



HERITAGE CHRISTIAN SCHOOL

PARENT-STUDENT HANDBOOK



For Elementary Families Kindergarten - Grade 5

2107 6th Street SW; Canton, OH 44706

Main Office: 330-452-8271 Secondary Office: 330-452-0671 Fax: 330-452-0672
www.HeritageChristianSchool.org email: offices@heritagechristianschool.org

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INTRODUCTION

Heritage Christian School is a school that serves people who love Jesus Christ as Lord. We believe in the death, burial and resurrection of Christ for our salvation by grace alone through faith. It is expected that students attending Heritage will learn to live a Christian life with observable Christian characteristics. Heritage Christian School is nondenominational. No distinctive doctrine of any individual church or denomination is taught; however, many theological points of view are discussed as an integral part of the educational process. The primary focus of Heritage Christian School is that all courses are taught from a Christ-centered perspective rather than a humanistic man-centered view. As such, Scripture is the final authority in all that is taught. Students are given the opportunity to accept Jesus as their personal Savior during the school year. Personal commitment to Jesus Christ is encouraged because we believe that it is a spiritual need in every student's life.

CHARTER STATUS

Heritage Christian School is an independent, nondenominational, nonpublic, Christian school directed by a Board of Education elected by the membership of the Association. The school is chartered and accredited by the State of Ohio Department of Education for kindergarten through grade twelve and is a member of the Association of Christian Schools International (ACSI). All teachers are certified by the State of Ohio.

DAILY SCHEDULE & ATTENDANCE INFORMATION

ADMISSIONS:

Heritage Christian School recruits and admits students of any race, color, or ethnic origin to all the rights, privileges, programs, and activities. In addition, the school will not discriminate on the basis of race, color, or ethnic origin in administration of its educational policies, scholarships/loans/fee waivers/educational programs, and athletics/extracurricular activities. In addition, the school is not intended to be an alternative to a court or an administrative agency order.

The intent of Heritage Christian School is to provide the best training that can be given through classroom instruction. In keeping with this intention, the following admission guidelines have been adopted:

- Readiness is the main criteria for admission to any grade. General achievement should not be more than three months below grade placement. Any exceptions may be considered for probationary status.
- Age: Kindergarten children must be five years old by September 30. (Exceptions may be granted with proper documentation.)
- Older students who have developed contempt for the Christian way of life or who express unwillingness to be in a Christian school should not be admitted. It is desired that students in the secondary school attend by their own volition and choice.
- Court cases should be given the test of time to prove the sincerity and depth of their reformation before being admitted.

- Emotionally disturbed children, students with special needs, or those who are physically disabled should not be admitted if, in the judgment of the principal, the school lacks sufficient programs to meet the child's needs.
- Parents of enrollees must sign the Parents' Pledge of Acceptance.

DAILY SCHEDULE:

7:45 (1 ST warning bell)	Grades 6-12 report to class
7:55 (2 nd warning bell)	Grades K-5 report to class
8:00 (tardy bell)	School day begins K-12
8:01 – 10:30	Tardy (Students are not considered tardy if their bus is late.)
10:30	Elem. students arriving after 10:30 are considered absent ½ day
1:30	Elem. students leaving before 1:30 are considered absent ½ day
3:15	Grades K-5 dismissal
3:15	Grades 6-12 dismissal

ALL ELEMENTARY students arriving between 6:30 a.m. – 7:30 a.m. are to go to the “Super Room.” Breakfast begins at 7:45 am in the class room. Parent drop-off should be between 7:30am and 7:45am if breakfast is needed. All others (not needing breakfast) will report to the auditorium. The tardy bell rings at 8:00 a.m. All students should be in their seats at this time.

STUDENT ARRIVAL/DEPARTURE:

“NO PARKING” SIGNS are posted by the City of Canton on 6th Street and Harrison Avenue. This is a BUS ZONE and must not be blocked by vehicles between the hours of 7:30 a.m. and 4 p.m. weekdays. Do not use this area to drop off or pick of students.

K-5 students being picked up at the Greenfield Street entrance are to wait in the back of the auditorium until their ride has arrived. The monitor at Greenfield will call the auditorium when their ride has arrived. Parents are to drop off or pick up students at the Greenfield entrance only. Parking is not permitted on 6th Street or Harrison Avenue because of buses loading and unloading.

Any cars parked or “waiting” on Greenfield must be parked diagonally facing the park OR be moving through the pick- up lane along the right side of Greenfield (sidewalk side). Parents are asked to be prompt in picking up their children and to exit promptly to free up the parking spaces.

At 3:30 p.m., the monitor will take ALL elementary students who have not been picked up to the Super Room where they will be signed in. Parents will pick them up there. There is an additional fee for this service. Any secondary student who is to supervise their elementary sibling(s) after school must have a signed AFTER SCHOOL RELEASE form on file in the office. Any exceptions need to be submitted in writing and approved by the Principal.

The building, grounds, and front steps close to 6th – 12th grade students at 3:45 p.m., unless a student is involved in a school-sponsored, supervised after-school activity. Students must be picked up no later than 3:45. Due to safety and liability issues, secondary students will NOT be permitted to loiter on campus after 3:45.

DISMISSAL DURING THE SCHOOL DAY:

When it becomes necessary for the parent to take a student out of class for doctor appointments or other reasons during the school day, release of the student must be made through the office. A written request, email or phone call from the student's parent or guardian is required. In the event that a student must be picked up without prior warning, please expect and plan for extended waiting times to release the student

For elementary students, the parent or guardian must report to the Greenfield Street Security Booth when picking up a child.

- Early dismissal notes must include the **reasons for leaving**.
- Early dismissals can be accepted by phone for emergencies only.
- The school will not release a student without a legitimate reason given.

Students will not be permitted to use school phones to arrange for early dismissals except in case of illness during the school day, school initiated schedule changes, emergencies, or extreme weather conditions. If returning to school the same day, students must sign back in using the record book in the office.

TRANSPORTATION:

Canton City, Canton Local (Canton South area), Jackson, Louisville, North Canton, Perry, and Plain Local school districts provide free bus transportation for our students. Some school districts within a thirty-minute driving time to Heritage will reimburse parents a small portion of their expenses for student transportation. It is the responsibility of the parents to contact their

school district regarding transportation and/or reimbursement including obtaining all necessary forms.

EXTENDED DAY PROGRAM (SUPER ROOM):

The Super Room is a service of supervision for children (Pre-school – 5th grade) directed by our Preschool. It is open from 6:30 a.m. – 7:30 a.m. before school and from 3:30 p.m. – 5:30 p.m. after school. The direct phone number is 330-452-3523. *Completed paperwork must be on file. Completed paperwork consists of an Enrollment Application and Emergency Medical Authorization form.*

If a child is in the Super Room both a.m. and p.m., the times of that day will be added together. Bills will be sent out every other week. Payments are to be made to Heritage Christian School and are to be given to your child’s classroom teacher.

Evening pick up is at 5:30 p.m. For every five minutes late after 5:30 p.m., parents will be charged a \$7.00 penalty fee (e.g., 10 minutes late at 5:40 p.m. equals a \$14.00 penalty fee).

Super Room consequences for misbehavior:

Offense 1 – Warning

Offense 2 – Sit out 10 minutes

Offense 3 – Sit out 15 minutes; parents notified

Offense 4 – Sit out 15 minutes; parent conference

Offense 5 – Suspended from Super Room program for 1 week

*Continual offenders will be referred to the school administration for further disciplinary action.

EMERGENCY CLOSING:

School closings because of severe weather, treacherous roads, and/or building problems will be announced over local television and radio stations. Closing information will also be posted on our school website (www.heritagechristianschool.org), the Repository (www.cantonrep.com), and other media websites where school closings are provided by iAlert.

An announcement will be made stating a closing for Heritage Christian School. This includes all of Heritage Pre-kindergarten through 12th grade.

ATTENDANCE POLICY:

Parents are to call the school office whenever it becomes necessary for their student(s) to be absent from school. **All calls should be made by 9:00 a.m. to the appropriate office.**

Elementary office is 330-452-8271, Option 1. Students who have been absent are required to bring a **signed written excuse the following day to their teacher (K-5) or the Main Office (6-12).**

TARDINESS AND TRUANCY:

Tardiness is any student arrival after the tardy bell (8:00 a.m.) or student late to a class. Students are considered tardy if they are not in their assigned seat when the bell rings. Truancy is any unauthorized absence from school.

Students who arrive after the tardy bell (8:00 a.m.) **must** report to the school office before going to class. The office will classify all tardiness excused or unexcused.

EXCUSED AND UNEXCUSED ABSENCES:

At Heritage Christian School, regular attendance is important. Problems in the areas of attendance and tardiness can lead to difficulties academically and also within a classroom's daily structure. Therefore, we see regular attendance as a positive factor that develops habits of punctuality, self-discipline, and responsibility. Pupils who attend class regularly generally achieve higher grades and enjoy school more. Even though a student may make up the actual work missed because of absences, he or she may never be able to replace the social, educational, spiritual, and cultural contact, which are received only through actual classroom attendance and participation.

ABSENCE LIMITS:

Students in grades K-5 absent thirty days or more may be retained to repeat the grade level.

MISSED WORK (vacation policy)

Planned absences (short trips, family vacation, etc.) must be pre-approved at least two weeks in advance through the Principal's Office. Parents must fill out a "Planned Absence Form" that will be given to the teacher. The teacher will arrange for work to be sent home. ALL work is due when the student returns to school.

All work must also be made up for periods of unplanned absences from regular classes. The amount of time allowed for make-up is generally equal to the number of days the student was absent (i.e., 2 days absent = 2 days to make up the work).

CHAPEL AND ASSEMBLIES:

Weekly chapels are provided for all students. This is a special time for encouragement, worship, and praise. Students participate and are actively involved in these weekly chapel services. Elementary Chapel services are Thursdays at 9:15am.

ACADEMICS

GRADING SCALE:

Grades 1-12 are assigned using the following scale:

Numeric Grade Range: Equivalent Letter Grade:

100-99	A+
98-95	A
94-92	A
91-90	B+
89-86	B
85-83	B-
82-81	C+
80-77	C
76-74	C-
73-72	D+
71-68	D
67-65	D-
64-0	F

RENWEB GRADE REPORTS:

RenWeb is the online grading book that is used in K-12th grades for record keeping and reporting. Parents will be given online access codes at the beginning of each school year that allows them to check their student's grades online at any time.

There will be a mid-term grade check (as noted on the master calendar) each quarter at which point parents should check all current grades and address concerns as needed. Printed report cards are issued at the completion of each nine weeks. **Final report cards will be mailed to parents.** Report cards will not be released to families until any outstanding fees, including tuition, are paid.

TESTING:

Each Spring, students in grades K-2 take the TerraNova standardized achievement tests. Students in grades 3-8 take the State Tests.

PARENT-TEACHER CONFERENCES:

Parent/Teacher Conferences are scheduled after the end of the first grading period and again in the spring. Parent-Teacher conferences are necessary for all students for a successful school year. Parents who have a concern at any time during the year are encouraged to make an appointment with the teacher.

STUDENT RETENTION:

A Kindergarten student may be retained if he or she has not mastered the basics in numbers, sounds for reading, readiness skills, or has not matured socially or emotionally. In order to be retained in grades one or two, many factors are considered. It is important to note that a failing grade in reading is sufficient for retention. In grade three, a student who fails two major subjects should repeat the grade unless he or she has been previously retained (see major subjects below). In grades four and five, a student who fails two major or a major and a minor may be retained. Students who show academic deficiencies that will impede future progress will be considered for retention. Parents of students to be retained will be notified as early as possible.

MAJOR SUBJECTS: Reading, Math, and English

MINOR SUBJECTS: Social Studies, Science, Spelling, and Bible

SPECIAL SUBJECTS: Handwriting, Health, Art, Music, and Physical Education

BEHAVIOR & DISCIPLINE

BEHAVIOR EXPECTATIONS AND DISCIPLINE PROCEDURES:

Enrollment at Heritage Christian School is a privilege; therefore, certain disciplinary measures are necessary for the welfare of each student. Teachers and staff are responsible for enforcing school and classroom regulations in a manner consistent with Christian principles.

It's our belief that in our classrooms, no student has the right to interrupt the learning process. Proper discipline develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people. The basic school rules are listed below:

- Follow directions the first time they are given.
- Keep hands, feet, and objects to yourself.
- Keep the building clean. Do not litter or abuse school property.
- Talk quietly.
- No running in the halls.
- No name-calling or teasing.
- No cell phone use permitted during school hours.

BEHAVIOR IN THE HALLS:

Students are asked to be courteous at all times and to keep to the right when moving in the halls. No lower elementary student is to be alone in the halls. An adult or a student partner must accompany lower elementary students. When elementary classes are traveling in the halls, they are to travel in single file, stay together, and be quiet. Do not skip or jump steps when using the stairways.

CLASSROOM PROCEDURES:

A copy of the elementary classroom procedures and policies will be given to each family in grades K-5.

DISCIPLINE POLICY (Grades K-5): Updated 2015

Your behavior is a reflection of you. To show respect for your teacher and others in authority over you is showing respect for God. (Romans 13:7) School-wide and classroom discipline is necessary to ensure

your safety and the best possible learning environment. You are, at all times, responsible for your own behavior.

Possible forms of discipline may include any of the following:

Recess Detention

After School Detention (5th grade only)

In School Suspension (ISS)

Out of School Suspension (OSS)

Discipline Room (ISS and recess detention)

Expulsion

Minor Offenses:

The following types of behaviors may result in a warning or recess detention:

- Not following directions
- Unauthorized talking
- Inappropriate laughing
- Nuisance items/toys
- Hallway violations (running, not in line, talking, etc.)

*This is not an exhaustive list.

Medium Offenses:

The following types of behaviors may result in recess detention, after school detention, or Discipline room (ISS):

- Multiple minor offenses
- Teasing/put downs
- Throwing objects that pose a safety hazard
- Deceitful behavior
- Being in undesignated areas
- Missing homework
- Misuse of materials

*This is not an exhaustive list.

Major Offenses:

The following types of behaviors may result in Discipline room (ISS), OSS, or expulsion (depending upon severity and frequency):

- Multiple medium offenses
- Profanity/Obscenities/Racial slurs/inappropriate gestures
- Fighting/assault
- Refusing to work
- Derogatory notes/pictures
- Insubordination/arguing with teacher
- Plagiarism
- Forgery/falsification
- Vandalism
- Bullying/intimidation
- Stealing
- Spitting
- Pulling fire alarm/false alarms
- Possession of weapons
- Leaving school grounds
- Sexual harassment

*This is not an exhaustive list.

*A behavior contract may follow depending on the severity and frequency of offenses.

*Severe or repeated violations may result in referral to the Board of Education for expulsion.

*Authorities will be notified when laws have been violated. Students may be subject to citation or other legal consequences.

CONDUCT CODE (GRADES 5-12):

In order to develop and maintain a distinctive Christian atmosphere and quality educational program, Heritage has established the following personal conduct code for all students who enroll and attend Heritage Christian School. It is required that all students in grades 5-12 will sign and abide by these conduct requirements as outlined in our student conduct code.

Students that are in violation of the student conduct code may be disciplined as follows:

First offense – suspension or expulsion

Second offense – expulsion from the school

The student will not be readmitted until it can be proven that he or she desires to follow all of the standards of Heritage Christian School.

As a Christian school, we do not tolerate immoral acts or the use of alcohol or illegal drugs by students. In the event of suspicious behavior, we may give a drug/alcohol test. Parents will be notified prior to testing. Suspicious behavior qualifies as

- A change in personality, grades or attendance
- Physical signs of intoxication (i.e., slurred speech, dilated pupils, etc.)
- Attendance at events where drugs are common
- Reports by other students or adults of a student's use
- Reports that a student is bragging of drug use
- The student smelling of drugs or drug smoke

Students testing positive will pay for the test and administration; students testing negative will incur no cost. Refusal to be tested could result in expulsion.

DISCIPLINARY PROBATION:

Students may be placed on Disciplinary Probation if they do not respond positively to the school's disciplinary code or following a second out-of-school suspension during the school year. Students placed on Disciplinary Probation must improve their behavior or be dismissed from the school.

A student who is placed on Disciplinary Probation at any time during the school year is disqualified from taking part in all extracurricular activities for a period of time to be determined by the principal.

SUSPENSION:

If an **in-school** suspension is given, credit for make-up assignments will be given and the student must keep up with the class assignments. Major tests may be taken with a monitor. If no monitor is available tests should be made up at the end of suspension.

If **out-of-school** suspension is given for a period of one day to two weeks, the guidance coordinator or the principal will make up a general schedule in accordance with the regular academic schedule of classes. The student is required to abide by all school policies. Students are expected to keep up with all class assignments. Make-up work is required except in the case of a test or major project, which is at the discretion of the teacher. Credit cannot be earned in out-of-school situations. This can greatly affect a student grade. Students may not attend any extra-curricular activities during suspension.

EXPULSION:

Expulsion of a student will be for the remainder of the school year in which the violation(s) took place.

SEXUAL HARASSMENT, ABUSE, OR MISCONDUCT:

The Board of Education recognizes the rights to an environment free of sexual harassment, abuse, or misconduct. Offensive speech and conduct are wholly inappropriate at Heritage Christian School. Sexual harassment, abuse, or misconduct includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contacts of a sexual or abuse nature. These conditions apply to both students and employees of the school.

Sexual harassment, abuse, or misconduct of a student by a student is strictly forbidden and could be grounds for expulsion. Any student exposed to sexual harassment, abuse, or misconduct by a student or office/administrative employee or teacher.

DRESS CODE

K-12 Dress Code (Updated 2016)

To replace pages 16-18 in the Secondary Handbook and pages 12-16 in the Elementary Handbook.

Uniform Shirts/Tops: (color scheme: red, black, white)

1. Polo shirts will be red, black and white with the HCS logo. Purchased from French Toast Uniform Company at Frenchtoast.com, using code QS44RRN. (No other polo shirts are acceptable)
2. Plain red, black or white dress shirts or blouses purchased at a retailer of your choice.
3. Winter wear may include the following: zip up hoodies, pull-over hoodies, v-neck sweaters, crew neck sweaters, cardigan sweaters or light fleece jackets. Acceptable colors are plain, red, black and white. A small brand logo (no larger than baseball sized) is acceptable. These items may be purchased at a retailer or your choice.
4. No stripes, shapes, words or pictures on any clothing of any kind. No rips or tears. Shirts must be long enough to cover mid-riff. Shirts may not display logos, mascots or names of other schools. Long sleeve shirts stacked under polo shirts must be in the red, white and black color scheme.
5. Shirts must be modest in fit. If the material has to stretch to fit, it's too tight, move up a size.
6. Chapel days are: Monday for Secondary and Thursday for Elementary. On chapel days' students must wear HCS polo shirts or dress shirts. No spirit wear, hoodies or sweatshirts may be worn on chapel days.

7. Spirit wear may be purchased from the principal's office and may be worn on any day except chapel days.
8. Coats and winter wear are not permitted to be worn during the school day.

Uniform pants/shorts/skirts: (Black or khaki only)

1. Families have two options for dress code bottoms:
 - a. **French Toast**, go to Frenchtoast.com and use code QS44RRN, for any pants, shorts, shirts or skirts under the Heritage dress code pages may be purchased.
 - b. **JcPenney: Elementary** may use IZOD from JcPenney, must be boot cut pants or bermuda shorts. **Secondary** may use ARIZONA from JcPenney. Girls must be Arizona, Schoolgirl Twill Boot cut pants or bermuda shorts. Boys must be Arizona Original Straight, Flex Chino pants or Bermuda shorts. **No cargo pants, jogger pants or shorts permitted at any time.**
 - c. Only bottoms purchased from these two companies will be acceptable uniform wear.
 - d. Pants/shorts and skirts must be modest and loose in fit. You should be able to easily pull some fabric away from your leg. If your pants are stretching across your legs and back side, they are too tight, move up a size. Shorts and skirts should be pop can length when kneeling. No shorts on chapel days with the exception of extreme weather days when the principal may allow shorts. Pants must be secured at the waist. No sagging or falling. No rips, tears or stains. Shorts may be worn from August through October and April through June.

Socks, Shoes and Tights/Leggings:

1. Elementary shoes must be close-toed, any tennis shoes or dress shoes or boots are acceptable. No sandals, flip-flops or high heels. Secondary may wear the shoes of their choice. Sandals must have a back strap. No flip-flops. No high-heeled, over the knee boots.
2. Socks must be red, black or white.
3. Leggings and Tights may be worn under a skirt. The skirt must be pop-can length when kneeling. Leggings and Tights must be red, black or white. Leggings are not permitted as uniform pants.

Jewelry: Piercings are limited to ears only. Only female students are permitted to wear earrings.

Tattoos: No inappropriate tattoos. If tattoos are deemed inappropriate for either content or art, students will be asked to keep them covered at all times.

Hair: Hair must be neat and clean. Sideburns are permitted but must be at the earlobe and neatly trimmed. Male students may have a neatly trimmed moustache but no other facial hair.

Students must be clean shaven each day. No extreme or unnatural hair coloring or dying. (Extreme is defined as a color that does not naturally occur. It may not be your natural color, but it must be a natural color.) No extreme styles that are a distraction to the school day. No spikes, mohawks or fauxhawks. Braids, cornrow, locks and dreads must be neatly groomed and pulled back with a hair tie or rubber band. Male students must have hair out of the eyes and above the ear lobe, off of the collar. Hats are to be removed when entering the building.

Please note: No dress code list is entirely exhaustive. Dress with modesty and good discretion. If you are uncertain about any item, it is always best to bring it in to school for permission and clarification before wearing it. Ignorance is not an excuse for breaking dress code. School administration has the authority to decide what is and is not appropriate. Guidelines may be adapted as need arises.

This modesty and good discretion rule applies at all school events, inside and outside. This includes sporting events and homecoming and prom dances. It would also include any fundraisers that students are out in the community participating with.

Friday Spirit/Jeans days: On Fridays students may wear jeans if they bring \$1. The dollar goes to the junior class fundraiser. Jeans must be clean, with no tears, frays, rips or words. They must be solid, blue or black denim. No skinny jeans permitted. No sagging or falling jeans. Jean shorts are also permitted on Fridays; they must be pop can length when kneeling. The same rules apply for “Box-top Jean Days.”

POLICIES AND PROCEDURES

BUS (RULES AND DISCIPLINARY PROCEDURES):

On all bus systems, students will be disciplined as if they were in the classroom. Students being transported are under the authority of the driver. Cases of misbehavior will be referred to the principal for disciplinary measures. Continued misconduct may result in the loss of transportation privileges. Students are encouraged to be at the bus stop five (5) minutes before departure. Also, students are to keep off the private property of residents while waiting for the bus and after unloading.

The rules and consequences are as follows:

- Follow the driver’s directions the first time they are given.
- Keep hands, feet, and objects to yourself and inside the bus.
- Stay seated.
- Keep the noise level low. Use ear buds or head phones with electronic devices.
- No teasing, name-calling, or profanity.
- No eating or drinking on the bus.

Disciplinary Procedures:

Offense 1: Warning (written from bus driver, phone call to parents).

Offense 2: Suspension for 3 days (phone call).

Offense 3: Suspension for 1 week (phone call).

*Additional offenses will require additional consequences including loss of bus privileges.

CAFETERIA SERVICES:

The cafeteria provides wholesome lunches each day for those students who wish to buy their lunch. The daily cost for a hot lunch is kept as reasonable as possible. Students in grades 4-5

may purchase an extra entrée. Students in grades K-3 are not permitted to bring food that requires the use of a microwave.

CAFETERIA RULES:

- When the lights are off, everyone is quiet.
- All food and trash is to be PLACED in the trash receptacles.
- The monitors will dismiss tables.
- Permission is needed to leave the cafeteria.
- Good manners are expected. No inappropriate behavior.
- Elementary students are to remain in their seats during lunch.

CANDY & GUM:

No gum is permitted anywhere during school hours. Candy and other food or drink is not permitted except in the cafeteria during the lunch period. Eating candy or other food outside of designated times or locations will result in disciplinary action. Students in K-5 are not permitted to use the vending machines during school hours unless their teacher grants permission.

COMPUTER AND NETWORK USE POLICY:

Network and Internet access is a privilege, not a right. Inappropriate use will result in the revocation of a student's computer privileges.

- 1 Students will not use the school network to access email, gaming sites, or social media websites or services (such as Facebook, Twitter, Myspace, etc.).
- 2 Website access is limited to education purposes, as directed by a faculty member.
- 3 Student users will not download files from the Internet, nor upload files, unless supervised by a faculty member.
- 4 Students will not log in to any system using another person's user name and password.
- 5 Users will not load software, games, files, or any other media onto the school's computers.
- 6 Students will not tamper with the school's computer hardware, wiring, or network equipment. This includes altering the basic settings on a school computer, changing the settings or options of an operating system, or attempting to access networking devices or wireless access points.
- 7 Students cannot connect their personal laptops, handheld devices, smart phones, or other electronic equipment to the school's network unless approved by an administrator. When such approval is granted, school IT personnel will configure the devices for access.
- 8 Users will not create, transmit, or receive any materials of a defamatory, abusive, profane, or offensive nature.

- 9 Financial transactions of any kind are prohibited over the school network.
- 10 Students will not attempt to bypass the school's content filtering system.

DAMAGED OR LOST MATERIALS:

A charge will be assessed for material, books, and equipment that have been damaged or lost. The following fines may be charged for K-5th grade students:

- Book that is lost, water-soaked, or has pages torn out and/or missing – Replacement cost of the book
- Book with pages torn but still there – Cost to be determined based on damage
- Book defaced by pen, pencil, etc. – Cost to be determined based on damage
- Book that is generally mistreated, dirty, etc. – Cost to be determined based on damage
- K-5 Folder replaced - \$2.00
- Assignment notebook replaced - \$5.00

FIELD TRIPS:

At certain times during the year, teachers plan field trips that will enhance a particular lesson or topic being studied. Each student must take home a field trip permission slip to be signed by the parents and return it by the day of school prior to the trip, or the date determined by the teacher. Students who do not return signed permission slips will be required to remain at the school. Phone calls cannot take the place of written permission.

LIBRARY & READING ROOM:

General information:

- All books must be signed out at the checkout desk.
- Books may be checked out for one week. Fines for overdue books are five cents per school day. Fines accumulate until the book is returned, and report cards are held until fines are cleared.
- Students who lose a library book will be charged the cost of replacing the book.
- The library staff will be happy to assist in locating materials for research. Students are encouraged to ask for assistance.

The library is not to be used as an area for socializing. The following policies must be observed:

- Projects/papers may be printed at a cost to students (\$.10 per black and white, \$.25 per color sheet).
- Defacing furniture or books will require payment for damage or replacement. Students will be referred to their principal for additional disciplinary action.
- A quiet atmosphere conducive to study must be maintained at all times.
- A library card will be issued to all students and there will be a replacement fee of \$1.00 for lost cards.

Ben Carson Reading Room:

The Ben Carson Reading Room was established in 2013 through the Carson Scholars Fund. The room was created to be a “space where students can read in an inviting, quiet and secure atmosphere. The program encourages “independent extracurricular reading” (Ben Carson Reading Room Manual). The room is a privilege; students are expected to treat it as such. The posted rules must be followed, and students must be supervised while the room is in use.

LOCKERS:

Lockers are assigned at the beginning of the school year. No student may use a different locker unless authorized by the principal. Each student is responsible for keeping his/her assigned lockers clean both inside and outside. Any locker malfunctions should be reported to the office. Students are cautioned not to keep money or other valuables in their unlocked lockers.

LOST AND FOUND:

All students’ belongings need to be labeled. Elementary students who have lost an item may visit the Main Office to ask if it has been found. Articles that remain unclaimed for one grading period will be donated to a charitable organization.

PERSONAL ELECTRONICS & CELL PHONES:

iPods/mp3 players, CD players, tablets, personal computers, electronic games, and any other personal electronic devices are not to be used during school hours without teacher permission. Any use of Heritage’s internet on personal devices must be approved through school IT personnel.

HCS realizes that cell phones have become a part of daily life. Cell phones are to be in the student’s locker from the time of arrival until the bell rings at 3:15. Students are not permitted to use their cell phones during the school day. Any necessary phone calls can be made, with permission, through the office. If cell phones are seen or used during the day, they will be taken and placed in the office.

PLAYGROUND RULES:

- No playing of dangerous games (tackling, pushing, tripping).
- Play only in designated areas.
- Line up when the whistle is blown three times.

SAFETY DRILLS:

Fire, lock-down, tornado drills, etc. are held at irregular intervals throughout the school year. There are instructions posted in each classroom indicating how to respond to each type of drill. During drills, students must walk and remain orderly, and there must be NO TALKING. Move efficiently and quietly to designated areas.

SCHOOL PICTURES:

Pictures of all students will be taken during the fall and spring of each year and will be used for the yearbook and student records. Students may order a packet of pictures either or both times. Payment instructions will come home with students.

TELEPHONE USE:

Generally, students in K-5 will not be permitted to use the school phone during school hours. Only emergency calls will be made by the school office for critical situations such as illness, injury, or missing the bus. A student receiving a call will be called out of class only in case of an emergency. Normally, phone calls for students will be handled before school, during study hall, during lunch, or after school.

TEXTBOOKS:

All basic textbooks are loaned to students for use during the school year while the student pays for other supplies. Textbooks are to be kept clean and handled carefully. STUDENTS ARE EXPECTED TO HAVE BOOK COVERS ON ALL BOOKS. The student's name and grade must be written on the book label in case the book is misplaced. Payment must be made to cover the cost of lost or damaged books.

TRANSFERS/WITHDRAWAL:

Any parent/guardian that withdraws a student(s) from school anytime before the end of the academic year needs to follow these procedures:

- 1 Parents should make an appointment with the appropriate principal to discuss the reasons for the transfer or withdrawal. At this time the date will be determined.
- 2 If a withdrawal or transfer is determined then the Withdrawal/Transfer Form must be completed by the parent and principal and placed in the student's file.
- 3 All class work must be up to date. Textbooks are to be checked in with the classroom teacher on the last day of attendance.
- 4 All fees and tuition payments must be current before any student's academic records may be released and transferred to another school. Please refer to the "Financial" section of the Parent/Student Handbook for specific details. Students

that attended one day or more any month will owe for that full month's tuition.
(per Board Policy).

VISITATION (PARENTS):

All visitors must sign-in with photo ID at the security booth. As visitors, parents are requested to call and pre-register in the office. Conferences with teachers should be prearranged through the appropriate office. Out of fairness to both students and teachers, do not use class time for impromptu conferences.

VISITATION (STUDENTS & ALUMNI):

HCS welcomes our Alumni "home" when they are in the area. Visits by current elementary and secondary age students are limited to those students who anticipate enrolling at Heritage in the near future. Arrangements for such visits should be made by parents with the appropriate office as far in advance as possible and must have prior approval from the principals.

Upon arrival to school, all visitors must obtain a visitor's badge from the Security Booth. This badge is to be worn through the school day and returned at the end of the visit. After check-in with the Main Office, visitors will be directed to the appropriate office or classroom.

MEDICAL INFORMATION

MEDICAL STAFF:

A certified school nurse serves Heritage Christian weekly (schedule varies). The nursing staff does health screenings that are mandated by the State of Ohio, records pertinent information, completes reports dealing with health/medical issues, and confers with parents, physicians, and staff, as needed, to assure that each student is at school in his/her optimum level of health.

MEDICAL INFORMATION:

A medical/social history needs to be completed by parents (guardians) of all new students. Medical information for **all** students should be put on the emergency medical form. If a new or changed medical condition/medication occurs after school begins, please notify the school nurse/office. This is for the benefit of each student and also helps the staff to understand each student and the implications within the classroom.

MEDICAL GUIDELINES & IMMUNIZATIONS:

According to the Ohio Revised Code, Section 3313.671, regarding immunizations: “Each student is required to present proof in writing that they have received or are in the process of receiving proper immunizations again”:

*See The Ohio Immunization Summary for details and requirements. If there is an objection to immunizations, either for medical or religious reasons, you must submit this in writing. Medical exemptions should be signed by a physician and religious objections by a parent.

Proof of immunizations, birth certificate and custody papers, if applicable, must also be presented at the time of registration.

General health information:

- 1 Any communicable disease, such as head lice, ringworm, chickenpox, etc. should be reported to the school. If a child has live lice in his or her hair, the parent of the child will be asked to take the child home and follow treatment instructions.
- 2 All food and environmental allergies and special health needs should be brought to the attention of the school nurse and a plan of care established between the parent, physician, and staff.
- 3 When a child becomes ill at school, the parent/guardian is contacted.
- 4 To return to school after an illness, a child should have been fever-free for 24 hours, or as indicated on our Communicable Disease Chart, located in the nurses office.
- 5 Rule 3301-37-04 of the Ohio Administration Code specifies the requirements for administering any Prescription or nonprescription medication to children:
 - The principal and trained designees are all authorized to administer the medication at school when deemed necessary. Two forms, which are available in the Student Handbook, the school office or from any physician in Stark County, must be completed:
 - A Licensed Prescriber’s Order for Prescribed Oral Medication – A written order from a licensed prescriber detailing the name of the drug, dosage and the time interval the medication is to be taken.
 - Parent’s Authorization to Give Medication – A written permission from the parent or guardian.
 - Medication must be brought to school by the parent in the original labeled container and given to the school nurse/office.
 - Liquid medication shall be the responsibility of the parent and will be administered only at the principal’s discretion.
 - Heritage Christian School shall provide secure, lockable storage facilities.
 - The employee responsible for administering the medication shall keep a daily record.

INHALERS/ASHTMA OR EPIPEN SEVERE REACTIONS:

If it is necessary for a student in grades K-12 to carry his/her inhaler/epipen with him/her while at school, the Licensed Prescriber for Prescribed Oral Medication must be completed by a licensed prescriber, with a notification under special instruction that it is necessary that the student carry the inhaler/epipen at all times. For the asthmatic student who carries an inhaler the Self Medication for Asthma Inhaler form, School Asthma Record form, Inhaler Procedure form and Parent Authorization form (all obtained from nurse in Clinic) need to be completed by a parent. If the epipen is to be carried with students during school hours, the school must also receive a backup (second) epipen to be used when needed and as instructed and should call 911 immediately upon epipen administration.

HEALTH SCREENING:

The school nurse or speech pathologist will conduct the following screenings during the school year:

- Vision: Grades PS, K, 1, 3, 5, 7, 9, new students, and by referral
- Hearing: Grades PS, K, 1, 3, 5, 9, new students, and referrals
- Speech/Language: Grades PS, K, 1, 2, 3, new students, parent & teacher referrals
- Scoliosis: Grades 5, 6, 7, 8
- Dental: Grades, PS, K, 1, 3, 5, 7, 9, new students or by referral
- Blood Pressure: By request and by referral
- Height/Weight: Grades PS, K, 1, 3, 5, 7, 9, new student
- Pediculosis: Grades K-5 by referral or as needed
(Head Lice)

NONPARTICIPATION IN PHYSICAL EDUCATION:

If for some reason a child is unable to participate in physical education class, a note from the parent is required. For periods longer than 2 weeks, a note from the physician should be obtained.

FINANCIAL

TUITION PAYMENT:

See current tuition schedule available from the Main Office.

Tuition may be paid in one of two ways:

OPTION 1: Entire annual tuition paid in advance. **A discount is available if the annual tuition is paid by July 15.**

OPTION 2: Tuition may be paid in **10, 11, or 12** equal monthly payments beginning July through June. Heritage Christian utilizes the services of FACTS, a tuition management service.

Tuition payments are due on the 1st, 5th or 20th day of each month. Payments not received by the due date shall be subject to a **missed payment fee** by FACTS, in addition to a **late fee of \$30.00 to HCS. Late fees will not be waived.** Report cards will be held if required tuition payments or other fees are not current.

IF TWO (2) CHECKS ARE RETURNED “NSF” (non-sufficient funds) IN A SCHOOL YEAR, PAYMENTS FOR THE REMAINDER OF THE SCHOOL YEAR MUST BE PAID IN CASH OR BY MONEY ORDER.

In the event that a student withdraws from school before the end of the month, semester, or school year, tuition will be charged or refunded accordingly. Students having attended one day or more of any month will owe the full month’s tuition.

Tuition payments not made on time may result in notification of student(s) suspension. Parents must make payment before the account is forty-five days overdue or the **child(ren) may be suspended from classes.** Failure of parents to respond satisfactorily will result in automatic suspension of students from classes. After suspension, if parents elect to reinstate students they must pay their past due amount. **Senior students’ tuition must be current in order to receive a diploma.**

If the parents have responded to original notification and have arranged a payment schedule that is satisfactory to the Administrator, then their account may exceed forty-five days past due provided that the payment schedule agreed upon does result in regular payments. However, should a payment not be made upon the new due date, then the student(s) shall immediately be suspended and not be allowed to resume classes until the past due amount and current month are paid.

Activity Fee

Parents are expected to pay the activity fee of \$300. This fee covers all expenses such as field trips, special events and yearbooks for all students. Please refer to your admissions packet for a full list of activities and payment methods.

Immunization Summary for School Attendance Ohio

VACCINES	<i>FALL 2016</i> IMMUNIZATIONS FOR SCHOOL ATTENDANCE
DTaP/DT Tdap/Td Diphtheria, Tetanus, Pertussis	<u>K</u> Four (4) or more of DTaP or DT, or any combination. If all four doses were given before the 4 th birthday, a fifth (5) dose is required. If the fourth dose was administered at least six months after the third dose, and on or after the 4 th birthday, a fifth (5) dose is not required.* <u>1-12</u> Four (4) or more of DTaP or DT, or any combination. Three doses of Td or a combination of Td and Tdap is the minimum acceptable for children age seven (7) and up. <u>Grades 7-12</u> One (1) dose of Tdap vaccine must be administered prior to entry.**
POLIO	<u>K-6</u> Three (3) or more doses of IPV. The FINAL dose must be administered on or after the 4 th birthday regardless of the number of previous doses. If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.*** <u>Grades 7-12</u> Three (3) or more doses of IPV or OPV. If the third dose of either series was received prior to the fourth birthday, a fourth (4) dose is required; If a combination of OPV and IPV was received, four (4) doses of either vaccine are required.
MMR Measles, Mumps, Rubella	<u>K-12</u> Two (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.
HEP B Hepatitis B	<u>K-12</u> Three (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.
Varicella (Chickenpox)	<u>K-6</u> Two (2) doses of varicella vaccine must be administered prior to entry. Dose 1 must be administered on or after the first birthday. The second dose should be administered at least three (3) months after dose one (1); however, if the second dose is administered at least 28 days after first dose, it is considered valid. <u>Grades 7-10</u> One (1) dose of varicella vaccine must be administered on or after the first birthday.
MCV4 Meningococcal	<u>Grade 7</u> One (1) dose of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry <u>Grade 12</u> Two (2) doses of meningococcal (serogroup A, C, W, and Y) vaccine must be administered prior to entry****

NOTES:

- Vaccine should be administered according to the most recent version of the *Recommended Immunization Schedules for Persons Aged 0 Through 18 Years* or the *Catch-up Immunization Schedule for Persons Aged 4 Months Through 18 Years Who Start Late or Who Are More Than 1 Month Behind*, as published by the Advisory Committee on Immunization Practices. Schedules are available for print or download at <http://www.cdc.gov/vaccines/recs/schedules/default.htm>.
- Vaccine doses administered ≤ 4 days before the minimum interval or age are valid (grace period). Doses administered ≥ 5 days earlier than the minimum interval or age are not valid doses and should be repeated as age-appropriate. If MMR and Varicella are not given on the same day, the doses must be separated by at least 28 days with no grace period.
- For additional information please refer to the Ohio Revised Code 3313.67 and 3313.671 for School Attendance and the ODH Director's Journal Entry (available at www.odh.ohio.gov, Immunization: Required Vaccines for Childcare and School). These documents list required and recommended immunizations and indicate exemptions to immunizations.
- Please contact the Ohio Department of Health Immunization Program at (800) 282-0546 or (614) 466-4643 with questions or concerns.

*Recommended DTaP or DT minimum intervals for kindergarten students four (4) weeks between doses 1-2 and 2-3; six (6) month minimum intervals between doses 3-4 and 4-5. If a fifth dose is administered prior to the 4th birthday, a sixth dose is recommended but not required.

** Pupils who received one dose of Tdap as part of the initial series are not required to receive another dose. For students in 12th grade, one dose of Td (Tetanus and diphtheria) is acceptable. Tdap can be given regardless of the interval since the last Tetanus or diphtheria- toxoid containing vaccine. DTaP given to patients age 7 or older can be counted as valid for the one-time Tdap dose.

*** The final polio dose in the IPV series must be administered at age 4 or older with at least six months between the final and previous dose.

**** Recommended MCV4 minimum interval of at least eight (8) weeks between dose one (1) and dose two (2). If the first (1st) dose of MCV4 was administered on or after the 16th birthday, a second (2nd) dose is not required. If a pupil is in 12th grade and is 15 years of age or younger, only 1 dose is required. Currently there are no school entry requirements for meningococcal B vaccine.