

# HERITAGE CHRISTIAN SCHOOL



*"United in One Faith, One Hope, One Heritage"*

## PARENT/STUDENT HANDBOOK



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## **LETTER FROM THE ADMINISTRATOR**

Dear Heritage Christian School parents and students,

This parent/student handbook is intended to be a communication of many things about Heritage Christian School. It is as thorough as we can be, but might not answer all of your questions. If something is not addressed in this book, and you have a question, please call the school office for answers or clarification.

The staff and faculty of Heritage Christian School are thankful for the opportunity to work with you in the instruction of God's children to His glory. When we speak about the school or school events, may we be known as those who speak the truth in love (Ephesians 4:15), and may our words be for the strengthening of the body of Christ (I Corinthians 12).

\*All Scripture references in this document are taken from the KJV.

## **HISTORY OF HERITAGE CHRISTIAN SCHOOL**

Heritage Christian School opened for instruction in 1985. Organizers shared a passion that a Christian School be established to help them educate their children in the service of their Creator. Since 1985, Heritage has grown in many ways. We have grown in numbers – families, students, and staff. We have grown in opportunities – curricular and extracurricular. We have grown in our knowledge of HOW to teach – because of the ways that our staff members desire to grow and to help each other grow. We have grown in our love for the Lord and for Christian education.

The original school building was located at 4900 40th Avenue in Hudsonville, Michigan.

In November of 2014, by the grace of God, Heritage Christian School purchased our current building at 6340 Autumn Drive in Hudsonville. We began the school year here in August of 2015. Although we continue to experience the necessity of expansion, this location is serving our needs well.

## **MISSION STATEMENT**

In obedience to God's instruction that we teach our children "the fear of the Lord" (Psalm 34:11), and in response to our covenant vows at baptism, the parents and fellow believers have established Heritage Christian School.

The instruction our children receive at Heritage Christian School will be a Christ-centered education of high academic quality based on the Holy Scriptures and the Reformed Confessions (Heidelberg Catechism, Belgic Confession, Canons of Dordrecht). This instruction will be given in an atmosphere of mutual respect and cooperation between parents, students, and teachers. Our sensitive and compassionate teachers will guide the children in order that they may develop their talents to the best of their ability.

The goal of Christian education is that our children will view all of the subjects taught through the "spectacles" of the Holy Scriptures, and that through this instruction the students will increase in their knowledge of God. Through the Holy Spirit working in the lives of our children, this knowledge of God will evidence itself in a living faith as our children learn to apply what they have learned to all aspects of their lives in service to God (II Timothy 3:16, 17).

## **STATEMENT OF PURPOSE**

The purpose of Heritage Christian School is to provide for and give to our young people regular weekday instruction which is in agreement with our Statement of Faith, and which is necessary if they, as children of God's covenant, are to occupy their places worthily in all spheres of life.

## **GOALS**

Teachers and parents work side-by-side in this endeavor, teaching all academic materials in the light of the Holy Scriptures. Our goal is that our students will use the Word to interpret all of their learning. We also teach them to demonstrate a love for God and for their neighbor in all they do (Matthew 12:29-31). Our prayer is that they may learn to be responsible servants here on earth and seek after knowledge and understanding.

Our academic goals are important as well. Our dedicated staff plans and executes lessons of high academic quality and seeks to meet the learning needs of all of the students in the class. Specific academic goals for our students include that they become:

### Knowledgeable Learners

1. Students understand the Bible as the infallibly inspired Word of God and their rule for faith and living (I Timothy 3:16, I Corinthians 2:12-13). Therefore, our children will view all subjects in the light of Holy Scripture.
2. Students will increase in their knowledge of God, their neighbor, and themselves.

### Complex Thinkers

1. Students will be able to evaluate and integrate all information using God's Word as the standard.
2. Students will be able to discern God's wisdom from man's wisdom (James 3:13-18).

### Collaborative Contributors

1. Students will recognize and use their God-given abilities and gifts for the benefit of the Kingdom of God (I Peter 4:10).
2. Students will evaluate and manage their own behavior while working individually and in groups.

### Effective Communicators

1. Students will be able to witness in words and deeds to their neighbors that their life is God-centered (Matthew 5:16).
2. Students will be able to take in and synthesize information to effectively communicate to others in speech and writing.

### Quality Producers

1. As responsible stewards of God's personal gifts to them, students will analyze a task and use resources to create a quality product (Colossians 3:23, 24).
2. Students will apply their knowledge in all areas, decisions, and facets of their lives showing the fruit of the Spirit in all that they do.

## **STATEMENT OF FAITH**

The supreme standard of Heritage Christian School shall be the Scriptures of the Old and New Testament, herein confessed to be the infallibly inspired written Word of God; the doctrine of which is contained in the Heidelberg Catechism, the Canons of Dordrecht, and the Netherlands, or Belgic Confession. These form the basis for administration, instruction, and discipline in the school.

Acknowledging that these Scriptures in instructing us of God, ourselves, and God's creation contain certain basic principles, which are authoritative and relevant for education, we hold that:

- A. Our Sovereign, Triune, Covenant God has from eternity chosen, and in time, forms a people unto Himself, that they may stand in covenant relationship to Him and live in praise, friendship, and loving service in all spheres of life in the midst of a sinful world (I Peter 2:9, Ephesians 1:4, 5).
- B. The Christ proclaimed in the Scriptures is the Redeemer and Renewer of all our life, including our teaching and learning. Accordingly, in a school that seeks to provide Christian education, it is not sufficient that

religion be a separate subject in the curriculum, but the Word of God must be the basis of the entire educational program.

- C. The authority of educating children resides in the parents or guardians of the children, and not in the state or the church. Parents, however, may exercise this authority through those who can competently carry out this God-given parental right (Mark 10:14-16, Deuteronomy 11:19).
- D. God's covenant is not only for individual believers, but encompasses their families as well. He made His gospel promise to Abraham, the "father of believers," and fulfilled that promise in sending Christ, the Redeemer of sinners, in order that "the blessing of Abraham might come" upon those nations through their believing in Christ (Gal. 3:8,9,14). Understanding that the family is ordained by God and its structure must then be maintained according to biblical principles, we believe that marriage is between a man and a woman alone, who are thus entrusted as husband and wife with the calling to raise their children in "the fear of the Lord" (Genesis 2:18-24, Psalm 34:11).
- E. Since God's covenant promises extend to these children, and to all who keep His covenant, they are not then neutral concerning Christ, but belong to Him and are to be educated in the way of covenant faith and loyalty. Christian parents, when exercising the authority for education their children, shall do it through those institutions which seek to provide a truly Christian education for the students. The training of covenant children in the school, as well as in the home and in the church, must serve to prepare them to follow their life-long calling to reveal the glory of their God in a life lived from the principle of Regeneration by Grace (Ephesians 2:8-10, John 10:25-30).
- F. Within a community made up of covenant families, Christian parents and teachers must talk to one another in a Godly manner when dealing with conflict and sin between their children and students. In as much as possible, resolution of these conflicts should be addressed in the way of Matthew 18 so that unity of the body prevails (Ephesians 4:1-16), and private sins can be dealt within a private manner.

## **STATEMENT ON GENDER, MARRIAGE, AND SEXUALITY**

We believe that all matters of faith and conduct must be evaluated on the basis of Holy Scripture, which is our infallible guide (II Timothy 3:16-17, II Peter 1:19-21, Belgic Confession Art. 7). Since the Holy Bible speaks to the creation of human beings by God as male and female (Genesis 1:26-27, Genesis 2:18-25), as well as to the nature of human beings and their sexuality, it is imperative that we correctly understand and articulate what the Bible teaches on these matters. The form for the confirmation of marriage before the church properly summarizes the teaching of Scripture regarding the institution of marriage, the behavior in marriage by both spouses, and the lifelong nature of marriage. This form contains the long-standing position of our denomination and our congregations.

Based on Holy Scripture (KJV) and the Reformed Confessions, both major and minor:

We believe that God wonderfully and immutably creates each person as male or female before birth biologically (Genesis 1:26-27). Rejection of one's biological sex is a rejection of the rule and wisdom of God the Creator. Consequently, we must affirm our biological sex and refrain from all attempts to change, alter, or disagree with our predominate biological sex, including, but not limited to, elective sex-reassignment, transvestite, transgender, or non-binary "genderqueer" acts or conduct (Genesis 1:26-28, Romans 1:26-32, I Corinthians 6:9-11).

We believe that God created an order to human sexuality for the lifelong, exclusive, comprehensive, and conjugal "one flesh" union of man and woman, intrinsically ordered to procreation and biological family, and in furtherance of the moral, spiritual, and public good of binding father, mother, and children. Consequently, we must affirm the sexual complementarity of man and woman and flee any and all same-sex sexual attractions and refrain from all same-sex sexual acts or conduct, which are intrinsically disordered and forbidden by the Bible and the Reformed Confessions (Genesis 1:27, Genesis 2:24, Matthew 19:4-6, Mark 10:5-9, Romans 1:26-27, I Corinthians 6:9-11, Ephesians 5:25-28, Revelation 19:7-9, Revelation 21:2, Heidelberg Catechism Q.A. 89).

We believe that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive, one-flesh union for life, as delineated in Scripture (Genesis 2:18-25, Matthew 19:6).

We believe that God commands sexual intimacy to occur only between a man and a woman who are married to each other (I Corinthians 6:18; 7:2-5, Hebrews 13:4).

We believe that God has commanded that no sexual activity be engaged in outside of a marriage between a man and a woman (Exodus 20:14, Heidelberg Catechism LD 41, Galatians 5:19).

We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God (Matthew 15:18-20, I Corinthians 6:9-10).

We believe that divorce is unbiblical except for adultery, and even then not always advisable (Matthew 19:3-12).

We believe that remarriage of divorced persons is unbiblical as the bond of marriage is breakable only by death (Matthew 5:32, Luke 16-18, Mark 10:11, 12, Matthew 19:9, Romans 7:1-3). For this reason, remarried parents may not enroll their children in school.

We believe that God grants redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ (Acts 3:19-21, Romans 10:9-10, I Corinthians 6:9-11).

We believe that every person must be dealt with in a manner becoming the commands of Christ – with kindness and respect (Mark 12:28-31, Luke 6:31). Hateful and harassing behaviors are to be repudiated and are a manner of dealing with others not in accord with Scripture nor condoned by Heritage Christian School. Speaking truthfully in the aforesaid manner about things hard to be heard, such as biblically defined sin and the need for repentance and conversion, is not a manifestation of hatred but of love (II Samuel 12:7-9, John 8:4-11).

We believe that in order to preserve the function and integrity of Heritage Christian School as a representation of a local body of Christ, and to provide a biblical example to the community, it is imperative that all persons employed by Heritage Christian School in any capacity, or who serve as volunteers, and all who desire to be Society members, agree to and abide by this statement on Gender, Marriage, and Sexuality (Matthew 5:16, Philippians 2:14-16, I Thessalonians 5:22).

## **CHILD PROTECTION POLICY (Updated September 2020)**

The instruction our children receive at Heritage Christian School will be a Christ-centered education of high academic quality based on the Holy Scriptures and the Reformed Confessions. Sensitive and compassionate teachers will guide the children in order that they may develop their talents to the best of their ability.

The school is committed to providing a safe and secure environment for our students. To fulfill these commitments, we have adopted the following procedures.

### **1. Definitions from Michigan State Law**

- a. “Child” means a person under 18 years of age.
- b. “Child abuse” means harm or threatened harm to a child’s health or welfare by a person responsible for the child’s health or welfare which occurs through non-accidental physical or mental injury, sexual abuse, or maltreatment.
- c. “Child neglect” means harm to a child’s health or welfare by a person responsible for the child’s health or welfare which occurs through negligent treatment, including the failure to provide adequate food, clothing, shelter, or medical care.

### **2. Staff Procedures**

- a. The teachers and staff should watch for any signs of child abuse or neglect.
  - i. Common indications of child abuse:

1. Changes in behavior-excessive crying, extreme mood swings, withdrawal
  2. Wincing or pulling away when being touched
  3. Nightmares, bed wetting, fear of going to bed
  4. Demonstrating unusual interest in sexual matters, or acting out inappropriate sexual activity
  5. Fear of being left alone
  6. Regression to infantile behavior
- ii. Common indications of physical abuse:
1. Cigarette burns (usually small circular burns)
  2. Central facial bruises-i.e. face, lips, gums, or mouth
  3. Bruises located on buttocks, back, genitals, or back of legs
  4. Immersion wounds – a clear line where a child was dipped into hot liquid
  5. Rope burns – usually found around ankles, legs, neck, or arms
  6. Bald patches on the head (usually from pulling out hair)
  7. Child usually wears heavy clothing to conceal bruises
  8. Child does not have a normal response to pain
- b. If child abuse or neglect is suspected, report the suspicions to the School Administrator. You will be required to write up your report for future reference.
  - c. If you observe or suspect that abuse has taken place, or if a student confides in you of having been abused or neglected, only relate this information to the Administrator. Do not tell any students! Do not push the student for too many details or quiz extensively. Leave this to professionals so you don't put ideas into his or her mind.
  - d. If the suspected abuse involves one or more staff members, that staff member(s) shall be placed on Administrative leave immediately and removed from student contact until a determination is made of the legitimacy of the concern.
  - e. Students' records and applications shall be kept confidential. The student's file shall only be accessed jointly by the Administrator and Assistant Administrator, or authorized government / health officials.

### **3. Reporting Procedures**

- a. The Teacher or Administrator shall make an oral report within 8 hours to Child Abuse Reporting Hotline state wide 24/7 (800-942-4357). If abuse has occurred between a staff person and a student, the proper school administrator will be notified immediately.
- b. Within 72 hours a written report shall be made to Child Protective Services. The written report shall contain the name of the child and a description of the reason for the suspected abuse or neglect. If possible, the report shall contain the names and addresses of the child's parents/guardian, or the persons with whom the child resides, the child's age, and other information which might establish the cause of abuse or neglect and the manner in which it occurred.

### **4. If Staff-to-student Abuse or Inappropriate Contact is Alleged**

- a. Any allegation of abuse will be taken seriously and will be investigated by Heritage Christian School.
- b. All staff who are the subject of this investigation will be removed from contact with students, with pay, pending completion of the investigation.
- c. If allegation is substantiated, the employment or volunteer status will be terminated and Heritage's Board of Directors will determine whether legal counsel should be sought for the protection of the school in this situation.

### **5. Employee / Volunteer Screen Procedures**

- a. All candidates, including all employees and volunteers, will complete an application to be reviewed by the School Administrator and to be locked in a file cabinet or other secure location.
- b. If the individual appears to be an appropriate candidate for the position, at least two references will be checked to confirm that the information on the application was correct.
- c. All employees, coaches, and volunteers of the school will be subject to a criminal background check through a state law enforcement agency or other provider of such services.

- d. When indicated by references and/or background checks, candidates who pose a threat to others, or have a prior history of physical or sexual abuse directed against another person, will be removed immediately from consideration anywhere within the organization.

## **6. Supervision**

In all supervision of students there shall be at least two screened, unrelated adults present. This accountability is to occur not only during school hours but also at every school function, program, or extra-curricular activity involving students.

When the Two Adult Rule cannot be supported, at least three individuals (at least one being an adult employee or volunteer) must be present. This is commonly referred to as the "Rule of Three." The goal being that no one adult should ever be alone with one child or youth. The age and capacity of the children being supervised should be taken into consideration when utilizing the Rule of Three. It may not be appropriate for one screened adult to be with two toddlers as there would be no accountability regarding the adult's actions. Similarly, one screened adult should not be alone with a youth volunteer and a very young child as there would be no accountability regarding the interactions between the adult and youth volunteer. Children must be at least five years old when considering the Rule of Three, with the Two Adult Rule being preferred for younger children.

## **7. Work Restrictions**

School staff should avoid the appearance of impropriety.

## **8. Student Pickup Policy**

Staff is to release students in their care only to parents, guardians, or persons specifically authorized to pick up the student.

## **9. Discipline**

- a. Staff may never spank, hit, grab, shake or otherwise physically discipline any student. Physical restraint should only be used in a situation where it is necessary to prevent an individual from physically harming himself or another student.
- b. Disciplinary problems should immediately be reported to the Administrator or to the parent or guardian.

## **10. Annual Review**

Each year, the school's policies will be reviewed and signed by all school employees and volunteers. Any changes to policies will be communicated to all employees and volunteers.

# **ABUSE POLICY (Updated September, 2020)**

The purpose of this policy is to ensure a safe environment for all Heritage Christian School employees, volunteers, and students so as to allow them to attend school free from subjection to offensive physical or verbal abuse of any nature including but not limited to sexual abuse. Any abuse of others will not be tolerated.

## **1. General Policy Statements**

- a. All employees, volunteers, and students are expected to conduct themselves with respect for the dignity of others.
- b. In all supervision of students there shall be at least two screened, unrelated adults present. This accountability is to occur not only during school hours but also extends to every school function, program, or extra-curricular activity involving students. When the Two Adult Rule cannot be supported, at least three individuals (at least one being an adult employee or volunteer) must be present. This is commonly referred to as the "Rule of Three." The goal being that no one adult should ever be alone with one child or youth. The age and capacity of the children being supervised should be taken into consideration when utilizing the Rule of Three. It may not be appropriate for one screened adult to be with two toddlers as there would be no accountability regarding the adult's actions. Similarly, one screened adult should not be alone with a youth volunteer and a very young child as there would be no accountability regarding the interactions between the adult and youth volunteer. Children must be at least five years old when considering the Rule of Three, with the Two Adult Rule being preferred for younger children.

- c. We do not condone or allow any abuse of others by teachers, administrators, support staff, volunteers, coaches, or students.
- d. Any person who believes he or she has been abused or has knowledge of abuse should report it immediately to an adult not involved in the abuse following the guidelines listed below to ensure appropriate handling of the situation.
- e. Reports of abuse and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report against a person who may be unjustly accused.
- f. Any person who is determined to have committed abuse of any sort will be subject to disciplinary action including the possibility of employment termination (for staff members) or expulsion (for students).
- g. If the abuse is determined to be of a criminal nature, HCS Board will report to other organizations or parties who must be made aware of this abuse.

## **2. Definitions and Indicators**

- a. Physical abuse - Physical abuse is the non-accidental infliction of physical injury. Abuse might be characterized by injury, such as bruises, lesions and fractures that result from hitting (hand, stick, strap, or other object), punching, shaking, kicking, beating, choking, burning (with open flame or hot objects – boiling water, cigarettes), throwing, stabbing or otherwise harming a child. Physical abuse indicators include, but are not limited to:
  - i. Has unexplained burns, bites, bruises, broken bones, black eyes, or welts in the shape of an object (wire hanger, stick, belt, etc).
  - ii. Has fading bruises or other noticeable marks.
  - iii. Seems frightened of certain adults.
  - iv. Flinches or cowers at the approach of adults.
- b. Sexual abuse - Any sexual behavior with or sexual exploitation of a child. This includes but is not limited to rape, molestation, distribution or production or possession of child pornography.
  - i. Child sexual abuse includes a wide range of behaviors, including, but not limited to:
    - 1. Rape: vaginal or anal penile penetration.
    - 2. Oral sex by or to any adult.
    - 3. Genital contact with no intrusion.
    - 4. Fondling of a child's breasts or buttocks.
    - 5. Indecent exposure.
    - 6. Production, distribution or possession of child pornography.
    - 7. Sexual Exploitation: Use of a child in prostitution or pornography.
  - ii. Some signs of sexual child abuse include, but are not limited to:
    - 1. Inappropriate interest in or knowledge of sexual acts.
    - 2. Seductive behavior by a child.
    - 3. Avoidance of things related to sexuality or rejection of one's own genitals or body.
    - 4. Over-compliance or excessive aggression.
    - 5. Fear of a particular person or family member.
    - 6. Uninhibited behavior
- c. Emotional abuse (aka: verbal abuse, mental abuse, and psychological maltreatment) - Emotional child abuse is any attitude, behavior, or failure to act that interferes with a child's mental health or social development. A repeated pattern of caregiver behavior or extreme incident(s) that convey to children that they are worthless, flawed, unloved, unwanted, endangered, or only of value in meeting another's needs.
  - i. Emotional abuse is illustrated by:
    - 1. Belittling, rejecting, ridiculing, blaming, scape-goating, bullying.
    - 2. Terrorizing, threatening violence or fearful conditions.
    - 3. Isolating, confinement, restricting the child from social interactions, etc.
    - 4. Exploiting or corrupting.
    - 5. Denying the child an emotional response.
    - 6. Deliberately not talking to a child for an extended amount of time.

- ii. Indicators include, but are not limited to:
  - 1. Shows extremes in behavior - overly compliant or demanding behavior, extreme passivity, or aggression.
  - 2. Is either inappropriately adult (e.g. parenting other children, their own parent, care-giver or siblings) or inappropriately infantile. (e.g. frequently rocking or head-banging).
  - 3. Is delayed in physical or emotional development.
  - 4. Has attempted or threatened suicide.
  - 5. Reports a lack of attachment to the parent or teacher.

### **3. Reporting Policy and Procedures**

Any person who believes he/she may have been the victim of abuse or any person who has knowledge of misconduct which may constitute abuse of another covered by this Policy should report the alleged act(s). The report should be submitted to any adult, parent or teacher. The school encourages the reporting party or complainant to report to the school Administrator.

- a. Employees and volunteers of Heritage Christian School are mandated reporters. Thus, when a credible allegation of abuse is brought to the attention of any HCS employee or volunteer, this allegation must be shared with the authorities. Guidelines for doing this are on the Michigan Department of Health and Human Services website ([www.michigan.gov/mdhhs](http://www.michigan.gov/mdhhs)) as well as published in notebooks in the HCS Teacher's Lounge.
- b. Following this verbal report to MDHHS, a report should also be made to the school Administrator. In the event the Administrator is the alleged, this report should be made to the Board President.
- c. If the alleged abuse is NOT of a criminal or sexual nature, the Administrator and Assistant Administrator shall form an investigation committee to investigate the allegation with the Administrator serving as chair. In the case of an allegation or conflict of interest with either the Administrator or Assistant Administrator, the Board President and Vice President will appoint the committee. The committee shall interview the complaining party. The committee shall notify the accused. They shall also inform parents of children alleged to be involved.
- d. All allegations will be reported to the Education Committee as soon as possible.
- e. The investigating committee, with consultation with the Board President, will attempt to determine expeditiously if the allegations can be resolved internally or if a formal investigation is more appropriate. Any disagreement between the investigating committee and the Board President on the disposition of an allegation will be referred to the Education Committee of the Board for resolution by that committee.
- f. The investigating committee will review the investigation, and in consultation with the Board President, will determine the appropriate course of action. Disagreements between the investigating committee and Board President on the action to be taken will be referred to the Education Committee for resolution.

### **4. Reprisal**

The school Administrator or the Education Committee will discipline or take appropriate action against any employee, volunteer, or student who retaliates against any person who reports alleged abuse, any person who testifies, assists or participates in an investigation, or any person who testifies, assists or participates in a proceeding or hearing related to such abuse. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Such retaliation shall be deemed a violation of this Policy and subject the person engaged in retaliation to the range of penalties listed in this Policy up to or including suspension or termination.

### **5. False Reports**

Anyone filing a false report shall be deemed in violation of this Policy and subject the false reporter to the range of penalties listed in this Policy.

### **6. Staff education**

- a. This policy will be reviewed by the Education Committee yearly.
- b. This policy will be reviewed and signed by all employees, coaches, and volunteers yearly.

- c. As outlined in our hiring procedures, we will continue to screen and background check all employees, coaches, and volunteers.
- d. We will conduct yearly inspections of the building to ensure that all physical spaces are maintained and organized in a way that protects students from abuse.

**7. HCS Restricted Access Policy**

Those convicted of or who have confessed to criminal sexual conduct have restricted access to all HCS property to the fullest extent permitted by law. All appointments must be approved by the HCS Board prior to the visit occurring. The HCS Board reserves the right to ban any person from the private property of HCS. A list of all persons meeting this criteria for restricted access will be stored in the Administrator's office. The administrator and assistant-administrator have access to this list. Communications to staff of persons on the list will be addressed on a case-by-case basis.

**HARASSMENT POLICY (Updated September, 2020)**

The purpose of this policy is to ensure a safe environment for all Heritage Christian School employees, volunteers, and students so as to allow them to attend school free from intimidation, humiliation, insult or subjection to offensive physical or verbal harassment. Any harassment of others will not be tolerated.

**1. General Policy Statements**

- a. All school employees, volunteers, and students are expected to conduct themselves with respect for the dignity of others.
- b. In all supervision of students there shall be at least two screened, unrelated adults present. This accountability is to occur not only during school hours but also at every school function, program, or extra-curricular activity involving students. When the Two Adult Rule cannot be supported, at least three individuals (at least one being an adult employee or volunteer) must be present. This is commonly referred to as the "Rule of Three." The goal being that no one adult should ever be alone with one child or youth. The age and capacity of the children being supervised should be taken into consideration when utilizing the Rule of Three. It may not be appropriate for one screened adult to be with two toddlers as there would be no accountability regarding the adult's actions. Similarly, one screened adult should not be alone with a youth volunteer and a very young child as there would be no accountability regarding the interactions between the adult and youth volunteer. Children must be at least five years old when considering the Rule of Three, with the Two Adult Rule being preferred for younger children.
- c. We do not condone or allow harassment of others by teachers, administrators, support staff, volunteers, coaches, or students during the school day or by means of electronic or other types of harassment even when not at school.
- d. Any person who believes he or she has been harassed or has knowledge of harassment should report it immediately to a teacher, staff member, or parent not involved in the harassment following the guidelines documented below. Specific investigating procedures will be followed to ensure appropriate handling of the situation.
- e. Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report against a person who may be unjustly accused.
- f. During the investigation, at the discretion of the Education Committee, the person accused of harassment might be placed on paid leave from their position of employment.
- g. Any employee, volunteer, or student who is determined to have violated this policy will be subject to disciplinary action up to and including the possibility of employment termination for staff members or expulsion for students.

**2. Definitions**

- a. Harassment: Any persistent and repeated pattern of behavior or conduct that demeans or humiliates another individual. Harassment comes in many forms. We do not allow any form of harassment including electronic, written, verbal, or physical.

- b. Sexual harassment includes, but is not limited to:
  - i. Improper sexual comments.
  - ii. Writing notes, electronically or by hand, with content that may be construed as sexual.
  - iii. Using written or spoken words, pictures, objects, gestures, or actions relating to sexual activity to create a sexually intimidating, hostile, or offensive working environment.
- c. Harassment does NOT include:
  - i. Instruction and teaching of lessons.
  - ii. Discussion or debate concerning issues of Christian faith.
  - iii. Sharing electronic, verbal, or written verses from Scripture.
  - iv. Witnessing and faith sharing.

### **3. Reporting Policy and Procedures**

Any person who believes he/she may have been the victim of harassment, or any person who has knowledge of misconduct which may constitute harassment of another covered by this Policy should report the alleged act(s) as soon as possible. The report should be submitted to a teacher, staff member, or parent as designated by this Policy. The school also encourages the reporting party or complainant to report to the school Administrator.

- a. When an allegation of harassment is made, faculty, staff, parent, or any other complainant shall immediately report it to the Administrator. In the event the Administrator is the alleged, the report should be made to the Education Committee Chairman. Any teacher or parent who is notified will immediately involve the school Administrator or Education Committee Chairman.
- b. An investigating committee, made up of Education Committee members and chaired by the Education Committee Chairman, in consultation with the Board President, will attempt to determine expeditiously if the allegations can be resolved internally or if a formal investigation is more appropriate. Any disagreement between the investigating committee and the Board President on the disposition of an allegation will be referred to the full Education Committee of the Board for resolution by that committee.
- c. The investigating committee, in consultation with the Board President, will determine the appropriate course of action. Disagreements between the investigating committee and Board President on the action to be taken will be referred to the full Education Committee for resolution.

### **4. Investigation Policy and Procedures**

- a. Investigation Policy
  - i. The investigation may consist of personal interviews with the complainant, the individuals(s) against whom the complaint is filed, and others who may have knowledge of the alleged incident(s) or circumstances giving rise to the complaint. The investigation may also consist of any other methods and reviewing documents deemed pertinent by the investigator(s).
  - ii. In determining whether alleged conduct constitutes a violation of this Policy, the investigator(s) will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of the policy requires a determination based on all the facts and surrounding circumstances.
  - iii. The investigation will be completed as soon as is practical. A written summary report shall contain pertinent facts, shall also include a determination of whether the allegations have been factual and whether they appear to violate this Policy.
  - iv. The Investigation Policy and Procedures are intended as guidelines; the nature and scope of the investigation will be at the discretion of the investigating committee in consultation with the Board President.
- b. Investigation Procedures
  - i. Guidelines for Investigators
    - 1. Conduct interviews, generally in the following order (unless situations dictate otherwise)
      - a. Complaining Party

- b. Complaining Party witnesses (those specifically identified by the complaining party)
    - c. Accused
    - d. Accused witnesses (those specifically identified by the accused)
    - e. Other witnesses you believe may have useful information
  2. Whenever possible, consider signed statements from individuals you interview as an investigative option.
    - a. Take notes during the interview and have witnesses sign them as being an accurate record of what was discussed.
    - b. Type up interview notes and sign them yourself.
  3. If there is any documentary evidence involved in the case (letters, email messages, flyers, etc.), make sure you obtain copies and include them in the investigative file.
  4. At the beginning of the interviews, explain your role in the investigation (essentially, you are an impartial fact gatherer). Advise the interviewee that the investigation is confidential (subject to disclosure to the Board and other persons on a “need to know” basis), and ask that they not discuss any details with anyone else. Also, generally at the end of the interview, advise them that if they recall any other information relating to the case, they should contact you about it right away (it is best to give them a deadline, e.g., before you prepare your summary report).
  5. Gather the facts during the interviews. Obtain as exact a description as possible of what happened. Ask “Who,” “What,” “When,” “Where,” and “How” (and “Why,” when appropriate) for each allegation. Use open ended, rather than direct questions that elicit a “yes” or “no” answer. Be inquisitive. If you don’t understand something, keep asking questions until you do.
  6. Once the witnesses have been interviewed and documentary evidence has been obtained, prepare a summary report.
- ii. A summary report sheet will normally include the following information:
  1. Complaining party; name, and relationship to the School
  2. Accused; name and relationship to the School
  3. Events leading to investigation, including the following:
    - a. Date complaint raised
    - b. To whom
    - c. Date reported to adult
    - d. When Administrator notified the Education Committee
    - e. First contact interview
      - i. Date
      - ii. By whom
    - f. Accused notified
      - i. Date
      - ii. By whom
  4. Investigation finding to include
    - a. Allegation
    - b. Response from accused
    - c. Analysis
  5. Signature
  6. Date report completed
  7. Action taken
    - a. Date
    - b. By whom
    - c. Date complainant notified of action

8. The above are guidelines; the nature and content of the report shall ultimately be determined by an investigating committee in consultation with the Board President.

- c. A report is to be submitted to the Education Committee with reasonable dispatch following the date an allegation was made. Include the name(s) and relationship(s) to the school of each witness interviewed and a list of all relevant documents. Attach all witness statements and relevant documents to the summary report.
- d. If the investigation process leads to the conclusion that this Policy has been violated, appropriate actions will be taken by the Education Committee. Action(s) taken will be documented on the Investigation Summary Report Form.
- e. Summary Reports will be kept in a confidential file.

**5. Action**

Violation of this policy may result in, but is not limited to: warning, suspension, exclusion, expulsion, remediation, or termination. Action taken for violation of this policy will be consistent with requirements of state and federal law and the school's policies. This may include reporting the harassment to the civil authorities.

**6. Reprisal**

The Education Committee will discipline or take appropriate action against any school employee, volunteer, or student who retaliates against any person who reports alleged harassment, any person who testifies, assists or participates in an investigation, or any person who testifies, assists or participates in a proceeding or hearing related to such harassment. Retaliation includes, but is not limited to, any form of intimidation, reprisal, or harassment. Such retaliation shall be deemed a violation of this Policy and subject the person engaged in retaliation to the range of penalties listed in this Policy up to or including suspension or termination.

**7. False Reports**

Anyone who is found to have filed a false report shall be deemed in violation of this Policy and will subject the false reporter to the range of penalties listed in this Policy.

**8. Staff Education**

- a. This policy will be reviewed by the Education Committee yearly.
- b. This policy will be reviewed and signed by all employees, coaches, and volunteers yearly.
- c. As outlined in our hiring procedures, we will continue to screen and background check all employees, coaches, and volunteers.
- d. Heritage Christian School will conduct yearly inspections of the building to ensure that all physical spaces are maintained and organized in a way that protects students from abuse.

## **SCHOOL BOARD**

The Heritage Christian School Board is made up of 12 elected society members. Each member volunteers to serve a 3-year term on the Board and various Board committees. The list of current Board members can be found on the school's website. The Board routinely meets the 3rd Monday of the month at 7:30 PM unless otherwise specified.

The Board is made up of men who serve on the following committees to coordinate and oversee school related business:

|                  |                     |                 |
|------------------|---------------------|-----------------|
| Building         | Finance             | Publicity & Web |
| Education        | Foundation Delegate | Salary          |
| Enrollment       | Insurance           | Technology      |
| Federation Board | Long Range Planning | Transportation  |

# **ENROLLMENT**

## **STUDENT REQUIREMENTS**

1. Children who will be five (5) years old on or before September 1 may enroll in Kindergarten in September of that year. A Kindergarten Readiness Test will be administered and the results will be used to advise school officials and parents concerning the readiness of the child to attend kindergarten, and to identify the child's strengths and weaknesses. Verification of age must be presented by the first day of class.
2. The September 1 cut-off date for kindergarten enrollment is strongly recommended to parents. However, if the parents are insistent on sending their child who is born after this date, the child will be required to score above average in at least six of the ten categories in the Heritage Christian Readiness Test and not score in the "below average" category in any of the other four. The child must also be deemed ready for kindergarten by a licensed psychologist, at the parents' expense. Another consideration would be available openings in the upcoming class in order to make an exception to the September 1 date.
3. If there are no standardized test scores available in a transfer student's record or in the records of one who has been home-schooled, a reading test and a mathematics test will be administered within the first month after enrollment.
4. If a new student seeking admission was suspended, expelled, or on probation from his/her previous school, he/she may be refused admission by the Enrollment Committee and the School Board.
5. A student who is one and one-half years or more below grade level will not be accepted into the regular program, but will be considered for acceptance in the Special Ed Program.
6. In order to gather additional information, the administrator may also contact one or more of the following: previous administrator, teacher, pastor, psychologist, or guidance counselor.
7. Students must fulfill the State of Michigan requirements including immunization records and attendance requirements.

## **ENROLLMENT POLICY**

Heritage Christian School maintains that Christian education is founded upon the covenant which God established with His people as expressed in the Holy Scriptures, as we read in Genesis 17:7, "And I will establish my covenant between Me and thee and thy seed after thee in their generations for an everlasting covenant, to be a God unto thee, and to thy seed after thee."

This promise is also expressed in Acts 2:39, where we read, "For the promise is unto you, and to your children, and to all that are afar off, even as many as the Lord our God shall call."

Therefore, all Christian parents and guardians, regardless of race, nationality, or ethnic origin are heartily welcomed to enroll their children in Heritage Christian School.

Parents and guardians who are able to agree in writing to the School's Mission Statement and Statement of Faith, and to having their children taught according to its education philosophy, will be considered for enrollment by the Enrollment Committee of Heritage Christian School, after which time the committee will make a recommendation to the full Board whether enrollment shall be granted.

When a parent who is divorced and remarried asks to enroll his or her children in Heritage Christian School, we will refuse the request for enrollment, even though the parent who has applied may be a member in good standing in another Reformed church and may say that he or she agrees with our Statement of Faith. We do that because we do not want to bring into our school community a perspective and mindset regarding marriage and the family that we believe is contrary to the Scriptures and our confessions (Mark 10:1-12).

Grounds:

1. We believe this will give our Enrollment Committee a consistent guideline to follow when new families from other churches seek enrollment at Heritage.
2. We believe this will encourage our staff and students to maintain our stand regarding the unbreakable bond of marriage as it is taught in Scripture and our confessions.

Court order of parental pickup arrangements including approved permitted 3<sup>rd</sup> party individuals with accompanying photo ID must be given to HCS prior to school attendance by the child/ren.

The following are unacceptable for association membership and/or school enrollment: those belonging to cults and other non-Christian religions, including, but not limited to Jehovah's Witnesses, Unitarians, Mormon, Jewish, Christian Scientists, Roman Catholics, and Atheists. None of these can knowingly subscribe to our Statement of Faith as stated above.

Heritage Christian School does not and will not accept funds and/or vouchers from federal, state, or local governments for tuition payment. In addition, the school will make no accommodations in school policies and programs so the school can qualify for vouchers and/or tax credits.

## **ENROLLMENT PROCEDURE**

The Enrollment Committee of Heritage Christian School consists of four Board members, including at least one member from the Education Committee and from the Finance Committee, along with the Administrator.

The following are the steps to be followed when parents or guardians apply to enroll their children at Heritage Christian School for the first time.

1. All parents and guardians shall be given a copy of the Parent Information Packet containing at least the following:
  - A. Enrollment Policy
  - B. Application for Enrollment
  - C. Statement of Purpose
  - D. Mission Statement
  - E. Statement of Faith
  - F. Information about the financial operation of the school
  - G. Tuition payment policy and requirements
2. An application for enrollment shall be filled out and submitted by the parent or guardian.
3. After the application has been submitted, a conference with the Enrollment Committee must be arranged.
4. During the conference the Enrollment Committee shall discuss with the parents or guardians the following:
  - A. The applicant's reason for desiring Christian education
  - B. The goals, purposes, programs and governance of the school
  - C. The Christian commitment and lifestyle of the applicants
  - D. The applicant's understanding of our Reformed distinctives and how they are taught in Heritage Christian School.
  - E. The needs of the student being considered for enrollment
  - F. Determination of the applicant's financial commitment to Christian Education
  - G. Tuition and payment policy
5. Because the Protestant Reformed Special Education Society was originally begun to service the needs of our PR special needs students, and because this cause is funded by PR parents and churches, the following statement applies to non-PR families requesting services through our Special Education program:

In cases of non-PR families requesting enrollment for special education students, the enrollment committee will continue to treat these on a case-by-case basis. Part of the enrollment committee recommendation to the Board may include a recommendation for additional tuition funds from these families. This cost will be determined based on the expected additional educational needs of that student.

## **TUITION AND PAYMENTS POLICY**

Tuition collected from families accounts for nearly 80% of our revenue. Other sources supplement the budget including Fundraisers, church collections, and deficit drives. The Board has adopted the following tuition policy to ensure that families are doing all they can to meet their obligations:

In order to enroll children, parents must read this policy and agree to abide by its provisions.

1. A minimum amount of 1/10 of the current year tuition must be paid at enrollment time (on or before July 24), with the balance of the tuition and all other fees to be paid before July 1 of the following year. The Board strongly encourages monthly payments of tuition, September through May of each school year, to meet the operating needs of the school and to prevent sizable unpaid tuition balances.
2. The payment in full of any prior commitment is required by July 1. If unable to pay this obligation by July 1, parents should secure funds by a loan or other means or contact their diaconate so all prior balances with the school are retired. If unable to obtain the necessary funds to fulfill this obligation, parents must request a meeting with the Finance Committee prior to enrollment; otherwise their child(ren) may not be admitted to school at the beginning of the next school year.
3. Late monthly payments, or late agreed to payments, will result in the Finance Committee taking the following action:
  - a) After 60 days without payment or the delinquent tuition outstanding exceeds \$2,000, and parents have not contacted the Finance Committee, a reminder letter will be sent to parents.
  - b) After 90 days without payment or the delinquent tuition outstanding exceeds \$2,000, and parents have not contacted the Finance Committee, a second reminder letter will be sent. A letter will also be sent to the family's diaconate, appraising it of the family's situation and balance due.
  - c) After 120 days without payment or the delinquent tuition outstanding exceeds \$2,000, and parents have not made a request to meet with the Finance Committee, a letter will be sent to parents stating that their child(ren) will be subject to dismissal from school if their past due balance is not paid. A copy of the letter will also be sent to their diaconate.
4. If a family's last child is enrolled as an 8<sup>th</sup> grade student, payment of tuition and all fees must be made in full by June 1 of the graduation year unless prior arrangements have been made with the Finance Committee.
5. Periodic statements of tuition outstanding will be mailed to all parents throughout the school year.

Tuition for the current year is approved at the annual School Society meeting in April. It is published in the school directory (along with the fees for busing), and distributed in September.

## **ACADEMICS**

The **goal** of teachers at HCS is to teach all subjects in the light of scripture. Students are taught and trained to be discerning and wise as they learn the things of a physical world – always applying their knowledge to the heavenly kingdom of God.

Concerning **subject matter**: We teach Bible, Fine arts (Band, choir, art), Literacy (English, reading, writing, phonics, grammar, spelling), Mathematics, Physical education, Science, and Social Studies from this perspective. The 5 core subjects normally are taught 5 times per week. Band starts in 4<sup>th</sup> grade with recorders and meets 3 times per week for grades 5-8. Choir meets 2 times per week for 5<sup>th</sup> – 8<sup>th</sup> graders. Art meets 2 times per week for grades 7 and 8.

We report student progress every 9 weeks in grades K-2 by sending home a report card. We report student progress every 6 weeks in grades 3-8 with a report card as well as keeping real time reports on an online

grading program. Using an online program allows teachers to keep their grades current and allows parents or students to access these grades at any time. While these programs have many features, including flashcards, online quizzes, messaging capabilities, and calendar, the teachers are only **REQUIRED** to use the grading portion to report grades and comments. Parent log-on information for the online grading program is sent home at the beginning of each school year. If you are having account troubles, please contact the school office for help.

## **STANDARDIZED TESTING**

**DIBELS:** In grades K-2, we use **Dynamic Indicators of Basic Early Literacy Skills**, which are “a set of procedures and measures for assessing the acquisition of early literacy skills from kindergarten through sixth grade. They are designed to be short (one minute) fluency measures used to regularly monitor the development of early literacy and early reading skills.” At least 3 times a year we assess students for baseline score and progress monitoring.

**MAP:** In grades 3-8, we use **Measures of Academic Progress** to measure student progress in mathematics, reading, and language usage. Teachers are able to access reports that indicate student strengths and weaknesses, and can use these to adapt teaching to meet the needs of all learners. MAP is given 3 times per year.

## **GRADING POLICY**

Updated August 2016

Because there is so much subjectivity in grading and grade reporting, the Board of Heritage Christian School establishes a **GRADING POLICY**. The goal is to unify grading as much as possible for all staff members, and to communicate to parents what they can expect in the area of grading.

**Grading scale: Teachers in grades K-8 at Heritage Christian School will use the following grading scale in all classes.**

**In addition, teachers in grades K-2 may use the following marks to report on student progress in their classes.**

|           |    |                     |
|-----------|----|---------------------|
| 100-94.5  | A  |                     |
| 94.4-89.5 | A- | + Commendable       |
| 89.4-86.5 | B+ |                     |
| 86.4-83.5 | B  | √ Expected          |
| 83.4-80.5 | B- |                     |
| 80.4-77.5 | C+ | - Needs improvement |
| 77.4-74.5 | C  |                     |
| 74.4-71.5 | C- |                     |
| 71.4-68.5 | D+ |                     |
| 68.4-65.5 | D  |                     |
| 65.4-62.5 | D- |                     |
| 62.4-59.5 | E  |                     |

**Content area grading:** Grades given in a certain discipline will be earned based on the content learned for that discipline. Thus, “spelling” will not reduce a “social studies” assignment grade by more than 3% if at all. If appropriate, teachers can assign 2 grades to one assessment – one grade for the subject matter content and another grade for a second content area.

**Extra credit:** Extra credit will normally not be given, as the regular amount of work should be a good indicator of what content a student has learned.

Extra work: Work assigned BEYOND the regular content area work (i.e., spelling “B” list, challenge math problems, etc.) will be graded and reported by means other than the report card. The grade on the report card should report student learning as measured against the content standards for that class.

Grades: Reported grades will be determined by content-based assessments used in the class. These will include quizzes, tests, exams, projects, presentations, labs, etc. In a normal marking period, at least 6-8 of these assessments will be used to determine the grade for that grading period. Homework (practice) grades will be counted as a very small percentage of the grade since homework is normally the practice of content in order to master the idea being taught. Exceptions to this might include music classes where other subjective criteria often make up a large part of the grade (behavior, posture, technique, etc.)

Group grades: Normally, group grades will not be assigned. The goal of each teacher is to measure EACH student according to how they demonstrate understanding of the standards for the class. Group grades normally measure how a group has done, not how the individual has done.

Late work: Because “late” is not subject matter content, it will not count against the grade more than 6% on the assessment or project. Rather, all work WILL BE COLLECTED, but penalties of time or loss of privileges will be used as consequences for late work. Teachers will begin with the loss of recess time, and proceed to after school retention with parent permission. Excessive or repeated lateness will be referred to the Administrator. If work is not completed by the time report cards go home, the grade will be listed as “Incomplete” until work is handed in.

Lowest grade: Because of the nature of percentage grades, and the fact that 60% of the percentage scale represents a failing grade, ANY failing grade will receive a 60% in the record book – and likely will result in re-assessment.

Public grade reporting: Teachers will not record grades by having students verbally report their grades in front of the whole class. All grades will be reported and recorded in such a way that students are not made aware of other students’ level of success.

Re-assessment: Unless agreed upon by teacher and parent, students will be asked to re-assess if work is below an acceptable range. Normally, this indicates that further teaching and learning needs to occur. The re-assessment will require additional work or instruction time, and the higher grade earned will be recorded. Teachers may choose NOT to re-assess during the last week of a marking period. After re-assessing, communication to parents regarding the number of times a student was assessed before mastering the subject matter will occur as a piece of the reporting process. The teacher will determine what a reasonable amount of time is to spend on re-assessing. Parent input is suggested.

Rubrics: For larger projects or presentations, teachers will assign the grading rubric and explain it prior to the start of the project.

## **ATHLETICS**

Heritage Christian School is a member of the A.O.K. Christian Athletic League as a part of our interscholastic sports program. The primary goal of this league is to bring glory to God by encouraging teams to perform to the best of their God-given ability.

### **ATHLETIC POLICIES**

#### **ATTENDANCE BY ATHLETES AT GAMES AND PRACTICES**

1. Participation in extracurricular events is restricted to athletes who have been at school for the whole day. Therefore, students must be at school if they intend to participate. Participation will be allowed to students who leave for a time for necessary appointments or other family emergencies.
2. Because it is very important in team sports that all members of the team work together, athletes must attend all practices. Some absences from games or practices are unavoidable. When an athlete is not able to attend a practice or game, he/she must inform the coach in advance and state the reason for this anticipated absence.

## **JUNIOR HIGH SPORTS ELIGIBILITY POLICY**

Eligibility for interscholastic sports will be determined by primarily two factors:

1. A student must be working up to his/her potential.
2. A student must display acceptable general conduct and attitude at school.

Procedures:

1. An individual teacher must, in writing, indicate that a particular student should be screened for eligibility.
2. The Administrator will determine whether to discuss this with the individual teacher and/or other teachers.
3. The Administrator will discuss the situation with the student involved.
4. The Administrator will make the final decision whether or not the student is eligible.
5. The duration of ineligibility will be set by the Administrator, Athletic Director and any faculty involved.

### **A.O.K. (ALLEGAN, OTTAWA, KENT) LEAGUE**

#### **Article I: NAME**

The name of this organization shall be the Allegan, Ottawa, Kent Christian Middle School League (A.O.K. League).

#### **Article II: PURPOSE**

The purpose of the A.O.K. League is to organize, supervise and promote interscholastic athletics among its member schools. The A.O.K. League will focus on the spiritual, educational, social, emotional and physical needs of Christian middle school athletes. In addition, the A.O.K. League will strive for maximum level of student participation.

#### **Article III: MEMBERSHIP**

The members of the A.O.K. League are the Christian Middle Schools of: Adams, Allendale, Byron Center, Calvin, Dutton, Heritage, Hope, Hudsonville, Jenison, Legacy, Moline, West Side and Zeeland. Each school will be represented by their athletic director, which shall constitute the A.O.K. Board of Directors. The A.O.K. League will govern the following interscholastic sports.

|           | Boys   | Girls  |
|-----------|--|--|
| Fall:     | Soccer, Golf                                 | 7 <sup>th</sup> & 8 <sup>th</sup> Volleyball, Golf |
| Winter:   | 7 <sup>th</sup> & 8 <sup>th</sup> Basketball |  |
| Winter 2: |  | 7 <sup>th</sup> & 8 <sup>th</sup> Basketball       |
| Spring 1: | Baseball                                     | Softball, Soccer                                   |
| Spring 2: | Track, Tennis                                | Track, Tennis                                      |

Golf and Tennis are one-day tournaments.

## **ATTENDANCE**

### **DAILY ATTENDANCE RECORD**

It is very important for the office at school to know where our students are at any given time. This is especially important from a safety aspect, such as our fire and lockdown drills. For this reason we now have students with appointments or other absences from school stop by the office both when they leave and when they arrive. We have a system in place with departure/arrival slips so that the office and teachers are aware when students are present. Please assist your student in cooperating with this arrangement by making sure they stop at the office on their way to and from time away from school.

## **STUDENT ABSENTEEISM POLICY**

1. **Physical Problems:** If your child must stay home because of illness, please call or email the school before 8:15 AM to inform us that your child will not be in attendance on that particular day. In cases of prolonged illnesses, other arrangements can be made.

If your child has an upcoming dentist appointment, eye exam, etc., please inform the teacher with a short note stating the time you plan to pick up your child. The student should check at the office when leaving and upon returning from an appointment.

2. **Vacations:** Family vacations are a matter of concern as far as student absenteeism; therefore, we ask you to keep the following in mind.
  - a) Limit vacations trips to school scheduled vacations.
  - b) Avoid taking an extra day or two before and after school vacations. Teachers generally plan to finish a unit just prior to a vacation period and it is difficult to help a student who has missed the completion of a unit, and in many cases a test, and has been away from the material for some time.
  - c) Elementary teachers will hold any worksheets given out while the student is gone which can be picked up when the student returns. Teachers are not required to prepare assignments ahead or provide make-up work, tests or quizzes, except those deemed necessary by the teachers.
3. **Homework:** If a student will be absent for an extended period, the staff asks that you request a neighboring classmate to collect assignments and textbooks. When a parent must pick up homework, requests for books and assignments shall be made in the morning before school begins by calling the school office.

## **JUNIOR HIGH ATTENDANCE POLICY**

Because we believe that attendance in the classroom is vital to students succeeding to their fullest potential, and because we believe that education must be a very high priority for students and parents, the following has been proposed by the junior high staff and approved by the Education Committee as policy for absences of students in grades 6-8.

1. **Unplanned, emergency absences** – Sicknesses, family emergencies and unavoidable appointments are excused absences. In the event that students have missed assignments of class work, it shall be the responsibility of the student who was absent to request missed work from the teacher on the first day back from the absence. At this time, the teacher and student will make plans when this make-up work will be due. All make-up work will be due in a reasonable time determined by the teacher and the students, and consideration will be provided for the length of the absence. Failure to make up work within a reasonable time will result in after school study time to finish the work.
2. **Planned, non-emergency absences** – any absence not included as excused. The policy for students who miss assignments, tests, or class work will be as follows:

Parents planning absences for a student must obtain from the office a form that will indicate the nature and length of the absence. This form will then be signed by each of the teachers and the Administrator to indicate that they have been informed of the anticipated absence. Due to the varying nature of classes, it is often not possible to give students work before the absence. Therefore, the teachers will keep a list of work missed by the students during the absence. According to the discretion of the teacher, students must complete all missed work within the specified time after they return from the absence. If not, the student will receive the highest percentage “E” for the assignment(s) that are not completed.
3. **Absence of athletes on a practice or game day.** Participation in extracurricular events is restricted to athletes who have been at school for the whole day. Therefore, students must be at school if they intend to participate. Participation will be allowed to students who leave for a time for necessary appointments or other family emergencies.
4. **Attendance at school programs is mandatory.** Therefore, since most music classes are on a pass/fail basis, students who miss programs must be excused in advance by parents and may face some compensatory work.

## **BEHAVIOR**

### **CODE OF CONDUCT FOR HERITAGE CHRISTIAN STUDENTS**

The environment of a Christian school ought to reflect the moral standards taught throughout inspired Scripture and especially summarized by the Fruits of the Spirit (Galatians 5:22-25) and the moral law in Exodus 20:1-17. These standards encompass all behaviors expected of students with regards to how they show love for God and their neighbor. The positive requirements of these standards include—though are not limited to—the following list:

1. Respect for the name of God through speech and attitude (I Corinthians 10:31)
2. Respect for the physical, emotional and spiritual well-being of other students (Luke 6:31)
3. Respect for property that belongs to the school or others (Psalm 24:1)
4. Submission to structures of authority in and outside of school environs (Romans 13:1-8)
5. Honesty and integrity in all interactions with staff members and other students (Ephesians 4:14-15)
6. Decency and moderation in dress, physical behavior and speech (Romans 12:1-2)

As a community of Reformed believers, we recognize the natural tendency of all people to commit sins against God and the neighbor. In instances where sins are committed by students, an immediate resolution that involves private repentance and forgiveness between individuals should be the goal of teachers, administrator and parents. We recognize that complete forgiveness through Christ is given to sinners when they sincerely ask for it in true faith, and that reconciliation between children of God is always possible though the work of the Spirit.

Sins of an especially serious nature, or those that fail to be resolved after repeated attention from staff members will result in further discipline by the administrator and/or board. The following acts of misconduct are examples of those that will result in discipline:

1. Deliberate misuse of God's name in word (swearing) or deed
2. Willful insubordination to any person in authority, inside or out of the classroom
3. Immoral conduct or indecency in dress\*, word or in gesture
4. Intimidation, bullying, or abuse of any other person by physical, verbal, written or electronic means
5. Theft of property or money
6. Deliberate destruction of school property or the property of another on the premises of HCS
7. Cheating\*\* or lying for academic advantage
8. Possession or use of tobacco products, alcohol or illegal drugs

Heritage Christian School will always be careful to weigh its concern for the privacy of individuals with its concern for how violations of conduct impact the school community. The process of discipline that seeks to preserve the soul of a sinning student is addressed in the student discipline policy. In instances where a separate policy spells out handling of discipline, that policy will take precedence over the general discipline policy.

\* Consult the HCS dress code for policy on handling of violations.

\*\* Consult the HCS cheating policy for handling of violations and academic consequences

### **DRESS CODE POLICY**

1. The parents have the primary responsibility for the clothing their children wear to school. We are confident that parents desire to exercise proper judgment in this regard. Because there are occasions when the school and the parents may differ on what is proper and appropriate clothing, Heritage Christian School reserves the right to decide on what is proper and fitting for school wear in accordance with Heritage Christian School policy.

2. For all the students in grades 6-8, clothing must be modest, and clean. While young children may wear sleeveless blouses or shirts, all students in grades 6-8 will wear blouses or shirts with sleeves. Top garments must be shoulder covering, i.e. no tank tops or straps over the shoulder; bottom garments must be at least mid-thigh length. Ensure that all pants are modest and rips are not above the knees. Bare midriffs and backs, low necklines, and exposed undergarments are not acceptable in any position, i.e. reaching down, stretching, etc. All clothing which is made of sheer material, or which is suggestive, offensive, or advertises alcohol, tobacco, or other "inappropriate-for-school" messages, is prohibited. Hats are not to be worn in school except on specified days; footwear is to be worn at all times during the school day. No forms of sandals may be worn for indoor or outdoor gym classes or for intramurals, due to practical and safety concerns.
3. At any time during the school year, the Administrator, in consultation with the staff, may prohibit any grooming practice, article of clothing, accessories, emblems and logos, if they are deemed to be a safety concern or a distraction. If a parent needs to bring a change of clothing and cannot get to school quickly enough, the office will provide temporary clothing for them to wear.
4. Students who choose to violate this policy may be asked to change their clothing or be held out of class. Parents will be notified by the classroom teacher if there is a lack of cooperation on the part of the students.

### **CHEATING POLICY**

1. Parents will be notified by the classroom teacher in all cases, and will be asked for their help and support in dealing with the problem.
2. The student who has cheated will be given an automatic failing grade in the assessment tool used. (If the school's cut-off point is 63%, the student should receive a 62%.)
3. The student will do the work over, retake the test, redo the assignment, whatever applies; so that the teacher and parents can be assured that the student has learned the required material. This will be collected by the teacher, and the mark on the exercise in question will not be readjusted or averaged.
4. The teacher will counsel the student regarding the sin involved, and also assign such chores as papers, eighth hours, and/or other labors if deemed necessary.
5. In the event of multiple offenses by a student, all of the above will be done, and the student will be referred to the Administrator and Assistant Administrator for additional counseling, and may receive an increase in the severity of academic penalty.

### **STUDENT DISCIPLINE POLICY**

Violations of the student Code of Conduct should be reported first to the classroom teacher of the student(s) involved. The classroom teacher will function as mediator for initially dealing with any reports from students or parents, and will determine whether and how a violation of the code will be handled in relationship to the formal procedure outlined below.

Parents may refer to the Administrator or Assistant Administrator regarding incidents of discipline if they believe that further action is warranted, but only having first discussed the incident with the teacher(s) initially involved. At his discretion, the Administrator will investigate and ensure that a written report has been made on such incidents in coordination with teachers or other staff members.

The administration of discipline by the staff of Heritage Christian School includes but is not limited to the following:

1. A sincere time of discussion or counseling with the child regarding the sin.
2. Depriving the child of certain privileges or assigning appropriate work so the child can reflect on the sin and the need for a proper walk in the future.

- a) If an after school detention (2:40-3:20 pm) is assigned, the staff member assigning the detention must contact the parents and inform them of the details relative to this punishment. During communication between the staff member and the parent, a decision will be made whether the detention will be served on the day of the offense or the following day.
  - b) Incident reports from teachers will be compiled by the Administrator and kept in a secure filing system for the duration of a student's enrollment at HCS.
3. Discussion with parent(s) regarding the sin, its resolution and possible future consequences.
  4. Serious and/or repeated sins will be referred to the Administrator or Assistant Administrator at the discretion of teachers involved in disciplinary action.
  5. With the advice of the Administrator, a student may be suspended from a class, any school sponsored activity, or the entire school atmosphere for a time.
  6. Temporary suspension will be effective immediately for a student found possessing alcohol, drugs, or cigarettes at school or a school sponsored activity. A conference will be scheduled with the parents and the student to determine further action and discipline.
  7. Upon approval of the Education Committee, the child may be suspended for a longer time or expelled from school.

While we realize that only the Lord changes the heart (Ezekiel 36:26,27), we labor diligently to be His tools in this process. By His grace, the children of Heritage Christian School will grow up to be faithful, loyal kingdom servants who respect God, others, and themselves and demonstrate this love and respect by their daily living.

## **BELL SCHEDULE, CLOSINGS, DELAYS, TORNADOS**

### **HCS Bell Schedule**

**\*Bell will ring at these times**

- \*7:52 First Bell
- \*8:00 Tardy Bell/Junior High Devotions
- \*8:12 End of Devotions
- \*9:00 End of 1<sup>st</sup> Hour
- 9:32 Recess Begins (K-3)
- \*9:47 End of 2<sup>nd</sup> Hour/Beginning of 4-8 Break/End of K-3 Recess
- \*9:59 End of 4-8 Break
- \*10:43 End of 3<sup>rd</sup> Hour
- \*11:30 End of 4<sup>th</sup> Hour/LUNCH
- \*12:10 End of Lunch
- \*12:59 End of 5<sup>th</sup> Hour
- 1:30 Elementary Recess
- 1:40 End of Elementary Recess
- \*1:46 End of 6<sup>th</sup> Hour
- \*2:31 End of School
- \*2:38 Heritage Buses Leave

## **CLOSING AND DELAY POLICY**

1. School closings will be reported on the local radio and TV stations, and by email to HCS families.
2. When the Hudsonville Public Schools are closed due to weather conditions, our school will also be closed.
3. Two hour delays will be communicated the same as closings, and buses will run their schedule exactly 2 hours behind the normal schedule.

## **TORNADO POLICY**

1. In case of a **Tornado Warning**, the students will remain at school where they will be given the best protection we have available.
2. In case of a **Tornado Watch**, the school will be dismissed at the discretion of school authorities. Announcements will be made on the local radio and TV stations and the buses will make their scheduled runs within an hour from the time the decision is made to close.
  - a. Please instruct your children beforehand about what they should do if you are not at home when they arrive.
  - b. Do not call school. We want the lines open in the event of emergencies.
  - c. If you desire to pick up your children from school, you may do so.

## **EDUCATIONAL SUPPORT**

Heritage Christian school offers educational support programs to enable students to achieve their God-given potential. Students are recommended for these programs in consultation with parents and Heritage Christian staff.

Educational support services are based on the level of support needed for a student to be successful in the classroom setting. If your child is struggling with a particular area in school, it is important that you contact your child's classroom teacher. Together, teachers and parents will work together to implement different strategies at home and/or in the classroom. If teachers and parents believe that more support is needed, consult with the Educational Support (ES) staff in order to begin the referral process and take the steps necessary to provide an appropriate level of support.

## **DISCOVERY CENTER**

The **Discovery Center (DC)** is the elementary support program that is equipped to provide specific instruction in a small group setting in reading, math, and/or language arts.

## **ACADEMIC SUPPORT**

**Academic Support (AS)** is the educational support program that is equipped to provide small group study in the middle school/junior high.

## **RESOURCE SUPPORT**

**Resource support** is the type of educational support that is provided by volunteers, teacher aides, or teachers in the DC or AS programs.

## **REFERRAL PROCESS FOR EDUCATIONAL SUPPORT**

### **Step 1—Intervention Strategies**

Teachers and parents will work together to identify the child's specific area(s) of need and implement appropriate strategies. The teacher will also fill out the referral form, return it to the educational support teacher, and discuss the progress of the interventions.

### **Step 2—Resource Support**

The classroom teacher and the ES staff will monitor the effectiveness of the interventions. If there is a lack of progress, the ES staff will notify parents and a signed consent will be obtained if the student is to come for resource help in the Discovery Center or Academic Support program. Appropriate goals and objectives for resource services will be established.

### **Step 3—Testing**

If more information is needed, educational achievement and/or cognitive testing will be provided in order to better support the child's learning needs. Results will be shared with classroom teacher and parents. Accommodations may be made at this time. Referral for the resource services can be made based on conclusions drawn from information obtained from testing and from the classroom teacher.

## **STUDENT HEALTH**

In keeping with our goal of providing a healthy environment for all students attending Heritage Christian School, the following is adopted to that end:

### **EXAM REQUIREMENTS**

All children entering the school system must have a satisfactory physical examination by a physician within 12 months prior to the first date of attendance. Physicals done for preschool will be accepted for kindergarten entrance provided that written evidence and up-to-date school age immunizations are submitted.

Michigan law requires that schools report the occurrence of any communicable disease to the local health department on a weekly basis. To assist Heritage Christian in reporting communicable diseases to the health department, parents are asked to email or call school by 8:15 AM. Please describe the symptoms (vomiting, fever, rash, diarrhea, etc.) and the type of illness, if known, when reporting your child's absence.

### **IMMUNIZATIONS**

All children who attend Heritage Christian are required by state law to be fully immunized. A child who fails to meet immunization requirements will not be admitted into the school. It is the responsibility of the parent/guardian for ensuring that their child has received all required vaccine doses.

There are two exceptions to the requirements:

1. If a medical contraindication exists, a medical waiver must be completed and signed by your child's doctor identifying the medical contraindication(s), the vaccine(s) involved, and the time period during which the child should not receive the vaccine(s).
2. Parents may waive required vaccines because of a religious or philosophical ("other") belief. They must obtain a non-medical waiver. These waivers require certification at the health department. All waiver forms are due in the school office before the first day of school.

Heritage Christian requires that each student possess an official certificate of immunization for entry into kindergarten, 7<sup>th</sup> grade, or as a new entrant to Heritage Christian. These official certificates of immunizations are due in the school office before the first day of school.

## **ILLNESSES**

Any child who is exhibiting any of the following signs or symptoms of contagious viral or bacterial disease will be excluded from the classroom at the discretion of the principal or classroom teacher. If any of these symptoms remain chronic, the recommendation of the child's pediatrician will be sought regarding the advisability of readmission into the classroom.

1. Vomiting - Child should have no vomiting episodes for 24 hours prior to returning to school.
2. Fever in excess of 100.0 F - Child should not return until 24 hours of no fever, without the use of fever-reducing medications.
3. Constant and persistent coughing, sneezing or runny nose
4. Bleeding, oozing or running sores or abrasions that are not or cannot be covered
5. Red, itching eyes with discharge

Any child who has been to a physician and has been diagnosed with the following diseases must be taking the prescribed antibiotic therapy for at least twenty-four (24) hours prior to the return to school unless supplying a doctor's note to the contrary.

1. Strep Throat
2. Conjunctivitis ("Pink Eye")
3. Bronchitis

## **HEAD LICE POLICY AND PROCEDURE**

Parents are required to inform the school office of the incidence of head lice. Please see the following Heritage Christian School's Head lice policy and procedures for more information.

At this time, MDCH and MDE recommend a policy that focuses on the exclusion of active infestations only. Active infestations can be defined as the presence of live lice or nits found within one quarter inch of the scalp. Nits that are found beyond one-quarter inch of the scalp have more than likely hatched, or are no longer viable.

Any student with live lice OR nits within one quarter inch of the scalp may remain in school until the end of the school day (see recommended procedures). Immediate treatment at home is advised. The student will be readmitted to school after treatment and a call or email informing the school office that treatment has begun.

Parents should remove nits daily and treat if live lice are observed.

## **ROLES AND RESPONSIBILITIES**

### **Heritage Christian School's Role:**

1. Develop and adhere to school's policies and procedures
2. Periodically disseminate current educational materials on head lice to our parents: It is recommended to send a general factsheet letter at the beginning and mid-point of the school year, or as necessary.
3. When a significant increase in head lice cases is detected, consider providing a general factsheet or parent education letter.
4. Will refer to the local Health Department or student's doctor for an evaluation of any suspected or actual cases of head lice.
5. Mass screenings by Heritage staff are not recommended by the MDSCH or MDE at this time.
6. All cases will be treated as confidentially as possible.

### **Parents' Role:**

Parents have the ultimate responsibility for their children. This includes:

1. Becoming educated about head lice.
2. Performing regular checks on all individuals in the home.
3. Treating a child with head lice as soon as possible and committing to following through until there are no longer signs of an infestation.

4. Teaching children how to minimize the chance of getting head lice by avoiding head-to-head contact, not sharing hats, combs, brushes, and hair accessories, and by containing long hair in braids or pony tails.
5. Informing the school office by email or phone call of the incidence of head lice, so HCS can take appropriate action as outlined above.

### **RECOMMENDED PROCEDURES**

Students with case of head lice as reported to the school office or teacher by a parent: A letter will be emailed by the school office to parents of students in the classroom where head lice has been reported, asking for their cooperation and instruction in checking their child for head lice, thus preventing the spread of head lice.

Student identified during school hours to have an active or suspected case of head lice:

1. Student may return to class but restricted from activities involving close head-to-head contact or sharing personal items with other children. Immediate removal of the child is unnecessary—if the child has lice, they probably have been infested for weeks and prompt removal of the child could lead to embarrassment and ridicule. The child can be sent home at the end of the day and should be allowed to ride the bus.
2. Notify parent/guardian directly. Offer emotional support to the parent/guardian, as this is a difficult situation for all involved. Send home a copy of the “Quick Guide for Managing Head Lice” (Copies will be in the main office.)
3. Parents may also contact local health department or their student’s doctor for assistance.

Before students with suspected or known case of head lice returns to school parents must call or email the school office with confirmation of treatment when the student returns to school.

Recurrent or Chronic Cases (Continued active infestation after appropriate treatment has started, persistent infestation after six consecutive weeks, or three separate cases within one school year.) A group consisting of parent, teachers, administrators, and other appropriate office staff will meet to determine the best approach to resolving the issue and improve school attendance.

### **MEDICATIONS**

Medications (both prescription and over the counter) may be administered at school by school personnel when necessary for school attendance.

Dispensing aspirin free pain reliever: Parents may give permission on the enrollment “Emergency form” for Heritage staff to administer aspirin free pain reliever only, if needed. Such medications may then be dispensed according to recommended dosage and at the discretion of the school office.

Dispensing prescription and non-prescription medications **as prescribed by a doctor** and administered by Heritage staff: At the beginning of each school year, parents and their child’s physician must complete our “Medication Administration consent form” and bring to school with the prescribed medication, inhalers, etc. This is required before the first day of school or when parents bring the child’s medication to school. Medication will not be administered at school until these criteria are met. Prescription medications may only be dispensed as prescribed. It is the parent’s responsibility to inform the school office and teacher of any medication changes during the school year. Parents must pick up all medication at the end of the school year. Any medication not picked up will be discarded.

An emergency care plan from the physician is required for asthma, diabetic, seizure, and epinephrine medications.

### **UNIVERSAL PRECAUTIONS FOR THE HANDLING OF BODY FLUIDS**

“Universal precautions” describes a set of procedures for the proper handling of body fluids such as blood, urine, feces, vomitus, etc. All HCS employees and all volunteers shall comply with State code and regulations and shall employ the precautions stated below.

1. Protective Barriers: Latex gloves will be worn as a protective barrier in all cases where there is active bleeding of wounds or abrasions. They should also be worn if coming in contact with any other body fluids, whether or not blood is an obvious or potential ingredient.
2. Cleaning: Cleaning of blood or other body fluid spills is to be with ten (10) parts water and one (1) part household bleach or other known disinfectant. Appropriate cleaning supplies must be available at all times.
3. Instruction: The administration shall be responsible for ensuring that all those responsible for student supervision or who work closely with students have appropriate instruction in employing universal precautions. These persons include:
  - Playground Supervisors
  - Administrator
  - Teachers (full-time, part-time, and substitute teachers)
  - School-time Office workers
  - School-time Custodians
  - Bus drivers
4. The office shall be responsible for ensuring that each appropriate individual is sufficiently equipped to employ universal precautions. The transportation supervisor will do so for bus drivers.

## **MISCELLANEOUS**

### **CHAPELS**

Chapel is a very important time for students at HCS. Chapel normally is held every other week. Teachers organize a chapel every other year, and the chapel committee secures speakers for the rest of the chapels. In chapel, we sing, read the Word, hear from the Word, and perform special music as God has given us talents.

### **CHESS CLUB**

Our library encourages 3<sup>rd</sup> – 6<sup>th</sup> grade students to participate in chess during the winter months. Starting in December, there is “open” chess where they may come to the library at noon three days a week to play chess and learn from the volunteer(s) who are there to help.

In January we conduct a tournament for 4<sup>th</sup>-6<sup>th</sup> grade students. It is a double elimination tournament that usually lasts until the very end of March.

### **HERALDER**

Our School Board newsletter is called the *Herald*. The newsletter is distributed four times each school year, usually in August, December, March, and May. Included in the *Herald* are articles from various board committees, our Administrator, and the teachers of Heritage. The *Herald* is also posted on our school website ([heritageprs.school.com](http://heritageprs.school.com)) under the “About Us” tab.

### **HOT LUNCH**

At the beginning of the school year, parents will receive a letter in their information packet with information about the Hot Lunch Program. It is also advertised weekly in the school memo.

Hot lunch is served most Fridays. There are a variety of food options, decided upon by the Hot Lunch Committee. Hot lunch is ordered for the entire upcoming month during the last week of the preceding month; food options will be available to view at that time. We will also have a Pizza Wednesday once a month. Ordering and payment for hot lunch and pizza lunch will be done online; all payment is due at the time of order.

All mothers at Heritage are put on a serving schedule, which will be published at the beginning of each semester. The list of those expected to help during the upcoming week is also printed in the weekly memo. If you are unable to make your shift, please either find your own replacement or trade with someone.

Please don't ask the teachers, office or hot lunch staff to retrieve your absent student's hot lunch, as this is very inconvenient for them.

## **MATH PENTATHLON**

Math Pentathlon is an after-school program where students are exposed to mathematical concepts (including arithmetic, geometry, and logic) through the means of learning and playing board games.

Students are divided into three levels based on grade:

- Second & Third Grades (Division II)
- Fourth & Fifth Grades (Division III)
- Sixth & Seventh Grades (Division IV)

A typical season runs from October to March, with weekly hour-long practices. Students are taught the rules of the games by the division leader, and then have time to practice against each other while being assisted by volunteer coaches.

At the end of the season, we have Game Day where we play against students from other area schools, while wearing our team t-shirts and representing Heritage Christian. It's a positive learning experience for all involved; both the students and the volunteers!

## **RENTAL: BUILDING/GYM**

### 1. General Provisions:

- a. School facilities are intended primarily for use in providing an education for those children attending our school.
- b. School facilities are available for use by other approved groups when not needed for scheduled school activities.
- c. Facilities may only be used if the renter or the persons attending is a member of the Heritage School Society or of a supporting church.
- d. Concern for the Christian principles of the school shall be exercised in the evaluation of applications.

### 2. Applications and Reservations:

- a. Application for the use of facilities must be made at the school office only during normal office hours (8:00 AM to 4:00 PM) at least five days in advance. Applications will not be accepted for more than three months in advance.
- b. Tentative reservations may be made at the time of initial contact with the school.
- c. Final approval will be given only after a form provided by the school is filled out and payment is received in the school office.
- d. The Board reserves the right to determine which applications will be approved and which will not be approved.
- e. A family or group may reserve the facilities for the same date two consecutive years only if no one else calls within 15 days to reserve for that date.

### 3. Facility Regulations:

- a. Renting party will be responsible for setting up and taking down tables, chairs, etc. Temporary decorations which meet fire code standards may be used but they must be attached in such a manner that no damage to the building or equipment occurs, and they must be completely removed from the premises immediately following the use of the facilities.
- b. The use of the kitchen can be arranged through the office at the time application is made. The use of kitchen facilities does not include the use of dishes, silverware, etc.

- c. Wash counters and sinks. Unplug and clean all coffee pots. DO NOT remove towels or dishcloths from the kitchen. They will be cleaned by the Kitchen Committee.
- d. Do not remove any kitchen supplies from school without permission from the Kitchen Committee. Roasters and coffee pots are to be borrowed only with permission and a \$2.00 fee per item. Items such as saran wrap, foil, paper plates, and paper cups, etc. are to be used for school functions only.
- e. Catering service, which includes the full use of all kitchen equipment, dishes, silverware, etc., must be done by the Heritage Christian School Fundraisers or by an organization approved by them or by the Board.
- f. Renting party must provide responsible adult supervision for the entire time facilities are used.
- g. All those engaged in athletic activities must wear gym shoes which will not leave black heel marks.
- h. Smoking and the use of alcoholic beverages on the premises are prohibited.
- i. The renting party is responsible for controlling and picking up equipment. They must leave the building clean and in good order and close all doors and windows.
- j. Any renting party that fails to clean up properly will be billed for this work.
- k. Use of the gym facilities does not include use of other parts of the building.
- l. Use of the facilities is only for the time agreed upon and the building must be cleared at the closing time indicated on the approved application.
- m. All use of the facilities shall end at or before 11:00 PM on weekdays and 10:00 PM on Saturdays.

## **RENTAL: GROUNDS**

No Sunday play on ball diamonds. Weekly use of diamonds must be called in to the office in advance. Users may be required to fill out an application and pay a small fee for use.

## **ROBOTICS**

The students in 7th and 8th grades at Heritage Christian School are able to participate in our LEGO® robotics program, an exciting blend of the LEGOs and robotics. Each fall, teachers and mentors coach Heritage's team, called the RoboPanthers. The team meets for two hours each week, usually on Fridays (and some Saturdays) for the first 12 weeks of school. We participate with other Christian schools in a competition in November in which we have two main tasks to accomplish – the Robot Game and the Project.

In the Robot Game, teams build and program an autonomous robot, which means that it moves by itself because it's programmed, not by means of a "remote control". They use LEGO MINDSTORMS technology to build this robot to score as many points as possible in a 2.5-minute match executed on a themed 4' x 8' playing field.

In the Project portion of the challenge, teams explore an actual problem related to the theme of the playing field that today's scientists and engineers are trying to solve, develop an innovative solution to that problem either by creating something that doesn't exist or building upon something that does, and share their findings with the community and competition judges. The solution can be composed of different kinds of building materials; it does not require the use of LEGOs.

The actual "team" that gets to be on the floor at a competition can be composed of at most 10 students per robot, but we find that 6 – 7 students per team works best. The team is judged in three categories: how well our robot works, how well we work together as a team, and how well we perform in presenting our project. We also participate in three matches, where our robot attempts to navigate the field while an opposing team does the same on an adjacent table.

We believe that it is important for those students that have been given gifts inclined toward areas of engineering, programming, logic, math, and science to have an opportunity to develop and use those gifts. The LEGO robotics program makes that a fun and achievable goal by enabling them to use the good gifts and talents that our heavenly Father gives our students in a very constructive and positive way.

The RoboPanthers are thankful to all the parents and supporters who have made this program possible. If you have any other questions or are interested in finding out how you can get involved as a coach, sponsor, or project helper, please feel free to contact the coach Jason Holstege ([jaholstege@hchr.org](mailto:jaholstege@hchr.org)).

## **ROOM MOTHERS**

Each year our mothers are given the opportunity to volunteer to be a room mother for their child's classroom. Each class will have three or four room mothers. At the beginning of the school year there will be a notice in the school memo requesting volunteers. The room mothers will chaperone on field trips, plan the teacher's birthday party and may be asked to assist in other classroom activities.

## **TRIP**

TRIP (Tuition Reduction Incentive Program) has been a part of Heritage for many years. This program is offered by local merchants to promote Christian education and is administered by a committee of volunteers. Interested parents or supporters may buy certificates to local businesses. A percentage of the proceeds go to the school AND a percentage is allocated to the buyers account. This account balance is applied to the tuition bill of the family each October – thus, reducing the tuition bill! If your children do not attend Heritage Christian School, the monies held under your account number can only be transferred to another Christian school, to Covenant Christian High School or credited to the Fund-raisers. Rebates for a future tuition account will be held by the TRIP program and will be credited to the proper account when the child is enrolled. Setting up an account is easy; discuss this and all other questions with the TRIP committee. The TRIP program runs weekly during the entire school year from 8:00 — 9:30 a.m. on Tuesday, except for normally scheduled vacations. TRIP runs bi-weekly during the summer months on Tuesday from 9:00 — 10:30 AM. TRIP order forms are available on our school website ([heritageprschoo.com](http://heritageprschoo.com)).

## **VOLUNTEER OPPORTUNITIES**

Heritage Christian School welcomes parents, grandparents, and other supporters of Heritage to volunteer! Generally the requests for help are for the length of a class period on a weekly or every other week basis. Volunteer opportunities are posted at enrollment time, and then in the first few weekly memos of the school year. Some of the areas in which we utilize the help of volunteers include reading with lower grade students, recess attendants for a few days of the school year, library helpers, band helpers, math pentathlon, and our robotics program. Due to state regulations, all volunteers are required to sign a release for random background checks.

## **WEEKLY MEMO**

HCS publishes a weekly memo containing current school news and other vital information. The memo is sent home on Wednesdays with the youngest student of each Heritage Christian School family – printed on legal sized paper so that you are certain to take note of it! The memo is posted on our school website each week ([heritageprschoo.com](http://heritageprschoo.com)) and can also be emailed to parents and supporters. We encourage all our parents to read the memo each Wednesday, as it is our main method of communicating important information that impacts all families.

## **ORGANIZATIONS**

### **FEDERATION BOARD**

The Federation Board is an organization of representatives from the Boards of each of our Protestant Reformed Christian schools that meets periodically to discuss issues common to all of our schools. The board organizes and coordinates various workshops and conferences for the professional development of our teachers.

### **FOUNDATION BOARD**

The Heritage Christian School Foundation Board is made up of men from the Heritage Christian School Society who are nominated, and then elected to serve as board members for a three-year term. The goal of the Foundation is to establish a capital amount of money so that proceeds can be given to HCS to reduce tuition costs for our constituents. The main source of revenue for the Foundation is gifts donated through estate planning and donations to the Foundation. In addition, the Foundation Board coordinates a couple of fundraising events throughout the year.

### **FUNDRAISERS**

All Heritage Christian School mothers are members of the Fundraisers Committee. Officers are elected each year from Heritage mothers, and serve a two-year term. The purpose of the Fundraisers is to raise money to supplement tuition, and to fund major purchases such as playground equipment, technology purchases, and other board regulated purchases. Meetings are held five times per school year, usually on Thursday mornings.

### **PRTI**

The Protestant Reformed Teachers' Institute is an organization of teachers from all of our PR schools. A six person board from the members of the institute is elected to a two year term. The members of the PRTI meet annually at the PR Teachers' Convention and twice each year for PRTI institute meetings. The purpose of these meetings is to help the teachers grow professionally and to provide an opportunity for them to encourage one another in their work. Members of the PRTI also contribute periodically to the *Perspectives in Covenant Education*, a magazine published by the group.

## **SAFETY**

### **ACCIDENTS AT SCHOOL**

Occasionally students here at school are injured during the course of the school day. In order to supervise the students appropriately when outside, our staff is assigned to specific time slots during recesses and before and after school, ensuring that there are adults present at all times. When a student is injured during school hours, the supervising teacher and office staff assess the injury, and, if necessary, fill out an accident report form and contact the parent for further evaluation.

### **CRISIS PLAN**

Our school complies with the guidelines of the Michigan State Police regarding what measures are taken in the event of an emergency. Specific plans and off campus meeting locations are communicated to staff. Facility and personnel information is furnished to the appropriate authorities.

**(Dates for Safety and Lockdown drills can be located on our website following the drill)**

## **PLAYGROUND**

Students are required to remain on school grounds during all recesses and before or after school. Students are assigned to specific locations on the playgrounds at recess time, based on their grade level. Students are not allowed in the parking lots unless they are being dropped off or picked up in approved areas. Students are not allowed to throw snowballs during school hours. No tackle sports of any type are permitted on the playground. We have HCS staff supervision outside during all recesses and before and after school.

## **SECURITY CAMERAS**

For the safety of our students, security cameras are located at entrances and traffic areas throughout the building. They are motion-activated and record activity on the premises.

## **VISITORS**

Visitors enter the school building through one of two main entrances, the first on the west end and the second on the north side of the school. Both main entrances have a doorbell. Since doors of the facility remain locked at all times, visitors must be buzzed in by the office staff. Once inside, a visitor's pass is worn if necessary. Student visitors from other schools must be approved by the Administrator prior to the date that the visit will occur.

## **TECHNOLOGY**

### **CELL PHONES AND OTHER DEVICES**

Students may bring their own electronic devices to school. Due to increased availability of devices to K-8 students, HCS Board will define the school day to be any time students are on school property (bus, grounds, or building). During those times, because we cannot filter what students are researching or watching on their own device, we will not allow use of devices EXCEPT for phone calls to parents or siblings in an emergency situation. Misuse of devices will result in confiscation.

### **COMPUTER/INTERNET USE**

Computers and Internet access are available only to staff and students under direct supervision at Heritage Christian School. We are pleased to provide this resource because we believe using computers and the Internet allow access to vast, diverse and unique educational resources. Our goal in providing this service to our staff is to promote learning by facilitating resource sharing, innovation, and communication.

The Internet is an electronic network connecting millions of computers and individual subscribers all over the world. With access to computers and people all over the world also comes the availability of material that may be pornographic, dangerous, harmful, and certainly not of educational value in the context of our school setting. On a global network that adds hundreds of new sites each day and changes continually, it is impossible to filter out everything undesirable and controversial. But we firmly believe that the benefits of access to the Internet and the opportunities to teach responsible use far outweigh the possibility that an industrious user may access material that is not consistent with our educational goals.

We expect that staff and students will use the Internet in an efficient, ethical and legal manner.

The computers and the Internet access are provided for educational purposes. The use of school resources for personal use shall not interfere with these educational purposes. We expect that staff and students use it responsibly, and that searches for information will be guided by legitimate needs for educational material. Be aware that even legitimate searches can reveal material that is pornographic, obscene, illegal, or unethical. In the event inappropriate material is inadvertently accessed, the School Administrator is to be notified. This allows us to correct situations where this may occur, assess any damage, and note irregularities in log files.

We expect that staff and students will not use the Internet to transmit any material in violation of any US or state regulations. This includes, but is not limited to, copyrighted, threatening or obscene material, or material protected by trade secret. We expect that staff and students will abide by the generally accepted rules of network etiquette:

1. Be polite.
2. Use appropriate language.
3. Never reveal personal information.
4. Assume that electronic mail, messages, and blogs are public
5. Do not use the network in a way that would disrupt use by others.
6. Assume that all communications and information accessible via our network is property of Heritage Christian School.
7. Don't post anything that could be detrimental to our mission at Heritage Christian School.

Any misuse or abuse of technology at Heritage Christian School will result in consequences or discipline as outlined in the HCS Discipline Policy.

Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem in the Internet, notify your system administrator.

## **TRANSPORTATION**

### **BUS RULES AND REGULATIONS**

1. Bus routes and drivers are listed in the directory.
2. Parents are asked to have their children to the bus stop 5 minutes before the scheduled time.
3. Please inform driver if you are going to be gone for a period of time. (This can save 7-10 min sometimes)
4. Instruct your children what they should do if you are not at home when they get dropped off the bus. Tell them about a spare key, a neighbor to go to or the like.
5. No eating or drinking on the buses
6. Noise must be kept to a minimum and children must remain seated during the running of the bus.
7. If windows are open, nothing will be thrown out, or no part of the body extended out the windows.
8. Anyone destroying bus property will be responsible for repairs.
9. Proper, godly behavior is of the utmost importance and must always be emphasized to our children. We must remember that if students misbehave and distract the driver, they endanger everyone on the bus.
10. Hudsonville Public Bus Transportation does NOT allow K-5th non-riders to ride with other Hudsonville Public School riders for sleepovers, etc.

## **PARENTAL PICKUP POLICY (Updated October 2020)**

Heritage Christian School (HCS) is committed to providing a safe and secure environment for our students while they are on HCS property. This commitment begins when the students get on the bus or arrive at the school by other means and continues until students leave the property of HCS.

As HCS is committed to the safety of the children, the purpose of this policy is to give clarity for the staff as to who may pick up the children at the end of the day at HCS. It also provides parents an understanding and expectation of HCS.

1. Natural parents are presumed to be the natural guardians to their child. Parents are jointly and individually responsible for the support, care, nurturing, welfare and education of their child.
2. Neither natural parent is presumed to have a right to custody or decision making over the other parent, unless there is a court order.

Separation or divorce does not change the legal rights of the parents, unless there is a court order defining

those legal rights. HCS does not recognize less-formal documentation, such as notarized statements or informal agreements.

The following terms are defined for this policy:

### **Primary Legal Custody**

One parent has the right and responsibility to make major decisions regarding the child's welfare, including matters of education, medical care, and emotional, moral and religious development.

### **Primary Physical Custody**

The child resides with and is under the supervision of one parent, subject only to reasonable visitation by the other parent, unless the court determines that such visitation would not be in the best interest of the child.

1. The primary physical parent has the right to make day-to-day decisions for the child, such as emergency care, who picks up the child from school, or whether the child can participate in a field trip or extracurricular activities.
2. Because the primary physical parent has the right to know where their child is at all times when attending school, HCS will not release the child from school to a parent who does not have physical custody. The school reserves the right to release the child in an emergency to the non-physical parent.
3. HCS is committed to cooperating with the State and parents in implementing court orders.
4. HCS is not responsible for enforcing visitation or custody schedules. In the absence of full cooperation by parents, HCS will expect that, upon the end of the school day, the child will return to the location where he or she came from that morning, and any visitation or other arrangements shall occur off school grounds.
5. When both parents share physical custody, or in the absence of a court order, HCS will recognize as the primary physical custodian the parent/guardian living with the child at the address registered with the school system. Parents must provide HCS with any court order showing the rights of the natural parents or other individuals. The court order must be complete and current concerning the child. Updated and amended versions must be provided to the school as soon as possible.
6. Parents must not cause a disruption at HCS. Individuals who do so may be banned from HCS property. HCS is not the place for parents to settle private disputes or to compensate for their inability to visit with their child off school grounds.
7. Since HCS places a high priority on the student's safety, it is reasonable for HCS to require written, signed authorization from either parent before they send a third party to pick up a child. In addition, it is reasonable for HCS to call either parent or hold the student at school if they have questions about the identity of the person sent to pick up the student.
8. No other individuals have the direct right to pick up a student or discuss a student with school employees, unless they have legal guardianship or written permission and photo identification by the legal parent.

## **Staff Protocol**

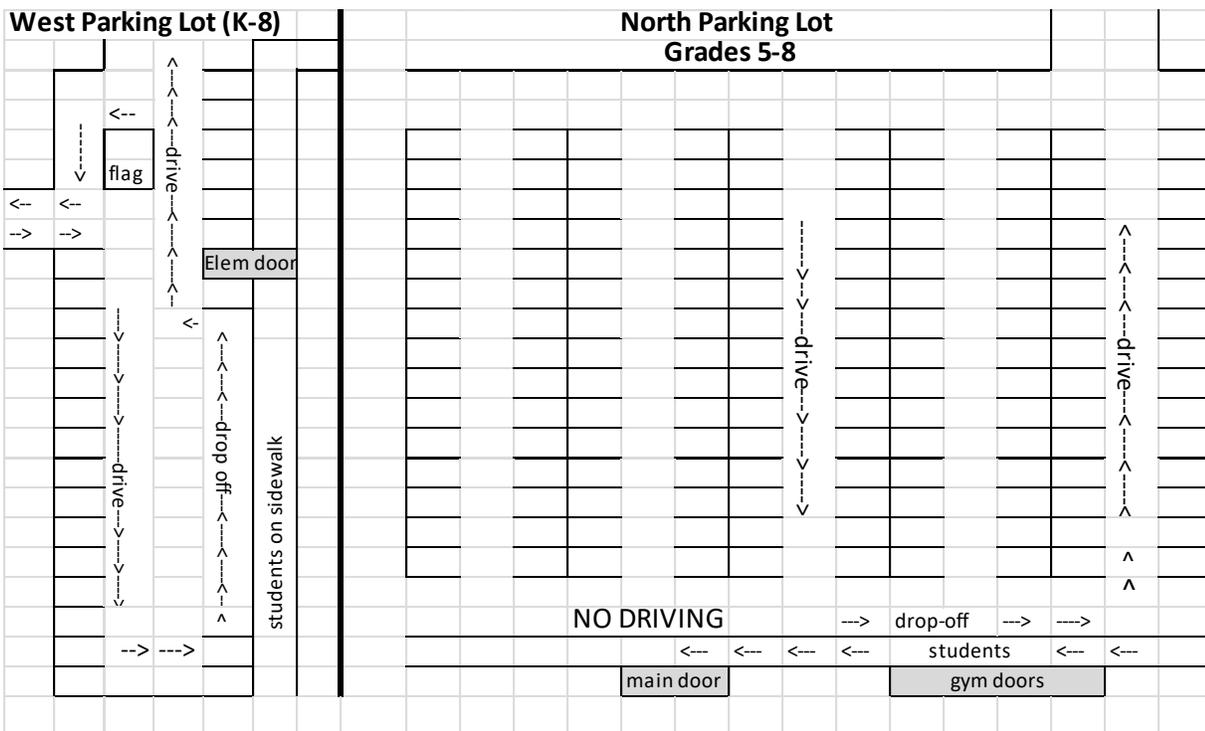
If an unauthorized parent or third party, absent written permission, demands to pick up a child from HCS:

1. The first obligation is always to protect the well-being of the child.
2. Resist the unauthorized person's demand to leave with the child, to the extent you can do that without risking your well-being and safety and that of the child.
3. Remain calm.
4. Explain HCS's policy regarding the release of children and that this policy applies to everyone.
5. Contact the child's parent to inform the parent about the unauthorized person's demand. If possible, prevent the unauthorized person from entering HCS.
6. Beyond these steps, your knowledge of the family situation and the immediate circumstances (whether you are the only adult present) should guide your response.
7. If the unauthorized person cannot be kept physically away from HCS, ask for photo identification.
8. Call the police.
9. If the unauthorized parent or third party succeeds in leaving with the child, immediately make a detailed description of the person and vehicle, obtain the license plate number of the vehicle, contact school administration, and make a detailed report of the incident.
10. There must be a balance between a parent's right to pick up a child from HCS and the care and concern for the child's safety. The law gives you the right to deny access to anyone who presents a risk to the child while on HCS property.

# DROPPING OFF AND PICKING UP YOUR CHILDREN

## MORNING PROCEDURE

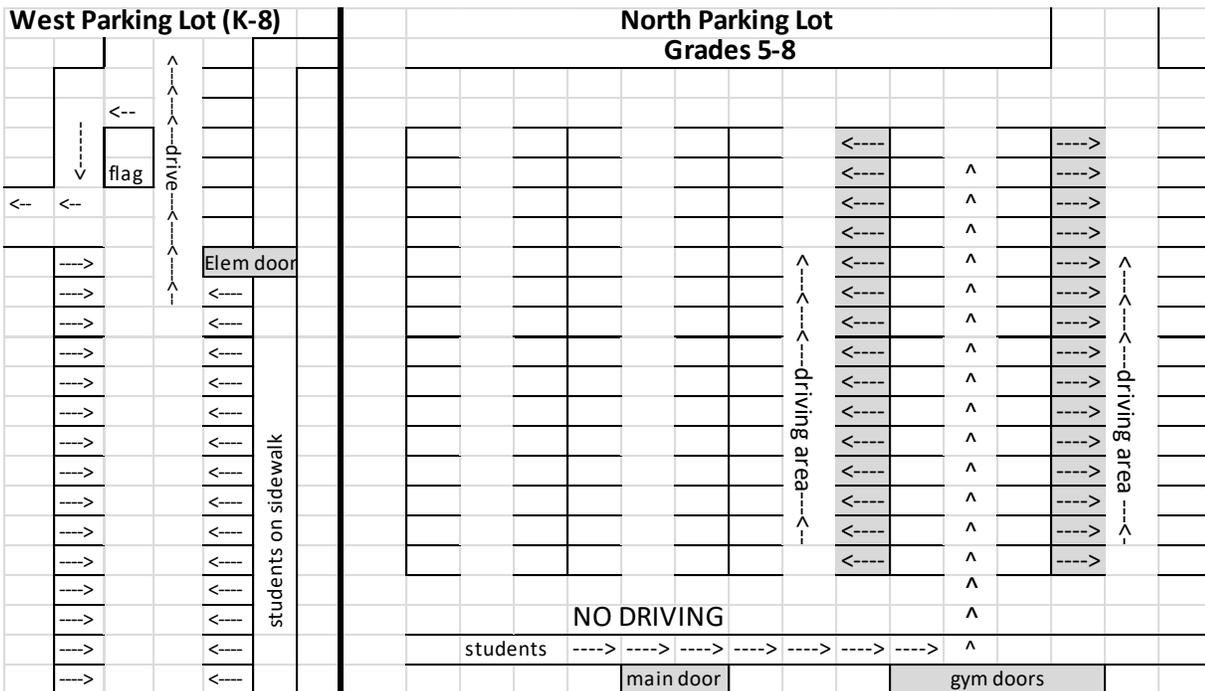
- **If you have students in K-8, use WEST** parking lot – Drive south, make a U-turn, & pull ahead as far as possible and drop off ALL students (see diagram below).
- **If you have students ONLY in 5-8, use NORTH** parking lot – Enter the 3<sup>rd</sup> (center) driving lane and pull up to the sidewalk in front of the gym entrance. (see diagram below).
- **BOTH LOTS:** Have your children quickly exit your vehicle on the passenger side and go directly to the sidewalk. Your children can then walk on the sidewalk to their designated door. You **DO NOT** have to wait to be first in line to let your children exit your vehicle, but you do need to be by the sidewalk. You will then exit the parking lot either through the west drive to BALSAM or through the north drive to Port Sheldon.
- If you have business in school, first drop off your students and then park in one of the parking spots in the north parking lot (by the main doors).
- **DO NOT PARK** in the **WEST** parking lot before 8:15 a.m.
- **DO NOT ENTER** the bus drive at any time.



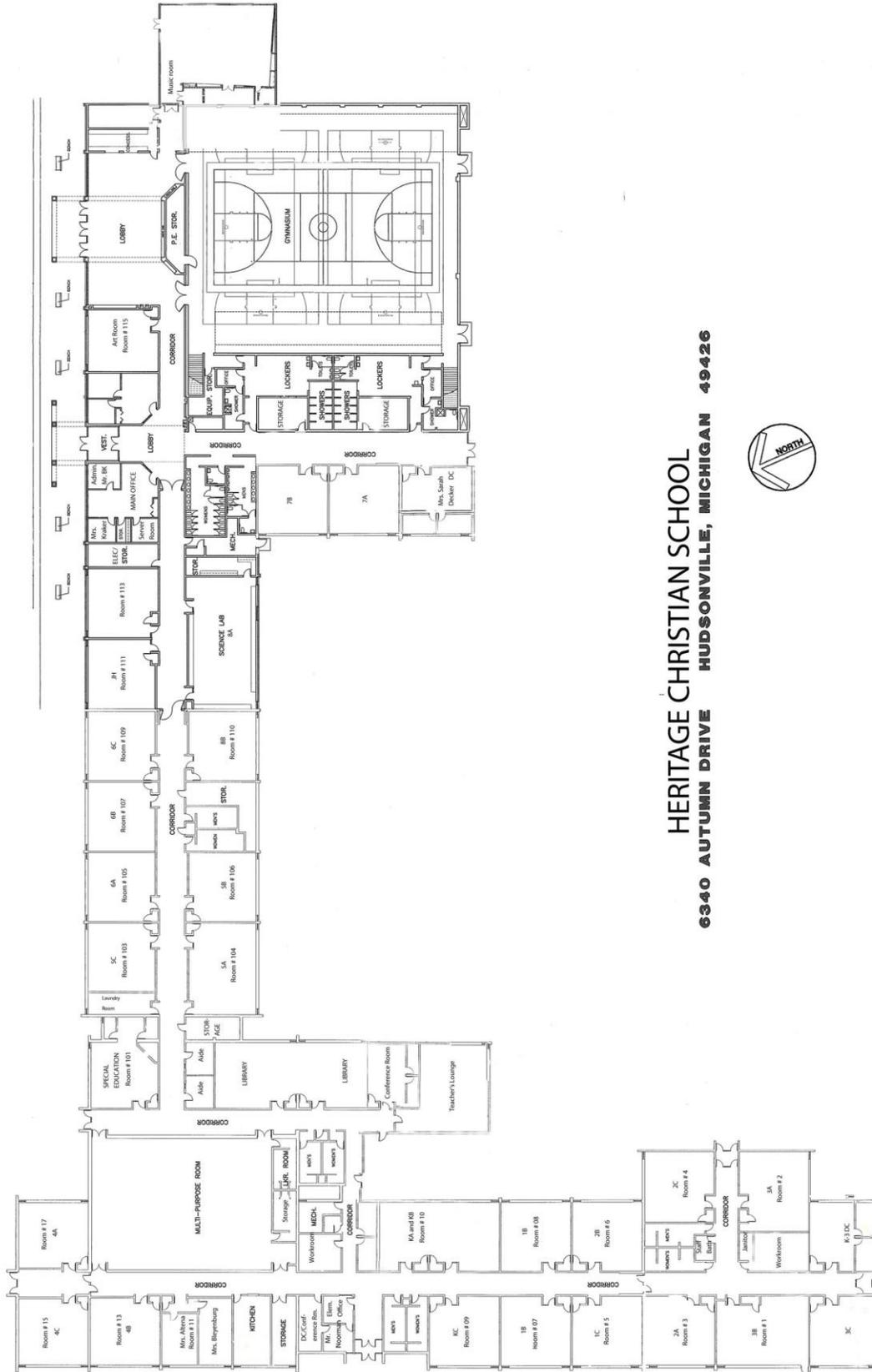
# DROPPING OFF AND PICKING UP YOUR CHILDREN

## AFTERNOON PROCEDURE

- **For families with students in K-8:** Please back into a marked spot on either side of the WEST parking lot. School personnel will help children cross and find rides.
- **If you ONLY have students in 5-8:** Please pull into a parking spot on the east side of the NORTH parking lot facing out (see diagram). After 2:30 p.m., there will be no driving in the open area between as this will be the walking area. Students will approach cars from the rear and once you have your students, you can exit by using the outside driving lanes. If you arrive later than 2:30 p.m., please DO NOT drive in the student walking area. You will need to back in to a spot when you can safely do so.
- **If you only pick up occasionally,** i.e. if there is no public busing, please use the **North** parking lot. If all spots in the designated area are taken, back into a spot on the far east leaving enough room for students to walk behind your car. No students may walk in the designated driving area.
- Students who are walking to the car in either lot are instructed to walk ONLY on the sidewalk or the designated area in or around the parking lot. If they need to cross the parking lot, they may cross the parking lot when the monitor tells them it is safe to cross.
- Parents are asked to show by example and only use the crosswalk and the sidewalk.



SCHOOL LAYOUT MAP



**HERITAGE CHRISTIAN SCHOOL**  
**6340 AUTUMN DRIVE HUDSONVILLE, MICHIGAN 49426**

