

Heritage Christian Schools

Elementary School
Middle School
High School



Parent/Student Handbook

"Education based on Jesus Christ"

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FROM THE ADMINISTRATION

We would like to welcome you to Heritage Christian Schools. We are a definitively Christian school whose main purpose is to enable your child to be successful academically, spiritually, and socially. Our school is in partnership with you and encourages your full participation in the educational process of your child. Heritage Christian Schools strives to provide a safe and nurturing environment in which to educate each student not only academically, but also in the ways of God. We are looking forward to an exciting new year, and are glad to have you as part of our community.

DISCLAIMER

This HCS Handbook is not meant to be a contract with students and/or parents. The HCS School Board and administration reserves the right during the school year to establish and change policies and/or procedures (which could take effect immediately).

It is not possible to contain all of Heritage Christian Schools Policies and Procedures within our handbook. Our printed or online student handbook contains a condensed representation of Heritage Christian Schools Policies and Procedures. A complete copy of our manual is available for your perusal or on a check out basis at our school office.

For clarification on any issue described in our student handbook, please refer to this manual as it is the final basis on which all administrative decisions and disciplinary actions are based.

HISTORY

In the early 70's, the founding pastor of Abbott Loop Community Church, Dick Benjamin grew concerned with the public school system in Anchorage. Though he acknowledged the presence of godly men and women working there, he began to question the influence of school curriculum, its secular staff and environment on the raising of students from committed Christian homes. Pastor Benjamin, along with the board of elders at Abbott Loop Community Chapel, grew in the conviction that these values and views were antagonistic to a Biblical view of raising children. The result of this growing conviction resulted in the decision to begin a Christian School with the primary belief that Christians are responsible to nurture and education those of their own household.

The school opened in the fall of 1973 with the enrollment of 73 students. In the early days the school accommodated grades K-8 and later enlarged its vision to meet a K- 12 program. Jim Reetz, an executive with Boeing, became the first administrator utilizing the PACE program developed by Dr. Howard from Garland, Texas. During the early days of the Christian School movement, the PACE Educational Curriculum provided a means for Christian Schools to spring up from local congregations and meet the educational challenges of students at a variety of grade levels with a minimum number of full time staff. This system soon gave way to a more traditional classroom approach as our school grew in numbers and as the educational challenges and responsibilities of a full K-12 school increased.

Since its inception, our school required several building projects in order to meet our needs. The entire burden of these building projects as well as the total maintenance the school rested upon the growing congregation of Abbott Loop Christian Center. During these formative years, this local congregation single-handedly gave in excess of one million dollars to establish a home for our Christian school. Our primary goals were to educate students in a Christian environment, with Christ-centered curriculum, by a staff of committed Christian educators. This financial sacrifice and colossal effort of sweat equity supplied by this congregation, contributed to the successful growth of our Christian school. Our school will forever owe a debt of gratitude for their sacrifices.

In 1994 our school began to take the first steps in order to develop into an independently

operated Christian school at the request of ALCC. Though our school has remained housed in the facilities of ALCC, our school has become a non-profit 501-C organization, operating separately from ALCC. We have students from many different congregations representing a cross section of the Body of Christ in Anchorage. On July 1, 1997, Muldoon Christian School merged with our school enlarging the outreach and changing our name to Heritage Christian Schools.

Heritage has had its share of ups and downs. Through everything God has been there helping us to continue. It is exciting to see miracles and the hand of God working. We did not receive the building in 2005 as stated, but it has made us stronger in our mission to teach our students to defend a Christian Worldview.

ABOUT OUR SCHOOL

PURPOSE

The purpose of this organization is to establish and maintain an educational institution reflecting the following:

MISSION

The mission of Heritage Christian Schools is: ***Heritage Christian Schools exists to help students to grow, mature and develop through sound Biblical principles Our students are challenged in academics and activities to learn, lead and serve within a safe, Christian environment.***

Vision Statement

Inspiring and educating students to live and defend a worldview based on Jesus Christ.

PHILOSOPHY

It is the philosophy of Heritage Christian Schools that parents are responsible to disciple their children and provide for their education. "Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up." Dt. 6:4-7. Heritage Christian Schools exists to partner with parents in their responsibility of educating children, acknowledging the roles of the parents and of the church.

STATEMENT OF FAITH

We believe:

1. ...that the entire Bible is the infallible word of God, and is truth. 2 Timothy 3:15; 2 Peter 1:21
2. ...that there is one God, eternally existent in three persons: God the Father, God the Son, and God the Holy Spirit. Genesis 1:1; Matthew 28:19; John 10:30
3. ...that Jesus Christ was and is the Son of God ... in his virgin birth, in his sinless life, in his miracles, in his vicarious and atoning death, in his bodily resurrection, in his ascension to the right hand of God the Father, and in his personal return to this earth in power and glory. John 10:33; Isaiah 7:14; Matthew 1:23; Luke 1:35; Hebrews 4:15, 7:26; 1 Corinthians 15:3-4; Ephesians 1:7; Hebrews 2:9; John 11:25; Mark 16:19; Acts 1:11; Revelation 19:11
4. ...that all have sinned and that the only means of being cleansed from sin is through the blood of Christ. John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:9-10, Titus 3:5
5. ...that regeneration by the Holy Spirit is essential for personal salvation. Ephesians 1:13-14

6. ...that man becomes justified by faith in Jesus Christ, not by but unto good works ... that those who continue in faith to the end will be saved. John 3:16-19, Romans 3:22-24; Ephesians 2:8-9
7. ...that the redemptive work of Christ provides healing for the whole man: body, soul, and spirit. Romans 8:9-11
8. ...in the present ministry of the Holy Spirit, by whose indwelling presence the believer is enabled to live a godly life which manifests the fruit of the Spirit. Romans 8:13-14:1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18
9. ...in the resurrection of both the saved and the lost, the saved to everlasting life and the lost to eternal judgement. John 5:28-29

ACCREDITATION

Heritage Christian Schools is accredited through the Association of Christian Schools International (ACSI) and the Northwest Association of Schools and Colleges.

ADMISSION STANDARDS

1. Parents are expected to be in agreement with the policies and rules of Heritage Christian School and will be expected to partner with our school's staff and administration in reinforcing our rules and policies.
2. Students must want to attend HCS, know they have accepted Jesus Christ as their personal Savior, and be willing to submit to standards, regulations, and discipline. Rom. 10:9,10,13: "...that if you confess with your mouth, 'Jesus is Lord,' and believe in your heart that God raised him from the dead, you will be saved. For it is with your heart that you believe and are justified, and it is with your mouth that you confess and are saved ... for, Everyone who calls on the name of the Lord will be saved."
3. Students must be of a suitable age for the grade assigned. Kindergarten students must be 5, and first grade students must be 6 by August 15.
4. New students entering school for the first time in Alaska or who have not been enrolled in the Anchorage School District for one (1) year must have immunizations as required by State of Alaska guidelines. Parents are notified when immunizations are coming due for each student. A physical is required for entering Kindergarten.
5. Each family shall fulfill a minimum of 36 hours per year (9 hours per quarter) of involvement time in classroom or extra-curricular activities. There will be a \$10.00 per hour charge for any unfilled involvement time not completed.

NON-DISCRIMINATORY CLAUSE

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

ADMISSION POLICIES

1. New applicants must fill out and return to the school office all registration forms and questionnaires and letter of recommendation from their pastor after reading the student handbook. **A \$50 application fee must be received before an interview can be scheduled.** Registration is not official until all completed forms are turned in and the fees

are paid. The non-refundable registration fees (enrollment, material, camp) must be paid with the submission of completed forms. There is no waiver for these fees. Admission will not be considered if any portion of paperwork is missing or incomplete. Incomplete forms will not be accepted.

The HCS administration will interview all new families and students and then select those families and students to fill the openings in each grade. The student himself must desire to come to Heritage Christian Schools and must be a Christian. For a new student in seventh grade and higher, a meeting with HCS administration will be required. A student must be willing to submit to the standards and regulations of the school.

2. All new secondary students admitted for enrollment will be on academic and behavioral probation for the first quarter. The purpose of the probation is to evaluate performance and attitude in a Christian school environment. It is our belief that junior high and high school students should want to be at HCS by their own choice—their behavior and attitude exemplified by a higher level of respect toward adults and peers. The progress of new secondary students will be evaluated by the administration and/or counselor.
3. The student's former citizenship record and history of spiritual growth will be examined in each case to determine if the applicant can be reasonably expected to succeed in Heritage Christian Schools. Students will be enrolled in HCS on a trial basis. Parents will be called in for a conference if a student's attitude is not in accordance with school policies and principles. The school administration and the parents will discuss the necessary changes in attitude and behavior and set a reasonable time for those changes to take place. If the administration finds that the situation does not improve within the time set, the parents will be asked to withdraw the child. Standards for Christian attitudes and behaviors are set in the Scriptures.
4. Students who are admitted must turn in immunizations as required by State of Alaska guidelines to complete enrollment. Parents are notified when immunizations are coming due for each student.
5. Students enrolling in kindergarten, grade 7, or have not been enrolled in the Anchorage School District for one (1) year, are required to submit the results of a tuberculin skin test using the P.P.D. skin test. You may go to your doctor's office or obtain them free of charge at the Municipal Department of Health and Human Services at 825 L St.
6. Re-enrolling students must complete all registration forms after reading the student handbook. A letter from the pastoral team (home group leaders, pastor, assistant pastor, youth leader, etc.) and a personal testimony (for grades chosen by administration) is required, indicating continued participation in their church.

WITHDRAWAL

A withdrawing student is required to give one month's (30 days) prior written notice of intention to withdraw, or full tuition charge will be made for thirty days following the date of withdrawal. Students who are asked to withdraw because of unwillingness to adhere to the Student Code of Conduct, or who are expelled for any reason will be charged full tuition for thirty days following the date of withdrawal. Records will be held until all tuition and fees are paid in full and exit form is complete.

Delinquent Payments

- ◆ Students for whom tuition becomes more than 60 days past due will be suspended from school immediately. Only Board Tuition Review Committee may make exceptions to this policy (Revised 4-20-99)
- ◆ If it occurs that, at the end of a school year a student is two months behind in tuition payments, parents will be expected to make complete payment by July 1 or the student will not enter school the following school year.
- ◆ If a graduating senior is behind in tuition payment by two months, he/she will not be allowed to participate in graduation ceremonies.
- ◆ Students accounts must be paid in full before transcripts, cumulative files or any other student record will be sent to other schools.
- ◆ A service charge of \$25 will be made for any check returned by the bank for any reason.
- ◆ A \$25 late fee will be charged by the school for payments that are late
- ◆ There will be a \$50 nonrefundable wait list deposit.

STUDENT CONDUCT

PHILOSOPHY

The goals of this school are not to reform, but to train Christian youth in the highest principles of Christian leadership, self-discipline, individual responsibility, personal integrity, and good citizenship. Heritage Christian Schools stands without apology for scriptural truth and the high standard of Biblical Christian behavior.

The training within the home and the training within the school must reinforce one another. Students and parents are required to participate in the life of their local church services. Parents should support the educational program actively and bear the primary responsibility for making Christian education successful for their children. The Christian school is not a corrective institution, but an extension of the Christian home in training the students for time and eternity.

Acts of immorality, profanity, lying, cheating, stealing, smoking, and the use of alcohol, narcotics, and other illegal drugs are not allowed by students whether at school or off the school grounds. Disciplinary action for these activities is taken at the discretion of the administration.

The school will not sponsor or supervise dances of any kind.

COURTESY

Courtesy, politeness and respect are borne out of Christian biblical concepts. 1 Pet. 5:5. "Young men, in the same way be submissive to those who are older. All of you, clothe yourselves with humility toward one another, because, "God opposes the proud but gives grace to the humble."

Students are to address adults with their appropriate titles. This is not only desirable, but also indicates the heart attitude of submission to proper authority. In our effort to establish a family-supportive environment, it is appropriate that HCS students be courteous and respectful.

ROMANTIC RELATIONSHIPS

Romantic relationships are not encouraged at Heritage Christian Schools. These relationships may prevent or inhibit teenagers from developing friendships with other teenagers.

Time and experience have shown us that romantic relationships can have a negative influence on spiritual, academic, and athletic achievement.

This school provides certain properly supervised occasions for secondary students such as sports events, field trips, and school banquets. Wholesome boy-girl group socializing or dates may occur without the problems associated with romantic dating.

There should be no inappropriate physical contact between students. Activities should be encouraged in groups. Group socialization should be centered around Godly activities and service opportunities. Interpersonal relationships within groups are encouraged to be inclusive of others and not simply groups of two.

If parents and students do not concur with our guidelines on boy/girl relations, they should not enroll their students in this school.

STUDENT DISCIPLINE

The objective in building a private, Christian school is to obey the scriptural imperatives of:

- “Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.” Deut. 6:5-7
- Prov. 22:6 tells us to train up a child in the way he should go. Teaching is training. Training for life must include training for eternity.
- School staff members work closely with parents to train each child as a whole person.

God disciplines us for our benefit:

“The Lord disciplines those he loves, and he punishes everyone he accepts as a son.” Heb. 12:6

“Those whom I love I rebuke and discipline. So be earnest, and repent.” Rev. 3:19

The Scriptures tell us that we are to discipline our children so that they will receive fruitful benefits:

- “He who spares the rod hates his son, but he who loves him is careful to discipline him.” Prov. 13:24
- “Folly is bound up in the heart of a child, but the rod of discipline will drive it far from him.” Prov. 22:15
- “No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it.” Heb. 12:11

Heritage Christian Schools, as an extension of the home, follows the spiritual guidelines of discipline at all times with Christian love. We believe that “all things [should] be done decently and in order” (1 Cor. 14:40), and that our students should be taught to accept a responsibility to “walk honorably before all men.” Thus, at HCS, discipline is maintained which is firm, consistent, fair, and tempered with love. Our faculty members maintain standards of behavior in the classroom through kindness, love, and a genuine regard for their students. However, when

disciplinary action becomes necessary, it is firmly carried out, tempered by good judgment and understanding.

SUSPENSION AND EXPULSION

Complying with attendance and academic requirements is not sufficient to maintain successful progress through the school. It is expected that students conduct themselves as godly people at all times. If a student does not conduct himself in a godly manner and is involved in any ungodly practices, such as those listed in Gal. 5:19, he/she will receive counsel and may be suspended or expelled. Gal. 5:19: "The acts of the sinful nature are obvious: sexual immorality, impurity and debauchery; idolatry and witchcraft; hatred, discord, jealousy, fits of rage, selfish ambition, dissensions, factions and envy; drunkenness, orgies, and the like."

Suspension means the student will not be allowed to return to class or school functions for up to five days and will meet in a conference with their parents and the administration prior to being readmitted. During an out-of-school suspension, a student should not return to the school property during school hours (7:30 a.m. to 5:00 p.m.). ***Students are responsible to get assignments for each class missed while suspended. Assignments are due upon return to school unless other arrangements have been made with the teacher(s).***

The administration has discretionary authority to suspend a student and their parents will be notified immediately. If a student has been counseled and suspended, yet unacceptable behavior continues, he/she will be referred to the Heritage Christian School Board for expulsion.

Students who bring handguns, other weapons or illicit drugs to school will be automatically expelled.

STUDENT DRESS CODE

Our goal is for students to be an example of the Lord Jesus Christ at all times. The values of modesty, neatness, cleanliness, and appropriateness should be uppermost in the choice of dress. Because we have adopted a general code, the staff may be more specific if they see fashions or trends outside of these guidelines. The dress code applies not only during school hours (7:30 a.m. to 5:00 p.m.), but also in or outside the building, on field trips, and on road trips. The staff person in charge of a school field trip or road trip is responsible to set the appropriate dress code.

The school administration reserves the right to exercise judgment regarding day-to-day enforcement of the dress code to maintain our general standards of acceptable Christian appearance. Students and parents should submit personal preferences to the judgment of the administration. Students who are out of dress code during school hours will be sent to the office, the infraction noted, and parents informed. Infractions that result in immodest appearance will also require an immediate change of clothing. Dress code violators will be assessed for being tardy for class time missed while at the office. More than one dress code per semester may result in an in-house suspension.

When choosing clothing, ask these three simple questions . . . Is it neat? Is it clean? Is it modest? If you can answer yes to all three, chances are the clothing is appropriate for school.

In order to keep a learning environment free of distractions, we ask that all members of the Heritage community adhere to the following guidelines:

- Clothing should be free of rude, vulgar wording, and/or questionable symbols and slogans.
- Clothing must fit appropriately (not too baggy, too tight, too short) and should not expose undergarments or torso (front or back) at any time. ***Cleavage should never be visible.***

- Clothing should be appropriately buttoned and/or zipped up and free of any holes, rips, or tears.
- Body art should be covered at all times.
- Hats, Hoods and sunglasses should not be worn in the building.
- Unnatural or distracting hair color or length is not acceptable (except on spirit days)
- Piercing jewelry for boys' (ears only) should be limited to one very small gem or stone.
- Girls may not wear short shorts, short skirts, or short dresses. ***At least ¾ of the thigh should be covered.***
- Girls pierced nose jewelry is limited to one small gem or stone.

COMPUTER RULES FOR STUDENTS

1. Personal computer are to be used for school purposes or they are not allowed.
2. NO personal e-mail (hotmail, yahoo, gmail, etc.) allowed during school time.
3. No food or drinks. Period.
4. No changing of any settings.
5. Any students caught attempting to "hack", destroying property, etc. will be sent to the Principal or Administrator. Student and/or parents will be financially responsible for any damage to computers.
6. No downloading anything without permission.
7. No CD's are to be played unless authorized by teacher.
8. Personal printing will cost \$.25 per page.
9. No Chat Rooms at any time (before school, during school, or after school!). Teachers may not override this policy.
10. Students are not allowed to share or give out their passwords. If you do not have access and use someone else password it is a suspension. Students who give out their passwords will be warned once, then not allowed to use the computers.

HARASSMENT

Heritage is governed on the precepts of community. The HCS community is academically focused and its members are committed to maintaining an environment in which every member practices respect toward others. Never is it acceptable to intimidate, exploit, or harass others.

Harassment is defined as:

Any kind of purposeful exclusion, physical badgering, teasing, public humiliation and/or embarrassment. Any form of sexual harassment such as unwanted sexual advances or requests for sexual favors. Any act or behavior that denigrates or shows hostility or aversion toward an individual because of his/her race, color, national origin, gender, disability or age.

OPERATIONAL PROCEDURES

LIMITS

There are many activities at Abbott Loop Community Church, our facility owner. Some areas of the buildings are off-limits to students of Heritage Christian Schools without authorization of school or church staff:

1. The auditorium and storage areas are off-limits to students. The auditorium is not off-limits for school functions.
2. The church office areas will be off-limits for students, except in cases of previously arranged appointments with the members of the church staff.
3. No student shall be in the physical education area unless supervised by a staff member.

4. No student shall be seated at a teacher's desk or open a teacher's files unless supervised by a staff member who oversees that area.
5. No student shall enter another student's desk or locker without permission.
6. No student shall use any school or church equipment, including pianos, unless specifically authorized.
7. Students may use the pay phones. All other telephones in the church or school are off-limits unless prior arrangements have been made through the school staff.
8. No phone calls will be transferred into a classroom unless it is an emergency situation.
9. The school office will not provide change for students.

TRANSPORTATION AND STUDENT VEHICLES

Transportation is the responsibility of the parents, but the school office will provide information to assist parents in forming car pools. Students who provide their own transportation will not use their vehicles during the time school is in session, nor will they be in or on them without permission from the school office. Students riding bicycles are expected to provide locks for them while they are at school. The school assumes no liability for items brought by students.

The People Mover has a bus route past the school. Persons who are on a public school bus route that comes by the schools may be able to arrange transportation by calling the Anchorage School District Bus Garage. Students will not be excused from school on a regular basis before the dismissal time to ride the people mover bus.

PARENT VOLUNTEER DRIVERS

In order to drive for a school function, Heritage Christian Schools requires a copy of the driving expectations form signed, drivers license, a copy of proof of insurance, and a driving record from the Department of Motor Vehicles. (Please note there is a \$10.00 fee for the driving record.)

STUDENT DRIVERS

- ◆ Cars must be registered by the first week of school. Students will be issued a parking permit along with an assigned parking area.
- ◆ Students who sporadically drive to school are required to have a parking permit and assigned parking **area**.
- ◆ Students who abuse this parking policy or are seen driving recklessly or not parking in the proper area will be charged a \$20 fee per infraction; and, after three infractions, the student will be denied parking privileges in the ALCC parking lot.

LEAVING SCHOOL DURING SCHOOL HOURS

No students are allowed to leave school **after initial arrival** unless they are **signed out with the school office by their parents**. No elementary, junior high, 9th or 10th grade student may leave campus unless accompanied by a parent, with the exception of class trips.

- ◆ If a student is to leave early, parents should contact the office or send a note **AND** come to the office to sign their student out.

- ◆ All students must check out with the school office before leaving the building and must check back in at the office on returning.
- ◆ If a student leaves school during class hours (8:10 a.m. to 3:00 p.m.) **without authorization, he will be considered truant (see page 23).**
- ◆ Cars in the parking lot are off-limits during school hours and may not be used as a locker.

JUNIOR AND SENIOR LUNCH PRIVILEGES

Seniors may file a one-year permission note in the school office to leave school grounds during lunch Monday through Friday. Juniors may file a one-year permission note in the school office to leave the school grounds during lunch on Fridays only. Privileges may be revoked if students are excessively tardy returning from lunch.

Student drivers leaving campus without permission, or driving passengers without off-campus permission, will lose off-campus lunch driving privileges for 40 school days, and may be subject to suspension.

MISCELLANEOUS

SCHOOL HOURS

School hours are 8:10 a.m. to 3:00 p.m. Monday through Friday

DROP-OFF/PICK-UP TIMES

Students may arrive any time after 7:45 AM. ***Heritage Christian Schools is not responsible if students leave campus after being dropped off for school.*** Students are to be picked up by 3:15 PM. ***No student may remain on campus after 3:15 PM unless they are involved in a school-sponsored activity. Any elementary student here after 3:15 will be sent to after school care and the parents will be charged the normal after school rate.***

VISITORS

HCS is a closed campus. This means no visiting students are allowed in or around the school during normal school hours (7:30 a.m. to 5:00 p.m.) without permission and checking in at the school office. Prior approval of the visit is required. Parents are always welcome to visit. All visitors must meet the behavioral regulations and dress code of Heritage Christian Schools. Visiting students must bring a permission note signed by their parents and must check in with the school office upon arriving so their whereabouts will be known in the event they need to be contacted.

OUTSIDE ACTIVITIES

No outside activity is to be considered sponsored by Heritage Christian Schools unless parents receive notification from a member of the school. In all cases in which outside activities are sponsored by Heritage Christian Schools, a member of the school staff will be in attendance during the entire activity.

LUNCHES

Parents are responsible to provide lunches for their children or purchase lunch through our lunch program. Students must eat their lunch in the gym. Food and drinks are strictly prohibited in any other area.

LOST & FOUND

Lost items will be turned into the school office and kept for a reasonable time. All unclaimed items will be donated to charity groups.

SUPPLIES NEEDED BY STUDENTS

The teachers will provide lists of required supplies and materials to students. Some general items are a ruler, eraser, pencils, pen, and notebook paper in addition to a personal Bible, which is required each day for grades 6-12. (We recommend the New International Version with concordance.)

MATERIALS AND PERSONAL POSSESSIONS

- ◆ Personal music players or game devices are not allowed during school hours (8:10 – 3:00).
- ◆ Instruments are to be played only in supervised music classes.
- ◆ Possessions such as guns, knives, matches, and squirt guns are not permitted.
- ◆ Skate boards and rollerblades are not to be used on school grounds.
- ◆ Gambling is not allowed in or around the building.
- ◆ Cell phones must be powered off during school hours or they will be confiscated. The first time is a warning, the second parents will need to pick up, and the third time the phone will be kept until the end of the year.
- ◆ Laptop computers may be used for educational purposes. Students may not use a wireless device to connect to the schools internet service.

PARENT NEWSLETTERS

Monthly newsletters are e-mailed to each family. The newsletters explain many of the opportunities and activities that are made available to you through the school.

SCHOOL CHARGES

Any charges incurred by a student, such as transcript fees, lost textbook charges, sports fees, damage fees, library fines, or field trip costs, are to be paid when items or services are received. Report cards and student records will be held in the school office until all fees are paid.

SCHOOL CLOSURES

For ease of communication, Heritage Christian Schools will cancel classes if the Anchorage School District announces a school closure due to weather or natural disaster. Local radio stations (KHAR AM 59, KFQD AM 750, and KATB FM 89.3) will announce as early as 5:30 a.m. if the district will close schools. You may also call the ASD information number 742-4000 between 4:30 and 6:00 am. If weather or other conditions make school opening questionable, and the district schools are already closed due to a scheduled holiday or in-service day while Heritage Christian Schools was scheduled to be in session, then we will contact these radio stations to inform them that our school will be closed.

INSURANCE COVERAGE

All students participating in extra-curricular activities must show proof of accident insurance coverage. Coverage must be documented from family insurance records or record of purchase of the school's accident insurance program. This coverage is to include athletic programs and field trips.

PARENT-TEACHER COOPERATION

PARENT INVOLVEMENT TIME

What is the purpose of Parent Involvement Time?

- As Christian parents, we are commanded by God to teach our children (Dt. 6:4-9, Eph. 6:4, Prov. 22:6). Though we delegate some responsibility to the school, we are still ultimately responsible.
- There is abundant documentation that when parents are involved in their child's school and education, students perform better academically and socially.
- Our Christian school, like all private schools, operates on a limited budget, without the benefit of public funds. Tuition covers a **portion** of the actual cost. We depend on parents to augment the basic education that the teachers provide. Parents help with duties, paperwork, even share expertise as teaching aides. All of this increases the quality of education we can provide.

For these reasons, HCS has adopted a parent involvement program designed to involve parents more closely with their children in education, increase interaction and cooperation between parent and teachers, and to give parents an opportunity to interact with their children's peer group. We require parents to fulfill 36 hours of involvement time at HCS throughout the year. The amount of time is recorded and turned in to the school. A fee will be charged for unfulfilled involvement time hours that are less than 36 hours.

WHAT IS COUNTED AS PARENT INVOLVEMENT TIME?

- Work in school or home to help teachers (correct papers, newsletters, etc.)
- School scheduled work days
- Phone calls related to school business, attending any school group meeting (PTP, Booster Club, school board, fund raising)
- Chaperoning field trips, sports teams trips, or band trips; preparing and sending food for class parties or post-game basketball gatherings
- Teacher Appreciation committee work or meals, development efforts at banquet, auction or fund-raisers
- Parent-Teacher conference time, Parent Back-to-School Day, Open House
- Volunteer babysitting for another parent so they can work in the school
- Work on committees
- Work in sports concessions or clean gym after games.
- ◆ Buying supplies for school (copy paper or other items asked for) \$10 equals one hour

What is not covered as PTP time.

- ◆ Graduations both elementary and secondary
- ◆ Auction items
- ◆ Christmas programs, and other programs
- ◆ Grandparents and other siblings time (Only the parent’s time)

It is your responsibility to complete the form and make sure it is turned in. You can check you statements after November to track PIT hours. If you have questions about how you can get involved, call the school office.

Sample PIT form to be completed and turned in for credit:

Parent Involvement Time

Name _____

Date _____

Job Description _____

Teacher _____

Time Worked _____

HERITAGE CHRISTIAN SCHOOLS BOOSTER CLUB

The HCS Booster club was formed to support the activities of the HCS Athletic programs. Our goals are to encourage athletes to compete fairly, to respect authority, to encourage good sportsmanship on the field or court and in the bleachers, to do our God-given best, and to be joyous in our victories and defeats. It is the intent of these concerned parents, teachers, friends and loyal supporters of the Athletic programs at HCS to subsidize the expense of these programs through service-oriented fund-raisers, to show our active support of these programs by wearing Booster Club clothing, and to promote the events at the beginning of each season.

PARENT-TEACHER PARTNERSHIP (PTP)

The Parent-Teacher Partnership of Heritage Christian Schools (PTP) is made up of all parents and teachers of HCS students. The PTP exists to provide a way for parents to work with the teachers and administration to define and implement the educational goals of HCS. PTP sponsors teacher appreciation events, and maintains communication with the school administration to meet the needs of teachers and students.

The main function of the group is to channel parental resources to increase the quality of education offered at HCS. The PTP seeks to improve communication between parents and school, and to involve parents in the school functioning. Meetings are held as needed during the school year. Parent Forums may also be held on issues of special interest to parents.

ELEMENTARY INFORMATION - Grades K through 5th

RECESS CLOTHING REQUIREMENT

Elementary students will be required to have appropriate clothing for recess throughout the school year. Depending on weather conditions, hats, gloves, boots, and snow pants will be required for children in grades K-4. Recess duty teachers will determine when winter clothing is

necessary for grades K-5. In all weather conditions, students should have good footwear to make sure their feet are dry when they return to the classroom.

ELEMENTARY ATTENDANCE POLICY

Under Alaska statutes and compulsory education laws, students must be in attendance each day school is in session.

Heritage Christian Schools believes maximum possible achievement for each student requires consistent attendance. The major responsibility for attendance lies with the parents, but school regulations are necessary to maintain academic quality.

Attendance at school provides a student with classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made-up." For this reason, failure of a student to attend class will be seen as a serious problem and will not be taken lightly.

VACATIONS

Parents who decide to take their children out of school for extended periods of time (i.e. vacation) will need to make arrangements prior to the absence. Absences such as these are discouraged. WE STRONGLY RECOMMEND THAT FAMILY VACATIONS BE LIMITED TO TIMES WHEN SCHOOL IS NOT IN SESSION. Teachers spend many hours preparing, re-teaching, and correcting work students have missed during such an absence. An automatic \$50 minimum charge per student will be assessed for every week of planned absence. Additional charges will be added to this if excessive work is required by the teachers.

ABSENCES

Failure of a student to attend school will be considered an absence. When a student will be out of school for any reason, and the absence is known ahead of time, it is the responsibility of the parents to contact the office and teachers, and secure the class assignments for that period of time. Any make up exams must be scheduled with the teacher after the student returns. A student with any absence will be given a reasonable opportunity to make up assignments missed during the absence. The authority for determining the legitimacy of an absence rests with the school administration. For all high school students after eight absences in a semester, a letter will be sent home regarding the seriousness of the absences. After fifteen absences in a semester, the student will lose credit for that class.

TARDIES –

Tardy is when any student is not in the classroom when the bell rings. Parents are strongly encouraged to have their students to school on time to have their students get the most out of their education. Parent's can not excuse a tardy. Tardies are only excused for accidents and other unforeseen circumstances. Excessive tardies will be reviewed by administration.

SECONDARY INFORMATION - Grades 6th through 12th

GRADE SCALE

A	= 90 to 100%	4.0
B	= 80 to 89%	3.0
C	= 70 to 79%	2.0

D = 60 to 69%	1.0
F = 0 to 59%	0.0

GPA – GRADE POINT AVERAGE

Semester grades will be recorded on transcripts and used to calculate GPA. A student's GPA will be used to determine academic honors, athletic eligibility or for any other purposes deemed necessary by the Administration. Points are given to letter grades as indicated above. (Transfer students' GPAs are calculated using grades from previous High Schools attended.)

Two levels of honor roll are used to recognize academic achievement:

High Honor Roll	3.60 to 4.00
Honor Roll	3.00 to 3.59

Some classes may be Advanced Placement and may earn 5.0 A designated as "AP" on the transcript.

GRADUATION REQUIREMENTS

All students enrolled at HCS are required to complete 21 credits of high school courses, plus 1 (one) credit of Bible for each year in attendance at HCS to receive their High School diploma.

Subject

Math	3 (or 2) (one of which must be Algebra 1)
Science	2 (or 3)
English	4
Social Studies	4
Alaska History	.5
Personal Finance	.5 (Required for the class of 2011)
Physical Education/Health	1
Bible (Required Classes)	4 (Or one (1) for every year in attendance at HCS)
Computer	1
Electives	5
TOTAL	25 (required for all student who graduate from HCS)

MISCELLANEOUS CREDIT REQUIREMENTS & PREREQUISITES

1. Twenty-five credits total are required for graduation. Transfer students will have more electives and less bible.
2. All new secondary students may be required to take an entrance exam for Math and Language skills.
3. A Bible class is to be taken and passed every year enrolled.
4. Transfer students must attend at least one full year at Heritage Christian School before graduation.
5. Any high school student achieving a 3.00-3.59 grade-point average per quarter will be an honor student providing there are no incomplete grades.
6. Any high school student achieving a 3.60 grade-point average or above per quarter will be a high-honor student providing there are no incomplete grades.

7. Students involved in extra-curricular school activities will be required to maintain their minimum academic requirements as described in the athletic eligibility section.
8. Students who participate for the entire season in two years of a school sport during their four years in high school will earn one PE credit. No grade is earned, but the credit is included on the transcript when the PE waiver is completed. Student can not have PE credit and PE waiver.
9. High school students enrolled will be considered freshmen, sophomores, juniors, or seniors by the number of credits earned, not years in school. Each 6 credits earned will move a student to the next class.
10. Adding and dropping classes must be done either the last 3 days of the 2nd quarter or the 1st three days of the 3rd quarter. Adding and dropping can only be done at the end of a semester if there is room in other classes.
11. A grade of incomplete is considered an F if it is not changed within 10 school days after the quarter ends.
12. If a secondary student does not maintain a cumulative grade point average (GPA) above 1.50, that student will be placed on academic probation. If, after counsel and communication with parents, the student's cumulative grade point average does not improve within one semester, that student may be requested to withdraw from Heritage Christian High School.
A student will be considered off academic probation if they receive a grade point average (GPA) over 1.50 and only have one failing **core** class grade.
13. A student failing two (2) or more core courses will be recommended for retention unless they can earn the credits through a summer school program. A conditional promotion will be granted as long as proof of summer school is completed.
14. Students entering high school and having taken high school level classes while in junior high may receive credit if they can successfully pass a comprehensive test specifically for that subject area.

TRANSCRIPTS

Heritage Christian School will provide one transcript free of charge. Additional transcripts will be available for a fee of \$3.00. Transcripts requested to comply with lawfully issued subpoenas or court orders will be exempt from fees. Please allow a minimum of 1 day's notice to process your request.

EARLY DISMISSAL/LATE ARRIVAL POLICY

Seniors and juniors can have early dismissal or late arrival if they have earned all their required credits.

RE-TAKING A CLASS

A class may be retaken if the student receives a "C" or below. The class must be retaken the following year. Only the second class will receive credit. You will not receive double credit.

ADD/DROP PROCEDURE

If a student wishes to drop a class and is passing the class, he/she will receive a WP (withdrawn/pass). If the student is failing the class, he/she will receive a WF (withdrawn/fail).

Semester credit will not be given – the entire semester must be completed in order to receive credit for the class.

All add/drops must be preceded by a conference with parents, student, and academic counselor before it will be processed. After the second week of the semester no classes can be dropped.

GUIDELINES FOR P. E. (SPORTS) WAIVER CREDIT

The purpose of this waiver is to accommodate those students who want to take upper level classes and/or other electives that do not fit into their academic schedules. The waiver would give students more freedom to take other courses. We want our students to have the opportunity to take all the academic classes they can without sacrificing the goal of physical education.

Our school policy is that all students must graduate with 1 credit of Physical Education. This policy allows them to do that without requiring the student to take a school offered class. Presently, the school offers high school physical education, and Health Science.

These are the requirements for the P. E. waiver:

1. Participation on an organized sports team supported by the school can be used for P. E. credit. The student must participate in two years of a school sport.
2. The student can use this waiver when he cannot fit a school offered P. E. class into his schedule.
3. The student can only use this waiver once in 4 years of school.
4. When the student fulfills the requirements, he/she must get a waiver form from the academic counselor to complete. Upon completion of the form, the student will receive his/her credit.
5. The student must finish the season and attend all the organized required practices. If the student quits, or is ineligible because of grades and cannot finish the season, he/she will not be able to use that season towards this credit.
6. The athletic director, coach, and academic counselor will fill out the waiver form. The coach will determine whether the student has fulfilled this specific requirement.

ATHLETIC ELIGIBILITY

Student-athletes ARE NOT ALLOWED TO PRACTICE OR PARTICIPATE in any HCS sports unless they have submitted and have been approved for the following things:

- Sports Physical Examination Form that covers the entire sport season.
- Parent/Guardian Consent Form
- Sports Fee
- 2.0 GPA or Higher from the most recent school quarter grade with no failing grades
- ASAA transfer waiver (if applicable)
- HCS Athletic Handbook Acknowledgement Form (at least within the first week of practice)
- HCS Parent and Player Contact Information Sheet (at least within the first week of practice)

A student must meet all of ASAA eligibility requirements.

Participants must have a 2.0 minimum GPA from the previous quarter with no failing grades and enrolled in at least five credits. If an athlete becomes ineligible only a quarter grade can be used to become eligible again. Athletes are subject to grade checks every 4 weeks.

According to ASAA rules and regulations, a player must participate in a minimum of ten practices before they compete in a game. NO EXCEPTIONS!

No player will practice until a current physical is on file with the coach and Athletic Director. A player's physical must cover the entire sport season they are participating in.

A student who becomes nineteen (19) years of age, on or before August 1, shall be ineligible for interscholastic competition.

SPORTS FEES

All high school sports will have annual participant charges assessed; charges are due when each sport begins. There are no waivers of fees, and after the first two weeks from the start of the sport season, no refund of the sports fee will be given.

NATIONAL HONOR SOCIETY SELECTION PROCESS

Members selection is based on the following four areas: Service, Leadership, Character, and Scholarship. Scholarship has already been determined. Each student has a GPA of at least 3.5. The selection committee will meet to evaluate applications. Students will then be notified if accepted. All candidates must attend the induction ceremony to become members.

LOCKERS

Each student will be assigned a locker. Lockers are the property of Heritage Christian Schools and may be inspected by school staff at any time. The school does NOT assume responsibility for anything taken and/or lost from a locker. You may attach items to the outside of your locker with "Tack Putty". No tape of any kind may be used! Fees will be charged for misuse of lockers.

A locker inspection will be performed at the end of the year to make sure lockers are clean and undamaged.

SECONDARY ATTENDANCE REQUIREMENTS

Under Alaska statutes and compulsory education laws, students must be in attendance each day school is in session.

Heritage Christian Schools believes maximum possible achievement for each student requires consistent attendance. The major responsibility for attendance lies with the parents, but school regulations are necessary to maintain academic quality.

We understand that students will be absent for a variety of reasons, some legitimate and others not. ***The authority for determining the legitimacy of an absence rests with the school administration.***

VACATIONS

Parents who decide to take their children out of school for extended periods of time (i.e. vacation) will need to make arrangements prior to the absence. Absences such as these are discouraged. Teachers spend many hours preparing, re-teaching, and correcting work students have missed during such an absence. An automatic \$50 minimum charge per student will be assessed for every week of planned absence.

Additional charges will be added to this if excessive work is required by the teachers.

TARDIES

Tardy is when any student is not in the classroom when the bell rings. Parents are strongly encouraged to have their students to school on time to have their students get the most out of their education. Excessive tardies will be reviewed by administration.

A student is tardy when he is up to **5** minutes late **to any class or chapel. If a student is not in class 5 minutes after the bell rings, he will be considered absent or truant.** A student with four unexcused tardies each semester is required to serve 40 minutes of detention. Upon the fourth tardy, and each successive tardy thereafter in that semester, another 20 minutes of detention will be assigned. Detention time doubles the next week if it is not served as assigned. If 60 minutes or more accumulates, an in-school suspension is issued.

ABSENCES

Student attendance records will be reviewed on an ongoing basis. A student with **eight** or more absences **in any class** will be contacted by the administration to evaluate the circumstances and establish goals for improvement. After the end of each semester, secondary students with **fifteen** or more absences the student will lose credit in that class. Secondary students with **fifteen** or more absences in any class will receive NO credit for the semester. Written requests for exceptions may be made to the Administration. ***If special circumstances arise which necessitate long-term absences from school, administration needs immediate notification.***

Parents of students who are in danger of losing credit or being asked to leave the school because of attendance problems may request a hearing with the administration.

PREARRANGED ABSENCE

Parents taking their students out of school for an extended period of time (3 days or more) must notify the school office. Their students are responsible to fill out a prearranged absence form (available at the office) to get assignments for each class. Assignments are due upon return to school unless other arrangements have been made with the teacher(s).

SECONDARY STUDENT WITHDRAWAL/ANNUAL CHECKOUT

Whenever a secondary student withdraws from HCHS, a checkout form must be completed. The form is to be initialed by each of the student's teachers to indicate that all books, materials, and work are turned in. **An administrator** will initial to certify that the student's locker has been cleaned out. Coaches will initial for each sport in which student participated during the year. The form will then be turned in at the school office to check that all fees, fines, and tuition are paid prior to school paperwork or transcripts being released. Failure to do so will result in records being held.

TRUANCY (SKIPPING CLASSES)

It is considered skipping if a student does not show up for one of their classes **within 5 minutes of the bell.** It is also considered skipping if a student leaves school during school hours without permission **and** office notification. (Please see page 12 for leaving school during school hours.) ***Students found skipping class will be subject to discipline, including suspension.***

ABSENCE FOR SCHOOL ACTIVITIES

Approved school activities, such as school field trips, sports events, student council meetings, band concerts, etc. occasionally require students to miss classes. These absences are not counted against a student's record as long as the student is participating in school-sponsored events.

NOTE TO PARENTS: If you are driving or participating in an off campus event and taking siblings, please notify the sibling's teachers. These absences will be excused.

SPORTS PARTICIPATION AFTER ABSENCE

Any student who is absent from school will not be allowed to participate in a sports activity the same day, whether a practice or a competition. A student who is present ***for 4 or more class periods is*** eligible to participate, as long as the period absences are excused.

MEDICATION/ILLNESS POLICY

It is occasionally necessary for a student to receive medication in order to maintain or improve that student's participation in school. We encourage parents, whenever possible, to give medications outside of school hours. "Medication" is defined as any prescription or nonprescription medication. "Non-prescription medications" include any forms of acetaminophen, ibuprofen, Midol, cold remedies, vitamins, etc. When a medication is needed during school hours, it may be given only under the supervision of the school nurse or trained school staff.

If a student needs to receive any medication during the school day, it is the parent's responsibility to bring the medication to school in the original pharmacy container with the child's name and dosage on it. The appropriate medication administration request form must be completed by parent and physician and be on file with the school nurse. The school nurse may decline to administer any medication that is considered inappropriate or in inappropriate dosages.

Non-prescription medications will be given for no longer than a five-day period without a specific order from a physician, physician assistant, advanced nurse practitioner, or dentist. Students are not allowed to bring prescription or non-prescription medications to school and keep them in their locker, desk, purse, lunch box, or pocket. Medications that are found with the student will be confiscated and turned in to the school nurse.

The student may keep asthma inhalers or diabetic medications if the proper paperwork has been completed. A physician must complete a medication form that states that the student has been instructed in the proper use and self-administration of this medication. An Epi-Pen may be kept in the school office, along with a medication form signed by the prescribing physician documenting its use.

Any unauthorized medication being self-administered by a student will be confiscated and the parents contacted. Any student found to be distributing any medication to other students will be subject to disciplinary action, the medication will be confiscated, and the parents will be contacted.

If a student becomes ill during the school day, he will be directed to the school office. If the student is ill enough to be sent home during school hours or has a temperature of 100 degrees or greater, the parent will be contacted by phone and requested to pick up the ill student. A student will not be allowed to leave the school unless accompanied by the parent or authorized responsible person. No student will be allowed to leave the school unaccompanied.



School Year 2009 - 2010

Date: _____

Changes have been made to several section of the handbook. The graduation requirements are one of the biggest change made this last year. These changes will effect the class of 2011.

I have read and understand the policies stated in the handbook as of the date above. I will adhere to the policies stated in the handbook.

Student's Name Printed

Student's Name Signed

Student's Name Printed

Student's Name Signed

Student's Name Printed

Student's Name Signed

Student's Name Printed

Student's Name Signed

Parent/Guardians Name Printed

Parent/Guardians Name Signed

