



Heritage Baptist Christian School

"Home of the Heritage Patriots"

School Handbook

2011-2012

a ministry of Heritage Baptist Church

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HISTORY AND PURPOSE

Heritage Baptist Christian School will begin its seventh year in the fall of 2011 as a ministry of Heritage Baptist Church—a fundamental, independent Baptist church striving to build families according to the principles of God’s Word. Though founded specifically to help parents of Heritage Baptist Church meet their God-given mandate to train their children in the light of Scripture, Heritage Baptist Christian School desires to serve students throughout the Henry County and surrounding areas.

For those children entrusted to HBCS, the school’s express purpose is to provide the following:

- A spiritual foundation for all learning—education based upon the absolutes of God’s Word, the King James Version of the Bible;
- To adhere and teach traditional Baptist doctrine;
- Emphasis on the “basics”—beginning with a strong phonics program in kindergarten;
- Character training designed to shape right moral values—teaching obedience, respect for authority, and patriotism;
- A faculty committed to instilling respect for self and others and modeling separated, self-disciplined Christian living;
- A well-rounded program to meet student needs in the spiritual, intellectual, social, and physical areas of life.

DOCTRINAL STATEMENT

We believe the Bible (King James Version) is the inspired, inerrant, infallible, and preserved Word of God. Therefore, it is our sole norm of faith and practice.

We believe that God is Spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, justice, grace, goodness, and truth.

We believe that Jesus Christ was conceived of the Holy Spirit, born of a virgin, lived a sinless life, and died on the cross to pay the penalty for our sins.

We believe that Jesus was physically resurrected to purchase a place in Heaven for us, which He offers as a free gift, providing the only way of salvation for all men.

We believe in the Trinity consisting of three persons—Father, Son, and Holy Spirit in one God.

We believe that God created man in His own image and in a state of innocence, but that through temptation man willfully transgressed. As a result, all human beings are born with a sinful nature and the wages for this sin are death.

We believe in the church, the body of Christ, whose mission is to preach the gospel to the entire world.

We believe that a true believer is secure in Christ forever and is called to live a holy life.

We believe that the ordinances of the church are believer's baptism by immersion and the Lord's Supper.

We believe in the personal, pre-millennial return of our Lord Jesus Christ, prior to the establishment of His kingdom.

We believe that those who are believers shall be forever in the presence of God and those who have rejected Christ will be separated from God forever.

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or Christian Organizations to resolve personal disputes.

(Please refer to our Church By-Laws for a more in depth look at our Doctrinal Statement. The school adheres to and adopts all church by-laws, as this school is a ministry of Heritage Baptist Church.)

GENERAL INFORMATION

Admissions

HBCS admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities afforded by the school. It does not discriminate on the basis of its educational policies, discipline procedures, admission policies, or school-administered program.

HBCS insists upon a high standard of performance from its students. Each student will be expected to produce to the best of his ability. Applicants are selected who give evidence of possessing the intellectual capacity, the aptitude, the emotional stability, and behavioral standards characterized by the program offered.

All students entering kindergarten or higher are required to have the following forms on file: copy of certified birth certificate, certificate of immunization (**Form 3231**) All students entering first grade or higher must also have a certificate of eye, ear and dental examination. These forms must be submitted with the application papers. The certificate of immunization (**Form 3231**) must be marked "Complete for School Attendance" or have an expiration date noted. If the form has an expiration date, a new certificate must be submitted within 30 days after the expiration date or the student will be excluded from attendance until an updated certificate is submitted.

Articles Prohibited

Cigarettes, alcoholic beverages, any narcotics, dice, playing cards, knives, guns (of any kind), explosives, radios, portable CD/DVD players, MP3 devices, videos, DVD's or magazines and books not related to class work are not permitted on school property. Only for the exception of special, pre-announced days, students may not bring toys to school. This included, but is not limited to, hand-held electronic or video games. If a student brings a toy to school, the toy will be confiscated and returned only to the parent. Cell phones and pagers may not be used during regular school hours, school activities or during supervised care before or after school. If these devices are brought into the school they will be confiscated and returned only to the parent.

Asbestos

HBCS is free from asbestos or any other carcinogenic building materials complying with OSHA regulation for public health.

Attendance Requirements

Regular school attendance is critical to a successful education. Students missing more than 15 days in a semester may jeopardize promotion to the next grade. Following an absence, parents must write a dated note explaining the reason for the child's missing school. Absences are excused if the student is ill, for doctor appointments with a written excuse, or there has been a death in the family. All other absences may be unexcused unless prior arrangements have been made. **Unexcused absences result in zeros for all tests, quizzes, and homework assignments on the day of the absence.**

Each student returning from an absence must submit to the office a written note of explanation; an excused/unexcused form will be issued for the student to take to his teacher. If the child does not have a written excuse, his absence will be considered unexcused. He will have one extra day to bring in an excuse; after that, it will automatically be considered an unexcused absence.

All children who arrive after 8:30a.m. must also go to the office to receive a tardy pass (either excused or unexcused). Any student arriving after 10:30 a.m. will be considered ½ day absent. Any student leaving school before 1:00 p.m. will be considered absent ½ day.

Students will not be allowed more than three unexcused tardies per month. Beginning with the fourth unexcused tardy and for each consecutive unexcused tardy, the parent will be charged \$5. Students must have a written excuse approved in the office in order for their tardy to be excused. (No exceptions)

If you would like your child's work for the day they are absent, please call the school office so that the teacher can get the assignments together for you to pick up.

HBCS asks that students not leave school early unless there is an emergency, or for doctor appointments. If a student must leave school early, a written note or phone call stating the reason is requested. All parents coming during class time to pick up students for appointments,

or other excused absences should go to the school office to check out their student. **DO NOT go to the classroom.**

Scholastic achievement attained by any student is directly related to his pattern of attendance at school. It is imperative for the student's well being that he misses school only when necessary.

Communicable Disease Policy Statement

While it is not the desire of HBCS to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care. Our purpose is to protect our students from exposure to mortal illness. We recognize also that HBCS with its limited facility is not equipped to physically care for the needs of very ill students or any student with a serious, continuing, or chronic communicable disease.

Therefore, because we are deeply concerned with the welfare of both the sick and the well child, it will be our policy to deny admission or to require dismissal from the school for a child with a serious and communicable disease. The concern is two-fold: it is that other students not be infected and that the ill student not become infected with other diseases transmitted by fellow students or others within the school family.

Children who enroll or who seek to enroll who are diagnosed to be carrying any serious and continuing communicable disease or any potentially lethal disease will be denied admission or be dismissed from school. They will not be permitted to enroll or re-enroll in regular classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, Acquired Immune Deficiency syndrome (AIDS), etc. Students who test positive for antibodies of HIV (human Immunodeficiency Virus) are included in the policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious and continuing communicable disease upon application for enrollment (of a new student) or at the time of diagnosis (for a current student). In adopting this policy, HBCS recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statement in light of significant new information on such diseases.

Contacting Teachers

Parents are requested to contact their child's teacher either by writing a note and having the child bring it to school, or by contacting the office. If the teacher is not available at the time of calling, the secretary will leave a message for that teacher to return the call. Parents should go to the office if they need to set up an appointment with a teacher.

Parents should not go to the child's room in the morning. Talking to a teacher in the morning delays that teacher from very important preparations for the whole class. If a

conference is needed, the teacher will be glad to schedule a time to meet. Parents who are members of Heritage Baptist Church should not use church services as opportunities to talk to the teachers about their children unless a faculty member initiates such a discussion. The teachers of HBCS need to know that when they attend church services they can relax and receive what they need spiritually without “business” being conducted through informal contacts before or after services.

Field Trips

Educational field trips are taken at various times during the school year. The Atlanta area abounds in places of special interest and academic benefit. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various public settings. Parents will be notified in advance of the trips. Parents are welcome to chaperone on their child’s field trip. **Please make arrangements for other siblings.** Parents/adults chaperoning must provide their own transportation. Students are required to ride the bus to the field trip and cannot ride with parents. If a student does not attend a field trip and is not at school they will receive an unexcused absence for that day.

Remember that all school dress codes will be in effect for students. **Any school parent chaperoning or attending a field trip is required to observe the school dress code as well. (Ladies should wear modest dresses/skirts. The hemline should fall below the knee even when sitting. Blouses should be modest, and loose fitting with no cleavage showing. Men should wear slacks and collared shirts. Sweat pants, nylon wind pants, jeans, shorts and cargo pants are not appropriate. Those failing to do so will be asked to comply before participating.** If you are uncertain if an item of clothing is within the dress code boundaries, please check it with the school office before hand.

Students are required to attend scheduled field trips except in the event of sickness or family emergency. **Failure to attend a field trip for reasons other than these will result in an unexcused absence.**

Hours

Half-day kindergarten program (K2, K3) will operate from 8:30a.m. until 12:00p.m. Half day K4 class will operate from 8:30a.m. until 12:30p.m. Kindergarten (K-5) is full day and will operate from 8:30a.m. until 3:00p.m. All other grades will operate from 8:30a.m. until 3:10p.m.

Insurance

HBCS does not provide accident insurance for students. HBCS is not responsible for injuries suffered at school except in a case of proven negligence. Medical requirements for injuries will be the responsibility of the parent. All students should be covered under some type of health insurance plan.

Lost and Found

Articles with no name will be sent to the lost and found. **Please be sure to label all clothing and personal items.** Lost and found may be checked at any time by parents. Items not claimed will be disposed of quarterly.

Lunches/Snacks

Students need to bring their own lunches. Eating healthy foods is encouraged. Refrigerators will not be available for students. Microwaves will be available for students to heat their lunches. K2-K5 students and extended care students will have a daily snack time. Snacks will be available for students to purchase. Snacks are 75¢ each or snack cards may be purchased. Snack cards are available to purchase in the office at a cost of \$7.00 for 10 snacks. Snack cards will be given to the students' teacher and they will maintain control of the card. A notice will be sent when the snack card has been used. If students do not have a snack, drink or lunch one will be provided and a charge will be added to the students account.

Lunches will be catered in on Fridays. Lunches will be handed out on the monthly calendar. The cost is \$4.00 per lunch. The cost reflects entrée, vegetable, dessert and drink.

If a student forgets his lunch and a parent cannot bring one, we will have healthy choices for the student to choose from. There will be a \$4.00 charge.

Students will be encouraged (for good stewardship sake) to finish their lunch/snack each day.

Extended care snacks will be given at 4:00 p.m. for those students still in extended care. If they do not have a snack, we are required to give them one and it will be charged to the account.

Medical Guidelines

Sufficient rest and proper diet help children to learn efficiently and behave properly. A child's classroom experience will be more profitable if his teacher is informed about any special physical conditions affecting the child or about regular medication he needs. Children showing signs of illness (sneezing, coughing, runny nose, sore throat) must be isolated for the benefit of the child, the class, and the family. Illnesses most frequently found in school are colds, flu, three-day measles, pink eye, mumps, chicken pox, and strep throat. When necessary, parents will be asked to take their child home to prevent or reduce the spread of illnesses. **A child who has a temperature of 100 degrees or higher is not allowed to come to school.** Since recess and outdoor activities are scheduled daily for the physical benefit of the students, requests for children to be excused from outdoor play during recovery from an illness should be avoided—and may indicate that the child is not healthy enough to return to school. When a child becomes

ill at school, his parents will be contacted. If no one can be reached, the student will be quarantined as much as possible until a parent or emergency contact can be reached.

In the event a child should have lice: That child will be immediately quarantined and parents will be called for immediate pick-up of the child. The child will not be eligible to return to school until there are no nits present in the child's hair. Parents of children in contact with that child will be notified by letter or by a phone call from the school.

Off-Limit Areas

All church and school equipment is off-limits except when specifically authorized to be otherwise. Teachers' desks, files, other students' desks or personal belongings, and vehicles in the parking lot are also off-limit areas.

Parent Teacher Meetings and Conferences

The school is a delegated extension of the home. HBCS recognizes the importance of the home and the school working together to achieve spiritual and academic growth in each child. Parent Teacher Meetings and conferences are designed to help meet these goals.

For the benefit of both parents and students, Parent Teacher Meetings are held periodically throughout the year and are geared toward helping parents chart the progress and development of their children. A parent is required to attend each meeting to obtain pertinent information concerning the school program.

Patriotism/Pledges

Students will be required to pledge daily to the American flag, the Christian flag, and the Bible. We unapologetically teach the value of self-discipline, respect for those in authority, obedience to the law, and a love for God and country.

School Office

Parents are welcomed to visit the school. When visiting the school for any reason, please go by the office first to sign in and receive a visitor badge. **Do not go directly to the classroom.** If you would like to meet with your child's teacher, please call the school office to arrange a private conference. Do not meet with the teacher before or during school this will detain the teacher from her responsibilities. Teachers will be glad to arrange conferences with parents at scheduled times. If you need to leave books, lunches, or other items for your child, you may leave them in the school office to be delivered to your child.

Spiritual Emphasis

Our Christian school will implement a spiritual emphasis on everything. We use Bible-centered curriculum, have daily Bible reading and prayer, and a weekly chapel service. A Christian atmosphere as well as Christian attitudes will be exhibited by all HBCS faculty at all times.

Social Graces

All students will be required to respond to adults with respect. They are expected to say “Yes, Sir” and “Yes, Ma’am,” “Please,” and “Thank you.” Each student is to be willing to hold door for others, allow ladies and adults to go first, stand when an adult enters the room. Students will address all adults as Mr., Mrs., or Miss plus the last name, and acknowledge their presence by standing when they enter a room. Older students will be required to acknowledge adults by speaking to them cordially when passing.

Telephone

Teachers and students are not allowed to take telephone calls or respond to text messages during school hours, but messages may be forwarded to the teacher/student through the office. Students are not allowed usage of the telephones. If the office feels a phone call needs to be made the office will contact the parent.

Weather

In the event of inclement weather HBCS will be listed on WSB (AM750) radio station or WSB (Channel 2 News) for any closing announcements. Always have an emergency back up plan for your children.

Withdrawal/Dismissal

Withdrawal or dismissal from school must be processed through the office. Students attending one day or more of any payment period will owe the full period’s tuition. Report cards will not be issued nor transcripts forwarded for any student whose account is not current. Tuition will be due in full for each calendar month a student attends class, including the withdrawal month, based on the 10-month school year, August through May. The withdrawal fee for all students K2-8th grade is \$200.00, and is due at time of withdrawal. Refunds will not be given for enrollment, matriculation, cookie cards, and snack cards. Students may be permitted to take their books purchased from the matriculation fee. This should include workbooks, paperback textbooks, and their reading books.

ACADEMIC INFORMATION

Accreditation

Accreditation by a state government agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of causing local public school districts to provide what the state educational

agencies determined as minimum academic and facility standards for all schools. Accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular education administrators who may or may not be Christians. Secular writers who reject our Lord Jesus Christ, and in fact, extol concepts contrary to the teachings of the Bible often develop state textbooks.

It is unreasonable to expect parents to withdraw their child from a government school with academic and moral ills and place him in a private institution with the same curriculum, methods and objectives. Accreditation of a private Christian school is not necessary for a college or university. Registrars of such institutions perform individual testing (SAT, ACT) to assess the academic standings of individual students. HBCS is also a member of the Georgia Association of Christian Schools (GACS) and the American Association of Christian Schools (AACCS).

Students will receive a high academic training in a Christian atmosphere.

Curriculum

HBCS uses the A Beka curriculum. The textbooks and curriculum materials were specifically designed for students attending a Christian school. These materials honor God and His Word, and while providing excellent academic material, they also relate academic truth to the supreme truth of the Scriptures. (See the academic achievement chart in this handbook)

Grading

All students will receive report cards after each 9-week period. Progress reports will go out for first grade up every 3-week period.

When report cards/progress reports are distributed, parents should sign them and return them to the school **the following day**.

Grading Scale

The following grading scale is used in the school:

A	100-93
B	92-85
C	84-75
D	74-70
F	Below 70

Homework

Homework is an essential element of HBCS academic structure. Homework is one fourth of a student's overall grade, per subject that applies. Homework is to be done neatly, accurately, and on time. Homework is not considered "busy work"; each assignment serves a specific purpose. Each student will be expected to complete his own homework. Parents please do not do your

child's homework for them. Students who frequently do not complete assigned homework may be disciplined, lose playtime, or write sentences.

1st and 2nd grade student's test will be sent home weekly to the parents. A bi-weekly grade report will be sent home for grades 3rd -7th to be signed. This includes all grades given in a two week period. If there is a question regarding a grade, parents may come to view the graded paper(s) with advance notice to the teacher. Students will also bring home daily class work. Class work papers are for students to keep and do not need to be returned.

In order for the students to learn good study habits and responsibility their homework is expected to be done at home. Homeroom is 8:15 a.m.-8:30 a.m. during this time we are doing pledges, ordering lunches, and preparing for the day. Doing homework during this time is not permitted.

Honor Roll

Honor rolls will be posted each grading period in an effort to recognize the students who have maintained good grades and exhibited good character. There are two academic honor rolls. The "A" HONOR ROLL is a list of students who have an "A" for the grading period in all academic subjects including Bible. The "A/B" HONOR ROLL is a list of students who have either an "A" or "B" in all academic subjects including Bible.

Make-Up Work

Students who are absent must check with classroom teachers immediately upon returning to school to get all assignments missed. Students are allowed one day to make up work for each missed school day. Work not made up will result in a zero for those assignments. Parents may call and request a list of missed assignments. We need two week prior notice of a child missing school for a family vacation. They will need to be given prior tests and quizzes before they leave.

If an absence is preauthorized, the student must have all assignments completed the first day they return to school. All school work and test/quizzes must be completed before authorized vacation days are taken.

Standard Achievement Tests

National tests will be given each year to Grades K5 and up. These tests will give the administration, the teachers, the students, and the parent's insight into the child's achievement compared to the national average.

CONDUCT AND DISCIPLINE

A well-organized and well-disciplined school setting is a requirement for the achievement of good learning. The following guidelines should be consistently followed:

1. Students should enter the classroom quietly, unpack their book-bags, and take a seat. Daily assignments should be started immediately.
2. No student shall speak out unless called upon. Students should raise their hands and wait to be recognized before speaking.
3. The student may touch their personal property and no one else's.
4. Students may not touch a teacher's property or go behind the teacher's desk.
5. A student must maintain a proper tone while addressing the teacher and others. Disrespect will not be allowed. (No mocking/mimicking anyone, back-talking, or laughing when it is not appropriate.)
6. Writing or passing notes during class is not allowed.
7. Students should knock before entering a class and wait to be recognized by the teacher before entering the classroom.
8. Name-calling is not allowed.
9. Students must keep their hands to themselves at all times.
10. No rough-play is allowed in the building, or on the school grounds.
11. Fighting among the students will not be tolerated. Students who are involved in fighting will be sent to the office and suspended. Students will be given unexcused absences for any suspended days missed.
12. Profane, abusive, or slang language is not permitted at any time.
13. No gum is allowed in the building.

A variety of disciplinary methods shall be utilized, which provide both positive and negative incentive. Each decision shall be handled individually and prayerfully. The conduct and courtesies previously stated would be enforced, as well as other rules or policies that may be added as needed. Normally writing sentences, loss of "extra" play time in class, movement of the student closer to the teacher will be used as discipline for violation of the rules. HBCS does not administer corporal punishment.

The expelling of a student from HBCS will be at the discretion of the school administrator. Any action or attitude by the student or the parent that does not adhere to the teachings of the scriptures or the guidelines presented in this handbook can be grounds for a student to be expelled. We will be implanting a demerit system for the 5th – 7th grades.

Positive Incentives

Our goal is to praise the students whenever possible. A daily behavior chart will be given to each student. It will let you know how their behavior was at school that day. **The behavior chart should be signed each night by one parent, and returned to the school daily.** Rewards will be given at the end of each week from your child's teacher if he/she kept all

“smiley faces” for that week. If a student receives “smiley faces” for a whole month, then they will be awarded another prize. Our goal for students is not just good behavior, but Christ-like, God honoring behavior. Students will be assigned weekly jobs (office helper, classroom helper, classroom monitor, etc.) for their classroom. This will teach them responsibility and self-worth.

DRESS CODE

A person’s outward appearance is a reflection of the condition of his heart and mind. Clothing, makeup, and even hairstyles reflect a person’s modesty or immodesty, their submission or rebellion to authority. Students, even while young, should be encouraged to think and act like ladies and gentlemen. The following four principles will be taught and enforced at HBCS:

1. Modesty of both boys and girls (I Tim. 2:9; I Pet. 3:2-4).
2. Distinction between boys and girls (Deut. 22:5, I Cor. 11:14-15).
3. Identification with the Lord and not with the world (I Tim. 4:12; Rom. 12:1-2; John 15:16).
4. Appropriateness for the time/activity.

Research has demonstrated that a correlation exists between a student’s dress and his behavior. When a student dresses in a very casual manner, he tends to be more uninhibited in his behavior. Since the intensity of the teaching/learning transaction requires a seriousness of purpose, it is most conducive to learning when a student’s dress reflects the classroom atmosphere.

Students K4 and up are required to wear a **specified uniform shirt** on Monday through Friday. This year, we are only requiring uniform shirts. These can be purchased online at JCPenny.com and entering ‘school uniforms’ under search. Click on ‘boys’ and IZOD polo shirts both short sleeve and long sleeve are available. **Male and female students will wear the same boys polo shirts.** This makes it possible to exchange/sell shirts to others once your child outgrows their size. The shirts are neat two-button placket, ribbed-knit collar and cuffs, soft, breathable knit that keeps children cool. You may choose from our color scheme any of these shirts. **The color choices are: red, white, or navy.** No other colors will be allowed. One button must be buttoned at all times. Long or short sleeves are available. Undershirts may be worn but are required to be solid red, white, or navy.

Shoes, backpacks, book bags, school supplies, folders, pencil boxes or lunch bags **can not** have cartoon logos of any kind on them.

K2 and K3 Dress Code Requirements:

A. GIRLS:

Girls must wear knee length dresses, skirts or jumpers. **Girls are not required to wear the specified school shirt.** No sleeveless or cap sleeved shirts. No writing, pictures, or logos on attire. Socks or tights must be worn. No leggings or capris. **Shoes** must have heel and toe with no logos or cartoon characters.

Hairstyle for girls should not be similar to boys. No unnatural coloring. (No pink, purple, etc..dyed hair)

B. BOYS:

Boys must wear long pants, (no shorts). **Boys are not required to wear the specified school shirt.** Collard shirts must be worn even when a sweater is worn on top. No writing, pictures, or logos on attire. Socks must be worn. **Shoes** must have heel and toe with no logos or cartoon characters.

Hair is to be worn in a tapered style. Hair must be kept neat, closely trimmed, and cannot overlap ears, eyebrow, or shirt collars when combed straight down toward ears, eyebrow, or shirt collars. It must be combed appropriately, not spiked or punked. No bleaching or dying of hair is allowed. New modern hairstyles are not acceptable.

K4 thru 8th Dress Code Requirements:

A. GIRLS:

Skirts and **Jumpers** may be navy or dark khaki (no denim/no green khaki). Swatches will be available in the office. Skirt length (including slits) must come at least to the bottom of the knee (even while sitting) and touch the floor in a kneeling position. This year we will allow the skirts to be chosen by the parent. We hope this will save you money. If we see there are deliberate attempts to wear improper skirts, we will have to go to full dress uniforms the next school year. (No shorts or pants on female students at any time on the school property, at a school field trip, or any school function.)

On Friday, school shirts must still be worn, but traditional blue denim skirts will be allowed for female students. The denim cannot be faded or frayed. The length must still be to the bottom of the knee, even while sitting/kneeling.

Please help to make sure all clothing is loose and non-conforming. **Shirts must be tucked in at all times.**

Students may wear casual **shoes** as long as they are neat. Solid black/brown/navy shoes are required. No clogs, slip-ons, sandals, or wheelies (shoes with wheels on them). Shoes must have toe and heel. True saddle oxfords (navy/white or black/white) are permissible. Play shoes or tennis shoes may be put on for recess. No cartoon logos, on shoes, book bags or lunch bags.

Jackets: can be worn in school during cooler weather. Jackets must be button up or zip up. Pullovers can be worn during recess.

Socks must be worn everyday. Crew or knee length is appropriate. Ankle socks are not allowed. No logos or prints. Socks must be solid in color. The color choices are: white, red, navy, or khaki.

Jewelry should be worn in moderation. Girls are only allowed one pair of earrings in the lower earlobe.

Hairstyle for girls should not be similar to boys. No unnatural coloring. (No pink, purple, etc..dyed hair)

B. BOYS:

Pants may be navy or dark khaki (no denim/no green khaki). Swatches will be available in the office. Please allow growing room in length. (No shorts of any kind at any time on the school property or at a school field trip, or any school function.) No Cargo pants are allowed.

Belts must be worn at all times. If not worn, one can be rented daily for \$1.00, and will be charged to your account.

On Friday, school shirts must still be worn, but traditional blue denim pants will be allowed for male students. The denim cannot be faded, frayed, have holes, have side pockets, loops, or be baggy. Pants must be worn at the acceptable position and cannot be too tight. Overalls are not permitted.

Clothing should be loose and non-conforming. **Shirts must be tucked in at all times.**

Students may wear casual **shoes** as long as they are neat. Solid black/brown shoes are best. No clogs, slip-ons, sandals, or wheelies (shoes with wheels on them). Shoes must have toe and heel. Play shoes or tennis shoes may be put on for recess. No cartoon logos, please.

Jackets can be worn in school during cooler weather. Jackets must be button up or zip up. Pullovers can be worn during recess.

Socks must be worn everyday. Crew or knee length is appropriate. Ankle socks are not allowed. No logos or prints. Socks must be solid in color. The color choices are: white, black, navy, or khaki.

Jewelry including earrings, bracelets or necklaces (unless medical) is not permitted.

Hair is to be worn in a tapered style. Hair must be kept neat, closely trimmed, and cannot overlap ears, eyebrow, or shirt collars when combed straight down toward ears, eyebrow, or shirt collars. It must be combed appropriately, not spiked or punked. No bleaching or dying of hair is allowed. New modern hairstyles are not acceptable.

Volunteer Dress Code Requirements

Parents and friends that will be remaining at the school during the day to volunteer will adhere to the same standard of modest apparel. This applies to parents volunteering to help at the school, attending field trips with the school or any other school function in which you are helping our staff. **Any school parent chaperoning a field trip is required to observe the school dress code as well. (Ladies should wear modest dresses/skirts. The hemline should fall below the knee even when sitting. Blouses should be modest, and loose fitting with no cleavage showing. Men should wear slacks and collared shirts. Sweat pants, nylon wind pants, jeans, shorts and cargo pants are not appropriate. Those failing to do so will be asked to comply before participating.** If you are uncertain if an item of clothing is within the dress code boundaries, please check it with the school office before hand.

FINANCIAL INFORMATION

HBCS neither solicits nor accepts government funds of any type. (Funding often precipitates unacceptable government controls.) Therefore, to meet school financial obligations, it is necessary that fees and tuition be paid promptly.

Enrollment and Matriculation

Enrollment fee (*non-refundable*) is due when enrollment application is submitted to HBCS. Re-enrollment begins January 1st for all active students and open enrollment begins February 1st. Students will be placed on the class roll when the enrollment fee is paid. When the class roll is full, the students will be placed on a waiting list in the order that they enroll. A \$50.00 refundable fee will be charged to secure the waiting list. If an opening becomes available on the class roll, students will be placed on the roll from the waiting list.

Matriculation fee includes the students' textbooks, workbooks, and all related items and is **due by July 1st**. A late fee of \$25 will be assessed if not paid by July 15th.

Tuition

Tuition is assessed on a yearly basis. For the convenience of our school family, tuition may be paid by the year (10% discount), or on a 10-month payment plan. **Full annual tuition must be paid by August 10th to receive the 10% discount.**

There is a K5 Graduation Fee of \$100.00 due by March 1st.

This fee includes the following:

**Cap, gown, tassel
Picture (8x10 receiving diploma)
Invitations (x4)
Graduation Field Trip
Graduation Party (Ceremony Night)
Graduation Gifts
Cost of props/costumes for Graduation play**

Billing

A late fee of \$35 will be added to accounts not paid in full by the 10th of the month. Partial payment does not exempt an account from late fees; however, there will be no late fee for balances of \$25 or less. Any student whose account is not current on or before the last day of the month will not be allowed to attend HBCS until the account is paid in full or financial arrangements are **made in writing**. Records will not be released until all accounts are settled. A \$25 service charge will be made for each returned check. After three returned checks in one school year, the school may opt to refuse personal checks for payment. **Please note:** HBCS will not accept post-dated checks.

Students attending one day or more of any payment period will owe the full period's tuition. This includes students that are expelled or suspended .

If a student is expelled or transfers to another school, transcripts will not be sent until all financial obligations have been met. Final report cards will also not be issued until all financial obligations are met.

All snacks, lunches, early/extended care, and tuition are billed monthly. Account statements will be mailed the last week of the month. Each family is asked to take the responsibility to keep their account up-to-date.

Early care/Extended care is available. Early morning care is available from 7:00a.m. to 8:00a.m. Extended care is available for the following: K2-K3 12:00-5:30, K4 12:30-5:30p.m, and K5-6th 3:30-5:30p.m. Extended care charges are \$2.00 per hour. If the student is not picked up by 5:30p.m., charges are \$1.00 per minute thereafter until the child is picked up. (Students can only be picked up by those who are on the Release form-discussed later)

K2-K4 Staying in extended care and all of K5, will need to purchase a napmat from the school office. The cost is \$25.00.

MISCELLANEOUS INFORMATION

Movies/Television/Music Guidelines

Due to the anti-God approach of modern day music, movies, and television programs we will only allow Christian videos and Christian music (NO CONTEMPORARY OR CHRISTIAN ROCK) to be played in the school.

Car Line (Drop-off and Pick-Up)

All students will enter the school thru the rear entrance. Vehicles will need to enter the school at the entrance nearest Burg Road, turn left, drive thru the front parking lot and drop children off at the rear door. Vehicles will use the same procedure for pick-up. All vehicles must use the exit nearest Burg Road.

Release Form

Please complete the Release Form. This will list all persons to whom your child may be released too. Proper identification will need to be shown before students are released to anyone other than the parent. Please inform the school office if someone other than you will be picking up your child.

Piano/Guitar Lessons

Piano lessons are available during and after school. Please refer to the school office. Guitar lessons are available during school, only. Please refer to the school office.

PARENT ACCEPTANCE AND ARBITRATION AGREEMENT

Heritage Baptist Christian School is a Christian school for families who have a desire to provide an educational environment for their children where God, the Bible, and prayer are given their rightful place. Families are expected to pray daily for their school and to provide support for the staff and administration. Most small differences or misunderstandings can be resolved in a parent teacher conference that is scheduled according to the handbook. If the matter cannot be resolved with the teacher, then a meeting will be scheduled with the parent, teacher, and the school administrator. If the matter still cannot be resolved, the parent will exercise scriptural arbitration.

The Bible states that it is displeasing to God for a Christian to handle differences through courts of law (Matthew 18:15, I Corinthians 6). A condition of admission is that families agree that they will not utilize the courts to settle differences with the school. Because this ministry is composed of Christian individuals, we must follow the course prescribed in Matthew 18 and I Corinthians 6. When a dispute or conflict arises between an individual and this ministry or individuals within this ministry, the member taking offense shall follow these steps after first examining his own life and conscience:

1. Personally talk to the individual by whom he was offended.
2. If reconciliation is still not reached, a second Christian is to accompany the one seeking to resolve the matter.
3. If the matter is still unresolved after the steps outlined above, the parties involved will submit the issue to arbitration. The arbitration shall be conducted according to the following guidelines:
 - a. The decision made by the arbitrators shall be binding on both parties.
 - b. The formal rules for discovery and evidence shall be agreed to prior to the arbitration.
 - c. The arbitration shall be handled by a panel of three Christian arbitrators, none of whom are close friends with either party or have knowledge of the facts leading to the dispute.
 - d. Each side shall select one Christian arbitrator, who is not an attorney, with the other party having absolute veto power over the selection on up to three occasions.
 - e. The two arbitrators selected by the parties shall mutually select a third arbitrator who is not an attorney and has no knowledge of the facts leading up to the dispute.
 - f. The arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the school's statement of faith, and any applicable school documents.
 - g. The arbitrators shall hold the arbitration hearing as soon as possible, but no later than 30 days after the selection of the third arbitrator.
 - h. There shall be no stenographic record of the proceedings, and all proceedings shall be closed to the media and other individuals not directly involved in the proceedings.
 - i. Normally, the hearings shall be completed within three hours. The arbitrators at their discretion, however, may extend the length of the hearing. An additional hearing may be scheduled by the arbitrators to be held promptly.
 - j. The arbitrators are to make and publish their award, in writing. It is to be signed by each of them concerning the matters referred, delivered to the parties no later than 48 hours from the conclusion of the hearing, unless otherwise agreed by the parties. The arbitrators may, in their discretion, furnish an opinion.

- k.** It is preferred that the arbitrators reach a unanimous decision, but if a unanimous decision cannot be obtained, a majority decision will be accepted. The written decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the arbitrators.
- l.** The decision of the arbitrators is to be kept confidential by all parties for a period of one year.
- m.** Should any party commence legal proceedings against another party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with the exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the on-prevailing party must bear all the costs of said proceedings, including reasonable attorneys' fees.
- n.** Each party shall have the privilege of having an attorney present at the party's own expense.
- o.** Both Heritage Baptist Christian School and all parties involved in its ministry waive all rights to civil litigation involving any part of Heritage Baptist Christian School.
- p.** No party shall unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a party to the proceedings, except as permitted by the arbitrators and except that a party may disclose the proceedings of this arbitration to his or her spouse, legal counsel, insurance carrier, and as otherwise required by law.
- q.** Each party shall pay his or her own costs and expenses related to presenting the party's case to the arbitrators. The cost of the arbitration, including any fees for the arbitrators is to be shared equally by both parties.

Adoption of Handbook

This handbook has been approved by the: Pastor, Assistant Pastor, Secretary, and School Supervisor. They reserve the right to amend, change, and interpret the content of the handbook to comply with all church policy.