

Parent & Student Handbook

2023-2024 School Year

HISTORY OF HERITAGE CHRISTIAN SCHOOL

Heritage Christian School began July 14, 1992. By fall we had twenty-six students and two teachers to teach kindergarten through sixth grade. It was possible to teach this many grades with the help of a number of volunteer aides. The school quickly took hold because many of the parents were increasingly concerned that their children receive a truly Christian education. Since going to other Christian schools required excessive traveling time, these families were excited about having a Christian school in this community.

Soon after beginning, the Church of the Living Christ offered the school the use of their facilities including the cost of our utilities. However, the school is not associated with the church. The generosity of the church has greatly contributed to our ability to offer a quality Christian education.

PURPOSE OF THE SCHOOL

PHILOSOPHY

We are organized to minister to the spiritual and educational needs of children whose parents feel that the education of their child should be placed in the hands of Christian educators.

We believe that God has clearly placed the education of the child in the hands of his/her parents. (Proverbs 22:6) Therefore, we acknowledge that the responsibility of a child's education lies primarily in the hands of their parents and that we are simply being entrusted with meeting the educational needs of the child.

We realize that Christian education is unique, in that it is based upon the Word of God and not on man's ideas. All subjects are taught from a Biblical perspective allowing students to know God and to see all things in relation to Him. We believe that wisdom comes from God and that in order to be wise, one must begin by experiencing salvation through personally trusting Jesus Christ as their Savior. Therefore, we will encourage children to accept Christ as their personal Savior and then to grow in His likeness.

After students develop a relationship with God, we desire to equip them to serve Him to their fullest potential in society. We strive to provide an education of superior quality and encompass a wide range of spiritual, emotional, social, mental, and physical training experiences. All students should develop God-given talents that will glorify God and allow them to be a testimony to the world and draw others to Christ.

OBJECTIVES

Heritage Christian School of West Perry exists to provide the children of professing Christian parents a sound academic education, within the framework of the biblical view of God and the world, for their school age children.

ACADEMIC GROWTH

Objectives are:

- To develop independence in their work and study habits.
- To teach the skills necessary for effective comprehension, communication, and computation and to develop in each child an understanding of how to think and how to apply themselves.
- To encourage children to engage in wholesome activities and interests.
- To aid them to recognize in every area of study the revelation of God in creation and in the Holy Scriptures; and to instill in each student an understanding and appreciation

of the principles and value upon which our country was founded and the importance of their preservation.

SPIRITUAL GROWTH

Objectives are:

- To consider that the spiritual and character training is equally as important as the academic learning.
- To give students a sense of how God and His word relates to their life and to lead them to committing their lives to serving the Lord.
- To encourage students to be a light in this World and to lead others to Christ.
- To instill in children respect for God's Word in that they will read and memorize it daily with comprehension and application and to encourage close communion with God through prayer.

SOCIAL GROWTH

Objectives are:

- To teach students that they should emulate those living a godly example such as parents, teachers, pastors, friends, etc.
- To instill in students the attitude of instant and complete obedience since that is the attitude God has so clearly taught us in the Scriptures.
- To respect such things as our bodies, our environment, our freedoms, our ancestral heritage, etc.
- To foster the establishing of wholesome interpersonal relationships through an acceptance of one another in Christian life.
- To develop independence, discernment, and good decision-making skills.
- To develop understanding and respect for the views of others.
- To develop a desire to contribute to community needs.

PHYSICAL DEVELOPMENT

Objectives are:

- To promote health, fitness, coordination, and skillful use of the body.
- To encourage good sportsmanship and Christian testimony in all athletic endeavors.

ORGANIZATION

FACULTY

The faculty of Heritage Christian School is carefully selected to provide the students with the best possible education and the best spiritual training. Our teachers have been properly trained in their profession and are capable of maintaining a proper learning atmosphere in their classroom. More importantly, all faculty members are born-again Christians who love the Lord and are consecrated to serving Him through the ministry of teaching. Faculty members are committed to meet the needs of each child and feel it is essential to do so with the help of the child's parents.

BOARD MEMBERS

The School Board of Heritage Christian School consists of one (1) CLC Elder appointed representative and seven (7) elected members, of which there is a President, Vice President, Secretary, and Treasurer. The Administrator is also part of the school board. All of whom are members of the Association. See Bylaws for election process.

ASSOCIATION

The official name of the organization of our school is Heritage Christian School of West Perry. According to our Bylaws the basis of this Association is the Bible, the infallible Word of God, as interpreted in our Statement of Faith.

Application Procedure: Parents of any student applying for admission must receive a packet of information containing: application, bylaws, and handbook.

After submitting a completed application, applicants must have an interview with Administrator, classroom teacher, and then go before board members where bylaws & handbook & purpose of the school will be discussed and applicants will be asked questions. The classroom teacher will also discuss what is expected and assess student readiness.

After the interview, the application may or may not be approved by the board.

CERTIFICATION

Heritage Christian School is registered as a non-public, non-licensed religious school by the Pennsylvania Department of Education. We are incorporated under the Department of State Corporation Bureau as a non-profit corporation for the purpose of providing education in a religious setting. We strive to meet or exceed all acceptable state school standards.

PARENT ORIENTATION/BACK TO SCHOOL NIGHT

Parent orientation is held in August. At this time all pertinent information is given. **All parents** are expected to attend.

PROFESSIONAL ASSOCIATION

Heritage Christian School is affiliated with Association of Christian Schools International (ACSI). This organization helps Heritage Christian School to achieve its goals and advise us in legal matters. Professional Development sessions are accessed by administrator and staff to develop professional growth as well as receive legal and academic updates.

ADMISSIONS

POLICIES

Heritage Christian School admits students on the basis of an application and an interview by personnel on the School Board. Students enrolling in the school would be from Christian families who support the Biblical values of the school in their lives and in their homes. These families must be actively attending a Bible-believing church. They must agree to support those in authority and must not be involved in stirring up strife or division. Students may be refused admission if the parents are not in agreement with any of the school's beliefs, objectives, doctrines, bylaws, or procedures, or if the child does not desire to attend the school.

Student must be 5 years of age by September 15th and pass a readiness test to attend Kindergarten.

NON-DISCRIMINATION POLICY

We do not discriminate against anyone because of race, color, nationality, or ethnic background.

PROCEDURES

A family must follow the following procedures:

- Complete enrollment application. *A \$200 payment to cover the student book fee must accompany application when applying after July 31st for upcoming school year.*

Read the bylaws and handbook completely.

- Sign all forms and agreement.
- Both parents or responsible family member must sign the Statement of Agreement in the application.
- Kindergarten students must pass a readiness test before

being accepted for enrollment.

- Interview with the administrator, classroom teacher, and board member.
- Be approved by the Board.
- New students entering grades 1 through 8 will be tested by their teacher.
- Begin procedure of meeting all health requirements.
 - Immunization form
 - For students first entering school and those entering grade 6, a physical examination by a physician is required. For students first entering school and those entering grades 3 and 7, a dental examination is required.
 - Health History form
- Sign a Request for Records form. (if transferring from another school)
- All health forms must be completed by October 1st.
- The school has the discretion of not admitting students who have been expelled from another school or have repeated more than one grade.
- Students may not be enrolled after the completion of the first marking period unless there are extenuating circumstances approved by the Administrator and School Board.

DISMISSAL

Students may be dismissed from the school under certain circumstances after a fair review by the administration and the board. In most cases of severe academic or disciplinary

problems, we will make a number of attempts to lead a child to proper conduct. We will contact parents in cases of non-compliance so that all possible efforts will be made to rectify the problem. However, if all efforts fail to sufficiently bring about behavioral change, the procedure will be as follows: Disciplinary review (by board), suspension, and expulsion. Automatic expulsion applies in cases of using or selling drugs or alcohol, smoking, persistent stealing, sexual promiscuity, possession of a weapon, or participation in an occult or demonic activity.

Dismissal can also result if parents create dissension, stir up strife, or if they are out of compliance with the school bylaws/handbook and its policies.

WITHDRAWAL

To withdrawal your child from HCS, you must write a letter stating the last day of enrollment and your reason for leaving. This letter must be signed, dated, and given to the administrator in person. All tuition continues until the withdrawal is completed. Records will be sent to the next school upon your request if tuition payments are up-to-date.

RE-ENROLLMENT POLICY

Re-enrollment will normally take place during the month of January. The second week of March will mark the beginning of our new enrollment program for those not already attending the school.

Re-admission of current students is **not automatic**, but will be based on the following:

- General attitude and cooperation towards students, teachers, and administrator
- Desire for spiritual growth

- Disciplinary record
- Academic progress
- Parental support (fundraisers, cooperation)
- Meeting financial requirements

A Decline of Re-Enrollment notice will be sent by certified mail to the parents if the above noted items are not being fulfilled.

FINANCIAL POLICIES

Heritage Christian School operates on tuition and gifts. We do not directly receive state or federal funds. **It is necessary that all accounts be paid when due.**

Payments should be made on a ten month plan beginning August 1st, with equal payments each month. Tuition payments made in full by August 1st will be eligible for a 2% discount. After one month, if no payment is made by the end of that month, contact by HCS board treasurer will be made. Should financial difficulties occur which prevent payment by the tenth of the month; it is **the obligation of the parents to contact the School Board or Treasurer** to explain and to arrange for an alternative payment plan.

Students will not be permitted to begin a new school year with an unpaid balance from the previous year. Report cards and official records will be withheld when tuition and other fees are overdue.

The full tuition balance due shall be paid by the second Monday in May in order to release student records.

It is our policy to charge the applied bank fee for all checks returned to us by your bank for any reason. Please do not send postdated checks without notifying us.

Since Heritage Christian School has an obligation to its employees, students are considered enrolled for the entire year. No deductions can be made for vacations or school holidays. If a student leaves the school for any reason, charges are then pro-rated according to the actual number of days enrolled. No deductions will be made from tuition for absences during the school year, regardless of the cause of such absence. Additionally, the book fee and the CLC usage fee will not be refunded.

Families transferring their children from private or Christian school must have settled all financial obligations at the previous school.

Tuition rates are set each year prior to the time of registration. A sheet is enclosed with the current rates. A sliding scale is used for rates; a per student book fee and building user fee is required.

FUNDRAISING

Tuition alone does not cover the costs of operating our school; therefore everyone is expected to participate in fundraising endeavors. A buyout fee of \$150 per family is required to be exempt from 2 paper fundraisers each year.

ACADEMIC

The Commonwealth of Pennsylvania recognizes Heritage Christian School as a non-public, non-licensed day school for the education of children. It is further recognized that the school uses courses of study which meet all the requirements for providing a superior Christian education.

CURRICULUM

Our school uses a traditional classroom structure with multiple grades for each class. Core subject curriculum includes Bob Jones University Press, Purposeful Design, and Abeka. In selecting curriculum, emphasis is placed upon development of a Biblical worldview and solid academic instruction. Selected curriculum includes plenty of drill, review, instruction in critical thinking skills, and regular assessments.

A Standardized Test is administered to all grades annually.

GRADING SCALE - 1st through 8th grade only

Excellent	Above Average	Average	Below Average	Failing
A+ 98-100	B+ 90-91	C+ 82-83	D+ 74-75	F 68 and below
A 94-97	B 87-89	C 78-81	D 71-73	
A- 93-92	B- 84-88	C- 76-77	D- 69-70	

CONDUCT

O – Outstanding

S – Satisfactory

N – Needs Improvement

U - Unsatisfactory **If a student fails two or more subjects for the year, he/ she will be required to repeat the year. (Major subjects: Math, English, Reading, Science, History.)**

HONOR ROLL

Distinguished Honors – All A’s

Honor Roll - All A’s & B’s

HOMEWORK POLICY

Homework is an integral part of the school program. Students are required to complete their homework assignments as directed.

When homework is incomplete or late, the student is kept in the classroom during recess to complete homework and parents are contacted. Teachers in grades 3rd- 8th reserve to right to deduct points off of the total grade for persistently late homework.

Work missed due to absence will need to be made up within two days (for each day off) thereafter or receive a grade of "0" (zero). It is the student's responsibility to see the teacher for work missed (fourth grade and up). Contact the teacher if you feel that remedial work is needed. Also, contact the teacher, if you feel that your child is spending an excessive amount of time completing homework.

Below is the average time a student should spend on homework each night (take into account studying for quizzes and tests may take longer depending on the student):

Kindergarten, 25 minutes
1st grade, 30 minutes
2nd grade, 40 minutes
3rd grade, 45 minutes
4th grade, 50 minutes

5th grade, 55 minutes
6th grade, 60 minutes
7th grade, 90 minutes
8th grade, 90 minutes

Contact your child's teacher if excessive time is being spent on homework.

REPORTING PERIOD

Progress reports will go home every three weeks for D and F subjects only. Report cards go home each nine weeks. (Check school calendar) Progress reports and report cards should be signed and returned within two days.

ACADEMIC PROBATION

Pupils are promoted or retained on the basis of their total preparedness to do satisfactory work at the grade level. Age, maturity, achievement, ability, and social factors are all taken into consideration when making such a decision. Information is taken from standardized tests, past achievement records, parental observations, teacher evaluation, and present records

and attitudes. The school Administrator makes all final decisions in regard to student retention.

A student will be placed on academic probation for one nine-week grading period if he/she receives the following grades as nine-week averages:

- Two (2) subjects with F average (68 or below)
- Three (3) subjects with averages with D+ or below (75 and below)

This criteria applies to the following subjects: Math, English, Reading, Science, and History.

At the end of the nine-week probation period, the teacher, administrator, and parents will confer on extending or dropping the probationary period. The decision will be based upon the following criteria:

- Academic grades throughout the probationary period.
- Consistency of the student's completion of assignments and projects.
- Attitude of the student toward academic improvement during the probationary period.
- Cooperation and consistency of the parents in following through with an approved plan and program worked out with the child's teacher(s).

Discipline Policy:

Since discipline over sin and self is scripturally taught, we realize that under certain situations it can be the means to guide a child into better self-control. All parents will be required to agree to the use of discipline in order for your child(ren) to be admitted

into the school. Discipline will be administered according to the following guidelines:

Breaking of school/classroom rules:

Teachers will set the tone of firm but fair discipline at the beginning of the school year. Consequences will include verbal correction, partial or total loss of recess, and writing sentences. Parents will be notified about in school consequences.

A Yellow Slip will be issued for the following: cheating, lying, stealing, fighting/aggressive behavior, direct defiance of authority, and disrespectful behavior toward authority.

Teachers will confer with the Administrator before issuing a Yellow Slip for Disrespectful Behavior (Gray Area).

Yellow slip Process:(Proverbs 13:24; Proverbs 23:13-14; Proverbs 29:15; Proverbs 22:15)

Yellow slip given to student. Call made directly to parent by teacher or administrator.

According to the statement in HCS Bylaws, paddling should be administered by the parent. We encourage parents to consider and follow these guidelines:

Counsel, scriptural admonishment, and prayer (Proverbs 1:8&9, Galatians 6:1-2, Titus 3:1-2)

Paddle only when calm (2 Timothy 2:24-26; James 1:19-20)

Reassure your child of your love and reaffirm his worth in Christ (I John 2:1-2; Hebrews 12:4-11)

Provide ongoing Biblical instruction to train the heart (Proverbs 4:20-27)

- 3 yellow slips require parents meet with Administrator and school board
- 4th slip rec/d means 3 days suspension from school.
- 5th slip results in Expulsion from the school

Seriousness of the event or infraction may result in immediate meetings with the Administrator and/or Board.
(ex. property damage to church)

ATHLETIC ELIGIBILITY

To be able to participate in athletics, (games and practices), a student must be passing three of the five core subject areas. Core subject areas are Science, History, Math, English, and Literature/Reading. Grades are calculated at the 3, 6, and 9 week intervals during each marking period. Student athletes will be ineligible for a minimum of ten days. After the mandatory ten day suspension, grades will be calculated each Friday to determine eligibility for the following week.

HCS is required by PIAA to have a cross-country team. The "team" is required to practice 15 days prior to scheduled cross-country meets. Three meets are required to be co-op with West Perry for athletic eligibility.

ATTENDANCE

Parents are not to send their children to school when their attendance might be detrimental to their health or the health of others. In these cases, parents will be called to take their child home. If a student has a fever, they must be fever free for 24 hours, or longer if doctor recommends so, before returning to school. Children with communicable diseases should not be present in school until the danger of spreading the disease is past.

When a student is absent, parents must either email an excuse to the school or on the day of return to school, send in a signed note or a doctor's excuse, giving the reason for the absence and stating the date(s) of the absence. If a child is absent more than three days, a doctor's excuse is required. If a child is absent more than 12 days, a doctor's excuse will be required for each day missed beginning with the 13th day absent. This does not include absences for surgery & recovery or extended illnesses such as the flu.

Parents who wish to take their children out of school to accompany them on family activities should make a request to the school administrator, in writing, beforehand and make an arrangement with the child's teacher to get a list of all assignments for the days that will be missed so they can be completed **by the day the student returns from the trip**. Teacher will administer any missed tests/quizzes on an agreed upon day. A maximum of five days will be "excused" absence and anything beyond will be "unexcused" absence.

EXCUSED ABSENCES

These include personal illness, death in the family, planned absences approved by the administrator in advance and partial day's absence for appointments, if prearranged.

EARLY DISMISSAL/TARDY

Please attempt to set up doctor and dentist appointments after school, if possible. Please send an email or paper note to school office prior to the appointment so the administrator is aware of dismissal. Students will not be allowed to leave with an unknown person unless a note is sent to the teacher identifying the person to pick up the child.

UNEXCUSED ABSENCES

Excuses which do not fall into the above categories or which are not classified as excused absences are considered unexcused. Zeros may be given in all subjects in case of an unexcused absence.

TARDINESS

If a student is not in the classroom by 7:55 AM, he/she is considered tardy. A signed and dated note from the parents must be brought to the teacher by the student if a child is tardy. Three tardy notices per semester will count as one unexcused absence. Excused tardiness include only unavoidable circumstances such as traffic, weather, sicknesses, appointments, etc. Parents should not accompany the child to the classroom when class is in session since this will disrupt the learning procedure.

DRESS CODE

The purpose of the Heritage Christian School dress code is to establish guidelines and standards which we feel are Biblical and appropriate for the students attending our school. There are a number of Biblical principles which form the primary basis for our dress code.

We ask that parents take the responsibility for seeing that their children are dressed for school in accordance with Biblical principles.

The specific guidelines listed are given for the purpose of clarifying the intent of our dress code:

STANDARDS FOR BOTH:

Children are not to wear clothes designed for specific activities outside of school such as jogging suits, sports uniforms, sweatpants, or spandex pants.

No shirts depicting violence, the occult, skulls, sensual words or pictures, secular musical artists/bands, or anything contrary to Christian moral values.

No sloppy, oversized, baggie sweatshirts may be worn in class. Avoid all oversized, sloppy clothes.

No tank tops or undershirts worn alone are permitted.

Shoe laces must be tied; no flip flops for safety reasons.

Hair should be cleaned and brushed. No shaving of the head or tattooing is permitted.

No hats or hoods from sweatshirts are to be worn in the building.

All clothing and shoes should be clean, in good repair, and free of rips, tears, holes, and fraying.

Blue jeans and other types of pants may be worn; no skin tight pants and no tight leggings alone are permitted

SHORTS STANDARD FOR BOTH:

Shorts are permitted from the beginning of school until October 1st.

Shorts are permitted from May 1st until end of the school year.

Shorts may be worn on Wednesdays.

Shorts are not permitted on field trips unless approved by the administrator/teacher.

No athletic, mesh, or gym shorts may be worn as classroom wear.

Shorts must be modest. Shorts must be no more than 2 inches above the top of knee when standing.

Students who do not follow the shorts rules will lose the privilege of wearing shorts.

STANDARDS FOR GIRLS:

Girls may wear dresses, skirts, capris, pants, and jeans. Dresses cannot be shorter than 2 inches from the top of the knee.

Girls may wear sundresses that have a 2 or 3 inch strap (no strapless or spaghetti straps)

Girls may wear jewelry, hair accessories, but no excessive makeup.

Girls should wear leggings or shorts under their dresses to ensure modesty on the playground.

Girls may wear dressy flip flop style sandals.

STANDARDS FOR BOYS:

Boys may wear jeans and pants.

Hair is to be kept cut above the eyebrows and off the collar. No earrings or feminine jewelry are allowed.

GYM CLOTHES STANDARDS for BOTH:

Students must have gym clothes for gym class. They may wear athletic pants, sweatpants, or gym shorts that fit the shorts guidelines above. No jean shorts or spandex for gym class.

In winter months when students have gym indoors, they may follow the ***gym shorts guidelines***.

In winter months when students have gym outdoors, they must follow the ***gym pants guidelines***.

Sneakers and socks are required.

CONDUCT

A student will be placed on disciplinary probation if an undue amount of time is required to bring the child in compliance. Expulsion could result if early compliance is not evident. We must ensure that no one student is disrupting or taking learning time from the other students in the class. The Administrator and Board will make final decisions as to the student's retention status.

SCHOOL BUILDING RULES

There is to be no running in the building.

No student is allowed in the upstairs portion of the building unless accompanied by school personnel.

Students are not to talk outside of their designated classroom space when class is in session.

Students are not to touch walls, display areas, teaching materials, or other student's materials.

Leave the classroom only with a teacher's or aid's permission.

Do not leave school premises unless permission is granted by teacher.

GENERAL RULES

Students should talk in the classroom only after being granted permission by teacher or aid.

Willful defacing of property will require that the child be responsible for the paying for replacing or repairing of the property. Repeated offenses could result in dismissal from school.

Students are not to chew gum on school property.

No eating outside of the cafeteria is allowed unless students have been given permission to do so by the teacher.

Students causing undue problems on district provided transportation will be put on disciplinary probation and could result in being dismissed from school.

Knives, squirt guns, or other inappropriate items are not permitted. Students in 7th and 8th grades carrying cell phones must keep them in their locker. Students should not bring electronic games to school and are not permitted to play with them during school hours.

Indecent language, lying, stealing, fighting, or disrespect to authority will result in automatic discipline.

Promiscuous behavior, illicit sex, possession of pornographic material, or other related activities will result in dismissal from school.

All music to be used will be subject to administrator's approval.

Sullenness, rolling of eyes, impertinent questions, etc. will be treated as disrespect.

Making fun of others, telling secrets in other's presence, "tattle-tailing", listening to unrepeatable jokes or any other unkind or inappropriate behavior will not be tolerated.

No throwing of ice or snow at another person.

Do not leave the school property to retrieve play equipment unless granted permission by school authority.

Share all play equipment whether it belongs to the school or is brought from home.

No student is to be excluded from playing or being a part of any group or any game for any reason.

The authority of all adults is to be respected at all times.

Students must show a high level of Christian respect to their teachers. Students should directly obey their teachers during any school-sponsored event.

Student-teacher dating is not permitted. Teachers and students should not spend personal time together.

PERSONAL PROPERTY

The school is not responsible for expensive or valuable items brought to school. It is recommended that these not be brought to the school. Very little money should be brought to school unless to pay for school related items. Toys, games, or collections are not permitted to be at the child's desk and are discouraged from being brought to school.

TRANSPORTATION

Transportation will be provided by West Perry School District's bus contractor. Please inform us of your intentions to use their services. If you wish to provide your own transportation, provide us with written information as to driver schedule. Students should

not be dropped off and left unattended. Students may ride bicycles to school, but they may not be used during school hours. Park bicycles to the right side of the school entrance. Cars are to drop off at the back entrance and pick up at the top entrance.

BUS RULES

While waiting for the bus, students must stay near their bus stop in full view of the bus driver and under no circumstances should they stand or play in the street.

Students should remain in line at least five feet from the bus when it stops to pick up passengers and should not move toward the bus until the door is open.

In case of inclement weather, students should stay at their stop for a maximum of 30 minutes.

WHEN RIDING THE BUS

Students must conduct themselves in an acceptable manner at all times. Loud talking is improper conduct and is not permitted.

Students are to keep their feet, books, and possessions out of the aisle of the bus.

Students must remain seated while the bus is in motion or if the bus is delayed on the road.

Students must not extend arms or heads out of the bus windows at any time.

Students are to face front, not to turn in their seats.

Students may not operate the bus door or tamper with the emergency door.

Students may not use the emergency door except in case of an emergency.

Students may not eat, drink, or play music aloud on the bus.

Students must not damage or deface any part of the bus and should assist the driver in keeping the bus clean.

Bus driver is authorized to assign seats.

PENALTIES

First Offense – The student will be confronted by the Administrator and if deemed necessary, a conference will be scheduled.

Second Offense – Three to five day suspension of bus privileges.

GENERAL POLICIES AND INFORMATION

HOT LUNCH

Since our students pack lunches, we offer a low cost hot lunch (pizza, hamburgers, and chicken fingers) each Wednesday to be purchased by the parents on a monthly basis.

Our Hot Meal Committee plans one hot meal each month to be purchased by the parents.

SCHOOL HOURS

(Subject to change as determined by district busing coordinator)

Kindergarten 7:40 AM – 11:30 AM Daily

1st – 8th Grade 7:40 AM - 2:30 PM Daily

Students arriving early or leaving late must be left in the presence of an adult only. This is the parent's responsibility to verify. No child will be allowed to leave with an unknown person unless a note has been sent giving permission to do so.

EMERGENCY CLOSING

Inclement weather may cause school to be canceled, begin late, or dismiss early. We will close according to the West Perry School District report. If school is delayed for two hours, kindergarten will be dismissed at 12 noon. If school is delayed three hours, there is no morning Kindergarten. West Perry School District uses a phone blast to notify families of delays and closings. HCS Administrator follows up with a group email. Each family will be automatically added to the WP phone blast unless they opt out by notifying the school.

VISITORS

Parents and visitors should see the Administrator before going elsewhere in the school. Please obtain prior permission to visit classes.

COOPERATION BETWEEN HOME AND SCHOOL

The school, the home, and the church must work cooperatively in the task of Christian Education. The school endeavors to keep parents informed about students' progress and school activities. Parents need to follow through in various ways also. The following are some of the ways parents are expected to help:

- **PRAYER** – The single most important thing that each parent can do is to pray for its ministry regularly. Pray for teachers, students, administration and finances.
- **WORK WITH TEACHERS** – The teacher is a very important person in your child's life. Please work with the

teacher as closely as possible. Many times teachers will ask you to cooperate in a special way with the class or with your child. Parents are needed to help with parties and field trips. Teachers will also work with you to insure growth and progress.

- **GIFTS** – Tuition and fees do not cover the entire cost of education for students. Many parents ease the financial burden by making sacrificial gifts. All gifts are tax deductible.
- **PROMOTION** – Many times parents can help the school by promoting the school to other parents, businesses, or institutions that may help. This type of promotion is greatly appreciated.

HEALTH AND SAFETY

Medication: If medication is required during the day, please leave instructions and information for the teacher to administer medication. If side effects will accompany the taking of medication, please inform the child and the teacher what to expect. Pennsylvania State Law requires that all medicine be distributed with knowledge of the Administrator. A note from the physician or parent should accompany medicine use.

Insurance: We provide coverage under Brotherhood Mutual.

Emergency Policies: We require an emergency card to be filled out by each family so we can contact you immediately if an emergency arises.

Fire and Building Safety: Fire drills and intruder drills are practiced once a marking period throughout the school year.

CHAPEL

Chapel program will be held each Wednesday at 7:50 AM. Special speakers will conduct the services. Parents are welcome to attend.

TELEPHONE CALLS INTO SCHOOL

Calls that are made during the school day should only be matters of importance or business related calls. Other calls can be made before and after school hours.

SCHOOL SUPPLIES

A list of school supplies will be given to each student for their appropriate grade in their graduation packet of the current school year. New families enrolling over the summer will have one provided to them upon acceptance into HCS Association.