

HERITAGE CHRISTIAN SCHOOL
PARENT-STUDENT HANDBOOK
2022-2023



HEALTH PROCEDURES FOR HERITAGE CHRISTIAN SCHOOL 2022-2023

Parents may not come into the building for drop-off or pick-up. Parents must stay in their cars.

All parents or visitors who need to enter the school building during school hours, MUST come directly to the office to sign in.

Parents will not be permitted to come to school to eat lunch with their children unless prior arrangement has been made.

Hand sanitizers are available for each classroom. Teachers and students must use sanitizer upon entering and leaving the classroom.

If a child is sent to the office and has a temperature of 100.5 or higher he must go home and remain out of school until the fever is gone for 24 hours.

Each morning do a wellness check of your children. If he has a fever of 100.5 or higher, please do not send him to school. The temperature must be an **unmedicated** temperature (four hours after Tylenol and eight hours after Motrin). In order to return to school the child must be fever free for 24 hours.

If any of these symptoms are present your child should not be sent to school:

- Fever or chills
- New or worsening cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose

PROFESSIONAL AFFILIATIONS

Buckeye Christian School Organization
American Association of Christian Schools



DISCLAIMERS

Heritage Christian School will not accept a state charter, but is recognized by the State of Ohio as meeting the minimum standards for non-chartered, non-tax supported schools.

Heritage Christian School employs no faculty to identify or address learning disabilities.

Heritage Christian School does not provide an accelerated program for “gifted” students in the elementary and junior high grades. A college preparatory course of study may be followed at the senior high level.

If an agency notifies HCS that allegations of abuse or neglect are pending, we will place your child on an administrative suspension until you can provide assurance that you have been in contact with the investigating agency.

Non-Discrimination Policy

Heritage Christian School practices a biblical philosophy of admissions, not discriminating on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletic, and other school directed programs.

DAILY SCHEDULE
MONDAY, TUESDAY, WEDNESDAY, FRIDAY

AM Care	7:00 - 7:50
Zero Period	7:50 - 8:10
Homeroom	8:10 - 8:20
First Period	8:23 - 9:10
Second Period	9:13 - 10:00
Third Period	10:03 - 10:50
Fourth Period	10:53 - 11:35
Fifth Period	11:38 - 12:11
Sixth Period	12:14 - 12:39
Seventh Period	12:42 - 1:29
Eighth Period	1:32 - 2:20
Ninth Period	2:23 - 3:10
PM Care	3:30 - 5:00

DAILY SCHEDULE
THURSDAY

AM Care	7:00 - 8:50
Zero Period	8:50 - 9:10
Homeroom	9:10 - 9:20
First Period	9:23 - 10:01
Second Period	10:04 - 10:42
Third Period	10:45 - 11:23
Fourth Period	11:26 - 12:04
Fifth Period	12:07 - 12:32
Sixth Period	12:35 - 1:07
Seventh Period	1:10 - 1:48
Eighth Period	1:51 - 2:29
Ninth Period	2:32 - 3:10
PM Care	3:30 - 5:00

HANDBOOK

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VISION STATEMENT



Heritage Christian School exists to fulfill the admonition of Christ to train students to become disciples of Christ. We want each generation of young people to know the God of Heaven and His salvation. Our three-fold purpose is to mentor, educate, and develop our students spiritually, intellectually, and physically so that they can fulfill God's purpose and plan for their lives. HCS exists to proclaim God's goodness and glory.

HCS will staff the classrooms with qualified and certified instructors that strive to be servants of Christ. Our teachers will daily demonstrate the love of Christ by integrating biblical principles in lessons, passionately teaching students in a thorough and engaging manner, and disciplining them with a loving and patient spirit. HCS teachers will view each individual student as the future of the church; therefore, each teacher will diligently work to maximize each student's learning potential and spiritual walk.

HCS will strive for the highest level of academic and athletic excellence by participating in tournaments, professional development seminars and education conventions. Our staff will strive to work in unity with each other, with parents and with students by communicating the truth in love. Our primary goal is to live out this vision statement on a daily basis, to honor Christ and to advance His kingdom.

A handwritten signature in blue ink that reads "Pastor Peter Hodge". The signature is written in a cursive style with a large, stylized initial "P".

Pastor of Cleveland Baptist Church
Superintendent of Heritage Christian School

INTRODUCTION

Heritage Christian School is a ministry of Cleveland Baptist Church. Since its establishment in 1974, HCS has existed to encourage and assist families committed to fulfilling the biblical mandate to rear their children in the nurture and admonition of the Lord.

Statement of Faith

Heritage Christian School believes and teaches the doctrines of the Christian faith as embraced by the historic, biblical, Baptist position.

We believe in the divine inspiration of the Scriptures, the triune God, the fallen nature of man and his just condemnation, salvation by grace through faith, the free gift of God, the necessity of repentance and faith wrought by the Holy Spirit, the glorious display of God's purpose and grace, the progressive work of sanctification, the keeping power of God, the harmony of the law and the gospel, the prominence of baptism by immersion and the sacrament of the Lord's Supper, the devout observance of the first day of the week, the honoring of civil government, the resurrection of the righteous to eternal life and the wicked to eternal damnation, and the imminent, personal, pre-tribulation, pre-millennial return of our Lord and Savior Jesus Christ.

Heritage Christian School believes in the verbal, plenary inspiration of the Bible. We believe the **King James Version** is the inspired Word of God for the English speaking people.

Mission Statement

The mission of Heritage Christian School is to maintain a high academic standard through a Christ-centered curriculum while assisting parents in developing the mind of Christ in the lives of our young people. "...bring them up in the nurture and admonition of the Lord." Ephesians 6:4

Administration

- ◆ Pastor Peter Folger, *Pastor and Superintendent*
- ◆ Mr. Luke Brown, *Principal and Administrator*

Philosophy of Education

We believe that the proper maturation of students involves proficiency in the knowledge of the disciplines prescribed by the Heritage Christian Schools and also a cognizant relationship to God as disclosed in His Word, the Bible.

According to the biblical view, man, in this world, is a fallen creature. He is not what he was intended to be. He is not what he ought to be. He is not what he can be made to be in Christ. The image of God in man is not obliterated (Genesis 1:26, Psalm 82:6, 7, John 10:34, 35), but man is broken and fallen and in need of redemption.

He, who with his whole heart, believes in Jesus as the Son of God is thereby committed to much else besides. He is committed to a view of God, to a view of man, to a view of sin, to a view of redemption, to a view of human destiny, found only in Christianity. This forms a "Christian view of the world," which stands in marked contrast with theories wrought out from a purely philosophical or scientific standpoint (The Christian View of the World, James Orr, P.4.)

ACADEMIC INFORMATION

Credits

Credits are granted on a semester basis. In grades 9-12, if a student fails one semester of a yearlong class, he must repeat that semester before full credit will be given. (See promotion p. 9)

Drop Slips

Students in grades 9-12 have one week in which to finalize their schedules. Drop slips must be obtained from the office and must be signed by the drop teacher, add teacher, parent, and counsellor.

Grading Scale/Grade Point Average (10 point scale—grades 7-12)

<i>Percent</i>	<i>Letter Equivalent</i>	<i>G.P.A. (Unweighted)</i>	<i>G.P.A. (Weighted)</i>
98-100	A+	4.00	4.5
93- 97	A	4.00	4.5
90- 92	A-	3.9	4.4
87- 89	B+	3.1	3.6
83- 86	B	3.0	3.5
80- 82	B-	2.9	3.4
77- 79	C+	2.1	2.6
73- 76	C	2.0	2.5
70- 72	C-	1.9	2.4
67- 69	D+	1.1	1.6
60- 66	D	1.0	1.5
Below 60	F	.0	.0

Weighted classes are as follows: Algebra I and II, anatomy, chemistry, English, geometry, physics, precalculus, and foreign language. (Summer school and transfer credits will use the HCS weight system.)

Grading Scale/Grade Point Average (6 point scale—grades K-6)

<i>Percent</i>	<i>Letter Equivalent</i>	<i>G.P.A.</i>
99-100	A+	4.00
96-98	A	4.00
94-95	A-	3.9
91-93	B+	3.1
88-90	B	3.0
85-87	B-	2.9
82-84	C+	2.1
79-81	C	2.0
77-78	C-	1.9
74-76	D+	1.1
70-73	D	1.0
0-69	F	.0

Final Exams

Students in grades 9-12 who receive an *A* all four quarters are exempt from the second semester final exam. Exemptions will be announced the week before final exams begin.

Graduation Requirements

Students entering school in grade 9 are required to attain 23 credits for graduation. Students transferring to our school in grade 10 must have 22 credits; in grade 11, 21 credits; in grade 12, 20 credits.

Graduation requirements:

Bible	4 credits
English	4 credits
Mathematics	4 credits
History	4 credits
Science	3 credits
Computer Science	1 credit
FACS (girls)	1 credit
Health	1/2 credit
Physical Education	1/2 credit
Speech	1/2 credit
One or any combination of foreign language, fine arts (choir, art), family and consumer sciences, computer technology, woodshop to reach 23 credits.	

Principal's, Honor and Merit Rolls

Each grading period, the office publishes a list of students on the principal's, honor and merit rolls. The qualifications are:

Principal's Roll: 4.1+ GPA

Honor Roll: 3.67 - 4.09 GPA

Merit Roll: 3.0 - 3.66 GPA

Only students enrolled in HCS **all four quarters** are eligible for these awards.

Promotion

A student failing more than two academic subjects cannot be promoted to the next grade. Students failing one or two academic subjects will be promoted only if they successfully complete the subjects in summer school. Some high school credits may be made up in future grades. *English, math and history are required in summer school.* Questions should be directed to the administration.

Report Cards

Report cards are emailed at the end of each quarter.

Summer School

Summer school courses are available for students in grades 6-8 who fail one or two academic subjects for the year and by semester for students in grades 9-12 **or** for remedial purposes upon teacher recommendation. Students in grades K-5 will be contacted by the elementary teacher to arrange tutoring if needed. Summer school is also required for students who must make up excessive absences. Parents will be notified at the end of second and third quarters. Parents will be contacted if summer school is indicated for their child. Fees and schedules will be arranged at that time.

Valedictorian and Salutatorian Awards/Class Rank & GPA

Class rank is determined by grade point average, but a student must be enrolled in the college preparatory course of study to be eligible for the valedictorian or salutatorian award. Eligibility for these awards requires three credits of college preparatory mathematics and science. (Transfer students from traditional schools will be handled on a case-by-case basis. Class rank for transfer students from self-paced curriculum schools and home-schooled students will be based only on grades earned at HCS. To be eligible for the valedictorian or salutatorian award, a transfer student must attend HCS for both his junior and senior years.) Both the valedictorian and salutatorian are expected to present a speech at graduation.

ACTIVITIES

Athletics

The interscholastic sports program includes soccer, basketball, volleyball, and baseball. Participating students are required to have an annual physical examination. During the season, athletes must obtain eligibility clearance. For specific information, refer to the ***Athletic/extra-curricular section of this handbook.***

The Athletic Department also sponsors intramural sports for grades four through six. Details are provided at the beginning of each season.

Community Outreach

In accordance with our AACSB accreditation, students are required to **be involved** in community outreach throughout the school year. ***Grades K5-6 participate in nursing homes, grades 7-12 participate with the Cleveland Food Bank, Veteran's cemetery, the Metro Parks, City Mission, Ronald McDonald House and other community organizations*** through the HCS House program.

Drama

To help defray production costs, participants in the dramas will be charged a pay-to-play fee. Students in junior and senior high also participate in a yearly fundraiser **in addition to** the pay-to-play fee.

Field Trips

Teachers arrange field trips to various sites that are relative to education and cultural training. A nominal fee may be charged. **Only** parents or grandparents may serve as chaperones, and all must be cleared through the administration. Preschoolers may not attend field trips.

Honor Society

American Christian Honor Society inductions are held annually. Students are chosen for scholarship, leadership, character, and Christian service. To qualify, a student must be in the college preparatory course of study with a minimum 3.50 G.P.A. and shall have earned three credits of mathematics, three credits of science, and one fine arts credit.

Race for Education

In the fall, HCS holds its annual Race for Education fundraiser. All families are expected to participate either by submitting names and addresses or with a cash donation. Information will be sent home after school begins.

ADMISSION

HCS, by its own right as a private institution, reserves the privilege of setting and maintaining its own standards for student conduct and scholarship. The school reserves the right to refuse admittance to anyone it so chooses and to suspend or expel any student who violates the standards set forth in this handbook.

Church Attendance

The importance of faithful church attendance cannot be overemphasized. One's commitment to Christian education as offered at HCS is evidenced by the family's commitment to the local church. The Christian school is not a substitute for regular family worship. An award is given at the end of the year to all students who attend 90% of the services at CBC or a church of like-faith.

Application/Enrollment Process (new student)

In order to begin the application process, the parent must create and submit an online application at www.hcspatriots.org (there is a \$40 application fee). Once the offer has been accepted, log in to family portal at factsmgmt.com and use district code hcs-oh and create a log-in account. Choose your username and password (must be 10 characters with 1 capital letter and 1 number). Click create Family Portal account and the link will be sent to your email to complete the account. Once the account has been set-up, complete the enrollment forms and submit the enrollment packet (\$50 enrollment fee). The applicant is not guaranteed a class position until this process has been completed.

After the enrollment process has been completed, a Transfer of Records will be sent to the student's previous school. Home-schooled students must submit their records to the school office.

State law requires that immunization records (or a legal immunization exemption form) and a copy of the child's birth certificate be filed in the school office.

All students are accepted on a probationary basis.

If a parent currently has students enrolled at HCS, he can submit an application for a sibling from the family portal account. Click on the apply/enroll tab and then click application. The same fees apply.

Re-enrollment Process (returning students)

In order to enroll your child(ren) for the next school year, log in to family portal and submit the enrollment packet for each child.

ARRIVAL AND DISMISSAL PROCEDURES

No parent may enter the school building to drop off or pick up students. Parents must remain in their cars.

Arrival

The building opens at 7:40 a.m. AM care is open from 7:00 a.m. - 7:30 p.m. in the school cafeteria. There is a supervision charge. Breakfast pastry and drinks are available from the vending machine.

Students arriving between 7:00—7:50 a.m. must go to the cafeteria until the bell rings. There is no supervision charge from 7:30 - 7:50 a.m.

At 7:50 a.m., elementary students should line up in the hallway outside their classrooms. Students in grades 7-12 may go to their lockers, and then proceed to their homerooms. For security, all doors of the building will be locked after 8:10 a.m. ***If you arrive after 8:10 a.m. and before 3:00 p.m., ring the intercom on the wall, the doors will then be released for entry.***

Thursday arrival: In order to accommodate working parents, before care is available at no charge from 7:30—8:45 a.m.

Dismissal

Grades K3-K4 are dismissed at 2:50 from the preschool entrance, grades K5-2 are dismissed to the courtyard at 2:50 p.m., grades 3-6 are dismissed at 3:00 p.m. to the courtyard. Students will be walked to their cars from the courtyard entrance. Grades 7-12 will be dismissed at 3:10 p.m. and will walk to their cars.

At 3:10 p.m. grades K5-6 who have not been picked up will go to the cafeteria for pick up, **at 3:15 p.m. grades K3 - K4 will be walked to the cafeteria for pick up.**

At 3:25 p.m., junior and senior high students are to be downstairs (unless in an assigned area). At 3:30 p.m., students who have not been picked up must either wait in the cafeteria or leave the property to walk home. (A note must be on file in the office for students who walk off the property.) **Students may not wait in the church buildings or outside the cafeteria.** After 3:30 p.m., parents will pick up their children from the cafeteria and must pay a supervision fee. PM care is provided from 3:30 p.m. - 5:00 p.m. **After 5:00, a surcharge of \$4 per quarter hour/per student will be charged.**

ATTENDANCE

Absences1

State law requires a phone call on the day of the absence. If no phone call is received by 9:00 a.m., the secretary will call to verify the absence. You may also email the school office at hcssecretary@hcs patriots.org to report an absence.

If a planned absence is to be permitted, a note must be written - **before the absence** - by the parents to the principal's office requesting permission for the absence. Work missed must be made up or accounted for **before** the student leaves.

Arrangements for this must be made with the student's teacher after permission has been secured from the office. Students are urged not to take time off from school unless it is absolutely necessary. Please schedule vacations around scheduled days off indicated on the school calendar. There is no substitute for good attendance. Students who begin to develop a consistently poor attendance record are developing attitudes toward personal responsibility that can do them irreparable harm as well as dramatically affect their performance in school.

Excused absence

- Dental or medical appointments, when previously arranged (must have note from medical provider)
- Special or emergency reasons excused by the administration

Make-Up Work for excused absences

The number of days of a student's absence will be the same number of days in which he must complete all missed assignments. ***Students in grades seven through twelve should check family portal for all assignments. Assignments announced prior to his absence will be due the day of his return.*** (See page 18 for the policy regarding major projects.) Students in grades seven through twelve are responsible for contacting teachers about make-up quizzes and tests.

Permitted absence

These are preapproved trips involving family. Approval must be granted **at least one week in advance** from the administration. The student will be responsible for any work missed during his absence. Major projects must be submitted prior to the absence if the date due falls during the absence. **All work must be turned in on the day of his return to school. All tests and quizzes must be made up within the first week of his return.**

Absence from more than two class periods constitutes a one-half day absence. If a student exceeds **17** absences for the year (10% of the total number of school days), he must attend summer school (one day for each absence over **17**) before he can be promoted.

Tardies/Early Dismissals

A student is tardy when not in his seat at the sound of the tardy bell. If a student arrives late to school in the morning, he is to report to the office. Every five tardies/early dismissals will constitute an absence. **The accumulative number of absences is noted on the quarterly report card.** Students with a doctor's appointment may be excused from their tardy/early dismissal if a note from the medical provider is submitted to the office.

CELL PHONE POLICY

No usage of cell phones/electronic devices will be permitted during school hours unless permission is granted from a teacher for a particular class. If a cell phone is needed for a class, the cell phone should be turned off and returned to the locker immediately after that class. Cell phones should be turned off and stored in lockers from the time a student arrives until he/she leaves for the day. Violation of the cell phone policy will result in the following:

- *1st offense:** phone will be confiscated for the day and the student will be fined \$5 (the fine must be paid in order to receive the phone)
- *2nd offense:** phone will be confiscated for the day and the student will be fined \$10 (the fine must be paid in order to receive the phone)
- *3rd offense:** phone will be confiscated for the day and the student will be fined \$15 (a parent must **communicate** with the principal before the phone will be returned)

These offenses and penalties are completely preventable and avoidable. Simply make sure that cell phones are not turned on, used or out during school hours (7:45 a.m. - 3:10 p.m.)

We understand that parents may need to contact their children, but we ask that any communication during school hours be done through the school office. Authorization for a cell phone may only be given by a teacher or staff member who remains

in the presence of the student while the call is being made.

Smart watches should be turned in to the teacher before any test/quiz is administered. No student should send or receive text messages via the smart watch during school hours. The same penalties will be applied for smart watch use during school hours.

DISCIPLINE

I Thessalonians 4:1 “Furthermore then we beseech you, brethren, and exhort you by the Lord Jesus, that as ye have received of us how ye ought to walk and to please God, so ye would abound more and more.”

Behavior and conduct have a lot to do with how an individual can please God. The end goal of discipline is to help the individual learn from his mistakes and go on to live a blessed life that honors God.

The discipline policy of HCS has been established for students in grades 7-12. In the elementary grades, discipline will be modified at the discretion of the administration.

Junior/Senior high: Teachers will keep a student behavior and conduct book in their classrooms. When students show behavior or conduct that is unacceptable, it will be noted and a detention slip will be sent to the office on the third offense and each offense thereafter. The type of detention will be determined in the office. **Parents will be notified by email for any detention.** These records will start over each quarter. Some of this conduct would include:

Lunch Detention (after the third offense in a grading period):

- Talking/disturbing class
- Unprepared for class
- Tardy to class
- Locker violation (see Lockers p. 19)
- No haircut by specified date
- Dress code violation

The following are attitude issues that will immediately result in an afterschool detention 1:

- Improper language
- In off-limits area without permission (including teacher's cabinets, desks, etc.)
- Discourtesy toward faculty
- Disruptive behavior, horseplay
- Intentional disobedience
- Being sent to the office for disciplinary reasons
- No show to detention

Lunch detention (Monday, Tuesday, Thursday, Friday)

Students will eat quietly in a classroom supervised by a teacher. Students need to proceed to the front of the cafeteria line and go immediately to the lunch detention room.

Afterschool detention 1 (3:15 - 3:45 p.m.) (Tuesday and Thursday)

After the third lunch detention, a detention 1 will be given for each consecutive violation.

Detention 2 (3:15 - 4:15 p.m.) (Tuesday and Thursday) a \$5 fee will be charged for each detention 2. Detention 2 will be given after the third detention 1.

Saturday Work Detentions will be served at the end of each quarter and will start at 8:00 a.m. A \$10 fee must be paid for every Saturday work detention hour given. These hours are given after the third detention 2 has been given. The payment is due at the time of the detention.

Lunch Detention
1st, 2nd, 3rd

Detention 1
4th, 5th, 6th

Detention 2
7th, 8th, 9th

Saturday Work Detention +10
10+

Suspensions (full or half day) ISS (in-school suspension) will count as an absence and all make up work (including tests/quizzes) will be completed. OSS (out-of-school-suspension) will count as an absence for each day in suspension, may not make up work, and 0% on all tests/quizzes.

Detentions, Suspensions and Expulsions

The following may result in a **detention, in-school or out-of-school suspension**:

Lying, cheating, plagiarism, forging a signature, cutting school or class, disrespect, defiance, inappropriate attention to the opposite sex, rebellion, direct disobedience to the teacher, vandalism, vulgarity, use of profanity, theft, fighting or possession of tobacco products

The following may result in an **expulsion**:

Immorality, possession of any pornography, caught using alcohol, drugs, ***juuls, vapes, or cigarettes***, carrying or threatening the use of a weapon, or attendance at a secular rock concert.

Violations in the following areas may result in discipline ranging from **detentions to expulsion**:

Immodesty, unauthorized reading and listening materials, games, or electronic equipment, being in restricted areas, medication in student's possession, threatening or bullying a student or staff member.

For a serious offense, the student will be sent to the office. A written explanation of the offense will be filed in the student's record. Excessive visits to the office by the student may result in a suspension. Any matter that would warrant expulsion can be reviewed by the school board upon the family's request.

Students are expected to maintain a proper testimony away from school. A student's failure to do so will affect a student's privilege to attend Heritage Christian School.

Fines

A fine is imposed for violations which could result in damage to school-owned property or equipment (such as books, desks, etc.). All fines will be added to FACTS **at the end of each quarter**.

- ◆ Gum chewing—\$1.00 for the first offense and a \$1.00 increase each offense thereafter per quarter
- ◆ Food/candy/snacks in hallway or classroom —\$1.00
- ◆ Textbook not covered—\$1.00
- ◆ Damage to school equipment or property (varies)

After the third offense in a quarter, a lunch detention will be given.

Students who end an entire grading period without an infraction in the student behavior and conduct book and no fines will be rewarded with lunch provided by HCS.

Elementary Discipline (grades 3-6)

When a student in grades 3-6 commits an infraction equal to or similar to any of the following, he will be sent to the office and demerits will be given: fighting, improper language, disrupting class, lying, cheating or bullying.

1st offence— Memo sent home + 5 demerits

2nd offence—Teacher contacts parent + 5 demerits

3rd offence—Student sent to office, principal contacts parent + 5 demerits

4th offence—Meeting with parent, teacher and principal + 5 demerits

5th offence (and each one thereafter) - Parent must come to pick up child + 5 demerits.

Should a student accumulate 30 or more demerits in one semester, his future enrollment at HCS may be in jeopardy.

DRESS CODE

Because outward appearance reflects our hearts and minds, students are encouraged to magnify Christ by wearing decent and modest clothing at all times, especially at church and school events. HCS does not condemn styles or trends, but we do wish to avoid anything that is associated with the counterculture.

In an effort to provide a uniform standard of dress, only certain styles and colors of clothing will be permissible. See examples in back section of the handbook.

Girls

A girl's face, rather than any other part of her body, should be the focal point of her appearance. A Christian lady should strive for a look that is fresh, wholesome, and feminine.

Grades K3-K4: Girls should wear dresses or skirts with modest shirts. Shorts should be worn under dresses or skirts. Tennis shoes may be worn.

Grades K5-6: On chapel days girls must wear the Schoolbelles plaid skirt (1521) or jumper (1421) or Land's End plaid skirt (527963AK0) or jumper (527959AK4) and a white blouse with a Peter Pan collar.

On non-chapel days girls may wear the Schoolbelles (1521, 3521, 1421) or Land's End (527963AK0, 528011BP8, 527959AK4) navy, khaki or plaid skirt or jumper, a white blouse with a Peter Pan collar or a knit shirt with the school monogram - long or short sleeves (purchased from HCS)

In kindergarten through grade three, skirts may be no more than two inches above the knee. In grades four through twelve, knees must be covered.

Grades 7-12: On chapel days, girls must wear a navy Schoolbelles (1521 or 3521) or Land's End (430803) navy skirt and a light blue Schoolbelles monogrammed oxford blouse (1770, 1771) - long or short sleeves.

On non-chapel days, girls may wear navy, plaid, or khaki Schoolbelles (1521, 3521) or Land's End skirt (528011BP8, 527963AK0), the light blue oxford chapel blouse (1770, 1771) or a knit shirt with the school monogram - long or short sleeves (purchased from HCS).

All Girls: Cosmetics and jewelry should be worn in moderation. Girls may wear a maximum of two pair of earrings, and these should be worn in the ear lobes only. Ankle bracelets are not acceptable. Black or glittery makeup is inappropriate for school.

Dress shoes with closed toe and heel are to be worn. No boots are permitted in the classroom.

Skirts are not to be rolled at the waist.

Boys

Grades K3-K4 boys: Boys should pants and shirts. Tennis shoes may be worn.

Christian young men should strive for a sharp, conservative, and masculine look. Guys must be clean-shaven and have neat, conventional haircuts. Any style that has the appearance of being unkempt is unacceptable. Hair should not touch the collar or ears; sides and back should be tapered; sideburns should not come lower than the bottom of the ear; bangs should not cover eyebrows. Beards and mustaches are not permitted. Boys are not to dye, tint, or bleach their hair.

On chapel days, boys must wear navy or black dress slacks (no cargo or corduroy pants), a white dress shirt with long or short sleeves (only white t-shirts), and any suitable tie (worn to school and left on all day).

On non-chapel days, boys must wear khaki, black or navy pants, a white dress shirt or a knit shirt with the school monogram - long or short sleeves (purchased from HCS).

Boys are not to wear jean-style or skinny-legged pants, patch pockets or pants with visible outside stitching.

Boys must wear socks.

Boys must wear casual dress shoes. Dress ankle boots are permitted.

Boys in grades six through twelve must wear belts.

Boys may not wear any type of visible necklace. Earrings and wallet security chains are not allowed.

Boys and Girls

Only a solid navy, white or red sweater or vest or a red or navy HCS zip-up jacket, or HCS sweatshirt may be worn. No fleece or sweatshirts may be worn as a sweater. **Only seniors are permitted to wear their senior sweatshirts. HCS sports jackets may be worn by the athlete but no hooded sports sweatshirts are permitted.**

Coats and sweatshirts may not be worn to classes. Hats may not be worn in the building. **All** shirts must be tucked in. Short shirt sleeves may **not** be rolled up. Undershirt sleeves should not extend past the outer shirt sleeve. Long sleeve undershirts may not be worn under short sleeve HCS shirts. Only the top button may be left open.

Body piercing and tattoos are not allowed.

Students in grades K3-6 may wear tennis shoes.

Students should arrive and leave the property dressed according to the standard of our school.

In grades 7-12, after the third dress code offense in a quarter, a lunch detention will be given.

FINANCIAL POLICY

HCS partners with FACTS for all payments. A FACTS agreement is completed at the time of enrollment, and will be used to pay all school related costs. Payments will no longer be accepted in the office.

Tuition and Fees:

Re-enrollment Fee (returning students)

- *Paid by March 1: \$35*
- *Pay by May 1: \$70*
- *Paid after May 1: \$100*

Enrollment Fee (new students): \$50

FACTS Enrollment Fee: \$20-50

Textbooks (paid with first scheduled FACTS payment – September 6 or 20):

- *K4: \$100*
- *K5: \$150*
- *1-12: \$175*

Book fee(s) will be withdrawn with the first scheduled tuition payment.

Miscellaneous Fees:

- *Elementary Drama.....\$15*
- *FACS 7/8.....\$20*
- *FACS I.....\$20*
- *FACS II.....\$25*

- Family Life.....	\$20
- Field trip.....	varies by event
- High School Science fees:.....	\$25
- High School Drama.....	\$35
- Intramural sports.....	\$20
- Instrument rental.....	\$10/month
- Jr. High Sports (pay-to-play).....	\$35
- JV & Varsity Sports (pay-to-play).....	\$40
- Private tutoring.....	varies by student
- Senior Fees.....	varies by event
- Woodshop.....	varies by project

All miscellaneous fees will be applied to the FACTS account once enrolled for various classes, events, or sports. The payment date will be communicated through FACTS upon enrollment in the class or event.

Tuition:

Tuition payments are due on the fifth or twentieth of each month beginning in September. The due date is chosen in the FACTS agreement by the financially responsible party.

Tuition payments not collected on the agreed upon due date may result in financial suspension of the student until tuition is made current.

A \$20 fee will be assessed for any changes made to the FACTS account after the school year begins.

A 5% tuition discount will be applied to the FACTS account for K5-12th grade students if full year tuition is scheduled to be paid with the first available FACTS withdrawal (September 6) .

AM/PM Care:

AM Care (7:00AM-7:30AM) - \$2/child

PM Care (3:30PM-5:00PM) - \$2/half hour/child with a max of \$6/half hour/family.

Surcharge (after 5:00PM) - \$4/quarter hour/child

Charges will be added to the FACTS account monthly.

Late Fee:

A \$50 late fee will be assessed for any tuition payment returned to FACTS for non-payment.

Miscellaneous Charges

Lost School Materials:

Books not returned or damaged will be assessed a minimum of a \$50 fee. Higher fees will equal the cost of replacing more expensive books

The cost of any other school materials not returned will be assessed to the FACTS account.

Additional Payments:

Additional tuition payments can be paid by contacting FACTS directly at 866.441.4637

Past-due Tuition and fees:

All tuitions and fees must be collected before the release of any school records.

All past-due tuitions and fees must be collected before a student can start a new school year.

Referral Program:

A \$200 student referral credit will be applied to the referring family's FACTS account. The credit will be assessed if the referred student completes the school year. The referral credit will be applied to the final FACTS tuition payment. The referral credit is limited to three referred students per family. Families receiving scholarship funds do not qualify for this program.

For referring families who pay tuition in full, the credit will be given the following school year.

Early Withdrawal:

If a student is withdrawn or expelled from school, tuitions and fees will be owed for the entire semester, regardless of the date of withdrawal. Report cards, transcripts, and any other records will not be released until all tuition and fees have been paid in full.

Questions regarding tuition and fees may be addressed to the church Business Manager by emailing ronvankirk@clevelandbaptist.org.

HOMEWORK/INCOMPLETE ASSIGNMENTS

(Also see Attendance/Make-Up Work)

In grades 1-6, students **must** maintain a school-issued daily assignment planner.

In grades 7-12, students are *strongly encouraged* to maintain a daily assignment planner.

Homework assignments are due at the beginning of the class period. (Students will *not* be given to the end of the day to complete work.) If homework is unacceptable, it will be returned to the student and must be redone until it meets the acceptable level. When graded homework is not turned in at the beginning of the period, the following policy will be followed: 1 day late - 25 points from overall grade, 2 days late - 50 points from overall grade, 3 days late - 75 points from overall grade. If homework assignments are not turned in (after four days), they will be recorded as a 0%.

Homework will be kept to a minimum on Wednesdays due to the recognized importance of midweek church services. HCS strongly encourages family involvement in the midweek service.

All required elements (major projects such as term papers, book reports, etc.) must be completed before a final grade will be given in any subject. A major project will be lowered one letter grade for each day it is submitted late. **When a project is three days late (and each day thereafter) an in-school suspension will be given *for that class period only* until the project is completed.**

If a student is absent on the due date of any major project, the project must be **delivered to the school by noon**, or the late penalty will be imposed.

If a student does not complete his work by a specified deadline, he will fail the subject. (Individual consideration is given

to students who miss excessive days due to illness or injury.)

KINDERGARTEN 3, 4, 5

An applicant for kindergarten *3, 4, 5 must be the equivalent age* by September 30 of the enrolling year. Kindergarten is a full-day program. The daily schedule calls for a structured course of studies with nonacademics, designated free time, and an afternoon rest period. Each student is to bring a nap mat. **A change of clothing should be left in the classroom.** All articles should be labeled with the child's complete name.

The child's application, enrollment packet, immunization records, and birth certificate must be completed in factsmgmt.com before he can begin school. Copies of the birth certificate and immunization record can be made in the school office.

LOCKERS

HCS reserves the right to inspect any student's locker at any time. **Students are not to write on lockers or have non-HCS materials on the outside of their lockers.**

LUNCHES

Students may not leave the school premises during their lunch break. A lunch must be brought from home or purchased in the cafeteria (no ordering out for pizza, etc.).

Grades 7-12 may eat outdoors at picnic tables on designated days during warm weather (Juniors – Monday; Sophomores – Tuesday; Freshmen – Wednesday; Eighth – Thursday; Seventh - Friday. Seniors ONLY may eat at the picnic tables behind the school building Monday through Friday (weather permitting). **Area must be kept clean.**

Milk, orange juice, and orange drink are available to all students. Students in grades 7-12 may also use the pop machines.

Lunch orders will need to be ordered on your family portal in factsmgmt.com.

Refer to *Cafeteria Menu* for hot lunch schedule.

MEDICAL/HEALTH

Immunizations

According to the Ohio Revised Code, on the fifteenth day after school entrance, it is necessary to exclude from school all pupils who have not furnished documentation of having received the following immunizations:

Diphtheria, Tetanus, Pertussis: Kindergarten: 5 doses of DTaP, DTP, or DT, or any combination, if the fourth dose was administered prior to the 4th birthday Grades 1-12 3-4 doses of DTaP, DTP, DT or Td or any combination. **Grade seven:** 1 dose of Tdap or Td vaccine must be administered prior to entry.

Polio: Kindergarten: The final dose must have been administered on or after the 4th birthday regardless of the number of previous doses; a minimum of 4 doses if a combination of OPV and IPV. **Grades 1-12:** 4 doses if a combination of OPV or IPV was administered. 4 doses of all OPV or all IPV is required if the third dose of either vaccine was administered prior to the 4th birthday.

Hepatitis B: K-11: 3 doses of Hepatitis B. The second dose must be administered at least 28 days after the first dose. The

third dose must be given at least 16 weeks after the first dose and at least 8 weeks after the second dose. The last dose in the series (third or fourth dose), must not be administered before age 24 weeks.

Measles, Mumps, Rubella: K-12: 2 doses of MMR. Dose 1 must be administered on or after the first birthday. The second dose must be administered at least 28 days after dose 1.

Varicella: Kindergarten: 2 doses of varicella vaccine must be administered prior to entry. **Grade 1-4:** 1 dose of varicella vaccine must be administered on or after the first birthday

MCV4: Grades 7-10: 1 dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry.

A legal immunization exemption form must be on file if exemption from immunizations is taken.

Medications

Medication (both prescription and non-prescription) is administered to pupils only under the following condition: Medication is brought to school accompanied by the completed permission form "Authorization for Administration of Medication by School Personnel."

Students are not permitted to have any medication in their possession while on school grounds. (This includes over-the-counter medications such as aspirin, Tylenol, Midol, cough drops, etc.) If students are found to be carrying medication, it will be taken from them and parents will be contacted. *(However, students with inhalers and epi-pens should keep their medication in their possession).*

Screenings

The school nurse checks student health records throughout the year and periodically conducts vision and hearing screenings. If a problem is noted, parents are advised. School health services, however, are not intended to take the place of regularly-scheduled physician visits.

In the case of head lice, the child is sent home upon detection and is allowed back into school only after the school nurse has determined that the hair and scalp are nit-free.

OFF LIMITS

These areas are off limits to students unless permission is given by a teacher:

1. Church buildings and busses
2. Mechanical/electrical/custodial rooms
3. Book rooms and storage areas
4. Gymnasium and locker rooms
5. Basement
6. Kitchen *(church and school)*
7. Any classroom *or student locker* without permission
8. *Cars during school hours*
9. *Teacher's desks, cabinets, etc.*

Students may not play in the parking lot from 7:30 - 8:10 a.m. or from 3:10 - 3:30 p.m.

PASSES

Students in hallways during class time must obtain a hall pass.

If a student wishes to be excused from a study hall to work on a project in another room, he must secure permission from both teachers. Students may not disturb a teacher during class time to obtain a pass.

PHYSICAL EDUCATION

Students are required to participate in scheduled physical education classes. If a student is to be excused from P.E. for medical reasons, a note must be brought from his physician, school nurse, or parent. (In the case of an extended ailment, only a doctor's excuse will be accepted.)

The following uniform guidelines should be followed for students grades 5-12: Modest t-shirts (no worldly advertisements, no tank tops), loose-fitting knee length shorts, socks and non-marking tennis shoes.

In grades K5-4, students are not required to wear P.E. uniforms. However, girls should wear shorts to school under their school uniforms. (Shorts should be shorter than their skirts.)

SCHOOL CLOSINGS

Unscheduled school closings due to inclement weather will be announced using family portal parent text alert, on Cleveland area television stations and Facebook (hcs patriot). The media lists HCS as Heritage Christian - Brooklyn in Cuyahoga County

TAX CREDITS/VOUCHERS

Section H of Ohio minimum standards for non-chartered, non-tax supported schools stipulates as follows: "Pupils attending a non-chartered, non-tax supported school are not entitled to pupil transportation as provided pursuant to section 3327.01 of the Revised Code, and pupils attending a non-chartered, non-tax supported school are not entitled to auxiliary services as provided pursuant to section 3317.06 of the Revised Code."

BCSGO is a division of Buckeye Christian School Organization. A Scholarship Granting Organization (SGO) is a non-profit 501(c) (3) organization that receives contributions from donors and grants educational scholarships to eligible students in Ohio. Individuals and entities that contribute to SGOs participating in the program can receive a tax credit. The SGO program was enacted in 2021 as part of Ohio House Bill 1 10. Your gift to the SGO is tax deductible on your federal income tax return. You may donate directly or through a pass-through entity to the SGO to be eligible for the tax credit. Donors can designate their donation to one or more BCSO member schools or to the general fund for all schools. <https://ohiosgo.org/for-parents/>

TRANSPORTATION

The state speed limit is 15 mph in a parking lot. Please abide by the speed limit and drive slowly and carefully.

Student Drivers

Student cars are to be parked in designated spaces. Driving privileges will be revoked if a student drives unsafely. Students may not go to their cars during school hours without permission.

Traffic Flow and Parking

Drivers approaching from the south should enter the property at the south drive. Drivers approaching from the north should enter at the traffic light (staying on the right side of the driveway), then proceed across the front of the church complex to the south drive (alongside the main auditorium). All vehicles exit via the north drive at the traffic light.

In the morning, students may be dropped off at the courtyard entrance. If parents will be parking their vehicle to enter the building, they should park between the school building and the bus garage. A staff member is assigned to outside duty before and after school each day. Drivers should cooperate with him to ensure students' safety.

VISITORS

Former students and other visitors are welcome to attend chapel services. All visitors must come to the office to sign in. The badge must be returned to the office before leaving the building. **Items to be delivered to a student should be brought to the office rather than taken directly to the classroom.**

ATHLETIC/EXTRA CURRICULAR HANDBOOK

Individual Eligibility Requirements

All athletes must be registered at HCS before they may participate in any practices or games.

All athletes must have an annual physical examination. A copy of the medical form and the screening certificate must be on file in the Athletic Director's office before the first practice.

Pay-to-play fees will be taken from your FACTS account.

In order to participate in practices or games, the athlete must be in attendance at least seven periods of the nine period day. An exception will be an approved medical appointment; in which case, the student must present a doctor's excuse to the office. An in-school suspension counts as an absence.

In soccer and volleyball: two or more tardies or absences on the day following a game will result in a one-game suspension. In basketball: three or more tardies or absences on the day following a game will result in a one-game suspension.

If athletes are to be dismissed early from school for a game, tests or quizzes must be taken before the scheduled departure time unless advance arrangements have been made with the teacher(s) for an alternate time.

If the return time for an away game is later than 10:00 p.m. on a school night (Monday – Thursday only), homework assignments given that day may be turned in one day late.

At the coach's discretion, any athlete who misses a regularly scheduled practice or game without notifying the coach in advance will receive a one-game suspension. Two unexcused absences may result in suspension from the team for the duration of the sport.

An athlete who receives two after-school detentions in one week (Monday – Friday) will be benched for the next scheduled game (not a game played on the same day the detention is issued). All athletes are required to serve detentions on the assigned day regardless of whether or not it is a game day. A student will not be permitted to play on the day of a game if he/she fails to serve the assigned detention. The student is responsible for his/her own transportation to the game.

Any athlete who exhibits an improper attitude (such as insubordination, trash talking, taunting, obscene gestures, or swearing) toward a referee, coach, player, or spectator will be immediately benched. The length of time will be determined by the nature and severity of the offense.

An athlete who has been dismissed from a team for any reason must have approval from the Athletic Director before trying out for any other HCS athletic teams in the future.

All athletes will travel to and from practices and games with the team. Special permission from the coach must be obtained to depart from this rule.

To be eligible for interscholastic sports, a student must comply with the following:

All athletes' grades must be maintained at a proper level. Athletes must have no failures and not more than one "D" for all subjects.

a. Student athletes in grades 8-12 that were on the HCS Principal's or Honor Roll for the previous quarter will not be checked until the next report cards. Note: for fall sports, the fourth quarter of the previous school year will be used.

b. Student athletes in grades 8-12 that were on the HCS Merit Roll for the previous quarter will not be checked until the mid-term progress report. Failing this grade check will result in two-week grade checks, until the next report card. Note: for fall sports, the fourth quarter of the previous school year will be used

c. All other student athletes, including all those in grade 7 and all transfer students who have not yet received an HCS report card, will be subject to grade checks at two-week intervals.

Failure to achieve the HCS grade standard on any two-week grade check will result in the following:

First offense: the student athlete will not be permitted to participate in any games (including tournaments) and cannot attend any games except for those on a Friday until the passing of the subsequent grade check. Student athletes attend the game on the team bench. The athlete is still expected to participate in practice.

Second and third offense: the student athlete will not be permitted to participate in any games (including tournaments) and cannot attend any games except for those on a Friday until the passing of the subsequent grade check. Student athletes attend the game on the team bench. The athlete is NOT to participate in any practices.

Fourth offense: the student will be dismissed from the sport.

In addition, all student athletes must stay current with classroom assignments. Incomplete work at any two-week interval will result in an immediate suspension from any subsequent games until the work is completed. The student athlete is required to secure a note from the teacher and deliver it to the Athletic Director to restore eligibility.

HIGH SCHOOL SHOES

YES!

- Dress shoes (properly laced and tied, cleaned and polished)
- Solid color or two-tone "Sperry" styled boat shoes in brown, black or blue
- Boys' dress ankle boots

NO!

- Canvas (Sanuk)
- Athletic styles (e.g. white trim around sole of shoe- Birkenstocks, Vans, Converse, Nike, Adidas and Keds)
- Tennis shoes*
- Moccasins or slippers
- Open toe or open back shoes (clogs, sandals, etc.)
- No boots in the classroom

BOYS

GIRLS



*K4-6th grade tennis shoes are acceptable for both boys and girls



YES!

- Sharp, conservative, masculine look
- Clean-shaven
- Neat, conventional haircuts
- White dress shirt (only plain white t-shirt under)
- Khaki, black or navy pants
- Tucked in shirt



NO!

- Cargo pants
- Corduroy pants
- Dyed, tinted or bleached hair
- Beards or mustaches
- No jean-style pants (no patch pockets with visible outside stitching)
- No skinny legged pants



Cargo pants



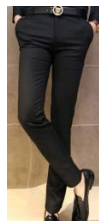
Bleached hair



Jean-style



Patch pockets



Skinny pants



Girls

YES!

- Fresh, wholesome, feminine appearance
- Modesty is the key (I Timothy 2:9)
- Knees covered in grades 4-12 (use the “kneel” test – when kneeling, the skirt should touch the floor without bending forward)*
- Moderate jewelry
- Solid color tights or socks
- Tucked in shirt



NO!

- Ankle bracelets
- Black or glittery makeup
- Body piercings or tattoos (no ear cuffs – earrings in ear lobes only, and only two piercings)



Ankle bracelets



Black or glittery makeup



Ear cuffs/piercings



*In kindergarten through grade 3, skirts may be no more than two inches above the bottom of the knee.

Sweaters/Sweatshirts/Jackets

YES!	NO
<ul style="list-style-type: none"> • <u>Solid</u> red, white or blue sweater • Red or navy HCS sweatshirt or jacket • HCS jacket through the sports department 	<ul style="list-style-type: none"> • No hoodies (no hooded sweatshirts even when purchased through the sports department) • No patterns
	
	

ADDITIONAL UNIFORM OPTIONS FOR GIRLS

You can also purchase uniform skirts from Lands' End on-line (in addition to the School Belles option). Use the below information for making the correct purchase of the specific skirt that would be similar to what is purchased from School Belles.

<https://www.landsend.com/shop/school-uniforms/-/N-g54>

Enter item #527963AK0 in search bar – Click on school uniform plaid pleated skirt below the knee – Choose classic navy large plaid – choose size.

Enter item #528011BP8 in search bar – Click on school uniform solid box pleat skirt below the knee – Choose navy or khaki – choose size.

Enter item #527959AK4 in search bar - Click on school uniform plaid jumper below the knee - choose classic navy large plaid - choose size

These are the only options to purchase from Lands' End.

