nature of the assignment, particularly if assignments are performance-based or experiences, in which case a student's grade may be affected.

For extended absences such as long-term illness, arrangements for make-up of class and homework assignments must be made by contacting the teacher(s). Parents seeking to obtain schoolwork for their absent children may contact the school office by 9:00 A.M. on the day of the absence to request assignments. If possible, student work will be collected from teachers and available for pickup at the school office or teacher's classroom by the end of the day. Otherwise, parents are encouraged to collect their child's assignments by contacting teacher(s) directly. It is not necessary to call for school work if the student is absent for only one day.



## **Tardies**

Students who consistently arrive at school on time are establishing a responsible pattern for life. While it is true that occasional situations arise that may cause delays, students are fulfilling their end of a contract with the school by adhering to the school's schedule. The student's future employers or clients will appreciate how well he/she keeps a commitment. Even more important is for students to understand how God views their stewardship of time and commitment.

Students in the secondary grades have five minutes to pass between classes and are expected to arrive at class on time. A student is declared tardy when arriving after the starting time of the class period. Personal illness, family emergency, bad roads or weather conditions, and doctor's appointments are the only valid excuses for late arrival. A written excuse for the tardy must be presented to the teacher and/or the office before the tardiness is excused. Students who miss more than half (1/2) of the class period will be counted as absent. Students will receive a demerit for each unexcused tardy.

## **Leaving Early**

Parents who wish to remove their child during the school day are required to inform the secretary or the administrator of their intent before removing their child. The student will be dismissed at the appointed time and must record his/her time of leaving on a check-out form at the office in order to leave. If the student returns before school is out, he/she must check in at the main office and receive a class admit slip to present to his/her teacher before returning to class. In the event that a parent needs to designate another person to pick up a child during or after school, a written note or telephone call verifying the change is required. No child may be removed from any classroom, building, grounds, or a school event except by consent of a parent having legal custody or by a legal guardian.

## **Closed Campus Policy**

Heritage Christian School is responsible for maintaining the safety and well-being of its students from the time they arrive at school until they leave for home. Therefore, all students are required to remain on campus during school hours, including lunch. Students may leave campus for lunch only when accompanied by a parent or other supervising adult such as a grandparent or youth pastor. Students who plan to leave school at lunch with someone other than their parents or supervising adult must present a signed request from their parents. Students in Grade 12 may leave campus when they do not have classes with written authorization on file in the office.

## **Truancy**

Violation of attendance regulations constitutes truancy. Truancy is any absence for which a student did not receive prior approval from a parent/guardian or administrator. This includes a student who is sent to school by parents but fails to arrive at school or is deliberately absent from school or class after having been marked in attendance. Truancy will not be tolerated at Heritage Christian School and will be subject to strong disciplinary action by school authorities.

## **V. Discipline / Student Conduct Policy**

### **Discipline Policy**

As Christians, we are to honor God and His creation. People are created in the image of God; therefore, part of honoring Him entails respect for people and respect for their property. Since discipline is a part of the Christian life, the goal is to lead students from merely having outward constraints to having inward control through the filling of the Holy Spirit as evidenced by the fruit of the Spirit (*Galatians 5:22-23*).

Heritage Christian School is committed to providing a safe, nurturing learning environment for all its students. This includes an atmosphere conducive to studies and free from disruption, as well as making school a place where students feel loved and accepted. Heritage strives to train students in Christ-likeness by encouraging them to consider one another precious and to esteem others above themselves (*Philippians 2:3-5; John 13:34-35; Proverbs 22:6*).

### **Principles of Discipline**

Heritage has adopted the following principles for the discipline of its students:

- Discipline is defined as the training process to help young people mature into godly Christians. It is not just a punishment system. Discipline involves teaching, nurturing, counseling, training, planning, praying, introspection, and family commitment, all of which are as important, if not more important, than any punishment (*Proverbs 22:6; Hebrews 12:5-11*).
- Respect and love are taught throughout the Scriptures as being required by God, both to Himself, to those men and women in authority, and to those around us (*Mark 12:30-31*).
- Decency and order are clearly commanded as a priority in the Christian's life (*1 Corinthians 14:40*).
- Obedience and submission to God and those in authority should be a given assumption in any system used by Christians (*Hebrews 13:17*).
- Proper motives, not just proper actions, are crucial in the scriptural priority system. (*James 4:1-3*).
- Hearsay, rumors, or unsubstantiated reports are not a scriptural basis as the sole rationale of any discipline. Teacher observation (or student confession) is the best basis for discipline (*Deuteronomy 19:15*).
- Because of our natural inclination to sin, we don't automatically love, respect, and honor each other. Therefore, discipline is administered in the context of Scripture with repentance, forgiveness, and restoration as our three-fold goal. We must remember that God wants immediate and complete obedience without challenging, complaining, or questioning (*Philippians 2:14-16a; 2 Corinthians 7:9-11*).

### **Parental Involvement**

The Heritage Christian discipline policy is a continuation of the philosophy that school is an extension of the biblically-based Christian home. As such, we desire that children live as Christ would have them live: by the standards based on the biblical principles of love, respect, and honor. Since Heritage works with parents to disciple young people outside the home, it is vital that parents support the school in discipline issues involving their children. It is almost

impossible to be of any real help to a child unless the parents are in active, harmonious participation with and support of the school.

Parents will be informed when unusual circumstances arise that require disciplinary action of their children. The school expects that there will be godly parental follow-through at home to the disciplinary actions taken at school. In situations where the disciplinary care given by the school staff is not fruitful, parents may be recommended to seek professional help (i.e., pastoral counselor or other biblically trained personnel).

### **Rules for Student Conduct**

It is impossible to make rules to govern every type of infraction. Good behavior must come from the heart, in love and obedience to Jesus Christ; it should not be mere conformity to manmade regulations. Nevertheless, the following behaviors are expected to be observed by students:

1. Students will demonstrate respect for teachers and all school staff at all times.
2. Improper (coarse, vulgar, abusive, swearing) language will not be tolerated.
3. Students will be considerate of other students in attitudes, words, and actions.
4. Total abstinence and absence (use and possession) from alcohol, non-prescribed drugs, or tobacco shall be expected of all students at all times. Violation of this standard is cause for suspension or expulsion.
5. Students who in any way deface and damage school buildings, furnishings, vehicles, property, and equipment will be liable for damages to the extent of replacement or repair costs.
6. Students will follow classroom, playground, vehicle, and building procedures and rules.
7. Students will practice truthfulness and honesty in word and life.
8. Students will practice biblical love, respect, decency and order in regard to themselves and others.

### **General Objectives for Student Conduct**

- Be honest and kind in actions.
- Respect all people and treat them honorably.
- Respect all personal and school property because it belongs to God and is cared for by people.
- Keep the mind, speech, and actions clean and above reproach.
- Be on time and in the right place at the right time.
- Follow all the teachers' instructions right away, all the way, with a good attitude every day.

### **Minor Offenses**

Appropriate staff members will be responsible for the administration of consequences for minor offenses through the demerit system (5<sup>th</sup>-12<sup>th</sup> grade) or classroom procedures (PreK-4<sup>th</sup> grade).

The following violations are typical of minor offenses:

1. Actions that violate classroom, vehicle, and playground rules.
2. Minor disturbances that prevent classroom order and instruction, including excessive or unexcused tardies.
3. Disrespectful actions or attitudes toward other students.

4. Willful disregard for the safety of others, such as throwing snowballs, shooting rubber bands, running in crowded areas, pushing and shoving while standing in line, etc.
5. Willful disregard for property (i.e., damaging chairs, desks, playground equipment, vehicles, clothing, building, lockers, etc.).

### **Serious Offenses**

Consequences for serious offenses will be administered through the demerit system (5<sup>th</sup>-12<sup>th</sup> grade) or classroom/administration procedures (PreK-4<sup>th</sup> grade). The administrator may vary the consequences to suit each student's individual needs. Regardless of the consequence imposed, the administrator will notify parents of the incident and, if appropriate, the student will apologize to the teacher and/or class and ask to be readmitted to class. Serious offenses include but are not limited to the following:

1. Actions and attitudes that demonstrate disrespect for authority. This includes verbal or nonverbal communication indicating rejection of an adult's communication or direction.
2. Rebellious or mocking spirit which remains unchanged after much staff effort, including but not limited to the following:
  - Blatant or repeated lack of respect for authority.
  - Passive rebellion.
  - Continual negative attitude, behavior, or influence that prevents classroom instruction.
3. Cheating. Cheating involves taking information from another source and presenting it as one's own information (plagiarism). Cheating involves the components of both lying and stealing and is a serious breach of one's integrity. Student work accomplished through dishonest means or improper access, including but not limited to copying or handing in another person's work, plagiarizing the words or ideas of another in research papers or compositions, and giving or taking unauthorized assistance is considered cheating. If it is determined that a student has cheated, at a minimum the following actions will be taken:
  - a. The student will receive a zero on the assignment without opportunity for make-up.
  - b. The administration will be notified.
  - c. The student will confer with the administrator.
  - d. The parents will be contacted.
  - e. If the student holds a leadership position in a club, class, or athletic team, the student may lose the position. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go hand-in-hand.
  - f. A second offense may cause the student to fail the nine weeks in the class where the offense occurred. A conference with the parent, student, teacher, and administration will be held.
  - g. A third offense in the same year will result in the permanent expulsion of the student from Heritage Christian School.
4. Unacceptable/inappropriate verbal/nonverbal language. Because speech is the primary way in which ideas are communicated, a Christian's speech must be considerate and

coherent. Profanity, vulgar language, gossip, filthy words, and unkind words proceed from an unclean heart and grieve the Holy Spirit of God. Foul, abusive, or inappropriate language is barred from use at all times. Students are to use wholesome language that is edifying and encouraging (*Ephesians 4:29, 5:4*).

5. Inappropriate displays of affection. In respecting each other and God's guidelines for relationships, displays of affection between members of the opposite sex in public (i.e., holding hands, kissing, embracing, etc.) are not appropriate at school. This applies to all school functions on school property. Participation in immoral sexual behavior is strictly prohibited.
6. Actions or use of objects that endanger or threaten the safety of others. A student shall not possess, handle, or transmit objects or unsafe prank items that may reasonably be considered dangerous or could be used as a weapon (i.e., sling-shots, matches, knives, razor blades, explosives such as firecrackers and smoke bombs, etc.).
7. Violation of federal, state, county, and city laws (i.e., possession of drugs/alcohol, tobacco, weapons, inappropriate literature).
  - a. A student shall not knowingly possess, use, transmit, or be under the influence of any controlled substance, including but not limited to any alcoholic beverage, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind at any time while on school property or in connection with any school-sponsored activities in any location, whether as a participant or spectator.
  - b. A student shall not smoke, chew, or possess any tobacco product at any time on school property or in connection with any school-sponsored activities in any location, whether as a participant or spectator.
  - c. A student shall not bring knives or weapons of any description onto school property at any time. Knives and other weapons will be confiscated immediately, the student will be disciplined appropriately, and the incident may lead to board action. This rule applies to knives or weapons found in student lockers and/or private cars parked on school property. A "weapon" is defined as: 1) any weapon which is designed to or may readily be converted to expel a projectile by the action of an explosive (firearm); 2) the frame or receiver of any such weapon; 3) any firearm muffler or firearm silencer; 4) any destructive device; or 5) any instrument, article, or substance that regardless of its primary function, is readily capable of being used to produce death or serious injury.
8. Willful destruction of property. Destruction of any school property (desks, textbooks, equipment, buildings, etc.) before, during, or after school hours is not permitted and will result in the offender(s) paying for or replacing damaged or destroyed property, in addition to other action the administrator and/or board may deem fit.
9. Fighting/assault. A student shall not threaten, assault, or cause physical injury to other students, school personnel, or any other person on school property or in connection with any school-sponsored activities at any location.
10. Immoral conduct.
11. Serious misconduct on or off campus or during school-sponsored events which adversely affects the image of our Lord and the school.

12. Failure to comply with the disciplinary action of school.
13. Truancy.
14. Continued violation of minor offenses.
15. Bullying. Bullying is defined as any threatening, insulting, or demeaning gesture or physical conduct, including any written or verbal communication or threat against a student that can cause a student physical or emotional harm or creates a reasonable fear of harm.

### **Demerits**

Students receive demerits according to the categories listed below. They may be written by any faculty, staff, or administration of Heritage Christian School, but the principals make the final decision regarding demerits. Students must sign or initial each demerit slip. This is not necessarily an admission of guilt, but merely an acknowledgment that they received the demerits. Our demerit system is progressive in that the more offenses there are the more demerits will be incurred.

*Demerit Penalties: Our 5th – 12th grade demerit system addresses, but is not limited to, the following:*

	<b>Offense<sup>1</sup></b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>	<b>4th</b>	<b>5th</b>	<b>6th</b>	<b>7<sup>th</sup>+</b>
<b>1</b>	<b>Tardy to School/Class</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>3</b>
<b>2</b>	<b>Disorderly Conduct</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>
<b>3</b>	<b>Failure to Follow Instructions</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>
<b>4</b>	<b>Candy/Food/Gum</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>
<b>5</b>	<b>Hall Violation</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>5</b>
<b>6</b>	<b>Dress Code</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>7</b>	<b>Technology Violation</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>5</b>
<b>8</b>	<b>Unexcused Absence</b>	<b>5</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>
<b>9</b>	<b>Disrespect/Direct Disobedience</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	
<b>10</b>	<b>Prohibited Item</b>	<b>5</b>	<b>5</b>	<b>10</b>	<b>10</b>	<b>10</b>	<b>10</b>	
<b>11</b>	<b>Vulgarity/Profane Language</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>			
<b>12</b>	<b>Inappropriate Physical Contact</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>			
<b>13</b>	<b>Defacing Property</b>	<b>5</b>	<b>10</b>	<b>15</b>	<b>20</b>			
<b>14</b>	<b>Cheating/Plagiarism/Lying</b>	<b>25*</b>	<b>25*</b>					
<b>15</b>	<b>Inappropriate Material</b>	<b>25*</b>						
<b>16</b>	<b>Stealing</b>	<b>50*</b>						
<b>17</b>	<b>Tobacco<sup>2</sup>/Alcohol/Drugs/ Substance Abuse</b>	<b>50*</b>						
<b>18</b>	<b>Sexual Misconduct</b>	<b>50*</b>						

<sup>1</sup>HCS Administration may alter demerit amounts based on severity of the infraction

<sup>2</sup>Including electronic cigarettes with or without nicotine.

\*Up to these amounts

HCS reserves the right to require drug tests randomly or based upon reasonable suspicion.

### **Demerit Updates**

Parents will receive updates from teachers/administration when a student is given demerits.

### **Remuneration**

Students who cause damage to school property will be asked to pay to replace/fix the property.

**Ineligibility**

Any student accumulating twenty-five (25) demerits or more in one semester will be placed on a disciplinary probation. This means the student cannot participate in any extra-curricular activities including athletics, fine arts performances, etc. or hold any student body office. Any student placed on disciplinary probation will have his/her re-enrollment status placed under administration review.

**Office Referrals**

Minimum penalties for any students who are sent to the office for disciplinary reasons in the same school year are as follows:

- 1st Referral – 5 demerits
- 2nd Referral – 10 demerits
- 3rd Referral – One-day suspension
- 4th Referral – Three-day suspension
- 5th Referral – Expulsion

**Probation**

Students may be placed on probation as a new student, and for academic, social, disciplinary or spiritual reasons. Parents will be notified of this action by the school administration. Often, students on probation will be required to meet on a regular basis with the school administration. Failure to consistently improve in the area of concern will result in dismissal from school. Types and definitions of probation are listed below. The term and recourse of any probation is at the evaluation of administration.

**New Student**

All new students are placed on this probation for one semester. Students who receive an “F” in an academic class or who receive 15 or more demerits in that semester may be dismissed from school.

**Disciplinary**

A student is placed on disciplinary probation when he/she receives 25 demerits or more. If a student fails to respond to this action, suspension or expulsion may follow. Students on Disciplinary Probation are ineligible to participate in extracurricular activities.

**Social**

A student is placed on social probation when he/she exhibits an inability to comply with the overall social values of HCS and/or his interaction contributes to negative behavior in others. This disciplinary action may limit a student’s social contact with one or more other students. Examples of such behavior include but are not limited to students who engage in physical contact and individuals who bully another student. Repeated social offenses may result in dismissal from school.

**Spiritual**

A student is placed on spiritual probation when he/she demonstrates attitudes or activities that undermine the mission of HCS. Students on Spiritual Probation are ineligible to participate in

extracurricular activities.

### **Suspensions and Expulsions**

Attendance at Heritage Christian School is a privilege, not a right. It is never our desire to suspend or expel a student from school. However, unfortunately, situations arise that leave us no alternative.

A student will be dismissed from school at any time his/her lifestyle is found to be out of harmony with the overall spirit, goals, policies, and direction of Heritage Christian School, or if he/she has displayed a consistent disregard for the rules and regulations of the school. Decisions in these matters are the responsibility of the administration.

Students who have been expelled or asked by the administration to withdraw from Heritage Christian School may not attend school or any school function until the completion of two full semesters following the expulsion or withdrawal. During this period, he/she is restricted from attending any HCS function (including athletic practices or games, fine arts rehearsals or performances, all programs, graduations, etc.) These restrictions apply to activities both on and off campus.

Any student who has been suspended or expelled from another school will not be considered for enrollment until the student has completed the entire period of suspension or expulsion imposed by the other school and has shown improvement at another school.

### **Suspension**

Suspensions may be used as part of any disciplinary situation. Suspensions are most commonly used when:

- Students receive three or more Office Referrals.
- Students get into physical fights.

### **Expulsion**

Expulsions may be used as part of any disciplinary situation, but most commonly occur when:

- Students receive 50 or more demerits.
- Students break their probation.

### **Areas of Control**

Since Christianity is a lifestyle, biblical standards of behavior are expected of students at school and away from school. All students are expected to show appropriate respect and cooperation toward faculty, substitute teachers, and staff members at all times, on or off campus and during or after school hours. Teachers or supervisory personnel may address misconduct and/or discipline students in any of the following areas:

1. School buildings.
2. School grounds.
3. School vehicles.
4. School-sponsored or sanctioned events, field trips, or functions.



### **Physical Force**

The classroom teacher has the primary responsibility and authority for discipline and may use such measures as may be necessary to maintain control in the above locations. Teachers are expected to make every effort to take care of discipline issues themselves without referral to the office. However, if problems occur repeatedly or if any single incident of a more serious nature occurs, students may be referred to the office. If necessary, physical force to restrain a student may be used in the following situations:

1. To prevent harm or injury to school personnel.
2. To prevent harm or injury to the student.
3. To prevent harm or injury to other students.
4. To prevent vandalism or destruction of school property.

## **School wide Rules**

The grounds, buildings, property, equipment, and vehicles belonging to Heritage Christian School are gifts from the Lord to equip us to do His work. Therefore, each student is to take personal responsibility for their care and maintenance. In practical terms, this means taking the initiative to maintain cleanliness, pick up trash and dispose of it properly, use all equipment for its intended purpose only, treat textbooks, lockers, desks, and other school-assigned items with extra care and respect, etc. The following rules have been established in an effort to help students learn to be good stewards of all the Lord has blessed Heritage with:

### **Hallway Rules**

1. Loud talking, yelling, or disruptive behavior in hallways is not permitted.
2. Running or pushing behavior in hallways is not permitted.

### **Restroom Rules**

1. The restroom may be used with the permission of the teacher only during school hours. Students are requested not to ask to be excused during class except in an emergency.
2. Loitering in restrooms during class time is not permitted.
3. Destruction of school property or vandalism in restrooms will not be tolerated.
4. Water and paper are to be used for their intended use only.
5. Loud voices are not to be used in the restroom.

### **Elementary Playground Rules**

1. Students must wait for a teacher or aide to excuse them to the playground.
2. Students are to walk in line while entering and leaving the playground.
3. Students are not permitted to throw objects (rocks, snowballs, sticks, etc.) while on the playground.
4. Students may not leave the playground without permission from the adult on duty.
5. Students may not stand on or jump off swings and trapeze bars.
6. Pushing, tackling, or aggressive play-fighting are not permitted.
7. Students may not jump or throw objects from playground equipment.

### **Secondary Lunch Gym Rules**

1. Students may use the gym or outdoor spaces during lunch to engage in athletic activities and games under the supervision of a teacher or staff person.
2. Students may not use any athletic equipment in an unsafe manner that is liable to harm themselves or others.
3. Athletic equipment will be provided to students for the purpose of lunch time activity, to be returned at the end of the period by the student who checked it out.
4. Students may not take equipment from the athletic equipment storage room without permission from a teacher or staff person.

### **Transportation/Vehicle Rules**

1. Students are to obey the driver, demonstrating courtesy and respect at all times.
2. Students are to remain properly seated and belted in when seat belts are available.
3. Students are to be quiet and self-controlled at all times.
4. Nothing is to go outside of the vehicle windows.
5. Students are to do nothing that would endanger others or the safety of the school bus/van.

## **Search and Seizure Policy**

To maintain order and discipline in the school and to protect the safety and welfare of the students and staff, school officials may at any time conduct such searches as are essential to the security, discipline, and sound administration of the school. School authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal or unauthorized materials discovered in the search. A student's failure to permit searches and seizures as provided in this policy may be considered grounds for disciplinary action.

- **Locker Searches**

All school-owned equipment such as student desks and lockers is the property of the school and remains at all times under its control; however, students are expected to assume responsibility for the security of their lockers. School authorities may, for any reason, conduct periodic general inspections of lockers at any time without notice or student consent, and without a search warrant, when there is probable cause to believe that the student possesses an item, the possession of which constitutes a criminal offense under state law.

- **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege not of right. The school retains authority to conduct routine patrols of student parking lots and to inspect the exteriors of automobiles on school property. The interiors of student vehicles may be inspected when a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice or student consent and without a search warrant.

- **Personal Searches**

A student's person and/or personal effects (e.g., purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials. If a pat-down search of a student's person is conducted, it will be conducted in private by a school official or designee of the same sex (i.e., secretary, teacher) and with an adult witness present when feasible. If a student refuses to allow this search or empty his/her pockets, the parents shall be contacted. If refusal still occurs, the student shall be disenrolled. If the suspicion involves a substance or object that may injure the student or other students, law enforcement authorities shall be notified.

## **Seizure of Illegal Materials**

If a properly conducted search yields illegal or unauthorized materials, such findings shall be turned over to proper legal authorities for ultimate disposition, and/or will result in appropriate school disciplinary action. In cases involving personal searches or automobile searches, school officials will attempt to contact parents as the process progresses. However, inability to reach parents will not cancel or delay the search process unless law enforcement authorities become involved and advise otherwise.

## **Student-to-Adult Salutation**

It is important that Heritage Christian students develop and maintain an attitude of respect for each other and for teachers and adults. All students shall address a teacher or adult with the titles

“Miss,” “Mrs.,” or “Mr.,” as applicable, to be given respectfully and politely. This standard is applicable at all times, inside and outside the classroom, including all school programs and activities sponsored by the school.

### **Boy-Girl Relationship / Physical Affection**

Heritage Christian School believes that a Christian school is the place where good and caring relationships should be developed between young men and young women. Students are encouraged to spend time together, when possible, in open and non-secretive ways, talking and listening to each other and developing godly, Christ-honoring relationships.

Students are not permitted to pair up and seclude themselves in classrooms or other places on school grounds, in vehicles, or at school-sponsored events. All displays of physical affection are prohibited during school or at school functions. Holding hands, kissing, and sensual embracing are considered indiscreet and undisciplined and are not proper in a school environment. Students are expected to act becomingly and appropriately as young men and women of Christian character.

## **V. Academic Policies**

### **Academic Excellence**

Heritage Christian School is committed to providing its students with a high-quality, well-rounded education from a Christ-centered perspective. Instruction at Heritage emphasizes the mastery of a core body of knowledge but adds the higher goal of exposing students to the depth and breadth of learning that comes only from recognizing God as the source of all knowledge.

Core academic subjects include Bible, math, English, science, and history. Students also receive instruction in music, art, physical education, foreign language, and more. Each student is challenged to excel academically and spiritually to the glory of God, with the expectation that all can succeed. Students have the opportunity to be creative and influential for Christ and to think in an innovative and independent manner in a broad range of subjects. A love of learning is fostered in each child.

Believing that a quality education is one of the most effective tools for influencing the world for Christ, children are trained to think critically from God's perspective, now and for the rest of their lives. Students are taught a biblical worldview to discern the values of the present culture and to navigate it successfully as Christians. By doing so, Heritage students learn to become advocates for the lost while fighting the doctrines of the enemy.

### **Curriculum**

Heritage Christian School maintains the highest standards possible in developing and implementing a quality, God-honoring curriculum that meets state and national standards. All curriculum materials are selected for their Christian content as well as research-proven effectiveness at producing student achievement. Emphasis is placed on using materials from Christian publishers that assist students in developing Christian values, though some secular textbooks are used for instruction and/or for comparative analysis.

Part-time secondary students are required to take Bible as one of their classes, or receive pre-approval from the administration to complete Bible coursework outside of HCS.

### **Homework**

Heritage Christian School believes homework is a valuable aid in helping students make the most of their experience in school and, therefore, considers homework to be an integral part of the educational program. Homework may be assigned for one or more of the following reasons:

- *Preparation:* Assignments completed before class enhance a student's learning capacity and enable him/her to profit from discussion of subject matter during class. Preparation homework is designed to get students interested in a topic or be prepared for the work to be done in class.
- *Practice:* Following classroom explanations and illustrations, homework helps a student to master material covered in class.
- *Remediation:* As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction may be given to overcome such difficulties.

- *Extension:* An assignment may be given for the student to complete at home with a parent or adult other than the teacher. Sometimes this includes carrying the concepts learned in class to a real life situation at home.
- *Special Projects:* Compositions, research assignments, book reports, and projects are examples of homework activities necessary for the student to develop crucial independent study skills.

### **Guidelines for Homework**

Homework commonly consists of unfinished daily work and/or work specifically assigned to be completed at home. Parents are requested to assist their children in making homework a priority. To achieve this, parents are encouraged to provide necessary supplies, a quiet environment, a daily set time for homework, and praise and support. A folder or backpack can be set in the same place at home each day so both parents and the student will know where to look for school notices or papers and where to put homework when it is finished. Students are encouraged to use organization aids such as assignment books, daily planners, and calendars.

The faculty expects students to complete homework on their own, without assistance, unless the homework specifically asks for parent/sibling involvement. Students are to ask for help from a parent only after they have given their best effort. In no case should a parent do the homework for the student. All homework assignments must be turned in on time, completed to the best of the student's ability, and made up promptly when absent. Teachers hold students accountable for homework and require that it be completed. Incomplete homework is graded accordingly; homework not turned in on time is subject to a lower grade or no credit. Failure to complete homework may affect the student's grades as well as his/her mastery of the subject. Teachers may modify this requirement when appropriate, at their discretion.

For secondary students, if no absence is involved in a missing homework assignment, the student is allowed one (1) day to turn in the work with a 30% reduction of the final score. If the assignment is undone after two (2) days, the grade will be reduced to a zero, the teacher will notify the student's parents.

The following guidelines for homework are intended to achieve a balance between family and church commitments and student academic growth. Teachers attempt to assign homework in a judicious manner with consideration given to Wednesday night church meetings and special family times such as long weekends and holidays. Please note that the times below are an average amount of homework for an average student and vary by individual teacher and student ability.

Kindergarten: Little routine homework is required. Students are occasionally assigned small projects that require parent involvement or the correction of papers.

1st Grade: Up to 10 minutes daily.

2nd Grade: Up to 20 minutes daily.

3rd Grade: Up to 30 minutes daily.

4th Grade: Up to 40 minutes daily.

5th Grade: Up to 50 minutes daily.

6th Grade: Up to 60 minutes daily.

7-8th Grades: Up to 20 minutes daily per subject. Not to exceed 60 minutes

	weekly per subject.
9-12th Grades:	Up to 30 minutes daily per subject. Not to exceed 90 minutes weekly per subject.

## **Standards for Written Work (MLA Format)**

The following requirements have been established to serve as the general standard by which teachers at the secondary level expect the written work of their students to meet. Each teacher is responsible for communicating when these requirements are to be followed and may specify additional requirements per the nature and formality of the individual assignment(s).

### **General Guidelines**

- Type your paper on a computer and print it out on standard, white 8.5 x 11-inch paper.
- Double-space the text of your paper and use a legible font (e.g. Times New Roman). Whatever font you choose, MLA recommends that the regular and italics type styles contrast enough that they are each distinct from one another. The font size should be 12 pt.
- Leave only one space after periods or other punctuation marks (unless otherwise prompted by your instructor).
- Set the margins of your document to 1 inch on all sides.
- Indent the first line of each paragraph one half-inch from the left margin. MLA recommends that you use the “Tab” key as opposed to pushing the space bar five times.
- Create a header that numbers all pages consecutively in the upper right-hand corner, one-half inch from the top and flush with the right margin. (Note: Your instructor may ask that you omit the number on your first page. Always follow your instructor's guidelines.)
- Use italics throughout your essay to indicate the titles of longer works and, only when absolutely necessary, provide emphasis.
- If you have any endnotes, include them on a separate page before your Works Cited page. Entitle the section Notes (centered, unformatted).
- In the upper left-hand corner of the first page, list your name, your instructor's name, the course, and the date. Again, be sure to use double-spaced text.

### **Semester Exams**

Heritage Christian School administers final, comprehensive exams in its secondary courses during the last week of each semester and/or year. Semester exams are designed to review and reinforce learning from the entire semester and are considered a major academic priority. Students are not allowed to take final exams before or after their scheduled date and are expected to plan ahead for them. Make-up of finals is permitted only in cases of illness confirmed by a physician. Students who miss final exams for reasons other than an illness excused by a doctor forfeit their test grade. Final exams shall not be weighted more than one-fifth (1/5) of the student's grade for that grading period unless in special circumstances.

### **Grading**

Grades are numerical indicators of mastery of the curriculum and overall performance within a designated time period. While letter or number grades do not represent the entire assessment of a student's progress, they do offer information about the student's overall achievement. Grades are also a succinct method of reporting information to both students and parents.

Grade Scale (PreK-2)

E	Excellent
S+	Above Average
S	Satisfactory
S-	Needs Improvement
U	Unsatisfactory

Grade Scale (3-6)

A+	98-100
A	92-97
A-	90-91
B+	88-89
B	82-87
B-	80-81
C+	78-79
C	72-77
C-	70-71
D+	68-69
D	62-67
D-	60-61
F	0-59

Grade point averages (GPA) are calculated on a 4-point scale (A=4; B=3; C=2; D=1) for all courses in which a letter grade is recorded except Pass/Fail. Grading symbols used to report achievement for students in grades 7-12, their corresponding percentages and grade point averages are as follows:

Grade Scale (7-12)

		<u>GPA</u>
A+	98-100%	4.0
A	92-97	4.0
	<i>Excellent</i>	
A-	90-91	4.0
B+	88-89	3.0
B	82-87	3.0
	<i>Above Average/Good</i>	
B-	80-81	3.0
C+	78-79	2.0
C	72-77	2.0
	<i>Average/Fair</i>	
C-	70-71	2.0
D+	68-69	1.0
D	62-67	1.0
	<i>Below Average/Poor</i>	
D-	60-61	1.0
F	59 and below	0
	<i>Failing</i>	
I	Incomplete*	
P/F	Pass/Fail	

*\*Incomplete grades are assigned when a student has failed to submit work due to excused absences. All incomplete work must be completed within two (2) weeks of the due date or the grade will be recorded as "F." Exceptions are made in cases of chronic or catastrophic illness as confirmed by a physician only.*

**Progress Reports**

Parents can access current student grades online through FACTS ParentWeb.

For secondary students, grades as reported on progress reports (report cards) are calculated from



the start of each quarter in the semester. Each quarter is considered a new grading period. Students receive cumulative semester grades and grade point averages. \* Students who receive a failing semester grade must repeat the semester.

*\*The semester GPA is not the average of quarterly GPA's, but is the numerical average for all assignments within the semester. For this reason, semester GPA's as recorded on progress reports may be higher or lower than the quarter averages.*

## **Elementary Promotion/Retention**

### **A. Assessment**

Regular assessment is important to guide, to inform classroom instructional strategies, and to measure student progress toward meeting state academic standards. Therefore, students in K-6<sup>th</sup> grades will take computer-based assessments through the use of Star Assessments by Renaissance.

### **B. Promotion and Retention**

1. Promotion: Promotion to the next grade level in K-6<sup>th</sup> grades shall be based on successful completion of classroom work and demonstration of knowledge on the Star Assessments.

2. Retention: Retention decisions shall consider the following:

- Student's maturity level
- Student's grades
- Student's Star Assessment scores
- Teacher recommendation.

### **Decisions**

1. Students receiving a U (K-2<sup>nd</sup>) or D (3<sup>rd</sup>-6<sup>th</sup>) in math and/or reading for the third and fourth quarters shall be promoted probationally if 25 hours of administrator-approved summer instruction in the appropriate subject(s) are completed. A signed form including hours completed and content taught will be turned into the administrator before the student is placed on the appropriate class list.
2. Students testing at an "intervention" level on the reading and/or math portion of the Star Assessments for the third and fourth quarters shall be promoted probationally if 25 hours of administrator-approved summer instruction in the appropriate subject(s) are completed. A signed form including hours completed and content taught will be turned into the administrator before the student is placed on the appropriate class list.
3. Students receiving an F, or below 60% in reading and/or math as well as 2 other subjects for the third and fourth quarters shall be automatically retained.
4. Students testing at the "urgent intervention" level on the reading and/or math portion of the Star Assessments for the third and fourth quarters shall be automatically retained.

## **Secondary Academic Warning/Probation**

Students in grades 9-12 are placed on Academic Warning if they receive either two (2) "D's" or one (1) "F" in any subject on a quarterly basis. Once a student is notified of his/her Academic

Warning status, he/she remains under warning until the student is able to attain a “C” average in each subject. While under warning, the student’s participation in extracurricular activities is restricted until he/she is able to attain a “C” average. If the student’s grades have not improved to a “C” average in each subject by the next quarter, he/she will be placed on Academic Probation.

Students placed on Academic Probation have 4 1/2 weeks to improve their academic performance to a “C” average in each subject. During this time the student is strictly monitored with reports of the student’s performance made to the parents and the administrator weekly. The student is prohibited from participating in any and all extracurricular activities. If the student does not improve his/her academic standing within the allotted 4 1/2 weeks, the matter will be referred to the administration. The administration will review the student’s case and render a decision by the end of the quarter, either extending the terms of probation or requiring the student to leave for one (1) academic year (36 weeks of school). Students wishing to return after a year’s absence due to Academic Probation must apply as a new student.

### **Learning Disabilities Accommodation Policy**

#### **Purpose:**

At Heritage Christian School, we are committed to providing a supportive environment where students with learning disabilities have an opportunity to thrive. This policy outlines our approach to accommodating students with learning disabilities while maintaining the integrity of our academic standards and curriculum.

#### **Scope:**

This policy applies to all students with identified learning disabilities who require accommodations to help them access and participate in the school’s educational programs.

#### **Policy Statement:**

Heritage Christian School recognizes that students with learning disabilities may require additional support to fully engage with the curriculum independently. We are dedicated to providing reasonable accommodations to meet the diverse needs of our students while upholding our commitment to a Christ-centered, academically rigorous education.

#### **Accommodations:**

Accommodations are adjustments to the learning environment or methods of instruction that enable students to demonstrate their understanding and participate in class without altering the essential academic standards of the curriculum. These may include, but are not limited to:

- Extended time on tests
- Use of assistive technology (e.g., text-to-speech software, audiobooks)
- Preferential seating or quiet spaces for testing
- Additional support with note-taking, such as copies of notes or an outline
- Providing study guides prior to exams
- Shortened spelling lists or other assignments

**Modifications:**

It is important to note that while we offer accommodations, we do not make modifications to the curriculum. The curriculum at Heritage Christian School is designed to be challenging and consistent for all students, and we believe that maintaining high academic expectations is essential to the development of each student's potential. Modifications, such as altering the content, scope, or expectations of the curriculum, will not be provided.

**Eligibility for Accommodations:**

Students with learning disabilities who require accommodations must submit documentation from a licensed professional (e.g., psychologist, learning specialist, or physician) that outlines the specific nature of the disability and the recommended accommodations. The school will review this documentation and work with the student, parents, and faculty to implement appropriate accommodations as it is able.

**Implementation and Review:**

The Student Support Coordinator will determine which accommodations are necessary and reasonable and will collaborate with teachers and other school staff. The Student Support Coordinator will review the effectiveness of accommodations periodically, in partnership with the student and their family, to ensure they are providing the necessary support. If changes to accommodations are needed, the school will work with the family to make adjustments as appropriate.

**Christian Foundation:**

As a Christian school, we believe that all students are created in the image of God and deserve to be treated with dignity and respect. We are committed to helping each student reach their full potential through grace, patience, and a commitment to excellence in education. We view our efforts to support students with learning disabilities as an opportunity to demonstrate Christ's love, compassion, and understanding in all aspects of our academic program.

**Conclusion:**

At Heritage Christian School, we are dedicated to fostering an environment of academic excellence, compassion, and support for our students. Through appropriate accommodations, we aim to ensure that every student, regardless of their learning differences, has the opportunity to succeed in their education while maintaining the integrity of our academic standards.

For further information or to request accommodations, please contact Heritage Christian School's Student Support Coordinator.

**Academic Honors**

The curriculum and expectations for HCS students are generally higher than those of other schools, both public and private. While Heritage Christian School does not designate on transcripts courses that are honors level, college prep, or Advanced Placement, the following courses are of equal or greater academic rigor than that of typical "honors" courses: English 10 (American Literature); also Advanced Biology, Calculus, Physics, Robotics, and Trigonometry/Pre-Calculus. Because students are required to take most of the above courses, neither grades nor GPAs are weighted in assessing student performance in them.

### **Honor Roll**

HCS secondary students are recognized at the end of each semester for their academic achievements. Full-time students who achieve a cumulative grade point average of 3.4 or higher in any one semester are named to the academic Honor Roll. An Honor Roll list is published each semester and students who earn Honor Roll for all four quarters are specially recognized. Awards are presented to students at the end of each semester for Honor Roll (GPA 3.4-3.59) and High Honor Roll (GPA 3.6-4.0).

### **Graduating with Honors**

Graduation with honors is awarded to students with following cumulative grade point averages:

*Summa Cum Laude* (GPA 3.8-4.0): Gold cord at graduation.

*Magna Cum Laude* (GPA 3.6-3.79): Silver cord at graduation.

### **Valedictorian and Salutatorian**

Valedictorian and salutatorian honors are awarded to the seniors with the highest and second highest cumulative GPA's, respectively, who have demonstrated consistent Christian character. The valedictorian and salutatorian are specially honored during the graduation ceremony. To be eligible for valedictorian and salutatorian a student must be a full-time senior who has attended Heritage Christian School for not less than four (4) semesters and has been enrolled for the last two (2) consecutive semesters. Part-time students and students completing high school via correspondence or home school courses or students who fail to exhibit spiritual growth will not be eligible for these honors.

For the purpose of determining valedictorian and salutatorian, a student's GPA will be calculated by averaging his/her grades from all acceptable course work in grades 9-12 through the third quarter of the twelfth grade. Acceptable high school course work completed prior to grade nine or transferred from other institutions will be included in a student's GPA. The administrator, under advice from the secondary teachers, shall be responsible for assessing the student's Christian character and will make the final selection of valedictorian and salutatorian. In the event of tie(s), co-valedictorian and/or co-salutatorian honors will be awarded. Starting with the class of 2022, in the event of tie(s), the valedictorian and salutatorian will be chosen by administratively recalculating the GPA to determine the student with the highest GPA. The first recalculation is to have an A- equal 3.7, a B+ equal 3.3, etc. If a tie still exists after the first recalculation, then Rhetoric 2, Calculus, and Biology 2 classes will be given the weight where an A equals 5, an A- equals 4.7, a B+ equals 4.3 etc. These calculations will not change a student's GPA on their transcripts but will be used to determine class ranking.

## **Parent-Teacher Conferences**

For elementary students, parent-teacher conferences are scheduled twice a year, at the end of the first and third quarters. For secondary students, parent-teacher conferences are scheduled at the end of the first quarter. Conferences serve as an opportunity to discuss students' educational, emotional, and spiritual growth. Information concerning conference times is disseminated after the end of the first quarter in October. Parents are encouraged to contact the school at any time they believe a conference is necessary with any or all of their child's teachers.

## **Class Registration/Scheduling**

Registration for classes at the secondary level usually takes place during late spring or summer. At that time students are provided with a secondary schedule of classes and course registration form, which must be returned to the school office before the first day of classes. Students are encouraged to give considerable thought to their selection of courses prior to constructing class schedules. Classes must be scheduled in accordance with HCS graduation requirements and the following guidelines:

1. Students shall carry a minimum of five (5) classes at all times.
2. Students shall carry a Bible, English, and history class each semester.
3. Students must meet class prerequisites before registering in advanced courses and/or have the approval of the instructor of the course.
4. Students may take no more than one study hall, except by permission of the administrator.  
Students in grades 7-11\* are expected to be in class or in a study hall at all times.

*\*Students in grade twelve may leave campus after classes provided that they meet HCS graduation requirements and provide written verification to the office. Students who leave early are considered enrolled full-time and tuition will not be prorated.*

### **Schedule Changes**

For secondary students, a three-day period at the beginning of each year/semester is allowed for the purpose of dropping or adding classes. Students wishing to drop or add classes must complete a “Class Drop/Add Form” which must be signed by the teachers of the corresponding classes, a parent or guardian, and the administrator. After the three-day period students must remain in their assigned classes until the end of the semester or year, depending on the courses\* selected. Changes will be permitted after three days for overloaded classes or by teacher recommendation only. The administrator’s decision concerning a student dropping and adding classes is final.

*\*Yearlong classes must be dropped within three (3) days of the school year; semester-long classes can be dropped at the start of each semester. Exceptions are permitted for students without study halls only and/or with the permission of the administrator.*

### **Guidance Counseling**

Guidance counseling will be provided for students in ninth grade and will continue through twelfth grade and college placement. Guidance counseling includes but is not limited to advice in the following areas:

1. Course selection, extracurricular activities, and electives.
2. Spiritual counsel.
3. College selection, including visits by recruiters.
4. Visits to colleges, choice of degree programs.
5. Career selection and planning, including visits to professions, trades, and/or businesses for career awareness.

### **Graduation Requirements**

The graduation requirements of Heritage Christian School are designed to ensure that each student has a solid academic foundation and, more importantly, a strong biblical worldview. Therefore, twenty-three (23) units of credit are required for graduation for all students, except as listed below for transfer students.

Each full-year class (a yearlong class which meets 4-5 days/week) equals one (1) credit. A semester class (a class which meets 4-5 days/week for one semester or a class which meets 2-3 days/week for an entire year) equals 0.5 credits. Courses may be offered for one-half (0.5) credits for the full year and one-quarter (0.25) credits for the semester at the discretion of the administrator. At a minimum, students must complete the following course requirements to graduate from Heritage Christian School:

#### **Course Requirements**

#### **HCS**

#### **State of Montana**

Biblical Studies	4 units of credit	N/A
English	4 units of credit	4 units of credit
Fine Arts	1 unit of credit	1 unit of credit
Foreign Language	2 units of credit	N/A
Health Enhancement	1 unit of credit	1 unit of credit
History	4 units of credit	2 units of credit

Mathematics*	3 units of credit	2 units of credit
Science***	3 units of credit	2 units of credit
Vocational	1 unit of credit	1 unit of credit
Community Service	20 hours per year	N/A
TOTAL	23 credits	13 credits (20 required)

*\*One credit of mathematics must be Geometry. Students who complete Algebra I in eighth grade receive one (1) unit of credit on their high school transcripts. This credit does not apply to the Mathematics course requirements.*

*\*\*\*Two of the three credits of science must be Physical Science, and Biology.*

### **High School Course Credit Designations**

Accounting/Business Applications	1 unit of credit	Vocational
Advanced Biology	1 unit of credit	Science
Algebra 1, 2	1 unit of credit	Mathematics
Art 1, 2, 3	0.5 units of credit	Fine Arts
Band	0.5 units of credit	Fine Arts
Bible 9, 10, 11, 12	1 unit of credit	Biblical Studies
Biology	1 unit of credit	Science
Calculus	1 unit of credit	Mathematics
Career Concepts	0.5 units of credit	Vocational
Chemistry	1 unit of credit	Science
Choir	0.5 units of credit	Fine Arts
Classroom Assistance *	0.5 units of credit	Elective
Culinary Science	0.5 units of credit	Vocational
English 9, 10, 11, 12	1 unit of credit	English
Flight	0.5 units of credit	Vocational
Geometry	1 unit of credit	Mathematics
Government 12	1 unit of credit	History
Health/P.E.	1 unit of credit	Health Enhancement
Journalism	0.5 units of credit	Elective
Montana History 9	1 unit of credit	History
Physical Science 9	1 unit of credit	Science
Physics	1 unit of credit	Science
Rhetoric 1, 2	1 unit of credit	Rhetoric
Robotics 1, 2	0.5 units of credit	Vocational
Spanish 1, 2, 3	1 unit of credit	Foreign Language
Statistics	1 unit of credit	Mathematics
Trigonometry/Precalculus	1 unit of credit	Mathematics

U.S. History 11	1 unit of credit	History
Weightlifting	0.5 units of credit	Elective
World History 10	1 unit of credit	History
Yearbook/Journalism	0.5 units of credit	Vocational

*\* Juniors and Seniors Only*



### **Transfer Students**

All transfer students must meet the minimum graduation requirements established by the state of Montana (above) to receive a diploma. Transfer students must be enrolled at HCS full-time for a period of at least one (1) year prior to graduation to be eligible to graduate and must complete all required grade-level courses while in attendance. Acceptance of transfer credit is contingent upon evaluation of student transcripts and shall be at the discretion of the administrator. Part-time students or students transferring credit to satisfy graduation requirements are limited to transferring four (4) credits, which must be earned from an accredited Christian school/program.

### **Advanced Placement Courses**

Although the curriculum for many of its upper-level classes is similar to that of Advanced Placement courses, Heritage Christian School does not emphasize preparation for Advanced Placement tests in its instruction; therefore, these classes are not designated AP. Nevertheless, it is possible that a student may take and pass the AP test after completion of the courses; in particular, Advanced Biology and Calculus.

### **Course Audits**

Students in grades 9-12 may audit courses not required for graduation with the permission of the instructor and/or the administrator. Students who audit classes are required to complete all assigned work and tests and have until the midterm of the first quarter to opt to take the class for credit or not. Audited courses shall appear on transcripts as electives, without credit, with a grade of Pass/Fail, and will not be used in calculating GPA's.

### **Independent Study**

Students in grades 9-12 may take required and elective courses for credit through independent study with the approval of a sponsoring teacher and the administrator. Students in independent study must report to the sponsoring teacher's classroom for attendance. Courses taken by independent study that are not regularly offered shall appear on transcripts as electives, without credit, with a grade of Pass/Fail, and will not be used in calculating GPA's.

### **College Admissions Requirements**

The following information is provided for college-bound students as a general outline of what is expected by most colleges and universities for admission into their programs. Some systems will require more or less than outlined below; however, these requirements meet or exceed national standards. Students and parents are advised to contact prospective schools of higher education for specific admission requirements before seeking entrance, usually by no later than the student's junior year.

- 4 years of English.
- 3 years of mathematics (must include Geometry).
- 3 years of social science (must include World History, United States History, and Government).
- 2 years of laboratory sciences (Biology, Chemistry, and/or Physics).
- 2 years chosen from the following: Modern language (preferably 2 years); visual and performing arts (Art, Drama, Music, etc.); business or vocational education.

### **Early Graduation**

HCS allows students to graduate early upon the successful completion of all graduation requirements after the seventh (7th) semester for the following reasons only: post-secondary educational programs, Christian service, and/or medical or family emergencies. Students seeking to graduate early must submit a request in writing to the administrator at least two (2) semesters prior to the proposed graduation date. Requests must be countersigned by parents or legal guardians regardless of the student's age. Though they are not in attendance at the school, students must abide by the school's Student Conduct/Discipline Policy and pay all fees pertaining to graduation to participate in commencement exercises.

### **Standardized Achievement Tests**

Heritage Christian School administers a standardized achievement test annually, in spring, for one week to all students in grades 1-11. The standardized achievement test is a comprehensive battery of tests designed to assess individual student performance and school progress. The test provides helpful information in assessing student growth as well as for improving instruction and curriculum.

### **Christian/Community Service**

In order to fully develop the Christian attribute of servanthood and the practical nature of a Christ-centered worldview, HCS has adopted a Christian/Community Service requirement for all students in grades 9-12. Because Christ declares that we need to be servants of all, we believe the quality of servanthood is important to instill in the hearts and minds of our students. While our natural tendency is to seek a return for time given to others, a Christian/Community Service requirement is an opportunity to set a different example.

This annual non-credit requirement consists of a minimum of ten (10) hours per semester (20 hours per year) of volunteer service. Students are free to choose their activity or activities, which are monitored by their advisors. Activities might include but are not limited to functions within the school such as peer tutoring or aiding teachers and office staff; church or youth group related events; service leadership roles; and community volunteer service. Students may choose to work in individual, group, or class settings for each of their projects.

Parents are asked to indicate their approval of activities by initialing a "Community Service Accounting Sheet." This form monitors the progress of the student and requires the signature of the adult in charge of the particular activity, verifying that each activity was completed for credit. Students must abide by the following restrictions to earn Christian/Community Service credit:

1. No work done for pay or as required for a class, team, or group is acceptable.
2. The service must be approved by parents and supervised by an adult.
3. Students may not work for their parents or their parents' companies.
4. Any service done to help a for-profit business is unacceptable.
5. All service hours (10/semester) must be done during the individual semesters, with the exception of summer hours, which are limited to ten (10) hours.

Exceptions to these restrictions must be requested by the student in writing; only the administrator may authorize exceptions. All Christian/Community Service hours must have verification by an adult supervisor (by initialing the student's service accounting sheet or personal note) and must be turned in to the student's advisor on or before the following dates:

- Summer hours: September 15.
- First semester hours: January 5.
- Second semester hours: May 15.

Christian/Community Service is a Pass/Fail requirement and is graded with the following criteria:

- If a student completes ten (10) hours of service for each semester, he/she automatically receives a "Pass" for the semester.
- If a student completes at least eight (8) hours of service during the semester and documents it by the deadline, he/she will receive an "Incomplete." The student will be given two weeks to complete the remaining two (2) hours.
- If a student does not complete ten (10) hours of service during the semester and/or document it by the extended deadline he/she will receive a "Fail." If a student has received a "Fail" for the first semester, he/she must make up the number of hours' deficit for the previous semester and the current semester requirement, plus one (1) penalty hour to "Pass" the second semester and year. This service must be done during the second semester and documented by the May 15 deadline.

Various events may be scheduled throughout the year for classes to participate in a service project. These events may be counted toward the fulfillment of a student's requirement. These hours may be revoked at a teacher's or supervisor's discretion, however, due to behavior or attitude problems during the course of the project. Each student is responsible for documenting any service hours obtained through participation in one of these events.

A maximum of ten (10) service hours completed in the preceding summer will count toward the service requirement for the first semester of the upcoming school year. Continuous events such as summer camps, missions trips, etc. will count at the rate of five (5) hours of service per day during the summer.

### **Computer/Network Use Policy**

There are pros and cons to the use of any technology; computers and the use of the Internet are no exception. Heritage Christian School considers technology to have legitimate educational value and has committed to using computers to improve the quality of its educational program. While it is impossible for the school to eliminate all potential to access controversial material, it

is committed to maintaining biblical standards of morality and, as such, takes every reasonable precaution to mitigate threats found in the use of these resources. Thus, HCS reserves the right to monitor and review any material on any machine at any time in order for the school to determine any inappropriate use of computer resources. Any site or material that is deemed controversial should be reported immediately to a school employee. HCS expressly disclaims any obligation to discover all violations of inappropriate Internet use.

Students are expected to use the school's computer technology in a manner consistent with its educational objectives and are prohibited from inappropriately using computers and/or the network and Internet. Students are not allowed to use the school's computer lab without teacher/adult supervision. A student shall not use the school's computers, network, or the Internet to:

- Purchase or sell goods, advertise or solicit sales and services, or conduct business.
- Transmit or receive information containing obscene, violent, abusive, inappropriate, or threatening language and/or images; including music, videos, games, or other content deemed educationally inappropriate.
- Plagiarize, share, transfer, or alter content, materials, property, or passwords of others.
- Compromise the integrity of or alter any computer security features or access privileges by hacking, spreading viruses, logging on as another identity, or exploiting security problems and/or demonstrating them to others.
- Post from any computer, whether on or off school premises, inappropriate, slanderous, or derogatory photos or messages about Heritage Christian School, its faculty, staff, students, and/or parents on online sites, blogs, or chat rooms.

Computer users are responsible for the security of their files and passwords. Sharing of any usernames or passwords with anyone is not permissible and may result in the loss of account privileges. Any security problems must be reported immediately to a school employee.

## **Student Personal Electronic Device Policy**

To support a focused, respectful and distraction-free learning environment, the following policy applies to personal electronic devices brought to school.

### **1. Cell Phones and Earbuds: Medical Use Only**

Cell phones and earbuds may **only be used or carried** by students if they are required for documented medical purposes, such as:

- Monitoring blood glucose levels (e.g., for diabetes management).
- Receiving urgent medical alerts
- Using apps/devices prescribed by a healthcare provider

To be approved for medical use:

- A doctor's note or health plan must be submitted to the front office.
- The device and its intended use must be reviewed and authorized by school administration.

- Devices must be **used discreetly and only as medically necessary**.

### **All Other Use is Prohibited**

- Students may not use or access cell phones or earbuds during school hours for non-medical reasons, including texting, calling, social media, internet browsing, photography, or gaming.
- **Devices must remain powered off or on silent mode and stored in the student's locker during the hours of 8:00 AM- 3:30 PM, unless specifically approved for medical use. This includes all break times and during lunch.**

## **2. Smartwatch Policy**

Smartwatches may be worn at school but are permitted for **telling time only**. Use of smartwatches for texting, calling, gaming, internet browsing, or any other non-timekeeping function during school hours is strictly prohibited.

### **Violations**

Unauthorized use of personal cell phones, earbuds and smartwatches will result in the following disciplinary actions:

1. **First offense:** Verbal warning and device confiscation for the remainder of the day.
2. **Second and further offense:** Demerit and parent/guardian notified; device held in the office until picked up by parent/guardian.
3. **Further offenses:** Demerit(s) and parent/guardian notified; device held in the office until picked up by parent/guardian. Additional disciplinary action, including temporarily prohibiting the student from bringing the device to school, may be implemented as deemed appropriate by administration.

Parents are asked to contact the office if they need to communicate with their child at any time during the school day.

## **3. Laptops, E-Readers, Tablets and Kindles: Academic Use Only**

Students may bring a personal laptop, tablet, e-reader, or Kindle for academic purposes only, such as:

- Reading assigned digital books
- Taking notes
- Accessing approved educational websites or tools

### Usage guidelines:

- Use must be directly related to coursework and teacher approved.
- Devices must be silent and non-disruptive.
- Students are responsible for their devices' safety and functionality.
- Use of messaging, games, streaming, or unrelated websites is not permitted.
- Students are not to post inappropriate, slanderous, disrespectful, or derogatory photos or messages about Heritage Christian School, its board members, employees, students, and/or parents.
- Students are not to participate in sending or receiving content that devalues persons, institutions, or biblical values. If a student's personal online activity includes a threatening message to another person; content of a violent, homosexual, or lewd nature; sexting; bullying; or other such inappropriate use of words or images, the student will face school disciplinary action.
- Students are not to view, listen to, or download inappropriate photos, graphics, songs, content, etc. "Inappropriate" is defined as anything that disregards biblical principles, goes against the school's policies, and/or is dishonoring to God.

Due to the portable nature of personal laptops, tablets, eReaders, and Kindles, teachers will not be able to monitor all student activity on their personal device. The responsibility for personal use must come from the student and their families.

### **Violations**

Students who violate the school's computer use policy may be denied access to the school's computer system for a maximum of one calendar year and are subject to additional disciplinary measures as described in the school's Student Conduct/Discipline Policy, which may include suspension or expulsion depending upon the severity of the infraction. Students who willfully damage hardware or software face disciplinary consequences and may be required to pay for replacement of damaged items, including technical service time required to make repairs. Due to the ever-changing nature of technology, the administration reserves the right to modify these rules on an as-needed basis

Note: The school is not responsible for lost, stolen, or damaged personal devices. Students bring electronics at their own risk.

### **Artificial Intelligence Usage Policy**

The use of Artificial Intelligence (hereafter AI) in education has become more prominent with the introduction of chatbots such as CHATgpt, Bard, and others. With regard to HCS academic policy, students, parents, and faculty should note the following:

1. Students must have the expressed written permission of their teacher of record to use such tools on any type of assignment.

2. Use of such tools without expressed written permission could be considered plagiarism and related academic and discipline policy consequences would apply to the situation.
3. HCS does not specifically discourage the use of AI and chatbots in assignments guided by faculty with faculty permission. Like Google, Wikipedia, and Grammarly, some AI tools do have some educational merit under parameters set by faculty. However, students should be advised that teachers can use AI detection devices as a counter to plagiarism.
4. If a student has consent to use an AI tool for an assignment and if that assignment requires documentation of sources used, the tool and its output should be properly documented with citations.

## **Library**

The mission of the library is to ensure that students and staff are effective users of ideas and information by access to information, instructions in use of information, and cooperation between educators to meet the individual needs of the students. The school library program is integrated into the curriculum by the collaborative efforts of all responsible for student learning.

The library is open to all students, parents, and faculty members. There is a variety of materials available for checkout or use in the library from books and periodicals to videos, with new materials added throughout the year. All catalogued items except reference materials may be checked out from the library. Hours for checkout are posted and all materials must be checked out through library staff.

Books may be checked out for a period of two (2) weeks and may be renewed. The library assesses a \$0.25 per day fine to students who have books overdue. The librarian will issue overdue notices through the students' homeroom teachers. Students with overdue books will not be allowed to check out books until the books are returned. All lost books must be paid for.

## **VI. Student Dress Code**

### **VII. STUDENT DRESS CODE**

#### **Principles for Student Dress**

Heritage Christian School is committed to presenting a scriptural philosophy for the appearance, grooming, and dress of its faculty and students. We believe that this commitment helps create an atmosphere that promotes positive and appropriate behavior and attitudes, maximizes learning, and fosters life learning in Christian character, spiritual wisdom, knowledge, and understanding.

While God's Word does not specifically address our attire as Christians, there are scriptural principles that guide our appearance; among them modesty, avoiding the appearance of evil, not conforming to the pattern of this world, and others. The Heritage Christian School student dress code is based on the following principles and supporting Scriptures:

#### **1. Principle: Dignity**

My appearance, grooming and dress should reflect a relationship with God. This means that I should wisely avoid styles that give the appearance of worldliness or are identified with individuals or groups that oppose God and/or scriptural truth. This also means that I should wisely dress in a way that others are attracted to the Christ-like character in me and hardly notice my grooming and attire.

*"So that you may walk in a manner worthy of the Lord, to please Him in all respects, bearing fruit in every good work and increasing in the knowledge of God." Colossians 1:10*

#### **2. Principle: Modesty**

My appearance, grooming, and dress should demonstrate an example of purity to those who see me. This means that I should wisely dress in a way that is modest (i.e., that does not call attention to my body). This also means that I should not dress in a way that is sensual or might lead others to entertain impure thoughts or actions.

*"But among you there must not be even a hint of sexual immorality, or of any kind of impurity, or of greed, because these are improper for God's holy people." Ephesians 5:3*

#### **3. Principle: Humility**

My appearance, grooming, and dress should demonstrate deference (i.e., setting aside my Christian liberty to dress in any way I want, and instead dress so as not to offend a brother or sister in Christ). This means that I should dress in a way that is sensitive to the genuine concerns of other Christians in each of these areas.

*"Therefore, let us not judge one another anymore, but rather determine this, not to put an obstacle or stumbling block in a brother's way." Romans 14:13 47*



## **Student Dress Standards and Requirements**

To ensure that the students of Heritage Christian School consistently represent God, themselves, and the school in a positive manner, because there are sincere differences among Christians as to what constitutes dignity, modesty, and humility in dress, and because there is a strong correlation between high personal standards and academic achievement, Heritage Christian School has adopted standards of attire for its students in accordance with the principles stated above.

Parents are also encouraged to instruct their children in making wise, God-honoring clothing and grooming decisions, and to support the school in its efforts to regulate student dress. We ask that parents check your child(ren) before they leave for school to ensure they meet the dress standards.

### **General Requirements**

- Student attire must at all times be neat, clean, in good repair, and fitted properly.
- Clothing and appearance should be non-distracting and appropriate for school activities; extremes in personal attire or appearance will not be permitted. Excessively tight, baggy, or sloppy clothes are not allowed.
- Clothing that advertises drugs, tobacco, alcoholic beverages, or has slogans of a suggestive, obscene, defiant, negative or ungodly nature shall not be worn or displayed.
- Boys or girls may not dress or adorn themselves in a manner of the opposite gender.
- HCS Falcon wear is encouraged.

### **Shirts**

- Shirts that advertise drugs, tobacco, alcoholic beverages, or has slogans of a suggestive, obscene, defiant, negative or ungodly nature shall not be worn or displayed.
- Shirts with gaping holes, deep-V, or deep-scoop shirts are not permitted for boys or girls.
- Tank tops, halter tops or shirts that reveal the back, undergarments, or bra straps are not allowed.
- Shirts that expose the midriff are also not allowed.

### **Pants/Shorts/Skorts**

- Pants and shorts for boys and girls must stay on the hips (hands-free) or else be belted and must be worn so that undergarments and midriff do not show.
- Shorts/skorts must extend past the fingertips.
- Athletic shorts and pants, including sweatpants, are not allowed.
- Joggers:
  - Allowed: Joggers made of woven, structured materials (e.g., chino, khaki, twill or dressy fabric) with a tailored fit that resemble dress pants are allowed.
  - Not allowed: Athletic joggers made of soft, stretchy material (e.g., fleece, jersey, or nylon) resembling sweatpants or activewear are not allowed.
- Holes in pants/shorts/skorts that are higher than the student's fingertips must have fabric underneath them and not be see-through.
- Leggings are allowed to be worn if they have an approved dress, skirt, or top (top to reach mid-thigh) worn over them.
- Sheer fabrics, spandex and leather are not allowed.

### **Skirts/Jumpers/Dresses**

- Girls' skirts must stay on hips (hands-free) or else be belted and must be worn so that undergarments and midriff do not show.

- Hemlines for skirts and dresses shall not be more than three inches above the kneecap. Slits in material may not go above the hemline requirements.
- Sheer fabrics, tight spandex and leather are not allowed.

### **Footwear**

- Shoes or footwear appropriate for regular school activities must be worn by all students at all times.
- For the safety of the student, flip-flops, platform, roller, or spiked-heel shoes (taller than 4" from heel to base of shoe) are not allowed.

### **Hats**

- Hats, caps, or other headgear may not be worn inside school buildings during school hours. Hoods on hoodies must remain down inside the school building.

### **Jewelry**

- Girls only are allowed to wear earrings.
- Facial piercings are not allowed.

### **Makeup**

- Makeup must be natural looking, non-distracting and age appropriate.

### **Hair**

- Hair styles for boys and girls must be neat and clean and in a natural color. Natural color dyes are acceptable; unusual or unnatural hair dyes (e.g., green, pink, purple, or striped) are not allowed.
- Dreadlocks and cut-in lettering are not allowed.
- All styles are to be worn off the face and eyes.
- Boys must have their hair cut above the shoulders.
- Boys must maintain neatly trimmed beards and/or mustaches.

## **DRESS CODE ENFORCEMENT**

The staff of Heritage Christian School will do its best to enforce the above requirements consistently, equitably, and with kindness and compassion. The school appreciates the students' cooperation and God is pleased with their obedience.

Disciplinary action for students who knowingly or repeatedly violate the dress code shall be taken in the following sequence:

1. First offense: The student will receive a warning.
2. Second offense: The student will receive a demerit and confer with the administrator who will contact the student's parents.
3. Third offense: The student will receive demerit(s) and remain in the school office until the parents are able to bring the student appropriate clothing.

The Heritage Christian School student dress code shall be in effect at all times and at all events or activities in which students are in attendance during school hours. Activity sponsors may impose additional requirements for students participating in school activities and adherence to those guidelines shall be required for participation in the activity or sport.

## **GYM DRESS STANDARDS**

A separate, clean pair of gym shoes shall be used for all gym classes that are held in the gym. These gym shoes must be a different pair than those worn for the rest of the school day.

For secondary students, sweats, sweatshirts, shorts, gym shoes and socks are required for secondary P.E. classes and must be worn according to the student's size so as to not be too tight, short, or loose. Hem length for shorts must extend past the fingertips, and spandex may be worn only if worn under other garments. Secondary students are required to wear a gym tee shirt for all P.E. classes.

## VII. School Procedures

### School Hours

Heritage Christian School is in session daily Monday through Friday except for scheduled holidays, breaks, conferences, and early release days. Classes for all grades begin at 8:00 AM on Tuesday-Friday and at 8:45 AM on Monday. The length of the school year is determined by the number of instructional hours required by Montana law which, with the school's current schedule, is approximately 162 days.

### Arrival

Parents are responsible for the daily transportation of their children to and from school. Teachers arrive at school at 7:30 AM for prayer and to prepare for the day's lessons. To safeguard teachers' prayer and preparation time, students are not permitted to enter classrooms or access lockers before 7:45 AM. Upon arriving at school, secondary students assemble in the school's main entrance until 7:45 AM. Because there is no adult supervision in the morning, parents are requested to not drop off their children before 7:45 AM. **On Mondays, school begins at 8:45 with access to lockers and classroom beginning at 8:30.**

### Dismissal

For elementary students, dismissal is from each teacher's classroom door. Teachers instruct their classes where they should wait for their rides. Students should stay with their classmates at their designated waiting area until their ride arrives, at which time they should enter the vehicle and remain in it until it leaves. Parents must notify the office whenever a student will ride home with someone other than his/her parents. Parents are requested to stop at the curb only to pick up or drop off children and to not park at the curb.

To alleviate traffic congestion in the parking lot, class dismissal times are staggered by grade as follows:

Kindergarten dismisses at 3:05 PM

Grades 1-2 dismiss at 3:15 PM

Grades 3-6 dismiss at 3:25 PM

Secondary students dismiss at 3:30 PM.

### After School Supervision

Parents should make every effort to pick up their children by their dismissal time. Heritage does not provide supervision for students waiting for rides, and it is not appropriate for students to remain in their teachers' classrooms, hallways, gymnasium, or the office after school hours. In the event that a student needs to stay later than 3:30 PM, parents should make prior arrangements with the teacher. Students who participate in after school extracurricular activities are permitted to remain after school, provided that they are under the supervision of a teacher or staff member in the office, gymnasium, or his/her classroom.

### Pledges

Heritage Christian School places emphasis upon the greatness of America's heritage and the sacrifices of its heroes. We unashamedly teach the virtues of self-discipline, respect for authority,

obedience to the law, and love for our flag and country. Students in grades K-6 shall memorize and recite the following pledges once per day. Secondary students shall memorize and recite the pledges once per week.

#### **Pledge of Allegiance to the American Flag**

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

#### **Pledge of Allegiance to the Christian Flag**

*I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands, one Savior, crucified, risen, and coming again with life and liberty for all who believe.*

#### **Pledge of Allegiance to the Bible**

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

### **Prayer**

Prayer is a vital ingredient in the program of Christian training. Students are trained in the importance of establishing a consistent daily prayer life. Teachers lead the students to understand how God is central to all of life and that continual communication with Him is essential to consistent Christian living.

Students are trained in the habit of prayer throughout the school day: before beginning the responsibilities of each day, before eating lunch, for special needs, and to give God praise for all things. Students are encouraged to make their requests known to God and are given opportunities to pray and to share their needs with others.

### **Chapel**

Each Friday Heritage Christian School devotes one hour to chapel, a time of singing, worship, and a short devotional or message by an invited guest speaker. Speakers range from missionaries and cowboys to professional athletes and pastors to youth pastors, teachers, and parents. All have one goal: to properly lift up the name of Jesus and point students toward Him.

Chapels are generally conducted in the following grade level groupings to accommodate age-appropriate activities and content: K-2nd grade; 3rd-6th grade; 7th-12th grade. Once each month Heritage conducts an "all-school" chapel service in which the entire student body congregates. Parents are welcome to attend and participate in any and all chapel services.

### **Field Trips**

Periodically classes take field trips to interesting and educational places. Field trips are positive experiences that are encouraged by the school. Teachers arrange field trips and send information home notifying parents of field trips in advance. A permission form signed by a parent or legal guardian is required before a student may leave school grounds.

## **Holidays**

Heritage Christian School does not directly or indirectly celebrate holidays with pagan overtones such as Halloween and Winter Solstice, nor does it recognize or endorse the secularized elements of Christian holidays such as Santa Claus, elves, reindeer, the Easter Bunny, etc.

## **Lunch**

Heritage Christian School offers its students a hot lunch five times a week (Monday-Friday). The menu varies (i.e., cheeseburgers, soup, pasta, pizza, fruit, etc.) each day. Milk is available daily for purchase. Students eat hot lunches (if they choose to purchase them) or lunches brought from home under supervision. Lunch tickets may be purchased in advance from the school office during school hours.

Common courtesy dictates that students use proper dining manners during lunch (leave other's food alone; no throwing of food, bag popping, burping, etc.). Students are also expected to talk softly and stay in their seats while eating and to clean up all messes and properly dispose of trash. PreK-6<sup>th</sup> grade students must remain at their tables until dismissed, unless they are given permission to use the restrooms. Tables and floors must be cleaned upon dismissal.

## **Gum and Candy**

Gum and candy are not permitted in classrooms unless otherwise stated by a teacher.

## **Beverages**

Drinks, other than water, are allowed in the classroom only at the discretion of the teacher.

## **Recess**

Recess is a scheduled part of the regular elementary school day. Recess provides students with the time to expend energy, stretch, activate their bodies, and develop social skills. All students should be adequately dressed for Montana weather. Students will go outside for recesses if the outside temperature and/or wind chill at the school is 0° F or above. Adverse weather conditions are monitored closely by outside duty teachers. If conditions worsen during a recess period, the teachers will bring the children inside.

## **School Newsletter**

As a consistent means of communication with its families, Heritage Christian School publishes a weekly newsletter. The newsletter includes important announcements and events and is emailed to parents. Parents and students who wish to publish information in the newsletter may submit the information to the office for administrative approval. The deadline for submitting articles or items is Thursdays at 12:00 PM.

## **School Pictures**

Each fall Heritage Christian School hires a professional studio photographer to take individual and class photographs for a visual record of the student body. Students and parents will receive advance notice in order to select a photo package that meets their needs as well as to have time to dress and groom their children accordingly. Students are not obliged to purchase a photo package but are required to sit for a photo record.

## **Visitors**

Parents, family, friends, and prospective students are welcome to visit Heritage Christian School to visit students and/or observe classes. All visitors are required to report to the school office upon entering the premises.

Non-family or student-age visitors must be approved by the administrator at least two (2) days prior to the visit and must report to the office for a visitor pass prior to the visit. Unscheduled visitors will not be permitted to access classrooms without an appointment or to see students without the administrator's permission. In the case of divorced or separated parents, the school cannot grant a non-custodial parent the right to see his/her child without a court order.

Visitors are not permitted during the first week of the year or when standardized tests are administered. Student-age visitors interested in Heritage Christian School may observe classes, but must follow all rules and procedures in effect for regular students, including the dress code. Heritage Christian School faculty and staff reserve the right to deny any student (former or otherwise) visiting privileges if they believe the visit would be disruptive or not in the best interests of the school.

## **School Telephone Use**

Students may use school telephones in case of emergency only or with a teacher's permission when deemed necessary. Arrangements for after school activities or personal business should be made at home, not by the use of school telephones. Parents are discouraged from calling the school to talk to students or give messages during school hours unless absolutely necessary. Because of time restraints, it is difficult for office personnel to deliver messages to students or teachers. Unless it is an emergency, teachers and students will not be disturbed during class periods.

## **Lockers**

Students are responsible for keeping their lockers clean and may post appropriate photographs or pictures (i.e., family, friends, relatives, and pets) inside on the doors only. Students who post materials or images offensive to the name of Jesus will be required to remove such items and may forfeit the privilege of posting items inside their lockers. Student names are permitted on the outside of the locker. The outside of lockers may also be decorated for sport seasons or other school sponsored events. The decorations are to be removed once they become torn and disorderly.

The school is not responsible for missing or stolen items; therefore, HCS encourages students to not leave any valuables in lockers overnight or over the weekend. Students may obtain a lock for their locker from the office or may bring one from home if the combination or a duplicate key is registered with the office. Locks placed on lockers without approval are subject to removal without notice.

Students must keep all textbooks, coats, boots, shoes, lunches, etc. in their lockers. Any student caught borrowing an item without permission or stealing from another student's locker will be disciplined in accordance with the school's Student Conduct/Discipline Policy. The school

maintains the right to enter a student's locker at any time; only the teacher and/or the administrator may make changes in locker assignments.

### **Lost and Found**

The school cannot overemphasize the importance of students assuming personal responsibility for the safekeeping of their personal articles and those assigned to them by the school. Students are responsible for their personal possessions and are encouraged to label items of value with their first and last names. Articles thought to be lost or stolen should be reported to a teacher immediately. Lost items will be placed in the "Lost and Found" bin until the end of the month. Unclaimed articles will be given to a worthy cause at the end of each month.

### **Restroom/Hallway Passes**

Students needing to use the restroom or leave the classroom during class must obtain permission from their teacher. Secondary teachers will provide a clipboard on which students must indicate the time and their destination before leaving the room. Students who loiter, make noise, or are in the hall or other areas without permission are subject to disciplinary action and may lose the privilege of leaving the classroom.

### **Study Hall**

Study halls shall be quiet places of study and learning. Students in study hall are expected to use their time to complete work or to prepare for class and must have relevant class work or reading materials to keep themselves busy.

A student may be excused from study hall to do relevant work (e.g., lab work, music practices, projects, research) in the library or classroom of another teacher by securing in advance a pass giving permission from that teacher. Students with permission to leave study hall must report to study hall for roll before leaving the classroom. Students may use computers as they are available during study hall with a teacher's permission under his/her direct supervision only.

### **Student Driving Policy**

HCS students with driver's licenses are permitted to drive to and from school, provided that they register their vehicles with the school office, including vehicle make, model, color, and license number. Students are expected to park in designated student parking areas only. Once they have parked their cars, students may not leave in them until dismissal time, unless with parental permission. If leaving school early, students must follow normal check-out procedures. Parking areas are off limits during the school day unless permission is granted by the office staff.

Student drivers must use caution in the school's parking lot and driveway. The established speed limit is 10 mph; pedestrians always have the right of way. Reckless driving, speeding, leaving school without authorization, or failure to follow these policies will result in the denial of permission to drive to school and/or use of the school parking facilities. The above policies apply to those who drive mopeds and motorcycles. Montana law requires students under 18 years of age to wear helmets when operating bicycles, mopeds, motorcycles, etc. HCS requires all students to wear helmets when operating these vehicles while on school property.



## **Emergency, Health, and Safety Procedures**

### **Fire and Disaster Drills**

The school will conduct fire and emergency drills at least once each quarter, using procedures approved by the board and local fire authorities. A fire alarm consisting of a loud, intermittent buzzer is sounded for the purpose of a fire, either a drill or an actual emergency. At that time, students are to evacuate the building as rapidly as possible in an orderly manner as directed by their classroom teacher. Fire exit routes are posted in each classroom. Should the need to evacuate the grounds become necessary, teachers will lead their classes to the parking lot of Springhill Presbyterian Church on Cottonwood Road.

### **Asbestos Free Notification:**

ASHERA 40 CFR Part 763-Asbestos Contamination Materials in Schools requires notification to inform building occupants about inspections, response actions, and post-response action activities at each K-12 school.

Heritage Christian School has been inspected and certified to be asbestos free. The EPA requires each school to have an asbestos Management Plan (MP). The MP is available for review at the school's main office. If you have questions, please contact the administrator at (406) 587-9311.

### **Emergency School Closures**

Emergency conditions may make it necessary to close the school at times. In most cases this will be due to severe weather conditions such as snow or icy conditions which make the roads impassable or unsafe. Heritage Christian School will close when the temperature falls to -30° F. or below at the Gallatin Field weather station. In case of an emergency closing, information will be broadcast over the following local radio stations: KCMM (99.1 FM) and/or KMMS (1450 AM). The office staff will send out a text alert to all staff and families if school will be canceled. Every effort will be made to notify families of the decision to cancel school as early as possible in the morning or even the night before. The decision to close school rests with the administrator.

### **Illness**

If a student reports that he/she is ill, the classroom teacher or office personnel will check for symptoms such as fever, headache, sore throat, etc. The teacher may recommend that the child rest quietly in the classroom or in the office to see if the condition persists. If the child's condition does not improve, parents will be contacted to come pick him/her up. Any student with a noticeable contagious illness will be isolated from the class and the parents contacted so the child can receive proper care. Every effort will be made to make a sick student comfortable until his/her parents come.

While consistent attendance is generally encouraged, the school recognizes the threat of spreading illness through children who are sick at school. Parents who suspect that their child is sick with a contagious illness are encouraged to keep their child at home. If a child does not feel well enough to participate in the full school program, which includes recess and P.E., he/she would probably be more comfortable staying at home. Students with physical impediments and/or illness preventing them from participating in P.E. and/or recess may be excused for one instance with a parent's note. A physician's excuse is required for future instances or to continue the exemption.

### **Injury**

In the event of a student injury at school, a school staff member will administer first aid to stop bleeding, restore breathing, or prevent shock or infection. If emergency medical treatment is necessary, 911 will precede all other telephone calls. In such cases, the school will call medical and emergency personnel, follow their instructions, and then the school will notify parents.

If a parent cannot be contacted immediately, the school will make efforts to find out which physician is to be secured or where the child should be taken. This information must be on file in the office for each student in the event that parents cannot be reached. A representative of the school faculty or staff will stay with the child until parents can assume responsibility.

### **Medication**

Although Heritage Christian School strongly encourages the administration of medication at times other than during the school day, the school recognizes the need for exceptions when students must take medicine during school hours. (Medication is defined as all drugs, whether prescription or over the counter). In such cases, parents must register the medication with the school office by completing a Notification of Medication Use form. This form authorizes school office personnel to assist with the administration of medicine to the student during the school day. These forms will be kept on file in the office and new forms must be submitted each year.

All medications must be brought to the school in their original containers, in only the quantity necessary for the day's doses and given to the office staff immediately upon arrival at school for storage. Students are requested to not carry or store medication, with the exception of children with asthma who may carry and self-administer asthma medication while in school or at a school-sponsored activity. Asthma inhalers must also be registered at the school office.

School personnel will not directly administer medication with the exception of life-threatening conditions such as allergic reactions to bee stings or other pre-existing conditions requiring school personnel to administer medication. No student may, at any time, give medications to another student. Strong disciplinary action may result if this occurs.

### **Student Records**

Heritage Christian School maintains records on each student in order to facilitate the instruction, guidance and educational progress of its students. These records contain information about the student and his/her education, which may include but is not limited to the following types of data: identification data, attendance data, record of achievement, family background, aptitude tests, educational and vocational plans, honors and activities, discipline data, objective counselor or teacher ratings, observations, and external agency reports. The records of each student are located in secured, fireproof files in the school's office and remain confidential in accordance with the Family Educational Rights and Privacy Act.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents/guardians and eligible students (age 18 or older) certain rights with respect to a student's educational records. FERPA

gives the parent, guardian, or eligible student the right to:

1. Inspect and copy the student's education record within a reasonable time of the day the school receives a request for access. Students eighteen (18) years of age or older have the right to inspect and copy their permanent record.
2. Request an amendment of the student's education record that the parent/guardian or eligible student believes is inaccurate, misleading, irrelevant, or improper.
3. Permit disclosure of personally identifiable information contained in the student's education record, except to the extent that FERPA or state law authorizes disclosure without consent.
4. Copy any school student record proposed to be destroyed or deleted.
5. Prohibit the release of directory information concerning the parent's/guardian's child.
6. File a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA.

The rights contained in this section are denied to any person against whom an order of protection has been entered concerning a student.

### **Directory Information**

As permitted by law, the school may release certain information about its students known as "directory information." Directory information may include a student's name, address, telephone number, gender, height and weight, birth date and place, period of attendance in school, grade level, photograph, major field of study, date of graduation, academic awards, degrees, honors, scholarships, membership in athletics or activities teams, information in relation to school-sponsored activities or organizations, parent/guardian names and addresses.

Unless a parent objects to its release, directory information may appear in but is not limited to news releases to the media, school publications, printed programs of school activities or sports, artwork, writings, or work published on the Internet. Any parent(s)/guardian(s) or eligible students may prohibit the release of any or all of the above information by submitting a written objection to the administrator.

### **Address Changes**

It is important that the school office maintain up-to-date address and telephone records for each student in case of illness, emergency, or accident. Parents are requested to contact the school office immediately should a change in address, telephone number, etc., occur during the year.

### **Transfer of Records**

Student records cannot be transferred to another school unless a Transfer of Records Request form has been properly submitted by a parent or legal guardian to the school office. All tuition accounts, fees, and fines must be paid in full before records can be mailed to the receiving school.

## **VII. Student Activities**

### **Extracurricular Activities Policy**

Heritage Christian School holds the same philosophy for its extracurricular activities as that which flows naturally out of its educational philosophy. The primary goal of any HCS program or activity is to bring glory to God by encouraging students to be the best that they can be through the ability that the Lord has given them. Heritage provides extracurricular activities in the belief that competitive individual and team experiences contribute significantly to the development of character, mutual support, and school spirit. Competition and sportsmanship is an important part of this training.

### **Eligibility Requirements**

Participation in any extracurricular activity is regarded as a privilege rather than a right. The following eligibility requirements are required of any student wishing to participate in any extracurricular activity:

1. The student shall maintain academic grades of “C” or above in all subjects.
2. The student’s behavior must be compatible with the school’s Student Conduct/Discipline Policy. Any discipline infraction that warrants being sent to the administrator’s office or contacting parents will result in a suspension of the student from the next game/event. Two such incidents during a season will result in a student’s permanent removal from the activity.
3. A student that is ineligible due to low grades or behavior infractions will be suspended from participating in games/events until conditions are improved. He/she is required to participate in all preliminary activities (i.e., practices and preparation times) and is expected to attend “home” games/events. He/she is not permitted to travel to or participate in “away” games/events.
4. A student must be present at school on the day of the game/event for him/her to participate.

Coaches and/or advisors for extracurricular activities shall monitor the attendance and eligibility of their team members in coordination with classroom teachers. A student's academic and behavioral standing will be monitored weekly for athletic activities and quarterly for all others. An eligibility list will be compiled and posted each Friday to determine which students are eligible for extracurricular participation the following week. For the purpose of determining eligibility, student grades shall be calculated from the beginning of each quarter.

### **Transportation To/From Student Activities**

Heritage Christian School may provide transportation to athletic events and other extracurricular school activities. Students may not drive themselves to the event, unless the parents communicate with the activity sponsor or school office that the student is driving himself/herself and the event is within a 20-mile radius of Heritage Christian School. When students drive themselves to a school event, the school is not liable for the actions of student drivers and passengers, and the student and family take full responsibility for the actions of the driver.

When Heritage Christian School **DOES** provide school transportation to an event, the following policies will apply:

1. All participants must ride in the designated school vehicle to the event.
2. Parents may drive their own student to and/or from the event provided that they inform the activity advisor or the school office each time prior to doing so. They may not transport another student unless consent from the student's parents has been provided to the activity advisor or school office each time prior to doing so.

When Heritage Christian School **DOES NOT** provide school transportation to an event, the following policies will apply:

1. The advisor will notify the participants that each student must find his/her transportation to the event. By informing parents and students that the group will meet at the event site, Heritage Christian School is relieved of any legal responsibility for the actions of each driver.
2. School conduct rules apply at all times to student drivers, who may be subject to disciplinary action if deemed necessary.

### **Heritage 15 Passenger Van Driving Policy**

The purpose of having Heritage vans is to transport students to school and sports-related functions. The following guidelines are provided for the safe and efficient use of the vans.

1. The scheduling of van use is coordinated by the office to minimize potential conflicts. All vans will need to be signed out in the office when leaving Heritage and signed in when they are returned.
2. Drivers of the van shall complete training and submit driver's license information to the office before transporting students in the vans. This training will require the completion of a quiz over the training topic.
3. Students going to an event in the vans shall return in the vans, unless parent permission is given to ride back in a different manner. If there are no students traveling to a school or sports-related event, then a personal vehicle should be used instead of the van.
4. The vans are taller than normal vehicles and require cautious driving habits. Drivers must know their van heights before they start driving. The maximum speed for the vans is 70 miles per hour. As accidents can occur, Heritage will pay the deductible for the first accident or damage caused by a driver, but the driver will be responsible to pay the deductible for any additional accidents or van damage when they are liable.
5. Heritage desires to be a good steward of the vans that God has provided. For this reason, each driver is responsible for cleaning the van interior after each use. When the van use is done, there should be no food, garbage, mud, or dirt remaining in the van.
6. The office will inspect the van for cleanliness and whether there was any damage to the van upon return to Heritage.

### **Athletics**

The primary purpose of athletics at Heritage Christian School is to glorify the name of Jesus Christ by words, attitudes, and actions both on and off the field or court, while providing opportunities for Christian encouragement and fun through fellowship with other athletes, cheerleaders, fans, and faculty. HCS athletes are encouraged to perform at the highest standards of Christ-like conduct in practice, during games, before and after competition, or wherever the athlete may be. And, of course, it shall be a goal to win the contest. This winning attitude encompasses both spiritual and physical victory.

Heritage Christian School currently offers the following athletic activities for students in grades 7-12: Boys' Basketball, Girls' Basketball, Golf (secondary boys and girls), Boys' Soccer

(Secondary only), Track (boys and girls), and Volleyball (girls). Separate teams are fielded for junior high (grades 7-8) and high school (grades 9-12) unless noted above. Students may be invited to play one level up at the discretion of the coach, with the approval of the administrator. The athletic program shall be planned to present a minimal amount of interference with the academic program and local church functions.

A coach shall play as many players as possible, but not necessarily all in one game. Throughout the course of the season, coaches shall make an effort to provide playing opportunities to students not usually on the starting team. High school and tournament games are competitive, and less playing opportunities will be available for non-starting athletes at those times.

Students wishing to compete in athletics must obtain a valid physician's approval in order to participate. Proof that this has been done must be provided to the coach prior to the first practice of the season each school year or the student will not be allowed to participate. Heritage Christian School does not provide medical insurance coverage for athletes. Athletes are required to dress according to the HCS Gym Dress Standards for all practices and games and are responsible for all equipment and uniforms checked out to them. In case of destruction or loss, the athlete will be responsible for the cost of repair or replacement.

Heritage Christian School expects its coaches, players, parents, and students to represent the school in a manner that is respectful of others and brings honor to God at all times. There must be proper respect given to the players on both teams and for the visiting crowd, treating them as we would like to be treated. The school expects appropriate consideration to be given to all officials and to their legitimate position of authority over the game. Another team's players, coaches, and fans are not enemies, but are opponents in a competitive event. Taunting or intimidating participants, officials or coaches is disrespectful, unfriendly, and un-Christ like and will not be tolerated (*2 Timothy 2:5; 1 Timothy 4:8*).

### **Booster Club**

The Booster Club exists to support the athletic program of Heritage Christian School in a financial manner, to provide spiritual support, and to contribute to the morale of the staff, teams, parents, and general student body. Membership is open to all parents, staff, and other individuals interested in fulfilling the purpose and objectives of the Booster Club. There are no membership dues and all parents with students participating in any athletic sport are automatically members of the Booster Club.

### **Non-Athletic Activities**

Heritage Christian School offers several opportunities for students to take part in non-athletic, extracurricular activities such as music, drama, and other fine arts productions and performing groups. As with its athletic program, students who desire to participate in these activities must meet the academic and behavioral requirements outlined in the "Eligibility Requirements" (above) to participate. HCS currently offers the following non-athletic extracurricular activities for students in grades 7-12: Heritage Signers (choreographed American Sign Language performing group), Inspire/Testify (select singing group), Robotics Team, Student Government, Theatre Club, and Worship Team.

## **Academic/Co-Curricular Activities**

Heritage students participate in a variety of co-curricular activities and competitions as time and funds allow. Some of these activities may involve travel and overnight stays. In such cases, the advisor(s), teachers, or coaches will provide students and parents with detailed information regarding costs and schedules.

Students are expected to attend school-sponsored academic activities and may be required to provide parental permission to participate. Only emergency situations with administrative approval or illness excused by a physician waive required attendance at school-sponsored events. Parents who wish to have their child(ren) excluded from these events for reasons other than those listed above must submit a written request at least two (2) weeks in advance to the school administrator. The request must state specifically why their child is to be excluded from participation.

Heritage currently offers the following academic activities for secondary students: band and choir performances and competitions, spelling bee, science fair, and the MSU Science Olympiad. (These events may not be offered every year or to all students in the secondary grades.) In addition, HCS offers the following school-sponsored co-curricular activities:

### **Eighth-Grade Trip to Washington, D.C.**

All students in grade eight participate in a trip to Washington, D.C., as an extension of the U.S. History curriculum. Student participation on the trip is expected and fundraising in grades 7-8 is used specifically for this trip. Students who choose not to attend, either for personal or financial reasons, are required to attend school and/or complete an alternate educational activity.

Students must maintain a combined average of “C” or above in all subjects at the end of the quarter preceding the trip in order to participate. The student’s behavior must also be compatible with the school’s Student Conduct/Discipline Policy. Students who are suspended during or after the quarter preceding the trip shall be ineligible to participate.

### **Ski P.E. Days**

Students in grades 3-12 participate in HCS Ski P.E. Days as part of the physical education program. Students participate in two days per year of downhill skiing or snowboarding at local ski resorts. Attendance on Ski P.E. Days is required for all students in grades 7-9 as part of the school’s physical education program.

### **Class/School Retreats**

From time to time class or school retreats may be scheduled at local churches, camps, or retreat centers. Retreats offer HCS students and staff opportunities for spiritual renewal, class or individual goal setting, discussion of pertinent topics, and unity of heart and purpose.

## **Student Missions Trip**

### **Philosophy**

Although our first duty is to glorify God and enjoy Him forever, we must also obey Christ's command to share the gospel. Jesus commanded us to go into all the world and preach the good news to all creation and to make disciples of all nations (*Mark 16:15*). As vessels of the truth and salvation of Jesus Christ, we are called to actively participate in sharing our faith and to make disciples of others.

Heritage Christian School is committed to integrating Christ's command into its educational process by sponsoring student missions trips at the secondary level. Christian students who are growing and maturing should both internalize and externalize the command to go and make disciples of all nations. Internal spiritual growth should propel us to act externally as Christians: to pray for and actively share the gospel as the Holy Spirit provides opportunities, wherever they may be. This attitude should propel us to action, whether it be in our "Jerusalem" (home area) or to the ends of the earth (*Matthew 28:19-20; Acts 1:8*).

### **Purpose**

The primary purpose of HCS student missions trips is to care for the physical and spiritual needs of our brethren by serving as ambassadors of Christ. Jesus set this example by feeding the hungry, healing the infirm, and serving those who otherwise would never have been served. This opens an avenue for the Truth to be shared and serves as a living example of Matthew 5:16 and John 4:21.

Students in grade eleven shall participate in a combined missions trip every year with administration approval in the domestic United States or in the western hemisphere in spring when possible. Students in grade twelve are invited to join the group as servant leaders. Objectives of the student missions trip shall be as follows:

1. To glorify God by obeying his command to share the gospel.
2. To identify and develop different ways to reflect/share Christ with others.
3. To develop a servant's heart.
4. To enhance the student's own faith and spiritual growth.
5. To prepare students to acknowledge and overcome the spiritual battle encountered prior to and during a mission trip.
6. To experience and appreciate that other countries have cultures and standards different than that of our own.

### **Student Qualifications**

All students shall meet the following eligibility requirements for participation:

1. The student shall maintain a cumulative grade-point average of 2.0 to be assessed at the end of the quarter preceding the trip.
2. The student's behavior is compatible with the school's Discipline/Student Conduct Policy and does not pose a risk of disruptive or destructive behavior on the trip. Students who are suspended in the quarter preceding the trip or later shall be ineligible to participate.
3. The student has been approved by a high school missions board comprised of the 11th



and 12th grade class advisors, the administrator, and a representative of the board of directors as needed. The missions board shall reserve the right to disqualify a student for participation based on his/her spiritual maturity, respect for authority, and likeliness to cause disruption or danger on the trip.

### **Social Events**

To encourage appropriate social interaction and Christian fellowship among its students and families, and to extend educational opportunities beyond the classroom, Heritage Christian School may sponsor social events throughout the year for students in grades 7-12. Social events may include but are not limited to class trips, parties and banquets, service activities, missions and outreach trips, academic-related field trips, and other activities outside of regular school hours.

Requests for social events must be submitted to the administrator for approval at least two (2) weeks in advance of the event and must be sponsored by a teacher or staff activity advisor. All events must be chaperoned by the event sponsor and other adults (parents and teachers) at a ratio of one chaperone to five students. Event sponsors and parent chaperones shall be responsible for the planning, preparation, oversight, and clean-up of the event.

School-sponsored social events are open to students in Heritage Christian School only unless the event is designated as a family activity in which parents, siblings, and guests may also attend. In such cases, non-Heritage students may attend only if accompanied by an adult who is associated with the school. Individuals wishing to host a social event on school grounds without school sponsorship may do so by requesting a facility use rental agreement form from the school office. All student conduct, discipline and dress code policies shall be in effect at school-sponsored social events. Students who leave while a social is in progress without a parent or supervising adult will not be readmitted and their parents will be contacted immediately. Parent volunteers and class funds shall be used to defray the cost of these activities.

## VIII. Conflict Resolution Protocol

### **Process for Conflict Resolution**

Heritage Christian School believes that conflict provides opportunities to glorify God, serve other people, and grow in Christ (*1 Corinthians 10:31-11:1; Romans 8:28-29; James 1:2-4*). In response to God's love and in reliance on His grace, Heritage has established the following policy for the school family to follow when conflict arises. Based on Matthew, Chapter 18, the goal of this process is to resolve conflict, restore fellowship, exhibit love, and demonstrate a proper response to authority. The main principle of this process is that God is sovereign, all authority is from God, and we are all under His authority.

### **Biblical Steps to Conflict Resolution (*The Peacemaker's Pledge*)<sup>1</sup>**

There are times when conflict arises among the body of believers. As people reconciled to God by the death and resurrection of Jesus Christ, we are called to respond to conflict in a way that is remarkably different from the way the world deals with conflict (*Luke 6:27-36; Galatians 5:19-26; Matthew 5:9*).

- **Glorify God**  
Instead of focusing on your own desires or dwelling on what others may do, seek to please and honor God by depending upon His wisdom, power, and love; by faithfully obeying His commands; and by seeking to maintain a loving, merciful, and forgiving attitude.
- **Get the Log Out of Your Own Eye**  
Instead of attacking others or dwelling on their wrongs, take responsibility for your own contribution to conflicts: confess sin, ask God to help you change any attitudes and habits that lead to conflict, and seek to repair any harm you have caused.
- **Go and Show Your Brother His Fault**  
Instead of pretending that conflict doesn't exist or talking about others behind their backs, choose to overlook minor offenses, or talk directly and graciously with those whose offenses seem too serious to overlook. When conflict with another Christian cannot be resolved in private, ask others in the body of Christ to help settle the matter in a biblical manner.
- **Go and Be Reconciled**  
Instead of accepting premature compromise or allowing relationships to wither, actively pursue genuine peace and reconciliation, forgiving others as God for Christ's sake has forgiven us, and seek just and mutually beneficial solutions to your differences.

<sup>1</sup>Reprinted or adapted from *The Peacemaker: A Biblical Guide to Resolving Personal Conflict*, Ken Sande (Baker Books, 2nd ed. 1997). Peacemaker<sup>®</sup> Ministries ([www.HisPeace.org](http://www.HisPeace.org)).

### **Proper Channels for Resolving Conflict**

1. The board of directors strongly believes that conflicts should be resolved at the lowest possible level within the school structure. Anyone with a specific problem or complaint should first contact the person who is the cause of the concern or complaint in an attempt to identify, clarify, and resolve the differences giving rise to conflict.

2. Complaints that remain unresolved may be moved through the chain of authority by contacting the administration and then the board by contacting the board president. The board will hear appeals only if the complaint has been moved through the chain of authority.
3. In its discretion the board may act upon the recommendation of the administrator or may hold hearings regarding the matter. The board will hear appeals only if the complaint has been moved through the chain of authority. Complaints taken to the board must be placed on the agenda by contacting the administrator and/or the board president at least seven (7) days prior to the meeting.
4. In all matters acted upon by the board of directors according to established policy, the decision of the board shall be final.

### **Appeals Process**

In the event that any student, group of students, or parents shall feel aggrieved on account of any policy of the Heritage Christian School Board or actions of its agents or employees, said students or parents shall be entitled to use the following method of obtaining redress:

1. The parents' or student's appeal must be done according to the Protocol for Conflict Resolution.
2. The students or parents or their agents shall file a written request with the administrator of Heritage Christian School setting forth in detail the action or policy which is the basis of the grievance. The administrator may initiate a hearing or discussion on the basis of this written request.
3. If the grievance is not settled after being filed with the administration, the aggrieved party or parties may at any time subsequent to fourteen (14) days after filing with the administration, file a written notice or copy of said grievance with the chairman of the board of directors requesting that the board review the same. The board of directors or a committee appointed by it shall determine within seven (7) days whether a formal hearing shall be held.
4. While the board is reviewing any grievance, the policy or action being appealed shall be enforced, unless it is modified by order of the board.

# HCS Organization

