



**2017-2018  
PARENT & STUDENT HANDBOOK**

“...choose for yourselves this day whom you will serve...”  
Joshua 24:15

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Most items in this handbook are laid out in alphabetical order. For specifics please see below.

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## About Heritage Christian School

**Welcome:** The faculty and staff of Heritage Christian School (HCS) welcome you and your family to our school. We feel it is a privilege for us to partner with you in the education of your children. We seek the highest possible standard for each student in spiritual life, academic achievement, and Christian conduct. We pray that God will use Heritage to help students form Christian character and prepare for a life of effective Christian service.

This handbook is meant to provide students and families with a general understanding of policies and procedures, and exceptions may be made from time to time on the basis of particular circumstances, or may be adjusted at any point in time. If you have any questions about any of the policies and procedures, or if you would like to have something more clearly explained, please do not hesitate to contact the school, or to schedule a conference.

**History:** In 1971, the Tacoma Bible Presbyterian Church founded Heritage Christian School to help educate its own children and the children of other families. In the first year, there was only a kindergarten class that met in the church building – one teacher and six students! From that small beginning, the school has grown steadily. Heritage moved to its present location in University Place in 1972, and the facilities have been enlarged several times. Presently, the school has a beautiful campus, and a full staff for grades Pre-Kindergarten-Eight. Heritage meets the state guidelines for staff licensing and certification, is a state-approved private school, and a member of the Association of Christian Schools International (ACSI).

### Heritage Christian School General Information

#### HCS Staff:

|                        |   |
|------------------------|---|
| Mr. Ian Scott          | Principal   |
| Mrs. Jenny Bunn        | Office Manager                                    |
| Mr. Mark Smith         | Athletic Director, Teacher (PhysEd)               |
| Mrs. Heather Schneider | Teacher (Pre-Kindergarten)                        |
| Mrs. Nancy Miller      | Teacher (Kindergarten)                            |
| Mrs. Kathy Brannon     | Teacher (1 <sup>st</sup> grade)                   |
| Mrs. Jennifer Dorland  | Teacher (2 <sup>nd</sup> grade)                   |
| Mrs. Janet Lowen       | Teacher (3 <sup>rd</sup> grade)                   |
| Mrs. Karen McKown      | Teacher (4 <sup>th</sup> grade)                   |
| Mr. Daniel Stevens     | Teacher (5 <sup>th</sup> grade)                   |
| Mrs. Kelsey Wilkening  | Teacher (6 <sup>th</sup> grade, Math/Science)     |
| Mrs. Shelly Ausmus     | Teacher (7 <sup>th</sup> grade, Lang. Arts/Lit)   |
| Mr. Norman McCoy       | Teacher (8 <sup>th</sup> grade, Soc. Stud./Bible) |
| Mrs. Deb Morris        | Teacher (5 <sup>th</sup> -8 <sup>th</sup> Art)    |
| Mrs. Kim Zeiger        | Teacher (Pre-K- 4 <sup>th</sup> Art)              |
| Mrs. Phyllis Taylor    | Teacher (Computers)                               |
| Mrs. Melissa McMillan  | Teacher (Music)                                   |

**School verse:** “Therefore, whether you eat or drink, or whatever you do, do all to the glory of God.” (1 Corinthians 10:31)

**School spirit:** Our school symbol and mascot is the American bald eagle, which is our national as well as spiritual symbol of freedom and power. Our school colors are red, black, and white.

**Mission:** Heritage Christian School supports families by providing an excellent, Christ-centered education for children. Daily instruction is given so students may become responsible citizens, be led to receive the Lord Jesus Christ as their Savior, and live according to Biblical truths.

**A Heritage education...**

- **is Christ-centered:** Jesus Christ is the embodiment of all knowledge, wisdom, virtues, and truth (Col. 1-3). HCS desires to give Christ the preeminence in all things.
- **supports families:** God established the family as the foundational institution for life on earth (Gen. 2:22-25). Parents are responsible before God for the nurturing and training of their children (Deut. 6:7, Eph. 6:4). Heritage seeks to be a support—not a replacement—for the home and the church.
- **is academically excellent:** We seek excellence in all things, but especially in academics. HCS strives to maintain a rigorous academic standard for all our students.

**We lead our students to...**

- **live according to Biblical truths:** The Bible is God's infallible Word, and the standard for faith and life (2Tim. 3:16). Our students are trained to understand the Bible and to apply its truth to daily life.
- **receive Jesus as Savior:** The Bible teaches that all people are spiritually dead because of sin (Rom. 3:23, 6:23). However, Christ died to pay for the penalty of sin (Rom. 5:8). Trusting in Jesus as Savior is the beginning of spiritual life in God (John 1:12).
- **become responsible citizens:** Heritage provides a solid education to equip students to live as responsible citizens. HCS also instructs students in essential character traits such as honesty, courage, and kindness. Christians are further challenged to live as salt and light in a fallen world (Matt. 5:13-16).

**Doctrine:** Parents who enroll children at Heritage must agree that their children will be taught the doctrinal standards of the school. The following statement expresses the doctrinal standards of Heritage Christian School:

We believe in the historic Christian faith, which includes these truths among others equally precious:

- the full truthfulness, inerrancy and the authority of the Bible which is the Word of God;
- the holiness and the love of the one sovereign God-- Father, Son, and Holy Spirit;
- the true deity and sinless humanity of our Lord Jesus Christ; His virgin birth; His atoning death, "the just for the unjust;" His bodily resurrection; His glorious coming again;
- salvation by grace through faith alone;
- the oneness in Christ of those He has redeemed with His own precious blood.

We believe that the Westminster Confession of Faith, together with the Larger and Shorter Catechisms, is a satisfactory exposition of the system of doctrine taught in the Holy Scripture. (Heritage Christian School By-Laws)

The doctrinal statement does not exhaust the extent of our beliefs. For purposes of Heritage Christian School's faith, doctrine, practice, policy, and discipline, the Session of the Tacoma Bible Presbyterian Church is the final interpretive authority on the Bible's meaning and application.

These truths form the basis for all teaching in the school. In addition to Scripture verses, Heritage students memorize the First Catechism in grades K-3, and the Westminster Shorter Catechism in grades 4-8. By enrolling your child at Heritage, you agree to assist him/her in memorizing the assigned memory work. You further pledge to keep doctrinal controversy out of the school at all times.

Weekly chapel services include time for musical worship and hearing biblical messages. Special programs, such as the annual Christmas program, emphasize spiritual truths and involve all students. Our teachers will be teaching biblical principles as different subjects are taught and various situations arise during the day. All these things are done with the desire to instill a love for God and a love for God's Word in our students' hearts.

### **HERITAGE PARENT CODE**

The parents of our students are absolutely vital to the success of HCS. We depend on their support and cooperation for success in the education of their children. We believe that, with each parent adhering to this code, HCS can provide a quality Christian education that honors God to all families:

1. I will regularly and earnestly pray for HCS.
2. I will do my best to cooperate fully with the educational program of HCS, endeavoring to have each of my children well-prepared for class each day and to help them cultivate a love for the Lord Jesus Christ and Christian education.
3. I will support the spiritual activities of the school (Chapel, Bible memory, Catechism, etc.).
4. I will pay my financial obligations to HCS on time. If for whatever reason I am unable to do this, I will notify the school office in advance of the due date and will give explanation for the delay as well as make arrangements for taking care of my obligation at a later date.
5. The school has full discretion in the discipline of my children in accordance with the dress code policy and the discipline policy.
6. I will volunteer for duties and responsibilities as opportunities arise and God provides the time and strength.
7. I will be faithful to attend parent functions, as best I can. These include open houses, parent meetings, parent conferences, and/or information nights.
8. If I become dissatisfied with HCS in any way, I will strive to resolve the matter as privately and lovingly as possible, rather than spreading criticism and negativism (Matt. 18:15- 17; 5:23-24).

### **HERITAGE STUDENT CODE**

As a Christian school, we must provide an environment conducive to the spiritual growth and development of our young people. We believe that Christian students should avoid practices that harm the student's spiritual, mental, and physical well-being. A student may be dismissed from school at any time he or she is discovered to be out of compliance with the rules and policies of the school. Decisions in these matters are the full responsibility of the administration.

Students at Heritage Christian School are expected to:

1. Maintain Christian standards of love, courtesy, kindness, morality, and honesty.
2. Maintain a Christ-like spirit as they obey the rules of conduct.
3. Dress appropriately and modestly, according to their biological sex, adhering to the stated school dress code policy.
4. Strive for excellence as a student in all that they say or do.
5. Obey the Bible in speech and conduct.

6. Respect and cooperate with those in authority at the school.
7. Abstain from alcohol, drugs, and tobacco.
8. Submit to the discipline policy of the school.
9. Avoid behavior, on or off campus, which dishonors Christ, the school, the church, my family, and me.
10. Use the restroom appropriate to their biological sex.

### HCS STUDENT CODE OF CONDUCT

1. Students must respect the Word of God. Disrespect during chapel, class devotions, or prayer will not be tolerated.
2. Students are not allowed to use the office phone except for emergencies. Permission must be granted. Cell phones must be turned in to the office during school hours.
3. Students are to keep their hands off of other people's property.
4. Students may not throw stones, wood chips, food, or any other object not meant to be thrown.
5. Purposeful hitting, biting, tripping, bullying or other aggressive physical behavior will result in disciplinary action. .
6. A Christ-like attitude is expected at all athletic events. Derogatory remarks made to opposing players, coaches, or referees will not be tolerated.
7. Students are not permitted to have Smart Watches, radios, game systems, iPods, or other electronic devices at school or at any school activity (such as field trips). If brought, they must be turned into the office.
8. Students are not permitted to sell things at school to peers or staff.
9. Students are not allowed to chew gum.
10. Swearing, use of inappropriate language, or using the Lord's name in vain will not be tolerated.
11. Students may not write on the desks at any time.
12. Writing and/or passing notes, throwing objects, and other class disturbances will not be tolerated.
13. Running is not permitted in indoor hallways.

### ADMISSIONS

Families must meet the following criteria in order to be admitted for study at Heritage:

1. All application forms are completed and filed with the school office (including medical records).
2. All registration fees and testing fees are paid.
3. All previous tuition accounts and fees (at Heritage or previous school) are paid in full.
4. Parents sign "Parent Commitment" form and agree to support all school standards and policies.
5. Parent completes a family interview with the principal.
6. Student passes entrance exam.
7. School officials grant admission. Heritage Christian School is a private, non-tax supported school and as such reserves the right to accept or reject students for any reason(s) sufficient to itself.
8. Pre-Kindergarten and Kindergarten Admittance Age: Pre-K students must be at least 4 years-old, and Kindergarten students must be at least 5 years-old by August 31st. All students must be able to take care of toileting needs independently, including the use of automatic flushing toilets.
9. Note: For non-kindergarten students entering Heritage, HCS will be formally requesting records from their prior schools.

Re-enrollment: HCS families must re-apply for enrollment each spring for the subsequent school year. Heritage desires to have all current families return, however, re-admission is NOT automatic. The school may choose NOT to allow a student to return for any reason(s) sufficient unto itself. Requirements #1-4 under general admission apply to families re-enrolling at HCS.

Non-discrimination Policy: Heritage Christian School, a ministry of the Tacoma Bible Presbyterian Church, admits students of any race, color, and national or ethnic origin to all rights, privileges, programs, and activities generally accorded, or made available, to students at the school. It does not discriminate on the basis of race,

color, or national or ethnic origin in administration of its educational policies, admission policies, athletic and other school administered programs. Students are admitted on the basis of their desire and the desire of their parents for a Christ-centered education.

### **Withdrawal/Transfer Procedure**

A student is not considered withdrawn until the school office has been notified by the parent or in the case of dismissal, the parent has been notified.

1. A ten (10) day written notification must be submitted to the office.
2. A withdrawal/transfer form must be completed thirty (30) days prior to the intended withdrawal.
3. All school property must be returned to the school.
4. Course work will be completed, as appropriate, and subject grades will be based upon work completed to date.
5. School records will be released to the new school only upon full payment of all tuition, fees, and/or fines.
6. Please note that registration, tuition, curriculum, and building fees are non-refundable and non-transferable.

### **TUITION & HCS FINANCIAL POLICY**

Tuition and gifts form the entire financial basis of Heritage Christian School; no government monies are accepted for the education of children at HCS. In order for the school to meet its financial obligations, it is essential that all tuition and fees be paid when due.

1. Registration (PK-8th Grade): The registration fee is due upon submission of the enrollment application. Registration fees are non-refundable. For the 2017-2018 school year, registration fees are \$325/elementary student; \$425/secondary student; and \$925 max fees/family.
2. Tuition: For the 2017-2018 school year, tuition is:

|                       | Elementary (K-5) | Secondary (6-8) |
|-----------------------|------------------|-----------------|
| 1 <sup>st</sup> child | \$582/month      | \$640/month     |
| 2 <sup>nd</sup> child | \$495/month      | \$545/month     |
| 3 <sup>rd</sup> child | \$410/month      | \$450/month     |
| 4 <sup>th</sup> child | \$350/month      |                 |

Note: Pre-K tuition is model-dependent.

3. Payment Policy: HCS has partnered with FACTS to handle tuition payment for all families. FACTS provides maximum flexibility and convenience to families. Families need to enroll with FACTS to set up their payment schedule for tuition and fees.
4. Late Fees: A \$50 late fee will be charged if tuition and fees are not received by the 25<sup>th</sup> of the month. Parents will be contacted by the office if the account is past due. Heritage Christian School reserves the right to prevent students from attending class if tuition is more than 60 days in arrears.
5. In addition to registration and tuition, new students to HCS must pay a \$50 testing fee to cover a diagnostic administered prior to enrollment. The diagnostic enables us to examine a student's academic level to gauge the student's ability to succeed at HCS. This testing fee is non-refundable should the family decide not to enroll the student.
6. Donations: Presently, tuition is not tax-deductible, but cash gifts are. Donations to the general fund of the school are appreciated, and usually go towards tuition assistance for families in need.

7. Extended Day Care: Morning Extended Day opens at 6:30 a.m. No breakfast will be provided. Care will be until 7:55 a.m. in the lunchroom. Any student who arrives at HCS before 7:55 a.m. will be checked into Extended Day. All HCS students who have not been picked up by 3:15 p.m. will be checked into the afternoon Extended Day. Parents will be charged in 15 minutes increments: 1 child will cost \$1.50/15-min increment; family rate \$2.00/15-minute increment. Late pickups (after 6 p.m.) will be charged \$1.25 per child/per minute.
8. All financial commitments from the previous year must be met prior to the beginning of the next school year. Heritage will not release the records of students whose families are delinquent in their tuition payment. Report cards and transcripts will be held if accounts are past due until the account is paid in full. Families leaving HCS with tuition in arrears may have their debts turned over to collection agencies within 60 days of the end of the school year.
9. Ancillary Fees: Aside from tuition fees there are ancillary fees charged to families throughout the school year. These include, but are not limited to: athletics fees, field trip costs, school pictures, computer fees, and yearbook costs. All ancillary fees are added to the monthly statement and can be paid through FACTS.

**Abuse & Neglect**

Heritage Christian School employees work under mandatory reporting requirements whenever there is a legitimate suspicion of child abuse or neglect. All HCS employees will adhere strictly to these requirements working in cooperation with school administrators to fulfill all legal and ethical responsibilities. Any suspicion of abuse or neglect on the part of any employee in regard to any child or adult within the School family will be reported before any other contact is made, including those with the family in question or legal authority. The School Board and administration will follow all legal requirements regarding investigation and reporting of such matters.

**Academic Standards**

Grades are used to evaluate the learning and attitude of the student. Academic scores for grades 3-8 are based on the following scale:

|        |    |          |    |
|--------|----|----------|----|
| 100-95 | A  | 82-81    | C+ |
| 94-93  | A- | 80-75    | C  |
| 92-91  | B+ | 74-73    | C- |
| 90-85  | B  | 72-68    | D  |
| 84-83  | B- | Below 68 | F  |

Student character development is assessed in the areas of reverence, respect, obedience, kindness, orderliness, and general work habits. The scale below is used for character evaluation:

- 1 Exceeds Expectations
- 2 At Class Average
- 3 Needs Improvement

Art, Computer, Music, and P.E. (grades 3-5) will be graded on the 1, 2, 3 or Pass/Fail scale. PK-2 will be graded on a scale appropriate to the student’s age.

Academic honesty is required of all students. If a teacher catches a student cheating on a test, the student will receive 0% for the test, and may be placed on academic probation. Cheating consists of soliciting information from another student, consulting any written material not authorized by the teacher, or using third-party work without giving credit to the original author. If a teacher suspects that the student did not do his/her own work on a project, paper, or any graded homework that is being turned in, the teacher may require the student redo the assignment in class.



Report cards are issued at the end of each nine-week quarter. Report cards will be withheld at the end of the year if financial obligations with the school are not current. Financial obligations include, but are not limited to, unpaid tuition or extended day, overdue book fees, and book replacement fees.

**Promotion & Retention:** Students are expected to successfully complete the prescribed course of study for their grade level and receive passing marks in all subjects to be promoted to the next grade. Students who received three or more failing grades in any two quarters may be considered for retention. The principal, in consultation with the homeroom teacher, will make the final decision on retention or promotion. Retention, when used, is a remedial, not punitive, measure. Students who miss too many school days may also be retained (see "Attendance" for more details). Tutoring services may be available with the classroom teacher on a fee basis.

### **Achievement Testing**

Each spring, all Heritage students are required to take the Terra Nova, a national standardized assessment. These tests enable HCS faculty to assess where Heritage students are when compared to students nationwide. During weeks of standardized testing, school schedules are adjusted to accommodate testing. You will be notified when the week of testing approaches so that you can prepare your student with the proper amounts of rest and nutrition. Parents should make every effort to avoid absences during the week of achievement testing. Makeup testing will only occur for excused medical absences.

### **Assignment Books**

Every student in third through sixth grade is required to utilize an assignment book. Teachers will instruct their students on how to properly use their assignment books; and check student assignment books for proper usage. Please assist teachers in training students in organizational skills by checking student assignment books daily, and signing off on them.

### **Athletics**

Being involved in athletics at Heritage Christian School is a privilege, not a right. We believe athletics is another avenue to develop Christian character, display high moral values, and keep the body healthy to better serve Christ. It is our desire that when a student puts on the HCS uniform, they understand not only the physical but also the spiritual responsibilities and privileges that go with being on an HCS team. Currently, Heritage offers co-ed soccer, girls' volleyball, boys' and girls' basketball, ultimate frisbee, and co-ed track & field.

Students must hold at least a 73% (C-) average (with no "F's") across all core subjects to be eligible to play interscholastic sports. Grades will be checked weekly, by the school, to determine eligibility. Sports related absences differ from normal absences. Therefore, students who will be missing a class due to a game must check in with their teachers prior to being dismissed to turn in or receive homework. All homework or projects due on game days must be turned in prior to being released. In addition, students must have the proper health forms completed and turned in by the first day of practice. A non-refundable sports fee due prior to the beginning of the season will be assessed to cover sports-related expenses.

Practices are usually held from 3:00-4:30 pm. Attendance at practice and in school is required to participate in the actual sporting events. Students not picked up 15 minutes after practice ends will be automatically checked into the extended day program. HCS relies on parents to drive its teams to and from away games. The Athletic Director or Coach will contact parents of students on the athletics team to arrange transportation.

It is expected that HCS students will conduct themselves in a Godly manner and with personal integrity while participating in team sports. Good sportsmanship during practices & games is required. Students displaying inappropriate behavior, or behavior that goes against school discipline policy during practice or at sporting events will be disciplined in the same manner as if the behavior had occurred during school hours.

## **Attendance**

It is important for students to have good attendance: it is required by the state, and it is necessary for good scholarship. Heritage's curriculum is built precept upon precept. Our students are expected to be present in order to receive its full benefit.

**Absences:** Students returning to school after an absence must bring a note from a parent or a doctor. An excused absence is granted for an illness or a family emergency. Students must make up missed schoolwork; they will have two days for every one day absent to make up the work and receive full credit while also keeping up with current work. Any student with an unexcused absence must also make up the work. The make-up work helps students master the learning objectives missed, but it may not count towards the quarterly grade computation. All absences without a notification from a parent or a doctor will be considered unexcused. Any student who misses 30 or more days (excused and unexcused combined) will be considered for retention in the same grade for the following year.

**Tardies:** Whenever a student is not in his/her classroom by 8:10 am, for middle school, and 8:25 for PK-5<sup>th</sup>, the student is considered tardy. Please do your best to keep tardiness to a minimum. Students who arrive late disrupt the class and hinder learning. If students arrive late, they must go to the school office to get a tardy slip before going to their class..

**Early releases:** A student will only be released early from school to his/her parent. Notification (note, phone call, or email) from a parent is needed if the student is to be released with another adult. Any student who leaves the school before 11:30 am (or arrives after) will be recorded as absent for that day per Washington State regulations.

**Vacation:** Families are highly encouraged to take their vacations during breaks as much as possible. These absences will be counted as "excused absences" if proper prior arrangement with the teacher and administrator is made.

## **Behavior Logs**

Every Monday, teachers in Grades 3-8 will send home a blue progress & discipline folder with each student displaying any point losses or behavior notes for the previous week. Parents must sign off on these folders. If a parent has forgotten to sign a folder, it will be sent home again Tuesday for signature. A failure to sign a second time will be followed up with an email or phone call to investigate the issue. Folders in Grades PK-2 will be sent home and collected daily.

## **Catechisms**

As noted in the doctrine section, Heritage students memorize the First Catechism in grades K-3, and the Westminster Shorter Catechism in grades 4-8. By enrolling your child at Heritage, you agree to assist him/her in memorizing the assigned memory work.

## **Cellphones and communication devices**

Students are not permitted to possess any personal electronic communication device, including but not limited to cellular phones, smart watches, or two-way radios, during the school day. If there is a need to contact parents during the school day or after school, students may use the phone in the office. If there is a need to call parents after sports games or practices, the coaches will allow players to call using their phones. If there are extenuating circumstances that make it absolutely necessary for a student to bring a cell phone to use before or after school, it must be turned in to the office before school begins and cannot be picked up until the student leaves school. If a teacher confiscates a cell phone, it will be sent to the office where a parent can come pick it up. Repeated offences may result in other forms of discipline.

## **Chapel**

Chapel for PK-3 is at 8:35am; chapel for 4-8 is at 9:05am. Special events with combined chapels are at either 9:00 or 8:45am. Teachers must have their students downstairs and in their seats by the start of the scheduled chapel time.

## **Conflict Resolution**

If a conflict should arise with school personnel, parents should go directly to the person involved and not refer such problems to the principal or School Board until they have honestly sought out the person concerned (Matthew 18:15-17). If a student should become involved in any dispute with other students in the school, parents should not complain directly to other parents but should inform appropriate school personnel and allow them to resolve the matter without interference. In the event that conflict is not resolved by either of these means, the parent should schedule a conference with the principal to address the matter. Final resolution of all conflicts with school personnel or parents of HCS students rests with the School Board.

## **Discipline**

Discipline is necessary to enforce the school rules, and to help students develop good behavior and character. It is very important that parents and Heritage work together to exercise biblical discipline. Heritage has an overall discipline plan that consists of the following:

- All students begin the week with a conduct score of “100.”
- A student can earn Bonus Points each school day for exemplary behavior. Students with a high conduct score and good attendance will be rewarded periodically. Points earned also accumulate towards end-of-quarter awards.

A conduct folder with a Behavior Log is sent home every Monday and will contain reports for the previous week. The folder must be signed by a parent and returned on Tuesday or on the next school day. Students who lose the conduct folder forfeit all the points accumulated up to that time. The student will also be charged \$2 for a new folder.

Rewards for consistently positive behavior:

- Praises, Smiles, and Approval.
- Bonus Points (counts towards weekly score).
- Fabulous Friday: must have a score of “90” or higher and, if absent during the week, must have all makeup work done. For Pre-Kindergarten through second grade, Fabulous Friday takes place weekly; for third through fifth grade, Fabulous Friday takes place every other week; and for middle school, once a month.

Consequences of low behavior:

- A verbal warning may be given. Conduct points deducted in proportion to the violation committed.
- Teacher/student conferences (as needed).
- 89 pts. or below: no Fabulous Friday
- 70 pts. or below: Detention (served on Tuesdays from 3:15-4:00 pm unless otherwise specified). If a student has two detentions in a month, the third detention becomes an in-school suspension.
- 60 pts. or below: Principal’s office.

Other means of discipline may include but are not limited to, the loss of recess or playtime, sitting in the office, or completing extra assignments. Parents with children in need of physical correction will be contacted by the office and asked to come discipline their child. If this is not possible, parents will be asked to come to school and take their children home. For serious matters of conduct or disrespect, on or off campus, a student may be suspended from school for a specified period of time. Schoolwork is required to be completed during the time of suspension. Severe or repeated misconduct, on or off campus, may necessitate expulsion from school.

“Now no chastening seems to be joyful for the present, but painful; nevertheless, afterward it yields the peaceable fruit of righteousness to those who have been trained by it.” (Hebrews 12:11)

### **Dress Code**

In accordance with our philosophy and purpose, we believe that the area of dress and social grace for young people is primarily the function of the parents. However, because individual and family standards, along with enforcement, can vary widely, Heritage Christian School has established a dress code policy that is clear and enforceable. School standards for clothing and appearance are established to promote a wholesome, spiritual, social, and academic atmosphere to encourage our students to reflect a godly character (1 Thess. 5:22) as those who are called to be ambassadors of Christ (2 Cor. 5:20) and to glorify God and enjoy Him forever.

#### General Dress Code:

- All clothing must fit proportionately, not too loose or too tight
- All HCS students must dress appropriate to their biological sex.
- All HCS students must wear polo shirts. The shirt can be white, navy blue, or red (no other color allowed), and has to be tucked in at all times.
- All students must wear navy blue or khaki-colored pants (no jeans, sweats, or cargo pants; navy blue or khaki corduroys are acceptable).
- No extreme hair colors or styles are allowed, including bleached hair color (tastefully-done natural looking highlights are acceptable)
- Girls may wear navy blue or khaki-colored jumpers, skirts, or polo-shirt dresses instead of pants. The jumpers, skirts, and dresses must be at least knee-length and the girls must wear a white, navy blue, or red polo shirt under their jumpers.
- All HCS students must wear closed-toe shoes and socks. Closed-toe clogs are allowed but not recommended due to safety concerns at recess times.

#### Chapel Dress Code:

- Boys must wear dress pants, dress shirt, and tie.
- Girls must wear dresses, skirts, or jumpers (all knee-length or longer).

#### Cold Weather Dress Code:

- Boys and girls may wear fleece vests (any color) or sweaters over polo shirts or turtleneck shirts on cold days. The turtleneck and polo shirts must be navy blue, red, or white.
- Only Heritage sweatshirts will be allowed.
- From October to March, students must wear winter coats for outdoor recesses.

#### P.E. Attire:

- Kindergarten through 5th grade must keep a pair of gym shoes at school for indoor use only.
- Middle school students must bring P.E. uniform and indoor, non-marking shoes to school on P.E. days. The P.E. clothes should be black mesh shorts and a plain gray crewneck T-shirt.

#### “No-Uniform Day” Guidelines:

On special occasions, students at Heritage will be granted Spirit Days where they are allowed to come to school without the standard uniform. On these occasions, students should still come dressed in clothing that is suitable to our Christian setting. Please note the following guidelines:

- Jeans or pants are permissible as long as there are no large frays or tears in inappropriate areas.
- For girls who choose to wear them, skirts or dresses must be the same length as the school uniform or longer.

- No tank tops, halter-style tops or spaghetti-style straps.
- T-shirts should either be plain or have only “family-friendly” messages.
- Shorts are appropriate only during warm weather Spirit Days and will be announced ahead of time when they are allowed.

### **Extended Day Program**

The Extended Day program is for current school families only. Students who arrive before 7:55 a.m. will be checked into morning Extended Day. Students are not allowed to arrive earlier than 6:30 am. Breakfast will not be served. Students who are not picked up by 3:15 pm (or 15 minutes after the school day or extracurricular school activity is finished) will be checked into the afternoon Extended Day. Parents will be charged in 15 minutes increments: 1 child will cost \$1.50/15-min increments; family rate \$2.00/15-minute increment. Late pickups (after 6 p.m.) will be charged \$1.25 per child/per minute.

### **Field Trips**

Field trips are often conducive to the social and academic development of our students. Most classrooms will take approx. 3 field trips during the school year. Information about field trips will be sent home to parents no later than one week prior to the trip.

### **Homework**

We at Heritage believe that homework is an integral part of the school program, and each teacher is expected to give a reasonable amount of homework to help students advance in their studies. Homework is given for several reasons:

1. For preparation: Students profit more from classroom explanation and discussion when preparatory reading assignments are given.
2. For practice: Following classroom explanation, homework is given so that the material will be mastered.
3. For remedial activity: As instruction progresses, various weak points in a student’s grasp of a subject become evident. Homework is given to help overcome such difficulties.
4. For special projects: Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

Therefore, each student is required to complete his/her homework assignments. In order to encourage church attendance, HCS teachers do not assign homework on Wednesday nights that is due on Thursday. As a school HCS is committed to nurture and promote spiritual growth therefore we encourage daily Bible devotional journals to still be completed.

### **Hours of School Operations**

The school day for students starts at 8:10 am for grades 6-8; and 8:20 am for grades PK-5. The school day goes until 3:00 pm. HCS office hours for the school year are 7:30a.m. – 3:30 p.m., Monday through Friday. During the summer the office is open Monday through Friday, 9:00 am – 3:00 pm during June and August. The school is closed during the month of July, Christmas break, Easter break, and all federal holidays.

### **Insurance**

All students attending Heritage Christian School are recommended to have adequate medical insurance coverage. The school does not assume responsibility for such coverage. It is the parents’ responsibility to procure such insurance.

### **Library**

Heritage provides a library for the reading instruction and pleasure of its students. Students in Pre-Kindergarten through 3rd grade attend library class once a week. Students in Kindergarten through 2nd grade may borrow one book per week; students in older grades may borrow up to three books per week. The book loan period is one week with the possibility of renewing it for another week. Returns and renewals are done during library

class. Middle school students may visit the library during their lunch hours, or during recess. The loan period for middle school students is two weeks, and students may return books to the library or office at any time during the school week.

Overdue books incur a fine of 10 cents per school day. Fines are not incurred for the day the book is due, the day it is returned, weekends, and holidays. Once a student has an overdue book, his/her library privileges are suspended until the book is returned and the fine paid. After four weeks of non-return, the book is considered lost and a replacement fee will be charged. Replacement fees are determined by the cost of purchasing a new book. The librarian will purchase the replacement books. Please do not purchase a replacement book in lieu of paying the fee. If the lost book is found and returned during the same school year, any replacement fee paid will be returned in full. Students with overdue or lost books at the end of the school year will not receive their report cards until such matters have been resolved.

### **Lockers**

Lockers are available only for Middle School students, and are assigned at the beginning of the school year. Locker combinations are not to be shared with friends for the protection of student property. Students must keep their backpacks and coats in their locker during the school day in order to avoid unsafe conditions in the classroom. The school administration reserves the right to inspect lockers whenever deemed necessary.

### **Lost and Found**

Items that are found and whose ownership is uncertain will be turned in to the school office. Students missing an item can check the office and claim lost items with reasonable proof of ownership. Items will be retained for a reasonable length of time and then disposed of as seen fit by the school administration.

### **Medication**

The State of Washington prohibits schools from dispensing oral medications to students. Students that require prescription drugs while at school must have a medication form filled out and on file in the school office. School personnel cannot dispense non-prescription medication, such as aspirin or Tylenol, even if the student has a note from home giving permission. Students who require these medications must bring them from home and take them without involving school personnel.

If a student requires any type of medicine during school hours, whether prescription or non-prescription, school policy requires that it be kept locked away in the school office. The medicine should be brought in a Ziploc bag, clearly labeled with the child's name, grade, dosage, & time to be taken. Prescription medication requires the parent sign a form so that office personnel may dispense medication. Please note that school personnel are not allowed to give any injections.

### **Medical Emergencies**

If your child becomes ill or injured at school, you will be notified immediately. Emergency information is required on the student application. If there is a change in this information, the parent is responsible for contacting the school office. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency when you are not present.

### **Parent/Teacher Conferences & Communication**

One formal parent-teacher conference will be scheduled at the end of the first quarter to provide an opportunity for communication concerning the progress of each student. All parents are expected to attend this first conference. Other conferences may be scheduled on an individual basis at the end of each quarter, or at other times as necessary. Parents requesting a meeting with a teacher must be seen by the teacher within 5 business days, schedule-permitting. If a parent leaves a voicemail or email for an HCS staff member, the staff member must respond within 48 hours (excluding weekends).

### **Parent Association**

Each parent of a current HCS student is a member of the HCS Parent Association (HCSPA) and holds one voting right at all regular Parent Association meetings. The mission of the HCSPA is to support the HCS staff, students, and families through prayer and service. The Parent Association seeks to improve parent-school communication, encourage parental involvement, and help provide additional resources for the school. Meetings are held monthly and will be announced.

### **Probation**

All new and returning students are automatically on probation for the first six weeks of the school year. If a student enrolls after the beginning of the year, the automatic probation will start the first day the student attends class at Heritage and will last six weeks.

Students not meeting academic or behavior standards of the school may also be placed on probation by the principal at any time during the school year. Parents will be notified in writing if such an action is taken. Such notice will contain a detailed course of action and the threshold the student needs to meet to be removed from probation.

Parents and students must view probation as “final notice” that academic or behavior performance must improve to meet school standards. Lack of improvement (or additional infractions committed) by the student while on probation is grounds for dismissal from Heritage Christian School.

### **School Board**

The school Board is the governing body of Heritage Christian School, and the final court of appeals for conflict resolution. The HCS Board consists of five individuals who must be communicant members in good standing of the Tacoma Bible Presbyterian Church. The Board normally meets on the third Tuesday of every month at 7:00 pm at the school. The non-executive session portion of all Board meetings is open to current HCS parents. A form is available in the school office for any parent who wishes to address the Board about a particular matter.

### **School Closure**

**Inclement Weather:** When the school is closed because of inclement weather, it will be announced on local radio, TV, and online beginning at 6 am. Heritage will be announced as Heritage Christian School of Tacoma. School closure will also be posted on the school website ([www.heritagecs.net](http://www.heritagecs.net)), and a message left on the school’s voicemail. When school is closed, all other school activities are also cancelled.

**Power Failure:** If for some reason the school does not have electricity by 8:00 am, and there is no indication that the power will come back on soon, school will close for that day. Notification will be made on the school website and by phone.

### **School Directory**

The school directory is for the personal, private use of Heritage families. Any commercial use of the directory is expressly prohibited.

### **Scripture Memory Work**

Students are required to memorize Scripture each week of the school year. All children are expected to use the New King James Version of the Bible for all memory work. No other version will be accepted for graded work.

### **Transportation**

Heritage Christian School does not offer transportation services to or from school. Transportation is the responsibility of parents. When dropping off or picking up students, parents must follow the designated

procedures. For the safety of our students, automobiles are prohibited from moving when the STOP sign is up. Also, if your child is to be picked up by another adult that day (relative or schoolmate's parent), the parent should call the school office or write a note and send it to the teacher ahead of time. HCS will not release a child to another adult without expressed, pre-arranged consent from the child's parent or guardian.

### **Visiting On Campus**

All parents are encouraged to visit Heritage. However, for the safety of our students, every visit should be previously arranged with the homeroom teacher where possible. And for both scheduled and unscheduled visits, all visitors MUST sign in before entering classrooms. Adults who have not signed in are not allowed upstairs for any reason. Students will NOT be released from the classroom or from the lunchroom with any adult without having the student checked out from the office first.

### **Volunteer Opportunities**

Parents are encouraged to help the school's activities whenever they are able. Heritage always needs willing parents to drive for and chaperone at field trips and sports events. Many classrooms need parents to assist with art activities, memory work recitation, or reading programs. If you are interested in volunteering your time, please let your child's teacher know you are interested, and when you are available. We appreciate your assistance in accomplishing our mission.

## **EMERGENCY PROCUEDURES**

In the event of an emergency, school personnel will take appropriate action to protect all students from harm. The school will take specific action in each of the following events:

Fire: If the fire alarm is activated, the building will be evacuated according to pre-established Fire Drill procedures. School personnel will contact 911. The administrator will decide if school will be dismissed, and parents will be notified.

Natural disasters or other acts of God: In the event of a tornado, earthquake, or other act of God, students will remain inside unless the building is deemed to be unsafe. School personnel will contact 911 if necessary. If the situation clears without incident, school will resume. The school administrator will decide if school will be dismissed, and parents will be notified immediately.

Power outage: If the school loses power, the office manager will contact the utility company. If the problem can be resolved within two hours, school will continue. If the problem cannot be resolved in a timely manner, school may be dismissed and parents notified by the classroom teacher.

Violence or Terrorism: In such an event, the principal may declare the school to be on "lock down." School personnel will contact 911 immediately. Parents will be notified of the situation and all actions taken as soon as possible.

Emergency Drills: These are rehearsed on a regular basis throughout the school year.