



A Ministry of Ambassador Baptist Church

Connecting **FAITH** and
LEARNING

Student Handbook
2023-2024

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PART 1: INTRODUCTORY COMMENTS

SCHOOL HISTORY, MISSION, AND VISION

History

Heritage Christian School was established in 1999 as a cooperative venture of five Baptist churches in Caldwell County. It was to assist families in training their children intellectually, physically, spiritually, and socially toward Christian maturity and responsible independence (Luke 2:52). HCS is a ministry of Ambassador Baptist Church and is governed by a board of directors. HCS consists of four divisions: Kindergarten, Elementary, Junior High, and Senior High levels (5 years of age through the twelfth grade).

Mission

The mission of HCS is to assist parents in developing a biblical worldview in the minds of their children by providing an excellent education based on the principles of God's Word. In providing academic excellence, HCS seeks to present Christ and the Word of God to every student, and to assist in preparing them to seek, know and fulfill the will and plan of God for their life. It is the mission of Heritage Christian School to equip students spiritually, intellectually and physically to love God and to serve Him as Christ's Ambassadors in the world. We view our school as an adjunct to the home and church-not a substitute.

Vision

Successful HCS students are able think independently through a biblical world view so that they can wisely and appropriately apply knowledge that will guide them in their God-given calls and responsibilities. The teachers of Heritage Christian School realize the solemn responsibility before God in molding the life and character of each of their students to give a good foundation for each child's future. The well-qualified administration and faculty demonstrate a caring concern for each child under their care.

SCHOOL OBJECTIVES

Spiritual Objective

Each student will understand how to have a biblical relationship with God through salvation and experience a victorious Christian life by following God in submission and obedience to His will as revealed in the Bible.

Communication Objective

Each student will be able to communicate, express, and present himself or herself effectively in the areas of speaking, writing, technical skills, and listening.

Character Objective

Each student will demonstrate quality character traits in the areas of manners, respect, conduct, honesty, patriotism, and appearance.

Study Skills Objective

Each student will possess good study skills in the areas of listening, organization, following directions, completing assignments, and classroom time management.

Logical Objective

The result produced is designed to be a logical understanding and ability to communicate each subject and their systematic relationship to each other and the world around them.

Required Expectations

- Written presentations in manuscript and cursive will begin in 5yr. old kindergarten.
- Long range assignments will begin in the 3rd grade.
- Parent's signature on assignments through the 3rd grade.
- Complete independent effort (no parental assistance-except for guidance) on assignments after the 4th grade.

Opportunities of Academic and Personal Growth

Heritage students have the opportunity to participate in many activities that are beneficial academically, socially, and spiritually. Chapel services provide a spiritual boost, classroom activities encourage curiosity and hands-on learning, music and art classes engage creative minds, while all activities encourage students to grow socially.

STATEMENT OF FAITH

As a ministry of Ambassador Baptist Church, HCS holds to the Statement of Faith as set forth in the Constitution and By-laws of Ambassador Baptist Church. The HCS faculty, staff, and board members are expected to be in agreement and support the policies and statement of faith of Heritage Christian School as outlined in this handbook and Ambassador Baptist Church's Statement of Faith. Parents and students are expected to cooperate and support the policies and statement of faith of Heritage Christian School as outlined in this handbook and Ambassador Baptist Church's Statement of Faith. The Statement of Faith can be found in Appendix A of this handbook. NOTE: Families will be required to sign the acknowledgment of the Statement of faith as part of the "Admission/Enrollment Requirements outlined below.

CONTACT INFORMATION

The HCS office is open on school days from 7:45 a.m. – 3:45 p.m. Unless prior notice is given, the office is not open on holidays or days when school is not in session. Please check the HCS website or Facebook page for the abbreviated office hours during summer vacation.

The school office can be contacted via phone at 828-726-0055 or email at office@heritagechristianschool.info. The Principal can be reached at twinters@heritagechristianschool.info All classroom teachers should provide email contact information at the beginning of the school year as well.

PART 2: ATTENDANCE REQUIREMENTS

ADMISSION PROCEDURES

Heritage Christian considers students and families for admission who are committed to partnering in a Biblically centered education. Admission is selective and based on prior academic performance, work ethic, testing, demonstrated Christian character and a clear desire to attend Heritage.

Nondiscrimination Policy

Heritage Christian School admits students of any race, color, national, and ethnic origin to all the rights, programs, and activities generally accorded or made available to students at the school. HCS does not discriminate on the basis of race, color, national, ethnic origin, or sex as stated in the Ambassador Baptist Church Constitution and By-laws in administration of its educational and athletic policies or any other school administered programs.

The Admissions Process

- Inquire by contacting the HCS office.
- Schedule Interview with the HCS administration.
- Complete application packet including
 - Application for admission
 - Pastor's Student referral
 - Agreement to cooperate with the Statement of Faith
- Enroll by paying any applicable fees
- All students are accepted on probation for a period of six weeks.

Age Requirements

Students entering K5 must be five on or before October 1; students entering 1st grade must be six on or before September 1. Students with September or October birthdays may be considered for admission on a case-by-case, probationary basis.

New students may be asked to take a placement exam to ensure that they are prepared to complete the curriculum at the appropriate grade level.

Criteria For New Admissions

- Students who have been expelled from their previous school(s) or who have withdrawn to avoid such actions will not be permitted to enroll.
- Students who have been expelled or asked to withdraw from Heritage Christian School may only be considered for re-enrollment upon acceptable completion of restoration requirements of the discipline board.
- Students who have a history from their previous school(s) of discipline involving aggressive behavior, drug related offenses, weapons violations, immorality, or significant absenteeism will not be permitted to enroll.

- Any students who are enrolled under false pretense or contribute to the case for enrollment by either providing false information or withholding significant information will surrender their opportunity to enroll or to remain enrolled.
- An exception in the enrollment policy for one is not meant as an exception in the enrollment policy for anyone else.

Re-Enrollment

During the month of February, presently enrolled students may enroll for the fall term on a first-come, first-served basis. Students with delinquent accounts will not be allowed to re-enroll for the upcoming school year.

Remember, attendance at HCS is a privilege, not a right. Students must be in good standing with the school, and parents must demonstrate support for the school to have the privilege of enrolling at HCS.

ATTENDANCE EXPECTATIONS

School attendance and class participation are integral parts of academic achievement and the teaching-learning process. Through regular attendance, students develop patterns of behavior essential to professional and personal success in life. Regular attendance by every student is mandatory. The State of North Carolina requires that every child in the state between the ages of 7 (or younger if enrolled) and 16 attend school.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, please procure permission from the administration several days in advance.

Any student who is absent 16 days or more may be in jeopardy of not passing the school year or may be required to attend summer school. Students who are absent for 16 days excused or unexcused will be required to make time up during exam week regardless of their grade average. Exceptions may be made for extended illnesses or hospitalization.

School officials shall keep accurate records of attendance. Kindergarten and elementary students will be considered in attendance if present at least half of the instructional day. Junior and senior high students will have separate attendance taken for each class period. Students will be counted present for the class if they are in attendance for at least $\frac{2}{3}$'s of the class period. Junior and senior high students will be counted present for the day if they attend at least 4 class periods. **Students must be in attendance for the day to participate in athletics or other extracurricular activities.**

HOME SCHOOL POLICY

HCS believes in the individual liberty of all parents to choose what method of education they feel is best for their children. For those that home school, we greatly admire and appreciate the commitment of parents who have made this their choice. We understand that in many situations, home school is very beneficial in various life circumstances and is a great educational choice for those that can accommodate it.

HCS is glad to accommodate home schooled student access to participate in the extracurricular activities and some elective coursework provided at HCS including chorus, band, and drama. These are available for participation based upon placement availability. A monthly fee will be charged and regular attendance is required to remain in the program. Other core classes are available for part-time students that are seeking to participate in athletics.

DROPOUT PREVENTION/DRIVER'S LICENSE LAW

The State of North Carolina passed a law stating that students under 18 years of age must remain in school until they graduate and must make adequate academic progress which is defined by HCS having no more than one failing grade for the semester. Failure to meet this requirement will result in the loss of eligibility for a permit or cancellation by the North Carolina Department of Motor Vehicles of a driver's permit/license. If adequate progress has been made at the end of the next semester, a Driving Eligibility Certificate will be issued or the driver's permit/license can be restored upon required payment to the Department of Motor Vehicles.

Students have the right to appeal the loss of a permit or license due to hardship if the student can document sufficient reasons why such an appeal should be.

EXCUSED ABSENCES

When a child has been absent, he should bring a written note when he returns to school. The only excused absences are:

- Student illness or quarantine
- Medical and dentist appointments
- Court proceedings that require the student's attendance
- Death of a parent, grandparent or sibling.
- Attendance at revival meetings or conferences sponsored by the student's church may also be counted as excused absences if approved by the office in advance.

The administration reserves the right to request a doctor's note for extended or excessive absences. Any requested documentation must be submitted within 5 days for the absence to be excused.

LATE ARRIVALS AND EARLY DEPARTURES

Students are expected to be at school on time and to remain at school until dismissed. Junior and senior high students are expected to be present at the scheduled starting time for each class and to remain until the class ends.

Tardies are disruptive to the classroom and have an adverse effect on your child's educational progress. When a student must be late to school or leave school early, a written excuse signed by a parent or guardian should be presented upon the student's arrival at school. Tardies or early departures may be excused for any of the reasons listed under excused absences. Teachers will address excessive unexcused tardiness with students and parents.

Please reserve signing your children out for medical appointments or emergencies only. Students will be allowed to be signed out only by the individuals on their release permission form. A student driver may sign out for doctor's appointments with a note or phone call from one of his or her parents.

HCS requires parents to sign students out in person for reasons other than emergencies and appointments. The last thirty minutes of the elementary school day is a very busy time for students and teachers as they are wrapping up their school day. If at all possible, HCS asks that parents to please refrain from signing students out of school during this time.

Disciplinary consequences for unexcused tardiness or unexcused early departures from school or class are discussed in the student behavior section. **Students with 7 or more unexcused tardies or dismissals may be ineligible for a perfect attendance certificate.**

MAKEUP WORK

Students are responsible to make up quizzes, tests, and all missed work within two days of their return to school after an absence of three days or more. After an absence of one or two days, students are responsible to make up all missed work on the day they return to school.

If you wish to obtain assignments for a student who is ill, you must contact the office by 11:00 a.m. You may wish to send a message to your teacher's email address. The assignments may be picked up in the office after school.

EARLY RELEASE DAYS

For scheduled early release days, students will be following a condensed academic schedule, so they should attend the entire day if possible. Students who miss more than 1 hour of class on an early release day will not be counted present for the day. Unless otherwise announced, after school care will not be available on early release days. Lunch will not be served, and all students should be picked up at noon.

REMOTE INSTRUCTION DAYS

For remote instruction days, students must complete their daily assignments and submit them according to their teacher's instructions to be counted present for the day. Junior and senior high school students will not have Bible, PE or elective classes on remote instruction days.

SCHOOL-RELATED ACTIVITIES

The following school-related activities will not be counted as absences from class or school:

- School sponsored athletic events, field trips, or other extracurricular activities
- Approved college visits.
 - 11th and 12th grade students may request 2 days to be used for visits to Christian colleges per school year.
 - Requests must be submitted at least 5 days in advance
 - Students must turn in a letter from the school admissions office confirming their visit for these college visits to be coded as a field trip.
- School disciplinary actions that do not result in out of school suspension

WITHDRAWAL AND DISMISSAL

All withdrawals from school must go through the school office. It is not our policy to prorate tuition for withdrawals. Records will not be released until a withdrawal form has been completed, fees have been paid, and accounts have been paid.

PART 3: GENERAL INFORMATION AND POLICIES

ARRIVAL AND DISMISSAL

Students must be in their classrooms by 8:10 AM. School dismissal is 2:45 p.m. Students who are not staying for Extended School Day must be picked up by 3:20 p.m.

To provide for the safety of our students and to expedite the flow of traffic, we ask that parents drive very slowly in the parking lot and follow the traffic pattern outlined at Orientation. Drop-off and pick-up of students must be made at the designated locations.

Arrival

Students should arrive no earlier than 7:30 unless they are enrolled in Extended School Day program. Students who arrive before 8:05 should go directly to the gymnasium. Students who arrive after 8:05 should go directly to their classrooms. Please drop your children off at the ramp located at the side trophy foyer entrance and move safely and as quickly as possible so others can drop off their children. Small children should exit the car on the side of the school building.

Dismissal

Students must be picked up at the dismissal times listed above. Unless it is an emergency, we request that you not ask for students to be dismissed early. All students will be brought to the car-loading area located at the back of the gymnasium at dismissal time. Students who are not picked up by 3:20 will be taken to Extended School Day, and parents will be charged for Extended School Day.

Students participating in athletics, tutoring or other afterschool activities that end before 5:30 p.m. must be picked up within 10 minutes of the scheduled end of the activity to avoid additional ESD charges.

Students will only be released in the carline and early pick up to the individuals listed on the student's release form. If someone other than the individuals listed on the release permission form will be picking up your child, you will need to send a note to your child's teacher or call the school office. We want to take every precaution in the protection of your child, and therefore, we will not release students to unauthorized individuals.

EXTENDED SCHOOL DAY (ESD)

Before and after school care is available for parents on an as needed basis. There will be a charge for this service. Consult the HCS tuition and fees schedule for financial details. Parents taking advantage of our Extended School Day are reminded that this is available on regular school days only, not during any school holidays or early release days.

Parents may drop off students as early as 6:30 a.m. for Extended School Day (ESD). Any students arriving before 8:00 a.m. must report to the gym where they will be under supervision of a staff member until they are dismissed to their classes.

Afternoon ESD runs from 3:20-5:30 p.m. A per minute surcharge will be made for each student not picked up by 5:30 p.m.

The school buildings are closed at 4:00 p.m. each day. Students are not allowed in the buildings after this time unless they are participating in a school sponsored activity.

STUDENT DRIVERS

Driving to school is a privilege and not a right. Any student who wishes to drive to school must show proof of a driver's license and register their vehicle with the office before driving on campus. HCS will not be responsible for any damage or loss of property due to criminal or accidental damage.

Students should drive safely and watch out for younger children while on campus. **Careless, reckless driving will not be tolerated.** Students are not allowed to ride in the back of trucks or on the exterior of any moving vehicle. Students should not transport students other than their siblings unless the written consent of both of the students' parents is on file in the school office.

Student drivers should not arrive at school prior to 7:30 a.m. They should park in the parking area between the school and church building when arriving on campus. Students should avoid lingering in their car and report to the gym if arriving at school before 8:00 a.m.

Student drivers should not visit or move automobiles during the day without written consent of the administration. **Students should not loiter in automobiles or parking lots at any time.** Drivers should report to their vehicles promptly and leave campus by 3:15 p.m. unless they are involved in extracurricular activities. Students driving to and from school activities are expected to enter the building promptly upon arrival and leave campus shortly after the activity is over.

Students should not have school prohibited items in their vehicles while on campus. Any flags, bumper stickers or other items visible in student vehicles should be appropriate, non-disruptive and in accordance with HCS behavioral standards and guidelines. The HCS administration reserves the right to search student vehicles with a parent present.

Student driving privileges may be revoked for inappropriate use of the vehicle, leaving campus or transporting students without permission, excessive absences or tardies, as part of a school disciplinary action, or for any reason deemed sufficient by the HCS administration.

EMERGENCIES AND SEVERE WEATHER

Heritage Christian School maintains a complete emergency crisis plan. The plan specifically addresses fire, severe weather threats and other emergencies requiring evacuations or lockdown. School closings and delays will be announced via ...

- The Jupiter parent communication system
- HCS Facebook page
- www.heritagechristianschool.net
- Television stations WBTV-3, WSOC-9
- AM Radio Gospel 900

Fire Drills– Fire drill procedures are posted in each classroom. When the fire alarm sounds, students should evacuate the building under the supervision of the teacher, walking quickly and quietly to the designated location according to the school’s evacuation plan. **Pulling a fire alarm under false pretenses is a serious offense and will result in suspension from school and legal action.**

Weather Emergencies – In the event of a thunderstorm or other severe weather all outdoor activities cease. Everyone is to come indoors and wait 20 minutes after the last flash of lightning or other danger before returning to the playground or field.

HCS staff will receive training on tornado drill procedures, and they will be practiced each school year. In the event of a drill or actual severe weather, students should proceed in an orderly manner to the designated area and follow all staff instructions.

Lockdowns– If necessary, HCS’s administration will institute a lockdown for the safety of the students. During a lockdown, staff and students must remain in their designated locations. Students cannot be released to parents until the lockdown is lifted under the proper protocols and (in some cases) the direction of responding law enforcement agencies.

ILLNESS

Heritage Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. Students need to stay home if they have any of the following symptoms: fever, vomiting, frequent diarrhea, a frequent cough, wide spread rash, earache, or severe headache. Symptoms should not have been present for at least 24 hours before the student returns to school.

Children may be prone to blood borne diseases. All blood and body fluids will be treated as if they contain blood borne pathogens. Staff/other children may be in danger of infection from the child with a nosebleed. Therefore, if a child has a nosebleed, they will be sent to the sick room and proper and safe protocol procedures will be administered. If blood is still flowing freely after administration of protocols, parents will be called to come and pick the child up from school. This policy exists to minimize/prevent such incidences as well as plan a safe response to the child in need as set forth below:

1. To put a child in a more controlled environment therefore:
 - a. Allowing more individualized attention and monitoring; and
 - b. Decreasing opportunity for other children/staff to be exposed to blood and body fluids.
2. To allow staff to return to their class/area in order to appropriately sterilize if needed and maintain class control.

Further, for the welfare of your child and others in the school, all children who are sick must be kept at home. When the child is well enough to participate in a normal school day, he may return. If a child is to receive any medication during the school day, the parent must send a note to the teacher. For detailed information about when to keep a student out of school, see the chart in Appendix B.

FIELD TRIPS

Field trips are taken at various times during the school year to places of educational interest. The students are to maintain the same behavior and dress that are required at school. However, there are some field trips that require "hands on" participation. Appropriate dress for these activities will be explained on the student's permission slip.

Members of the opposite sex do not sit together on the bus. No headphones, music players, cell phones, etc. are allowed on field trips. No food or drinks are allowed on the bus.

Parents are welcome to serve as chaperones but they must comply with a background check and attend a class in order HCS to meet our legal responsibilities, as well as, to maintain compliance to safety and insurance protocols. It is also required that the same standards and dress required of students be kept.

Field trips are for the class members, not siblings. Please do not sign out children from other classes to go on these trips. Preschool siblings are not able to attend field trips unless special permission is given by the teacher and the administration.

LUNCH

Students may bring their lunches or purchase hot lunches, peanut butter and jelly sandwiches and snack foods. HCS uses the lunch ticket system for parents to purchase hot lunches. The lunch Menu for each month will be available via Jupiter and/or the HCS website. Consult the HCS tuition and fees schedule for information on lunch prices. If a student forgets their lunch, a lunch may be charged to their account.

Lunch count for each class is turned in to the office by 8:30 a.m. Students arriving to school after 9:00 a.m. will only be allowed to purchase peanut butter and jelly sandwich option. Other items that require cooking will not be available to late arriving students.

Parents bringing their children lunch need to drop it off at the school office. For the safety of our students, students are not allowed to wait outside the building or go to the parking lot for lunch deliveries. It is requested that parents not bring fast food for students and leave it in the office.

Students should display correct table manners and follow teacher instructions at lunch time. Elementary students must sit with their own class. Secondary students will sit at separate tables for boys and girls with a maximum of 8 students per table. **All students are responsible for clean-up after snack and lunchtime.**

FOOD AND DRINK

Students are not allowed to eat in the classroom unless in connection with a teacher reward. Secondary students may keep a sealable water bottle at their desks with teacher permission.

Some elementary classes will have a designated morning snack time. Teachers will provide details on the nature of snack items that may be brought.

Secondary students may have limited opportunities to purchase vending items between classes. Vending will also be available for students staying for after-school activities or ESD.

HALL PASSES/RESTROOM USE

To avoid missing instructional time, elementary students should use the restroom when the entire class goes, and secondary students should go during class change whenever possible. No more than one student should be in a restroom stall at a time.

No student should leave the classroom without the teacher's permission and a hall pass. Students should go directly to the location listed on the pass and return to class promptly. Students loitering in unsupervised areas creates both safety and disciplinary issues.

LOCKERS

Every student in grades 7-12 will receive a locker assignment at the beginning of the school year. The school administration reserves the right to search student lockers at any time. The following guidelines will apply to locker upkeep:

- Students may opt to bring their own lock but must report the combination to the office to be placed on a master list. (Only combination locks may be used). Students are responsible for keeping their combination confidential.
- HCS is not responsible for any lost or damaged items.
- No student is to open another student's locker.
- Lockers are to be kept neat. There should not be any item sticking out or left on top of the lockers. Such items will be collected and placed lost and found.
- The outside of the lockers must be clean of any posters, stickers, magnets, etc.

MARKETING/MEDIA

By attending HCS classes, events, and related activities, it is understood that students, parents, school personnel may be photographed or recorded for marketing purposes. It is also to be understood that all areas of the school buildings and grounds, except bathrooms and dressing rooms, are under video and audio surveillance.

MEDICINE

Students are not to bring medicine to school. This includes over the counter drugs such as allergy medicine, aspirin, Tylenol, and ibuprofen. If your child requires prescription or OTC medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to him. The office cannot administer pain relievers without parental permission. Students are not to share medicines and pain relievers with other students.

MONEY, VALUABLES, AND PERSONAL ITEMS

Money for school payments should always be sent in a sealed envelope with the child's name and the amount and purpose on the outside of the envelope. Students are cautioned not to bring large amounts of money or valuables to school. Students, not the school, are responsible for their personal property.

Parents, please see to it that your child's items are marked with their name. This is especially important for easily misplaced or forgotten items such as textbooks, book bags, lunchboxes, jackets, etc. If textbooks cannot be found, parents must contact the school office to order another one. Lost and found articles will be placed in the lost & found. Unclaimed articles will be given to charity.

PAYMENT POLICIES

Tuition is due by the first of the month beginning August and ending in May and will be billed in 10 equal monthly payments. A late fee will be accessed after the 10th of each month. Additional payment options may be available. Please contact the school office for this information. Lunch charges will be updated weekly. ESD charges will be posted on a weekly or monthly basis, depending on the student's ESD plan. Consult the HCS tuition and fees schedule for financial details.

Tuition may be mailed to Heritage Christian School, 239 Mount Herman Road, Hudson, NC 28638, brought to the school office during regular office hours, or paid via the online payment system. For your convenience Heritage Christian School accepts cash, check, money order or major credit cards for payment of tuition, lunch charges and any other student fees. Credit card payments may also be made over the phone by contacting the School Office at (828) 726-0055. A processing fee will be applied for credit card payments.

Students will not be admitted to class if payments are one month in arrears or two weeks in arrears when using weekly payment plan.

Heritage Christian School endeavors to keep low tuition rates for the benefit of each parent. For this reason, we conduct annual fund-raising programs and anticipate each child's and/or parent's participation in helping raise additional funds needed for the designated school projects. The school receives no federal assistance.

PETS AND ANIMALS

No pets or animals except for trained service animals should be brought on campus.

PHONES/ELECTRONIC DEVICES

Heritage Christian School seeks to maintain a safe learning environment that encourages students to interact with their teachers and classmates to develop spiritually, academically, and socially. Unfortunately, electronic devices distract students from their coursework, discourage them from interacting with the people in the room with them, and create privacy and security concerns. Therefore, HCS students are not permitted to use cell phones during the school day (7:45 a.m. to 3:15 p.m). Cell phones brought to school must remain in the student's locker. For extracurricular activities, field trips, and ESD, students may only use cell phones with staff approval and at designated times. Students are encouraged to leave devices at home or in their car whenever possible. If parents need to deliver a message to students during the school day, they can contact the office. Students are also permitted to use the school telephone in cases of emergency. Students may not accept phone calls at school.

Students may wear smart watches and fitness trackers, but they must not use them to send or receive messages or otherwise control their phones during the school day. For test security, teachers may request that students remove these devices during testing or if they become a distraction.

Students may not use earbuds or music players during the school day, while participating in extracurricular activities, or during ESD unless they are given specific permission by a teacher. Students should not bring their own computing or gaming devices to school. Secondary students will have access to school Chromebooks to complete certain class assignments. Students should only use school devices on the HCS computer network (no hotpots, Bluetooth pairing, etc).

All websites, videos, music, games, etc. that students access at HCS or while participating in school events should not detract from the educational environment and should be just, pure, honest, lovely, virtuous, and praiseworthy (Philippians 4:8).

HCS staff and volunteers are responsible for monitoring students' use of electronic devices and communications. If a student is seen using their personal device or an HCS issued Chromebook during the school day or in an inappropriate manner at any time while on school property or participating in school events, they will instruct the student to stop using the device immediately and may ask the students to show them their recent activity on the device.

Refusing to comply or repeated violations will result in the following consequences. If the student is using a smart watch, earbuds, or other connected devices inappropriately, their cell phone will be confiscated as well.

- 1st offense—device(s) confiscated by the office for the remainder of the school day.
- 2nd offense—device(s) confiscated by the office until the parent comes to pick it up at an administrative conference generally scheduled during school office hours
- 3rd offense—the student is not allowed to have any personal electronic devices at school. Ideally, this means that the parent will keep the device(s) at home. In circumstances where the student must have the device due to driving or after school needs, the student must turn in all electronic devices to the office upon arriving at school to be secured in locked storage and then pick them up from the office staff at the end of the day.

RELEASE OF STUDENT INFORMATION

Parents have the right to inspect the student's educational records after making a request to the school office. Transcripts are released only upon written request of the parent or graduate. Records may be sent to educational institutions with written request.

Records requests and other documents needed from the school office will be processed and mailed within twenty-four hours of the written request. HCS reserves the right to hold records and transcripts for any student with an unpaid account balance.

HCS may release directory information about students, including name, address, telephone listing, date and place of birth, participation in school activities, height, weight, class rank of athletic team members, dates of attendance, degrees and awards received, and school last attended. Such information will be available for release unless the parent or student over age 18 requests that such information be withheld.

Parents or eligible students have the right to object to the release of directory information or challenge the accuracy of the information by informing the school principal in writing. If still unsatisfied, the parent may appeal the principal's decision to the administrative board.

SCHOOL SAFETY

HCS believes that employees should be able to work, and students should be able to learn free from intimidation, insults, threats, or violence. Any action on the part of an employee, parent, or student which is inappropriate will not be tolerated. **Such behaviors include, but are not limited to, threatening or violent conduct, physical or verbal intimidation, vandalism, arson, and possession or use of weapons.** Any such occurrence should be reported to the administration immediately; the administration will promptly investigate such complaints and take appropriate action. **Possession of weapons is prohibited on the HCS premises.**

Sexual harassment is a form of misconduct that is not Biblical and undermines the integrity of any professional relationship. No employee, volunteer, parent or student, either male or female, should be subjected to unsolicited and unwelcome sexual overtures or conduct, either verbal or physical.

Sexual harassment does not refer to occasional compliments of a socially acceptable nature. It refers to behavior that is not welcome, that is personally offensive, that lowers morale and that, therefore, interferes with the educational environment. No one associated with HCS should endure insulting, degrading, or exploitive sexual treatment. Individuals found to have violated this policy will be subject to severe disciplinary action up to and including expulsion. Likewise, false accusations will result in disciplinary action, up to and including expulsion.

Any parent or student who believes that he or she is or has been the subject of sexual harassment should report the alleged charge immediately to any of the following individuals: a) Pastor, b) School Principal. An investigation will be conducted as expeditiously as practicable, and all information will be held in strictest confidence consonant with our duty to perform an adequate investigation necessary to resolve the matter. Sexual Harassment will not be tolerated.

SICK ROOM

Students who are sent to the sick room during school hours will be checked to determine whether or not they may remain at school. If a child is running fever, vomiting, nosebleed or has an injury that we are not equipped to handle, the parents will be called to come and pick the child up from school.

Due to limited sick room space, we ask that you pick the child up within 30 minutes. If someone has not arrived within 30 minutes of the first phone call, you will be called again to make sure arrangements have been made for the child to leave school. Also, if your child leaves school (or is absent) because of illness, please be aware that he or she is not to return to school until his or her fever, nausea, or vomiting has been gone for a full 24 hours without medication. **Students must have a pass from a teacher before being admitted into the sick room.**

VISITORS

Visitors are welcomed at Heritage Christian School, however, all visitors must come by the school office and sign in and receive a pass to be on the premises. Visitors should conform to the dress and conduct standards of HCS. School age visitors must acquire permission from the school office one day prior to visit, and he/she must be a prospective student.

Visitors are not allowed in the classrooms during instructional time unless prior permission from the administration has been granted. Parents needing to drop off something for the student or teacher should leave it at the school office. For campus security and classroom order, no one should go directly to the classroom.

Commercial deliveries (such as flowers, balloons, or gifts) to students will not be delivered to classes during the school day. Students may pick up items from the school office at dismissal.

PART 4: PARENTAL INVOLVEMENT

PARENT-TEACHER COMMUNICATION

Teachers and the administration desire to be accessible to all parents so that they can best support the academic, social, and spiritual development of each student. If parents have concerns about their child's progress, they should contact the teacher directly via email or Jupiter or call the school office to leave a message. Teachers will make every effort to respond to parent communications in a timely manner; however, parents must realize that the teacher's primary responsibility during the school day is to attend to the needs of all their students.

Parents may also consult with the school office regarding any problems or questions that concern their children. However, **please contact the teacher for any classroom-based situations** because they are most capable of directly seeing and meeting your child's needs.

SCHOOL CONFERENCES

Parent-Teacher Conference Days will be scheduled throughout the school year. See the school calendar for dates. Every parent is requested to attend each meeting for the benefit of his child and to obtain pertinent information concerning the school program.

It is the desire of the administration and the faculty to be of service to both parent and students, and each teacher welcomes a visit from any parent. Such conferences should be held by definite appointment with the teacher at a convenient after-school hour. Teachers are unavailable to meet with parents during class time, and they should not be detained either before or after school unless a meeting has been scheduled for that time.

If for any reason, an issue arises with any staff of HCS, please seek first to resolve the matter with the person involved. Usually, a problem can be resolved with a short conversation with the teacher or person involved. A parent's recourse is to see the teacher first. If the situation is not resolved with the teacher, the parent should see the principal, and then the pastor. If the problem is still unresolved the parent may request to meet with the administrative board.

SOLVING PROBLEMS

Even in the best of relationships, problems occur that create a temporary strain between the parties involved. God has given us His directions for dealing with these situations within the church in Matthew 18:15-20. This gives us a framework to emulate in most situations.

If a question or problem arises that involves a teacher or the school. Please implement the following problem-solving procedures:

1. Pray about it, asking God for wisdom in dealing with the problem. Ask Him to give all involved a heart yielded to His will. Pray for patience and a solution.
2. Avoid talking with others about the problem before speaking with the person(s) involved. Often facts that are initially unknown will shed a different light on the situation (Proverbs 18:13). Telling others can initiate unfounded and hurtful gossip.
3. Make an appointment to meet with the other person. Go with a servant's spirit and a listening ear. Remember, "A soft answer turneth away wrath; but grievous words stir up anger" (Proverbs 15:1).
4. Present your perception of the problem to the other person. Avoid seeming to attack the other person; instead focus on solving the problem. Listen carefully to the other person's perception of the problem and listen for new facts that may lead to a solution.
5. Allow God to work in and through the situation –He may have a much bigger and better plan in the situation than anyone involved can imagine. Each party must focus on his or her individual responsibility in the matter of what he or she can do to correct the problem.
6. If the parties cannot reach a solution, contact an administrator to work through the problem with all parties.

Be careful not to criticize a teacher or staff member in front of your child, as this will cause discipline problems for the child later. Please remember that it is never appropriate to discuss any problem with other parents or to vent them on social media. Under no circumstance should a parent approach another student about a conflict with their child; parents must refrain from seeking to parent other people's children. Take any problem directly to those who are in charge.

VOLUNTEERS

Parents are welcome to support our school by volunteering for the HCS Athletic Club, field trips, special classroom events, etc. However, **all volunteers must be registered through the HCS office and have appropriate background checks.** The approval process does take time, so parents interested in volunteering should notify the school office with as much advance notice as possible.

PART 5: ACADEMIC INFORMATION

The academic program is traditional in approach and is designed to provide students with the best possible academic opportunities. We emphasize the mastery of the material, the acquisition of facts and concepts, leading to the development and exercise of sound pragmatic and Biblical reasoning. Realizing that each student is gifted by God with different learning style and abilities, we strive to encourage and expect all students to do their best. Thus, we engage learning from a traditional system of learning that encourages competition and the values of living under a republic form of self-rule government and work ethics of free enterprise system.

PROMOTION

Elementary students must pass 3/4 of all subjects taken to be promoted to the next grade. This must include math, language, and reading. Students in grades 7 and 8 must pass English, math, science, history, and Bible to be promoted. Students in grades 9-12 must pass every subject to be sure that they can remain in their normal college preparatory schedule.

Required subjects failed must be made up in summer school. HCS will conduct summer school for required elementary subjects and secondary subjects. An hourly charge will be billed. Summer school at Heritage Christian is for HCS students only. Administrative approval is necessary for any deviation from this policy.

Any student retained for the first time may return to HCS pending an opening in that grade. It is the responsibility of the student to remain in the promotional process to allow openings for the students that are moving up from the grade below. If there are not any openings, a student who is being retained will be placed on the waiting list.

Any student retained for the second year may not return to HCS unless there are unusual circumstances approved by the school. We feel that it is important to keep the ages of the students no more than one year apart.

CURRICULUM

The curriculum for kindergarten through 6th grade primarily consists of Abeka curriculum, which is recognized as one of the leading curricula among Christian schools. The curriculum for 7th to 12th grade will employ a mix of Abeka, Bob Jones and other publishers to help develop strong content knowledge, logical reasoning, and effective communication within a Biblical world view.

Elective classes in art and music will be offered throughout elementary school and as elective courses for secondary high students. Music instruction will focus on developing an appreciation for godly music and equipping students to serve in their local church.

Band

Students in 5th through 12th grades can be in the school band. Various wind instruments are offered as well as percussion. High school students receive elective credit for this course. Band members are also expected to attend all performances.

Chorus

Chorus is offered as an elective for students in junior high and high school. Students enjoy the opportunity of learning songs from various genres of music. Students who choose to participate in chorus are expected to be at all practices and to attend all performances. High school students receive elective credit for this course.

Junior High (grade 7-8) and Senior High (grade 9-12)

Students will operate on a seven-period day with separate grades and attendance for each class. English classes will include instruction in grammar, literature, and spelling and vocabulary development. Written and oral communication skills will be taught in English classes and developed across the curriculum.

Computer instruction will begin with basic keyboarding skills and quickly progress to practice using computer applications effectively in an education and professional environment.

Elective coursework is designed to give students an opportunity to develop their talents in music, art, communication, and vocational fields.

Space in some elective courses is limited and scheduling decisions will be based on factors including grade level, previous participation or interest in similar coursework, student maturity and behavior and balancing teacher workload.

Projected Coursework (grades 7-12)

The tables below describe the projected prescribed coursework for each grade. Please note that factors such as student interest, transfer students, and staffing needs may occasionally require minor adjustments to course sequencing or elective offerings.

Grade 7	Grade 8
Bible English Foundations of Math World History Life Science Physical Ed. (1/2 credit) Computer Skills (1/2 credit) Elective*	Bible English Pre-Algebra American History Earth Science Physical Ed. (1/2 credit) Computer Skills (1/2 credit) Elective*

Grade 9	Grade 10
Bible English Literature & Composition Algebra I Cultural Geography Physical Science Physical Ed. (1/2 credit) Health (1/2 credit) Elective*	Bible Literary Analysis & Composition Geometry or Algebra II World History Chemistry or Biology Physical Ed. (1/2 credit) Computer Applications (1/2 credit) Elective*

Grade 11	Grade 12
Bible American Literature Algebra II or Geometry American History Biology or Chemistry Spanish I Elective*	Bible British Literature Precalculus or Consumer Math Government (1/2 credit) Economics (1/2 credit) Spanish II 2 Electives*

BIBLE

Bible study is recognized here as of fundamental importance and is a required subject. It augments the study of English, history, geography, and science. Without knowledge of Biblical truth a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as “The Book of Books.”

Knowledge of the Bible is one of the greatest educational assets any man can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords the great opportunities for laying the foundation for Christian character.

Heritage Christian School uses only the King James Version. Regular chapel service will be conducted for all students.

TECHNOLOGY

Heritage Christian School provides Chromebook and internet access for secondary students to assist students in sharing information, learning new concepts, and researching diverse subjects in classroom setting. Heritage has adopted an Acceptable Use Policy to set guidelines for accessing the computer network or the Internet service provided by Heritage Christian School. Every year, students who want computer network and Internet access for that upcoming school year must sign and submit a copy of the Policy to the school. Students also must have their parents or guardians sign this policy. By signing this agreement, the student and parent or guardian agree to follow the rules set forth in this Policy and to report any misuse of the computer network or the Internet to a teacher or supervisor. Parties agreeing to this policy also understand that Heritage Christian School may revise the Acceptable Use Policy, as it deems necessary. Heritage will provide notice of any changes either by posting such a revised version of the Policy on its web site or by providing written notice to the students and parents or guardians.

Use of the electronic information resources in the school shall be to improve and support the educational process. The use of the Internet and computer equipment within Heritage Christian School is a privilege. Violation of this policy can result in the loss of computer access privileges, detention and/or suspension. To ensure its computer equipment and technology is used by students for appropriate purposes, HCS exercises its right to monitor and oversee network communications and email use. HCS prohibits any attempts to disable the internet filter.

Violation of these guidelines may lead to disciplinary action as deemed appropriate by the administration of HCS, which could include loss of computer privileges to expulsion.

GRADUATION REQUIREMENTS

Heritage Christian School follows the University of North Carolina minimum course requirements for a College Preparatory diploma; therefore, the coursework they complete equip them to attend the vast majority of public and private colleges and universities after graduation. Juniors are required to take the ACT, and seniors are encouraged to take the ACT to improve their scores.

To receive a diploma from Heritage Christian School, a student must attend HCS for the year immediately preceding graduation and have earned at least 24 units consisting of

- 4 units of English including instruction in grammar, composition, and literature
- 4 units of math including Algebra I, Algebra II and Geometry (or equivalent coursework)
- 3 units of science including any life science, any physical science, and any additional laboratory science
- 3 units of social studies including 1 unit of US History, ½ unit of Government and ½ unit of Economics
- 2 units of the same language (other than English)
- 1 unit of Physical Education including a health component
- Additional elective credits including Bible, fine arts, career or technical courses, or additional academic coursework.

When all academic courses have not been passed, the student may participate in the graduation ceremony, but will not receive a diploma until all requirements have been met. A student with less than 23 units may not participate in the graduation ceremony. Students with delinquent accounts will not be able to participate in graduation or receive transcripts.

Valedictorian and Salutatorian Requirements

Academic honors are determined based upon the Grade Point Average (GPA) earned for all courses taken in high school as calculated through May 1 of the Senior year. Any student with a GPA of 3.0 or higher will be recognized as an honor graduate at high school graduation.

The top two honor graduates will be recognized as valedictorian and salutatorian respectively. The valedictorian and salutatorian must have attended HCS for at least two full years during high school. *Number grades may be used to break ties solely for the purpose of determining valedictorian and salutatorian.*

STANDARIZED TESTING

Students in grades 3-12 will be administered a nationally normed standardized assessment in the spring of each year. Students are expected to participate as a condition of their continued enrollment at HCS. Test results will be shared with parents and placed in the student's permanent record. However, test results will not affect a student's grade or determine if a student is promoted to the next grade.

Students are expected to take the ACT during their 11th grade year and report their scores to HCS. By state law, completing this assessment is a graduation requirement. Students are welcome to take the ACT multiple times and/or take other assessments such as the SAT, Workkeys or ASVAB to enhance their college and career options. Any scores from nationally standardized assessments that are reported to HCS will be maintained in the student's permanent records.

HCS has a long track record of excellent standardized scores. Feel free to make an appointment with the administration to discuss academic excellence at HCS.

GRADE REPORTS

The purpose of reporting is to give parents and students an indication of the progress, or lack of progress, which is being made. Each student's ability, attitude, and application are considered in grading.

Heritage Christian School utilizes "Jupiter" a state-of-the-art student information system of grading, attendance, discipline records and an abundance of pertinent student information. Parents and secondary students should be able to check grades using Jupiter at any time.

Additional communication about student academic progress will include...

- Report cards are sent home every nine weeks. All students must have them signed and returned. Report cards will not be issued to any student whose account is not current.
- Progress reports are sent home every 4-½ weeks between report cards. All students must have them signed and returned to their teacher. Grades 7-12 will return them to their homeroom teacher.
- Kindergarten-6th grade test papers are sent home every Monday. They should be signed and returned by the following school day.
- Lower elementary students will have additional practice assignments sent home on a daily basis. These papers should not be returned, but parents are free to review them with their children.
- Parents may ask for conferences any time they feel it is necessary. The teachers welcome such opportunities.

GRADING SCALES

The following scale will be used to determine letter grades for all students and to calculate high school GPA's and class rank. All high school classes including electives will affect a student's GPA. However, classes that meet less frequently will earn less than 1 credit and will have a smaller impact on GPA.

A+	97-100	4.0	C+	77-79	2.3	F	0-59	0.0
A	93-96	4.0	C	73-76	2.0	I	Incomplete	
A-	92-90	3.7	C-	70-72	1.7			
B+	87-89	3.3	D+	67-69	1.3			
B	83-86	3.0	D	63-66	1.0			
B-	80-82	2.7	D-	60-62	0.7			

HOMEWORK AND TESTS

Homework contributes to a student's academic success and is assigned for various purposes, including practice, drill, remediation, enrichment, and special projects. In general, if a student has been attentive in class and concentrates while doing homework, the time required for homework should be reasonable..

As students get older, they need to learn to manage their time wisely for projects and studying for cumulative tests to avoid becoming overloaded with homework on a particular evening. If your child is working diligently yet spends an excessive amount of time on homework, please discuss the situation with your child's teacher.

It is vital for the student to complete all assignments (homework, seatwork, etc.). Teachers may require a student to stay after school and complete assignments if the student develops a pattern of not finishing assignments.

GENERAL COLLEGE INFORMATION

The HCS faculty and office staff are happy to assist students in the college application progress by preparing transcripts, writing recommendation letters, or discussing their educational experiences with students. Representatives from various Christian colleges will also be scheduled to visit and answer student questions. Parents or students are welcome to schedule an appointment with school administration to discuss their college options.

- Students should begin considering college and career options no later than their sophomore year of high school.
- Juniors and seniors should begin reviewing college websites or contacting specific colleges about potential courses of study.
- Students should take the ACT no later than the summer after their junior year. Students can report their scores to at least 4 colleges for free when they take their ACT.
- Most colleges accept applications during the fall semester of students' senior year. Students are welcome to ask HCS teachers for help reviewing any college application essays.

Fee waivers may be available to cover the cost of the ACT, college applications or other admissions testing for lower-income families. All public universities and community colleges as well as many private universities participate in the federal student aid program. Students interested in these programs should complete the FAFSA (Free Application for Federal Student Aid) as soon as possible after October 1 of their senior year. The FAFSA is completed online at www.fafsa.ed.gov. You and your parents must each have separate FSA IDs and passwords. Individual colleges may have varying deadlines.

Most colleges also have additional scholarship opportunities. Some scholarship deadlines may be before the colleges' final application deadlines, so parents and students should plan ahead to best prepare for college and minimize costs.

PART 6: EXTRACURRICULAR ACTIVITIES

ATHLETICS

Heritage Christian School is a member of the Carolina State Athletic Association. Students in grades 6-12 have the opportunity to participate in girls volleyball and boys and girls basketball

Students must maintain a “C” average with no more than one “F” to participate in extracurricular activities. The administration may allow a student with less than a “C” average to participate after considering the following areas:

- Academic ability
- Attitude and behavior
- Promptness in turning in assignments.
- Class participation and effort

Athletes who miss any period of school due to illness will not be allowed to practice or play that afternoon or evening. Athletes are expected to get all their assignments, make up all tests, and turn in homework that is due before they leave for a game. They are responsible for all assignments and tests that are due the following day.

ATHLETIC AND CLUB RESPONSIBILITIES

Students who join a team or club have an obligation to that group and are to be present at all of its activities unless they are sick or excused by the coach or the administration.

It is a privilege to be a member of a team or a club. Those who accept such a position must have a testimony of good character that is demonstrated in their personal lives. They are to be an example to other students in their behavior both in and out of class.

All participating members of a team or group are expected to ride in the school bus/van or with their parents to any activity away from school. Students who ride the school vehicle to away games must also ride the school vehicle to return to school unless they have been picked up by their parents. A student may not ride with someone else’s parent.

BEHAVIOR AT EXTRACURRICULAR EVENTS

Students participating in or attending extracurricular events follow all school rules and observe the HCS guidelines of modesty and appropriateness as detailed in this handbook. Students attending events should stay in public areas, and all elementary students should be under the supervision of a responsible adult. Students are expected to demonstrate respect to all HCS staff, teammates, opponents, officials, and spectators.

Students are not to use cell phones, earbuds or other electronics during practice, warm-ups, or games. Students will be under the supervision of their coach or designated HCS staff or volunteers until the conclusion of their game or event.

After the event is over, parents will be responsible for supervising their children if they are present. Students whose parents are not present will sit together as a group and remain under HCS staff or volunteer supervision until returning to the school.

All participating members of a team or group are expected to ride in the school bus/van or with their parents to any activity away from school. Students who ride the school vehicle to away games must also ride the school vehicle to return to school unless they have been picked up by their parents. A student may not ride with someone else's parent.

PART 7: STUDENT BEHAVIOR AND DISCIPLINE

BEHAVIORAL PHILOSOPHY

Heritage Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues through life. The Holy Spirit makes the Christian conscious of the biblical demands for a holy life which fulfills both God's moral law and high law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 5:14). The result is a life consecrated unto God and separated from worldly activities.

Heritage Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment. All student activities and conduct must be subordinated to Biblical standards.

Full cooperation is expected from both student and parents in the education of the student. If at any time the school feels that this cooperation is lacking, the student may be requested to transfer out. Also, if the student's behavior or attitude indicates an uncooperative spirit or one that is out of harmony with the spirit and standards of HCS, whether or not there is any definite breach of conduct, he may be requested to transfer out.

Please feel free to consult with the office about any problem or question that concerns the welfare of students. It is the desire of the administration and faculty to be of service to both parent and student; each teacher welcomes a visit from any parent. We do urge, however, that such visits be made by appointment with the teacher at a convenient after-school hour.

HCS is above all else a Christian institution in both philosophy and practice. We firmly believe there is no place at HCS for worldly practices or divisions so common among other institutions.

Therefore, any student who promotes division or divisive spirit through secret clubs, symbols, pictures, writing, flags, banners, slogans, or any divisive activism is out of harmony with the standards and Christian philosophy of HCS and may be withdrawn or refused re-enrollment at the discretion of the administration.

STANDARDS AND EXPECTATIONS

A sense of the need for spiritual growth in our students has led HCS to adopt standards which are conducive to an environment that will promote the spiritual welfare of all students and honor Christ as we seek to serve him. HCS, therefore, expects each student— whether at home, school, or elsewhere:

- To refrain from the possession, use or distribution of alcohol, drugs, tobacco in any form, and vaping. This includes the substance and any associated paraphilia, or advertisement thereof.
- To refrain from bringing firearms, knives, or any other weapon on to school grounds.
- To refrain from the occult, gambling, or any other vice.
- To refrain from disrespect of authority and their peers, lying, cheating, stealing and deliberate misuse and destruction of property.
- To refrain from swearing and the use of vulgar language. This includes curse words, the use of God's or Christ's name irreverently, sexual implications, off color, base un-Christian slang, and slurs.
- To refrain from inappropriate touching, conversation and conduct with the opposite sex. Dating couples are not to loiter in the parking lot, hallways or to be in any private setting without the accountability of an adult or group of peers. To refrain from holding hands, hugging, kissing, and any sexual act whether during the school day, school functions, or school activities.
- Though HCS stands strongly against lifestyles choices that are abomination in the sight of God, in keeping with Ephesians 5:11-12 students are to refrain from the use of such words as fag, queer, dike and such like, even in jest.
- To refrain from any disparaging or demeaning remarks about other people's looks, features, color, race or ethnicity.
- To refrain from participating in pornography, premarital sex, and homosexuality. In as much as HCS is a ministry of Ambassador Baptist Church, this policy is based upon and consistent with the Constitution and By-Laws of Ambassador Baptist Church. It states in Article (P) Human Sexuality
 - We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. ([Gen. 2:24](#); [Gen. 19:5, 13](#); [Gen. 26:8-9](#); [Lev. 18:1-30](#); [Rom. 1: 26-29](#); [1 Cor. 5:1](#); [6:9](#); [1 Thess. 4:1-8](#); [Heb. 13:4](#))
 - We believe that the only legitimate marriage is the joining of one man and one woman. ([Gen. 2:24](#); [Rom. 7:2](#); [1 Cor. 7:10](#); [Eph. 5:22-23](#))

- To refrain from harassment, fighting, violence, racial comments or actions, or threats of any kind regardless of provocation; public disruptions or exhibitionism in any form, promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, gang related items, or any divisive activism.
- To refrain from bringing electronic devices to school unless approved by school administration.
- To maintain Christian standards in courtesy, kindness, honesty, morality, and dress.

Students are expected to abide by these standards in general practice throughout their enrollment. Students found to be out of compliance with or harmony with HCS Standards of Conduct will be subject to administrative withdrawal. Any student who has been arrested by public law enforcement authorities will be suspended until such time as that student is adjudicated either guilty or not guilty. Any student who is adjudicated guilty will be transferred out of HCS.

Although HCS institutional policies may differ from personal family rules, we expect our students and their families to willingly comply with school rules and to encourage one another to do the same. Rules generally are established for two reasons: either based directly or indirectly on a command or principle of Scripture, or simply for the sake of orderliness and consideration for one another while functioning within a large school family.

HCS has open enrollment and therefore some of our students may not be Christians; however, our desire is to see all of our students become Christians. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide by these Standards of Conduct and maintain Christian standards. Attendance at HCS is a privilege, not a right.

DRESS CODE

Philosophy

The HCS dress code requires...

- **Modesty**—drawing attention to inward beauty rather than to outward appearance, characterized by the adequate coverage of that declared by God as nakedness and suitable fit.
- **Distinction**—a clear distinction that declares the Divine intent between males and females.
- **Appropriateness**—understanding the setting and wearing clothing that is suitable for the context.
- **Professionalism**—displaying measurable excellence within an established set of standards.

By practicing these areas within the education experience of HCS, we are preparing our students for success in the vocations to which they may be called.

Support and Enforcement

HCS expects the parent to be the primary enforcement of the dress code. It is imperative that the parent provide full support in the compliance and management of its enforcement. In choosing Heritage Christian School for the education of your child, please understand that our dress code is a very big part of what we are trying to produce. Your support of administrative decisions regarding clothing in question is required. HCS is making every effort to keep the price of school uniforms as low as possible, but they must be consistent with the HCS dress code.

Purchasing School Uniforms

HCS no longer requires parents to purchase uniforms from a particular vendor. You may shop with a vendor of your choice. However, it is imperative for the parent to strictly apply the dress code standards in purchasing uniforms. This applies to all the previously stated guidelines.

- Uniforms should be logo free, (i.e., Nike, Under Armour, etc.)
- In our efforts to provide economical purchasing of uniforms, it must be understood that there are no alternate uniform standards that will be accepted. All uniforms must be in compliance to the Uniform policy.
- If there is a need for any clarification on these policies, please call the school office.

Uniform Shop and Swap Shop

- As gently used uniforms come available, they can be donated to the Swap and Save Shop. This allows the donation and distribution of gently used uniform items to other families. If you have gently used items you wish to donate, please drop them off at the school office during office hours. Bring a garment swap at no cost.
- No garment to swap \$1.00 per item.
- Parents can also volunteer to help in the Swap and Save Shop program.

Required Uniforms--Boys

PANTS - Khaki or Navy uniform pants only

- No extra pockets such as cargo style.
- No Denim.
- All pants must have belt loops. Kindergarten through 2nd grade only may wear pants without belt loops (elastic waist).
- Uniform pants must be neat with an appropriate fit.

SHIRTS – Polo Style only

- Colors that may be worn include: Navy, Royal, and Light Blue; Teal, Red, Purple, Gray, Black, Green and Burgundy.
- All boys' shirt tails must be tucked in while on school grounds from 7:45 a.m. until 3:15 p.m.
- No shirts are allowed under the uniform shirt except a normal T-shirt.

ACCESSORIES

- Belts are required to be worn by all boys in 3rd – 12th grades.
- No sandals, flip-flops, crocs or open-toed shoes.
- No chains, earrings, or other similar jewelry.
- No nail polish or make up.

HAIR

- Uniform in color– no extreme shades or bleached hair.
- Hair must be off the ears, eyebrows, and above the collar with sideburns no longer than the bottom of the ear.
- Clean shaven (no facial hair) at all times.

Required Uniforms--Girls

SKIRTS AND JUMPERS – Khaki or Navy uniforms only

- All skirts and jumpers must come to the knee when sitting (including splits).
- **Kindergarten through 3rd grade** girls may, in addition to skirts, jumpers and skorts also wear school uniform polo dresses. Polo dresses must also come to the knee when sitting.
- **Kindergarten through 6th grade** girls may, in addition to skirts and jumpers wear skorts (Khaki or Navy), resembling a full skirt. Skorts must come to the knee when sitting as well.

SHIRTS – Polo Style only

- Colors that may be worn include: Navy, Royal and Light Blue; Teal, Red, Purple, Gray, Black, Green, Burgundy, and Pink.
- Girls' polo shirts are not required to be tucked in.

ACCESSORIES

- Sandals with backs may be worn.
- No flip-flops, crocs or backless shoes.
- Excessive jewelry may not be worn to school.
- Tights or leggings may be worn and must be appropriate and are subject to approval.

HAIR

- Must maintain a feminine and orderly hair style.
- Hair coloring and highlights are to be in natural occurring colors.

General Dress Guidelines—Boys and Girls

- All styles must fit appropriately so that undergarments are not visible due to the cut of the garment, or visible through the clothing either due to the sheerness of the fabric or the tightness of the fit.
- Athletic style shorts may be worn only when participating in school athletics or physical education class. They should be to the knee when sitting and loose fitting
- Teachers may ask the student to hang larger jackets or coats on coat rack or put the jacket/coat in his/her locker.
- All garments worn by males and females, including in class, physical education, athletics, and extra curriculum, are to come to the knee when sitting.
- All students are to wear school uniforms while on school grounds, school sponsored extra-curricular activities, field trips, and class parties. Any exceptions must be pre-approved by the principal or administration.
- All clothing must be without frayed hems, cuts, or holes.
- All clothing should be without logos or ads, except for outerwear and HCS spirit-wear purchased through the HCS.
- Hats, caps, bandanas, hoods, or any other head covering are not to be worn inside the buildings. No head wear is to be worn backwards on the school campus.
- Students may not wear any type of stick-on, temporary, or permanent tattoo.
- All non-HCS outerwear may contain a logo that is small enough to be covered by one hand. Logos must be deemed appropriate and are subject to approval.
 - Students may wear a light sweater, wind breaker or hoodie in class. These must be worn over a school uniform shirt.

Dress Guidelines—Parents and Visitors

Parents and visitors are asked to support the spirit of modesty when coming into the school buildings. This includes when picking up children unless the parent is staying in their vehicle.

DRESS CODE ENFORCEMENT

Uniform Enforcement

- School uniforms are required during school hours. (7:45 a.m. until 3:15 p.m.) School uniforms are also required for students attending ESD.
- Students are not required to wear school uniforms while attending after school functions; however, apparel within the HCS guidelines of modesty and appropriateness.
- Students' entrance to after school functions can be denied by event chaperones and/or result in disciplinary actions.
- Administration reserves the right to make judgments on dress code issues that are not addressed specifically herein.
- The school administration reserves the right to initiate policies on new fads and changes in style during the school year.
- In formal events, all students are expected to abide by guidelines given by the administration for the event. All ladies' dresses must be in compliance to guidelines given and also be approved at least one week before the event.

Dress Code Infractions-Kindergarten and Elementary

- The first infraction will result in a communication to the parent from the teacher.
- The second infraction will result in a communication from the administration.

Dress Code Infractions-Secondary

- The first infraction will result in a courtesy warning by the teacher to the student.
- Second infraction of the same issue will result in a demerit and communication to the parent from the teacher.
- Third infraction of the same issue will result in a demerit and a communication from the administration.

DISCIPLINE PHILOSOPHY

The goal of Heritage Christian School is to provide the best possible learning environment in a Christian atmosphere. Believing that discipline is necessary for the welfare of the student as well as the entire school, each teacher is given the responsibility of enforcing classroom regulations in the manner which the administration feels is in accordance with school policy and in light of Christian principles of discipline as set forth in the Scriptures.

Since the teacher is responsible to maintain appropriate classroom behavior, it becomes necessary to correct any behavior that hinders the teacher or students in the classroom. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you." When misconduct occurs, corrective measures will be used to help the student change his/her behavior and attitude.

Penalties must carry the proper amount of weight according to the offense and attitude. In order to help with these a list of common issues will be given by the administration to set a general guide to a balanced use of the demerit and detention. A time of instruction will also be provided to properly implement this discipline strategy.

Actions that threaten or harm another individual's ability to function rightly and safely will require further corrective measures. Therefore, student engagement in activities such as lying, stealing, disrespect, cursing, cheating, vandalism, gang-related activities or symbols, or immoral lifestyles including sexual and homosexual behavior may be grounds for expulsion. Although this list of infractions is not exhaustive, it represents behavior that is not acceptable. **HCS has adopted a "zero tolerance" policy toward bullying, violence, fighting, or threats of any kind.** This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat. Students' lockers, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. The administrative committee will make decisions regarding suspensions and expulsions.

PLEASE BE ADVISED, ALL CLASSROOMS AND PUBLIC SPACES ARE BEING MONITORED IN AUDIO AND VIDEO.

CORRECTIVE MEASURES AND CONSEQUENCES DEFINED

1. **Demerits**- corrective warnings that are recorded and placed on the student's discipline file. The accumulation of demerits results in further discipline actions.
2. **Teacher Conference**- with student and or parent
3. Principal/ administration Conference – with student and or parent
4. **Detention Hall**- a result of the accumulation of demerits. During detention a student will complete written assignments or complete a pre-determined project on school grounds. Detention Hall will be served between 3:00-4:00.
5. **Overnight Suspension**- The student will be suspended out of school effective at the end of the day on which the violation occurred and will continue until a parent accompanies the student back to school. Reinstatement will consist of a conference with the principal/administrator. If the conference is held before any extra-curricular activity or class the next day, the student will not suffer any loss of participation/credit. NOTE: Phone calls or letters will not be accepted.
6. **Out of School Suspension (OSS)** – Parents must understand that OSS is intended to be a disciplinary action, not a day of vacation. The student will receive a list of assignments that must be completed before he or she returns to school. The student will be responsible for making up any test, quiz, or project that was missed due to the suspension. Students having served three days of Out of School Suspensions will have to appear before an Administrative Committee before returning to class.
7. **Probation**- Strict behavioral guidelines will be issued to the student by the administration, and any deviation from this may lead to expulsion from school.
8. **Administrative hearing**- The committee will be composed of HCS administrators. The committee may be called to hear and rule on matters that deal with the possibility of expelling students.
9. **Expulsion**- Student loses the right to attend HCS.
10. **Involvement of Authorities** – Law Enforcement is called to respond to activity defined as criminal.

CORRECTIVE MEASURES IN ELEMENTARY GRADES

Elementary students are in the process of learning new concepts both in academics and social behavior. Corrective measures, therefore, are not designed to correct behavior but also to teach and reinforce proper social skills and class behavior. Students are expected to learn to participate in the following classroom behavior.

- Students should sit correctly in their seats.
- Students should never speak out or communicate with others unless given permission.
- Students should never be out of their seats without permission.
- Students should be engaged in their daily lessons.
- Students should be wearing proper uniform attire in accordance to the stated HCS dress code.
- Students should respond to the teacher in a respectful way.

In Kindergarten and lower elementary grades, time out is an effective penalty for routine offenses and should be given at the time of the offense. Time off recess may be an effective punishment for habitual or more severe offenses.

Teachers are not to take away a student's snack or lunch for punishment. However, teachers may find it effective to limit students' social interaction during this time as a means of addressing more severe offenses. Character problems such as cheating, lying, and disrespectful responses should be referred to the principal the day they occur.

When correction becomes necessary the following are corrective measures that may be used by the teacher.

1. Re-engaging the student to the desired task and behavior.
2. A verbal command.
3. Speaking to the student in the hallway.
4. Additional work such as writing sentences.
5. Loss of privilege.
6. Teacher- Parent communication/ meeting.

After these methods have been exhausted or for severe offences, the child should be referred to the principal's office for additional consequences including an administrative parent conference, suspension, or possible expulsion. The administration may choose to employ the secondary grades demerit system for students in upper-elementary grades on a case-by-case basis.

CORRECTIVE MEASURES IN JUNIOR HIGH AND HIGH SCHOOL

Junior High and High School students are expected to perform in school at greater levels of maturity in their behavior. To maintain a healthy classroom environment, order and discipline must be maintained. These principles are the foundation of securing that environment:

- It is recognized that both students and teachers are subject to have a difficult day.
- The teacher is the authority in the class and will be respected as such.
- Corrective measures are not given to students but are earned by them.
- Corrective measures will be designed to give the student warning and opportunity to correct their behavior.
- Students are responsible for their actions.
- Not all offenses are created and dealt with equally. Some offenses should be treated as a correctable learning experience where as others require zero tolerance including measures up to immediate expulsion or the involvement of local law enforcement.
- Students who have minimum offences and deal with them respectfully can earn a reset on their corrective measures.
- Corrective measures will be documented and turned into the principal's office to be placed of the student's yearly discipline record.

BULLYING, HARASSMENT, AND INTIMIDATION

Bullying, harassment, and intimidation will not be tolerated at Heritage Christian School. Students who bully, harass, or intimidate are subject to discipline, including but not limited to detention, demerits, expulsion and referral to the appropriate authorities where they may risk arrest and/or prosecution. As Christians, there should be no question about our attitude on these issues. Christians are admonished to be "kind one to another, tenderhearted, forgiving one another, even as God for Christ's sake hath forgiven you" (Eph. 4:32).

Bullying, harassment, and intimidation are evidenced by repeated physical, verbal or emotional abuse towards a victim that produces fear, harm or damage. Harassment may include but is not limited to sexual or racial abuse.

Bullying, harassment, and intimidation may take various forms: verbal (name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate [violent, sexual, malicious, etc.] notes, pictures, cyber bullying, or messaging); physical (pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making rude gestures, initiating or forcing inappropriate touching, etc.); psychological (acts that instill a sense of fear or anxiety, etc.); or any act that insults or demeans a person in such a way as to cause distress, reluctance to attend school, a decline in work standards or problem behaviors.

Bullying and harassing behaviors may take place on HCS property before, during or after school hours, at any school sponsored function, on a school bus, at any time or place when the individual is subject to the authority of school staff or volunteers, or at any time or place when the behavior has a direct and immediate effect on maintaining order and discipline at HCS. Students may be disciplined for any bullying or harassing behaviors that substantially disrupt the educational process or that contain threats which endanger the health, safety, and well-being of other students or staff even if the behavior takes place off campus or outside of school hours.

Students or parents should report suspected acts of bullying to a teacher or administrator. Upon report of alleged bullying, harassment, or intimidation, the administration will conduct a thorough investigation and respond with appropriate measures including possible disciplinary action.

CHEATING

A key aspect of Christ-like character is integrity. In their academic lives, students exhibit integrity by being truthful about their own academic work and properly acknowledging sources of ideas and information.

Cheating shall be defined as:

- Having another student's homework, test, quiz or workbook, or allowing a student to copy or have access to the same without permission from the subject teacher.
- Altering or filling in answers during the grading process to make an item correct whether it is the student's own paper or someone else's paper.
- Obtaining test or quiz questions and/or answers in advance through unauthorized means.
- Giving answers during a quiz or test either orally or by intentionally allowing another student to copy them.
- Receiving answers during a quiz or test in any way. This may include having open textbooks or notes during the test even if the student claims to be unaware.
- Plagiarism– submitting as yours, a work that in actuality was either fully or substantially produced by another source including individuals, Internet, books, artificial intelligence or any verbal or printed word. When a student uses the works of others in writing, he/she must credit the source according to the instructions of the teacher.

Teachers will discuss any instances of cheating with the student and their parents. Additional consequences will be determined by the grade level of the student, the severity of the offense, and whether there are previous offenses but may include...

- Being asked to redo an assignment or to complete an alternate assignment.
- A grade of zero on the test, quiz, or homework assignment.
- Receiving a demerit with possible administration conference.
- Ineligibility for extracurricular participation or academic awards.
- Further disciplinary action including suspension and possible expulsion

CLASSROOM DEPARTMENT

Appropriate class deportment helps foster academic success and shows consideration for others. Students are expected to be attentive in class. Activities which do not pertain to class are inappropriate – talking, reading, studying other materials, accessing the internet, texting, writing letters, sleeping, or using a cell phone. Food and drink are not allowed in the classrooms. Secondary students may keep a sealable water bottle at their desks if it does not cause a disruption.

Daily Expectations

- Be on time.
- Be where you are supposed to be.
- Be honest.
- Respect others and their property.
- Do your own work.
- Have a good attitude.
- Respect authority wherever you are.
- Use wholesome, encouraging speech.

SOCIAL MEDIA

HCS expects students and parents to use social media and blogs responsibly, following biblical principles and maintaining content that promotes a consistent, positive Christian testimony. Language should not violate Scriptural commands regarding abusive, slanderous, complaining, profane, blasphemous, or tale-bearing speech; and content should be biblical and not promote a lifestyle contrary to principles taught in Scripture and at HCS. A student (parent) is responsible for all content both he/she and others post on his/her site as if it were spoken or displayed at school.

STUDENT SEARCHES

The HCS administration reserves the right to conduct reasonable searches of students, their possessions, their lockers, and their vehicles and to seize students' unauthorized materials for the purposes of maintaining a safe, orderly environment and upholding standards of conduct established by the administrative board.

All school officials carrying out a search or seizure are expected to be knowledgeable about the constitutional rights of students and the appropriate procedures for conducting the search or seizure. A search must be justified at its inception and permissible in scope. School officials shall make reasonable, good faith efforts to investigate allegations of misconduct before a student search is conducted. This policy applies to searches conducted on school grounds, in school facilities, or at school-sponsored events.

CLOSING STATEMENT

Attendance at HCS is a privilege and not a right. Students and parents may forfeit this privilege if they do not conform to the standards and ideals of work and life of HCS. The administration reserves the right to determine appropriate and acceptable actions, behavior, conduct, and dress. This may or may not deem the necessity of adding or deleting elements of this handbook. This handbook serves as a guide and is in no way an all-inclusive statement.

APPENDIX A: ABC STATEMENT OF FAITH

The Holy Scriptures. We believe the Holy Scriptures of the Old and New Testament to be the verbally and plenary inspired Word of God. The Scriptures are inerrant, infallible and God-breathed and, therefore, are the final authority for faith and life. The sixty-six books of the Old and New Testament are the complete and divine revelation of God to Man. The Scriptures shall be interpreted according to their normal grammatical-historical meaning, and all issues of interpretation and meaning shall be determined by the pastor. The King James Version of the Bible shall be the official translation used by the school. (2 Tim. 3:16-17; 2 Pet. 1:20-21).

Dispensationalism. We believe that the Scriptures interpreted in their natural, literal sense reveal divinely determined dispensations or rules of life which define man's responsibilities in successive ages. These dispensations are not ways of salvation, but rather are divinely ordered stewardships by which God directs man according to His purpose. Three of these dispensations- the law, the church, and the kingdom- are the subjects of detailed revelation in Scripture. (Gen. 1:28; 1 Cor. 9:17; 2 Cor. 3:9-18; Gal. 3:13-25; Eph. 1:10; 3:2-10; Col. 1:24-25, 27; Rev. 20:2-6)

The Godhead. We believe in one triune God, eternally existing in three persons-Father, Son, and Holy Spirit-each co-eternal in being, co-identical in nature, coequal in power and glory, and having the same attributes and perfections. (Deut. 6:4; Matt. 28:19; 2 Cor. 13:14; John 14:10, 26)

The Person and Work of Christ. 1. We believe that the Lord Jesus Christ, the eternal Son of God, became man, without ceasing to be God, having been conceived by the Holy Spirit and born of the virgin Mary, in order that He might reveal God and redeem sinful men. (Isa. 7:14; 9:6; Luke 1:35; John 1:1-2,14; 2 Cor. 5:19-2; Gal. 4:4-5; Phil. 2:5-8) 2. We believe that the Lord Jesus Christ accomplished our redemption through His death on the cross as a representative, vicarious, substitutionary sacrifice; and, that our justification is made sure by His literal, physical resurrection from the dead. (Acts 2:18-36; Rom.3:24-25; 1 Pet. 2:24; Eph. 1:7; 1 Peter 1:3-5) 3. We believe that the Lord Jesus Christ ascended to Heaven and is now exalted at the right hand of God where, as our High Priest, He fulfills the ministry of Representative, Intercessor, and Advocate. (Acts 1:9-10; Heb. 9:24; 7:25; Rom. 8:34; 1 John 2:1-2)

The Person and Work of the Holy Spirit. 1. We believe that the Holy Spirit is a person who convicts the world of sin, of righteousness, and of judgment; and, that He is the Supernatural Agent in regeneration, baptizing all believers into the body of Christ, indwelling and sealing them unto the day of redemption. (John 16:8-11; Rom. 8:9; 1 Cor. 12:12-14; 2 Cor. 3:6; Eph. 1:13-14) 2. We believe that He is the divine Teacher who assists believers to understand and appropriate the Scriptures and that it is the privilege and duty of all the saved to be filled with the Spirit (Eph. 1:17-18; 5:18; 1 John 2:20, 27) 3. We believe that God is sovereign in the bestowal of spiritual gifts to every believer. God uniquely uses evangelists, pastors, and teachers to equip believers in the assembly in order that they can do the work of the ministry. (Rom. 12:3-8; 1 Cor. 12:4-11, 28; Eph. 4:7-12) 4. We believe that the sign gifts of the Holy Spirit, such as speaking in tongues and the gift of healing, were temporary. Speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit, and that ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing. (1Cor. 1:22; 13:8; 14:21-22)

The Depravity of Man. We believe that man was created in the image and likeness of God; but that in Adam's sin the human race fell, inherited a sinful nature, and became alienated from God. Man is totally depraved and, of himself, utterly unable to remedy his lost condition. (Gen. 1:26-27; Rom. 3:22-23; 5:12; 6:23; Eph. 2:1-3; 4:17-19)

Salvation. We believe that salvation is the gift of God brought to man by grace and received by repentance and personal faith in the Lord Jesus Christ, Whose precious blood was shed on Calvary for the forgiveness of our sins. We believe that all sins, except blasphemy of the Holy Spirit, are forgivable. (John 1:12; Eph. 1:7; 2:8-10; 1 Pet. 1:18-19; Matt. 12:31-32; 1 John 1:9)

The Eternal Security and Assurance of Believers. 1. We believe that all the redeemed, once saved, are kept by God's power and are thus secure in Christ forever. (John 6:37-40; 10:27-30; Rom. 8:1; 38-39; 1 Cor. 1:4-8; 1 Pet. 1:4-5) 2. We believe that it is the privilege of believers to rejoice in the assurance of their salvation through the testimony of God's Word, which, however, clearly forbids the use of Christian liberty as an occasion to the flesh. (Rom. 13:13-14; Gal. 5:13; Titus 2:11-15)

The Church 1. We believe that the local church, which is the body and the espoused bride of Christ, is solely made up of born-again persons. (1 Cor. 12:12-14; 2 Cor. 11:2; Eph. 1:22-23; 5:25-27) 2. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures. (Acts 14:27; 20:17, 28-32; 1 Tim. 3:1-13; Titus 1:5-11) 3. We believe in the autonomy of the local church free of any external authority or control. (Acts 13:1-4; 15:19-31; 20:28; Rom. 16:1, 4; 1 Cor. 3:9, 16; 5:4-7, 13; 1 Pet. 5:1-4) 4. We recognize water baptism and the Lord's Supper as the Scriptural ordinances of obedience for the church in this age. (Matt. 28:19-20; Acts 2:41-42; 18:18; 1 Cor. 11:23-26)

Separation. We believe that all the saved should live in such a manner as not to bring reproach upon their Savior and Lord. God commands His people to separate from all religious apostasy, all worldly and sinful pleasures, practices, and associations, and to refrain from all immodest and immoderate appearances, piercings, and bodily markings. (Rom. 12:1-2; 14:13; 2 Cor. 6:14-7:1; 2 Tim. 3:1-5; 1 John 2:15-17; 2 John 9-11; Lev. 19:28; 1 Cor. 6:19-20)

The Second Advent of Christ. We believe in that blessed hope, the personal, imminent return of Christ Who will rapture His church prior to the seven-year tribulation period. At the end of the Tribulation, Christ will personally and visibly return with His saints, to establish His earthly Messianic Kingdom which was promised to the nation of Israel. (Ps. 89:3-4; Dan. 2:31-45; Zech. 14:4-11; 1 Thess. 1:10; 1 Thess. 4:13-18; Titus 2:13; Rev. 3:10; 19:11-16; 20:1-6)

The Eternal State. 1. We believe in the bodily resurrection of all men, the saved to eternal life, and the unsaved to judgment and everlasting punishment. (Matt. 25:46; John 5:28, 29; 11:25-26; Rev. 20:5-6, 12-13) 2. We believe that the souls of the redeemed are, at death, absent from the body and present with the Lord, where in conscious bliss they await the first resurrection, when spirit, soul, and body are reunited to be glorified forever with the Lord. (Luke 23:43; 2 Cor. 5:8; Phil. 1:23; 3:21; 1 Thess. 4:16-17; Rev. 20:4-6) 3. We believe that the souls of unbelievers remain, after death, in conscious punishment and torment until the second resurrection, when with soul and body reunited, they shall appear at the Great White Throne Judgment, and shall be cast into the Lake of Fire, not to be annihilated, but to suffer everlasting conscious punishment

and torment. (Matt. 25:41-46; Mark 9:43-48; Luke 16:19-26; 2 Thess. 1:7-9; Jude 6-7; Rev. 20:11-15)

The Personality of Satan. We believe that Satan is a fallen angel, the author of sin and the cause of the Fall of Man; that he is the open and declared enemy of God and man; and that he shall be eternally punished in the Lake of Fire. (Job 1:6-7; Isa. 14:12-17; Matt. 4:2-11; 25:41; Rev. 20:10)

Creation. We believe that God created the universe in six literal, 24-hour periods. We reject evolution, the Day-Age Theory, and Theistic Evolution as unscriptural theories of origin. (Gen. 1-2; Ex. 20:11)

Civil Government. We believe that God has ordained and created all authority consisting of three basic institutions: 1) the home, 2) the church, and 3) the state. Every person is subject to these authorities, but all (including the authorities themselves) are answerable to God and governed by His Word. God has given each institution specific Biblical responsibilities and balanced those responsibilities with the understanding that no institution has the right to infringe upon the other. The home, the church, and the state are equal and sovereign in their respective Biblically assigned spheres of responsibility under God. (Rom. 13:1-7; Eph. 5:22-24; Heb. 13:17; 1 Pet. 2:13-14)

Human Sexuality. 1. We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, bestiality, incest, fornication, adultery, and pornography are sinful perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance. (Gen. 2:24; Gen. 19:5, 13; Gen. 26:8-9; Lev. 18:1-30; Rom. 1: 26-29; 1 Cor. 5:1; 6:9; 1 Thess. 4:1-8; Heb. 13:4) 2. We believe that the only legitimate marriage is the joining of one man and one woman. (Gen. 2:24; Rom. 7:2; 1 Cor. 7:10; Eph. 5:22-23)

Family Relationships 1. We believe that men and women are spiritually equal in position before God but that God has ordained distinct and separate spiritual functions for men and women in the home and the church. The husband is to be the leader of the home, and men are to be the leaders (pastors and deacons) of the church. Accordingly, only men are eligible for licensure and ordination by the church. (Gal. 3:28; Col. 3:18; 1 Tim. 2:8-15; 3:4-5, 12) 2. We believe that God has ordained the family as the foundational institution of human society. The husband is to love his wife as Christ loves the church. The wife is to submit herself to the Scriptural leadership of her husband as the church submits to the headship of Christ. Children are an heritage from the Lord. Parents are responsible for teaching their children spiritual and moral values and leading them, through consistent lifestyle example and appropriate discipline, including Scriptural corporal correction. (Gen. 1:26-28; Ex. 20:12; Deut. 6:4-9; Ps. 127:3-5; Prov. 19:18; 22:15; 23:13-14; Mk. 10:6-12; I Cor. 7:1-16; Eph. 5:21-33; 6:1-4, Col. 3:18-21; Heb. 13:4; I Pet. 3:1-7)

Divorce and Remarriage. We believe that God's plan for marriage is one man for one woman for life. Divorce and remarriage is regarded as adultery except on the grounds of fornication. Although divorced and remarried persons or divorced persons may hold positions of service in

the church and be greatly used of God for Christian service, they may not be considered for the offices of pastor or deacon. (Mal. 2:14-17; Matt. 19:3-12; Rom. 7:1-3; 1 Tim. 3:2, 12; Titus 1:6)

Abortion. We believe that human life begins at conception and that the unborn child is a living human being. Abortion constitutes the unjustified, unexcused taking of unborn human life. Abortion is murder. We reject any teaching that abortions of pregnancies due to rape, incest, birth defects, gender selection, birth or population control, or mental well-being of the mother are acceptable. (Job 3:16; Ps. 51:5; 139:14-16; Isa. 44:24; 49:1, 5; Jer. 1:5; 20:15-18; Luke 1:44)

Love. We believe that we should demonstrate love for others, not only toward fellow believers, but also toward both those who are not believers and those who oppose us. We are to deal with those who oppose us graciously, gently, patiently, and humbly. God forbids the stirring up of strife, the taking of revenge, or the threat or the use of violence as a means of resolving personal conflict or obtaining personal justice. Although God commands us to abhor sinful actions, we are to love and pray for any person who engages in such sinful actions. (Lev. 19:18; Matt. 5:44-48; Luke 6:31; John 13:34-35; Rom. 12:9-10; 17-21; 13:8-10; Phil. 2:2-4; 2 Tim. 2:24-26; Titus 3:2; 1 John 3:17-18)

Lawsuits Between Believers. We believe that Christians are prohibited from bringing civil lawsuits against other Christians or the church to resolve personal disputes. We believe the church possesses all the resources necessary to resolve personal disputes between members. We do believe, however, that a Christian may seek compensation for injuries from another Christian's insurance company as long as the claim is pursued without malice or slander. (1 Cor. 6:1-8; Eph. 4:31-32)

Missions. We believe that God has given the church a great commission to proclaim the Gospel to all nations so that there might be a great multitude from every nation, tribe, ethnic group, and language group who believe on the Lord Jesus Christ. As ambassadors of Christ we must use all available means to go to the foreign nations and not wait for them to come to us. (Matt. 28:19-20; Mark 16:15; Luke 24:46-48; John 20:21; Acts 1:8; 2 Cor. 5:20)

Giving. We believe that every Christian, as a steward of that portion of God's wealth entrusted to him, is obligated to support his local church financially. We believe that God has established the tithe as a basis for giving, but that every Christian should also give other offerings sacrificially and cheerfully to the support of the church, the relief of those in need, and the spread of the Gospel. We believe that a Christian relinquishes all rights to direct the use of the tithe or offering once the gift has been made. (Gen. 14:20; Prov. 3:9-10; Acts 4:34-37; 1 Cor. 16:2; 2 Cor. 9:6-7; Gal. 6:6; Eph. 4:28; 1 Tim. 5:17-18; 1 John 3:17)

Authority of The Statement of Faith. The Statement of Faith does not exhaust the extent of our faith. The Bible itself is the sole and final source of all that we believe. We do believe, however, that the foregoing Statement of Faith accurately represents the teaching of the Bible and, therefore, is binding upon all members. All literature used in HCS shall be in complete agreement with the Statement of Faith.

APPENDIX B: ILLNESS ATTENDANCE GUIDE

Illness or Symptoms	Stay At Home?	When you may return
Chicken Pox	Yes	With parent note, when all pox have scabbed over and are dry
Cold	No (without fever)	See fever guidelines
COVID 19	Yes	Per CDC Guidelines: 5 days after testing positive or the onset of symptoms AND at least 24 hours without symptoms
Hand, Foot & Mouth	Yes (with fever & blisters or rash)	With parent note, when no new blisters appear
Diarrhea (2 or more loose stools in a 24 hour period)	Yes	Symptom free for 24 hours
Ear Infection	No (unless fever)	Free of fever for 24 hours and able to participate in class
Fever	Yes	Free of fever for 24 hours without fever-reducing medication
Fifth Disease	Yes (with fever or behavioral changes)	Free of fever for 24 hours and able to participate in class
Impetigo	Yes	When all sores are dry and can remain covered with a watertight dressing
Head Lice	Yes; please notify the office of that other parents can be notified and checked	After treatment
Measles	Yes	With medical note, 4 days after onset of rash and when fever free for 24 hours
Molluscum	No	Any bumps not covered by clothing must be covered with a watertight bandage
Mumps	Yes	With medical note, when all swelling is gone and at least 5 days after onset of parotid gland swelling
Pertussis(Whooping Cough)	Yes	With medical note documenting diagnosis and after 5 days of antibiotics
Pink Eye	Yes	If bacterial, with medical note and eye is no longer draining. If viral, when symptoms are gone.
Pinworm	Yes	24 hours after initial treatment
Unidentified Weeping Rash	Yes	When rash is gone, unless a physician approves readmission
Ring Worm of the Body	No	With parent note documenting that treatment has started
Ring Worm of the Scalp	Yes	With medical note documenting initiation of oral anti-fungal therapy
Roseola	Yes	After rash and fever are gone or with a

		doctor's note
Rubella	Yes	7 days after onset of rash or with medical note
Salmonella	Yes	With medical note and when diarrhea resolves; 3 negative stool cultures are required for salmonella
Strep Throat	Yes	With a parent note stating diagnosis and treatment; 24 hours after beginning of treatment <u>and</u> fever free for 24 hours
Thrush	No	After seeking treatment
Vomiting	Yes	24 hours after last vomiting

