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## **GENERAL INFORMATION**

### **VISION**

Humble Christian School wants to be recognized as the premiere Christian school in the area for developing well-prepared champions for the faith who impact the world for Jesus Christ.

### **MISSION STATEMENT**

The purpose of Humble Christian School is two-fold. First, as a ministry of the Lord Jesus Christ, we provide the opportunity for a quality Christian education and strive for excellence in spiritual, academic, social, and physical development. Secondly, because every student is designed by God for a specific purpose in this life, we seek to assist parents in molding character and training Godly leaders who will make an impact on the people they touch for Jesus Christ.

### **GUIDING PRINCIPLES**

1. Seek God's truth and righteousness first and all these other things will be added
2. Seek only God's glory in all things
3. Non-denominational and grounded in the basic tenets of the Christian faith
4. Do not favor one of God's children over another
5. Keep tuition affordable for a wide range of income levels
6. Maintain independence from a church or supporting organization
7. Impact the lives of as many children as possible without sacrificing quality
8. Maintain strong financial health
9. Maintain high level of parent involvement

### **MEASUREMENTS OF SUCCESS**

Establish procedures and reporting processes to ensure the school leadership can monitor the performance of the school on the major measures of success of the school.

1. Add an annual review of test scores with analysis to be reported to the BOD.
2. Administrator to report each summer the number of graduates going to college, which colleges and where non-college bound students are heading. This is to include comparison to prior year results.
3. PEERS student survey results will be reported to the BOD and performance tracked and measured over time. This is to determine how well the school is training the students in a Christian worldview.
4. Begin program to maintain contact with alumni, encourage ongoing involvement with the school and report to the BOD the success of these efforts. This will include annual alumni newsletter, an association and fundraising solicitation.

### **EDUCATIONAL PHILOSOPHY**

Education at Humble Christian School is approached from a Biblical perspective that recognizes the sovereignty and authority of God. Attendant with this belief are a number of truths affirmed by the school:

1. God is transcendent, is spirit, and always acts in accordance with His loving and just nature. In addition, in His Word God places an eternal emphasis upon life. (Romans 11:36, II Corinthians 4:18, I John 2:15-17)
2. All humans, including children, are created in the image of God and have unbounded potential to mirror the character of Jesus Christ. Further, man is born with a sin nature that has marred, but not ruined, God's image in man. Finally, we believe that man's greatest need is redemption through Jesus Christ and not education. (Genesis 1:27, Psalm 8:3-6, Romans 3:23, Jeremiah 17:9)
3. Jesus Christ reflects truth: truth about the nature of God, truth of man's need to be rightly related to God, and truth about the world He created. (John 14:6, John 17:7, Matthew 7:24-27, Psalm 19:1, I Corinthians 2:15, John 8:26, II Timothy 3:16)
4. The Bible is inerrant and authoritative. Because God both created the universe and appointed the writing of Scripture, no academic truth (man discovered truth) can rightly be in conflict with God's Word.
5. Although man may not perceive truth in particular circumstances, truth is unchangeable and not relativistic.
6. Biblical education focuses on what a person becomes rather than on what he knows. Therefore, knowledge ought to be primarily pursued as the basis for the development of wisdom and character. Further, the end of education is not the acquisition of status, but to glorify God and fulfill His mandate to subdue and have dominion over God's creation.
7. Education is the prerogative and responsibility of parents. The Christian school is in partnership with the home to provide support and assistance in shaping a Christ-like view of truth and reality.

These beliefs work their way into every aspect of the education offered at Humble Christian School.

## **STATEMENT OF FAITH**

1. All Scripture is verbally inspired as originally written and therefore infallible and inerrant (2 Timothy 3:16-17; 2 Peter 1:21; Matthew 5:18; 1 Corinthians 2:13).

The Bible is the Word of God. We cannot accept the misleading statement: "The Bible contains the Word of God".

2. There is one living and true God who exists in three Persons – Father, Son and Holy Spirit (Matthew 28:19; 2 Corinthians 13:14).

The Father is God (2 Corinthians 8:6), the Son is God (Isaiah 9:6; John 1:1, 14; Hebrews 1:8-10), and the Holy Spirit is God (Acts 5:3-4).

3. The Lord Jesus Christ was born of a virgin (Isaiah 7:14; Matthew 1:18-25; Luke 1:26-38).
4. Christ rose bodily from the dead and ascended unto God the Father (Matthew 28; Mark 16; 1 Corinthians 15; Romans 1:4).
5. Christ will return.
  - a. First, for the "dead in Christ who will be resurrected bodily; and for those who are alive at His coming". This resurrection not only precedes His return to earth to reign 1000 years, but also precedes the Tribulation (1 Thessalonians 4:13-18; 5:9).
  - b. Then to reign 1000 years on the earth (Revelation 20:1-6; 2 Timothy 2:12).

6. All men inherit a depraved nature and are lost sinners in need of salvation (Romans 3:9-19; Ephesians 2:1-3).
7. God has provided salvation through offering His Son on the cross of Calvary, and allowing His BLOOD to be shed to atone for our sins (Romans 3:25; Hebrews 9:22).
8. We are saved and justified when we recognize ourselves as sinners, and we put our trust in Christ as the Son of God and His finished work on the cross of Calvary. Salvation is by grace through faith plus nothing (Romans 3:24, 4:5; Ephesians 2:8-9).
9. Once saved we cannot be lost; we are eternally secure in Christ (John 3:16; Philippians 1:6; John 10:27-29; Romans 8:38-39).
10. We believe that the baptism of the Holy Spirit takes place at the time of conversion and is the act of placing the believer into the body of Christ. The baptism of the Holy Spirit is not a second work of grace, nor is it necessarily manifested by unusual signs such as speaking in tongues (1 Corinthians 12:13; Galatians 3:27).
11. We should regularly participate at the Lord's Table (1 Corinthians 11:23-32).
12. All believers should be baptized by immersion as an act of obedience, but not for securing their salvation (Acts 2:41; 19:4-5; Matthew 28:9-20).
13. The Bible teaches the eternal punishment of the lost (John 5:28-29; Revelation 20:10, 15; Matthew 25:46).
14. The grace of God teaches us "to live soberly, righteously, godly" (Titus 2:11-13).
  - a. Titus 2:13 – Looking for the blessed hope of His returning for us.
  - b. Colossians 3:2-3; 1 John 2:15-17 – Setting our "affection on things above, not on things on the earth".
  - c. 2 Corinthians 6:14-18 – Living a life of separation from the world.
15. We believe in separation "unto God" (Romans 1:1; 2 Corinthians 6:17-18).

## **GOVERNANCE OF HCS**

### **Board of Directors**

The School Board oversees the governing of HCS according to established Bylaws, and it formulates and supervises the implementation of school policy. It is responsible for the financial stability of the school by using sound fiscal principles in its operation. Above all, Board members are to be sensitive to the Lord and His direction, and are responsible for the spiritual integrity of the school.

### **Principal (Administrator)**

HCS is administered by the Principal who is the chief executive officer and reports directly to the HCS Board of Directors. The faculty and staff work directly under the leadership of the Principal. The Principal is responsible for formulating and administering the curriculum; recruiting, supervising, and evaluating faculty and staff; authorizing and monitoring student activities; and aiding parent organizations (PTF, etc.).

## **NON-DISCRIMINATORY POLICY**

Humble Christian School admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The organization does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its education policies, admission policies, athletic or other school administered programs.

## **PROBLEM SOLVING GUIDELINES**

It is the desire of the leadership of Humble Christian School to have a school that God can use and bless to the fullest. We do not believe this can happen if there is disharmony among the HCS families. Scripture teaches us that God desires unity for His children. (John 17; I Corinthians 12:12-26; Ephesians 4:1-6, 13 )

With a desire to honor the Lord Jesus Christ with our conduct, words, and attitudes, we ask you, as parents, to abide by the following guidelines when a problem arises with a teacher, the administration, or another parent:

- 1) **Pray.** Ask God to give you wisdom concerning the situation, to show you what part you may have in the problem, and that you would learn and grow through this situation (James 1:5).
- 2) **Do not talk** about the conflict to people who cannot correct or solve it, but **do talk** to those who can. The appropriate steps to take would be:
  - Talk to the other person or persons involved, listen to their side of the story and seek understanding.
  - If it is not resolved, make an appointment with someone in administration for assistance. (Matthew 18:15-17)
- 3) **Be quick to forgive and show love.** (Matthew 18:21-22; I Corinthians 13:4-8; I Peter 4:8)
- 4) **Always speak the truth in love.** (Ephesians 4:15)

## **PLEDGES**

### **Pledge to the American Flag**

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation, under God, indivisible, with liberty and justice for all.

### **Pledge to the Texas Flag**

Honor the Texas flag, I pledge allegiance to Thee, Texas, one state under God, one and indivisible.

### **Pledge to the Christian Flag**

I pledge allegiance to the Christian flag and to the Savior for Whose Kingdom it stands; One Savior, crucified, risen and coming again, with life and liberty for all who believe.

## **Pledge to the Bible**

I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path and I will hide its words in my heart that I might not sin against God.

## **Theme Verse**

Let no man despise thy youth; but be thou an example of the believers in word, in conversation, in charity, in spirit, in faith, in purity. (1 Timothy 4:12)

## **School Verse**

And the Lord, He it is that doth go before thee; He will be with thee, He will not fail thee, neither forsake thee: fear not, neither be dismayed. (Deuteronomy 31:8)

## **School Motto**

Trust in God  
Love for Justice  
Malice toward None  
Charity for All  
Spread the Gospel

## SCHOOL POLICIES AND PROCEDURES

### ADMISSIONS

Student candidates, except for entering pre-school students, are evaluated on the basis of their character, academics, and behavioral background. Academic evaluation is conducted by reviewing a student's most recent report card, his academic transcripts, and current scores from the previous academic year from a Stanford Achievement Test. If testing is not current, a testing time is established for a candidate to receive an abbreviated portion of the Stanford Achievement Test. A student must achieve a percentile score of 51 or above in total reading and total math for grades 1-12. Entering kindergarten students must be tested using the Gessell School Test. An entering student's developmental age should meet the following criteria:

	Minimal	Preferred
Kindergarten	5.0	5.5
First grade	6.0	6.5
Second grade	7.0	7.5

Students enrolling at the pre-school or kindergarten level must also meet state age requirements. Those entering the 4-year-old program must be four prior to August 1, and students entering the kindergarten program must be five prior to August 1. First grade students should be 6 years old on or before August 1 and have completed a kindergarten program.

Parents must complete an authorization form for permanent records to be sent from schools previously attended. **Parents must provide HCS with current legal documents when custody rights have been established by a court of law.**

A family interview for all new entering families is the last step of admissions. It is at this time that the Administrator seeks to understand whether these families are people of faith and desire their children to be taught within the guidelines of our Statement of Faith. All students need to have a positive attitude to attend HCS. With the new admission standards, at least one parent must be a born-again Christian believer.

Acceptance for admission to HCS is subject to availability of class space. The priority enrollment period (the month of February) is reserved for current HCS students and siblings of current students. Open enrollment begins March 1.

The final decision for admission will be made by the Admission Committee. To serve the best interests of the school, the committee reserves the right to deny admission to any student who is evaluated as ineligible because of age, academics, character, behavioral problems, or unacceptable past conduct. Attendance at HCS is a privilege, not a right. Withholding information or the deliberate misrepresentation of information on any document submitted to the school will subject the student to immediate dismissal. The school also reserves the right to withdraw a child if the parents or guardians fail to support the policies, teachers, and administration or if the parents or guardians are uncooperative and/or cause disruption to the school environment or process.

Humble Christian School's mission is to work in partnership with the home to mold students to be Christ-like. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle that the school teaches. This includes, but is not limited to, sexual immorality, sexual orientation, or inability to support the moral principles of the school. In such

cases, the school reserves the right to refuse admission to an applicant, or disallow continued enrollment to a currently enrolled student.

Married students will not be admitted to HCS. Students who marry after they begin attending HCS will be asked to withdraw from school.

## **POLICY ACCEPTANCE DOCUMENT/CONTRACT**

A Policy Acceptance Document / Contract is part of the HCS registration packet and is required to be on file for every student. A copy of this document follows for your review and future reference if needed:

### **POLICY ACCEPTANCE DOCUMENT/CONTRACT**

This agreement or contract is between Humble Christian School, hereafter referred to as “the school”, and the parents or legal guardians of the student(s) being enrolled, of which initials and signature appear on this document of understanding, signifying that you have read, understood, and agree to comply with all the school’s policies.

\_\_\_\_\_ 1. I understand that attending the school is a privilege, not a right, and that the school is not a reform school. I understand that the school may refuse enrollment or continued enrollment based on the totality of information given in the enrollment process. I understand that the withholding of information or the deliberate misrepresentation of information on any document submitted to the school will subject my student(s) to immediate dismissal.

\_\_\_\_\_ 2. I agree to pay all fees and tuition payments when due and to conclude all required payments on or before the last day of the applicable school semester. I understand that tuition may be paid one of two ways: (1) **one annual payment in full** by August 1 with a discount, or (2) **monthly** through the FACTS Tuition Management Plan with no discount. If I choose the monthly option, payments are automatically deducted on the 5<sup>th</sup> or the 20<sup>th</sup> of each month from my checking/savings account or charged to my MasterCard, American Express, or Discover card with a convenience fee. A \$25.00 NSF fee will be charged by FACTS for any payment that does not clear.

\_\_\_\_\_ 3. I understand that it is my responsibility to inform the Business Office if financial problems arise or I need to make other arrangements to keep my account current. I understand that if my account becomes 30 days past due, I have five (5) working days to contact the Business Office and make alternative arrangements to bring my account current. I understand that my student(s) may be excluded from classes until the balance owed is paid or other arrangements have been made. I understand that if my account becomes 60 days past due and I have not made other payment arrangements with the Business Office, my student(s) will be withdrawn from school and will not be allowed to re-enroll until all financial obligations are fulfilled with the school. In the event of such withdrawal, I will have to petition the School Board to have my student(s) reinstated.

\_\_\_\_\_ 4. I understand that checks returned to the school for insufficient funds, closed account, etc. will result in a \$35.00 returned check fee. I will be contacted by the Business Office upon notification of the returned check. I understand that returned checks must be replaced with cash or a cashier’s check within five (5) days of the return notice. I understand that if two (2) checks are returned to the school for any reason during the school year, all future payments must be made by cash or cashier’s check.

\_\_\_\_\_ 5. I understand that if my student(s) is withdrawn from school, I agree to give written notice of the withdrawal, and it will be effective upon delivery to the school. I understand that paid tuition may be refunded on a prorated basis, but there will be no prorating for the month of withdrawal. **No fees** will be refunded (registration, testing, book, lab, etc.). I understand that books, materials, and equipment supplied by the school (including sports uniforms and equipment) remain the property of the school and must be returned. I understand that **all** school records will be held if any such items remain in my possession or any obligations are owing. Balance of account at the time of withdrawal must be paid **in full**.

\_\_\_\_\_ 6. I understand that school is dismissed at 3:00 pm and that I am responsible for picking up my student(s) at dismissal time or enrolling the students (K4 PM, K5-6<sup>th</sup> grades only) in Extended Care for a charge. I understand that the school is not liable or responsible for any student who remains on campus after hours who is not in an adult supervised activity for Kindergarten through 6<sup>th</sup> grade only.

\_\_\_\_\_ 7. The school sets high Biblical standards for conduct. I understand that my student(s) could be dismissed from the school for activities not consistent with sound Biblical principles such as but not limited to: sexual immorality; use or possession of drugs, alcohol, tobacco, pornography; willful destruction of school property; profanity or obscenity in word or action; weapons on campus; fighting; dishonor to the Holy Trinity and the Word of God; and disrespect to school personnel.

\_\_\_\_\_ 8. I understand that the Administrator of the school and the teachers serving under him / her shall have full discretion in the administration of appropriate discipline for my student(s). My student(s) and I will comply fully with the rules and regulations then in force as stated or amended in the current HCS Parent / Student Handbook. I authorize Humble Christian School to employ such discipline, including corporal punishment, as it seems wise and expedient for my student(s).

\_\_\_\_\_ 9. I understand that Internet use on school property will only be authorized in the appropriate classroom for the appropriate curriculum; any unauthorized or personal use by my student(s) will be grounds for suspension or dismissal.

\_\_\_\_\_ 10. The school believes that a positive and constructive working relationship between the school, student, and the student's parents/guardians is essential to the accomplishment of the school's educational mission. I understand that the school reserves the right to terminate or not renew my student's enrollment contract if the school reasonably concludes that the action of my student and/or his/her parents or guardians, makes a positive or constructive relationship impossible or otherwise interferes with the school's accomplishment of its educational purposes. This takes precedence over any other policy in the Parent / Student Handbook.

\_\_\_\_\_ 11. I give permission for my student(s) to attend any school-sponsored trip, to participate in academic, athletic, and other activities of the school. Any subsequent revocation of this permission must be in writing delivered to the Administrator. Humble Christian School and its representatives intend to take all reasonable precautions with respect to all activities; however, I understand that the participation of my student(s) in school-sponsored field trips involves a certain element of risk. I hereby assume that risk, and I agree to hold Humble Christian School and its employees, instructors, and representatives blameless from any liability unless the occurrence happens because of their gross negligence or willful and wanton behavior. I assume full responsibility for any personal injury that might occur to my student(s) while taking part in a school sponsored trip, and I will absolve Humble Christian School and its employees, instructors, and representatives from all liability in regard to any injury.

\_\_\_\_\_ 12. I give permission for my student's photograph (or video), quotes (including media interviews), stories and/or artwork to be used in ways to enhance the profile of Humble Christian School such as for the school website, newsletter, brochures, billboards or other advertising media unless I notify the Administrator in writing of any restrictions I wish to place on such use.

\_\_\_\_\_ 13. I have received and read a copy of the current Humble Christian School Parent Student Handbook. I support the Philosophy, Doctrinal Statement, and the Student Conduct Code contained therein. I accept and will abide by the terms, provisions, obligations, and requirements thereof.

## **NON-DISCRIMINATORY POLICY**

Humble Christian School admits students of any race, color, gender, national or ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to students at the school. The organization does not discriminate on the basis of race, color, gender, national or ethnic origin in the administration of its education policies, admission policies, athletic or other school administered programs. The school **does** reserve the right to enroll and maintain enrollment of students **selectively** to ensure that the student can profit from our program using a Bible-based curriculum.

## **FINANCIAL POLICY**

We believe tuition payments are an investment in your child's education and religious formation. It is the responsibility of the HCS Board of Directors to form policies concerning the amount of tuition and method of payment, and to insure that adequate financial resources are available for the operation of the school. HCS has financial and contractual agreements with faculty, staff, and vendors which are made in the spring or summer before the beginning of the school year. These obligations necessitate that families make firm financial commitments to the school.

## **TUITION AND FEES**

The current Tuition and Fee Schedule determines tuition, fees, and payment terms under HCS' financial agreement. Tuition can be paid one of two ways:

- 1) **One annual payment in full** by August 1<sup>st</sup> with a 5% discount or;
- 2) **Monthly payments** through the FACTS Tuition Management Plan (with no discount). By choosing the monthly option, payments are automatically deducted on the 5<sup>th</sup> or the 20<sup>th</sup> of each month from the parent's checking/savings account or charged to their MasterCard, American Express, or Discover card with a convenience fee. A \$25.00 NSF fee will be charged by FACTS for any payment that does not clear. There is a nominal fee to use the FACTS plan. Payments for the 10-month plan begin in August and end in May, and payments for the 12-month plan begin in June and end in May.

If Option 1 is chosen and full payment is not made by August 1, the discount is forfeited, and payment must be made through the FACTS payment plan. A new contract must be signed with the monthly option chosen.

All registration and testing fees must accompany the student application. Registration fees are not refundable after May 1. If a student is tested for entrance and fails to qualify for admission to HCS, the registration fee will be refunded. If a student is tested for entrance and qualifies for admission to HCS, but the parent(s) decides not to enter the school, the registration fee will **not** be refunded.

Tuition for students registering on or after the first day of school will be prorated over the number of school days they will be enrolled and attending.

Families with more than one student attending HCS may deduct \$300.00 off the annual tuition for the second child, \$400.00 off the annual tuition for the third child and \$1000.00 off the annual tuition for four or more children. All other fees must be paid on the appropriate due date.

## **OTHER FEES**

Checks returned to the school for insufficient funds, closed account, etc. will result in a \$35.00 returned check fee. The family will be contacted by the Business Office upon notification of the returned check. Returned checks must be replaced with cash or a cashier's check within a five (5) day period of the return notice. If two (2) checks are returned to the school for any reason during the school year, all future payments must be made by cash or cashier's check.

## **DELINQUENT ACCOUNTS**

The Administrator and Board of Directors will work to assist any family that experiences a financial emergency and is temporarily unable to pay; however, it is the parent's responsibility to communicate with the school. Parents who find themselves in financial difficulty are urged to contact the Business Office for alternative payment arrangements before the account becomes delinquent. Delinquent accounts will be handled in the following manner:

- 1) If an account becomes 30 days past due, the parents will be notified that they have five(5) working days to contact the Business Office and make alternative arrangements to bring their account current. Their student(s) may be excluded from classes until the balance owing is paid, or other arrangements have been made.
- 2) If the account becomes 60 days past due, and the parents have NOT made other payment arrangements with the Business Office, their student(s) will be WITHDRAWN from school and will not be allowed to re-enroll until all financial obligations are fulfilled with the school. In the event of such withdrawal, the parents will have to petition the School Board to have their student(s) reinstated.

Official school records, report cards, transcripts, diplomas, etc. will not be released to parents or institutions, and access to RenWeb will be blocked until outstanding items are cleared, and all tuition, fees, and fines are paid.

## **DELINQUENT TUITION FROM PREVIOUS YEARS**

Unpaid tuition from any previous year must be paid in full by August 1 if the student is to be admitted on the first day of class for the new school year. Payments are to be made directly to the school. If any fees or tuition remain unpaid from previous years, parents will not be allowed to register their student(s) for the upcoming school year or receive the early registration discount.

## **EXTENDED CARE DELINQUENT ACCOUNTS**

Extended care accounts are billed weekly, and payment is due upon receipt of the statement. Accounts with a delinquent status can result in termination of the child's enrollment in Extended Care unless previous arrangements have been made with the Business Office. It is the PARENT'S responsibility to contact the Business Office to make payment arrangements for delinquent accounts as soon as possible.

## **REFUNDS**

In the event of a student's written withdrawal, paid tuition for the month of withdrawal will not be refunded, but due in full for that month. Any overpayment occurring for the period beyond that month will be refunded. NO FEES OF ANY KIND will be refunded (registration, book, lab, sports, testing, etc.). Families withdrawing students prior to the first day of school will be refunded the entire amount of **tuition only** that has been paid for the current school year.

## **WITHDRAWALS**

Parents must contact the Administrator to initiate a student's withdrawal. A written notice of withdrawal must be given, and it will be effective upon delivery to the school. All books, materials, and equipment supplied by the school (including sports uniforms and equipment) must be turned into the school office before a student's records are clear. Any damaged or lost books or equipment must be paid for. HCS will withhold school records for failure to pay outstanding tuition and fees and failure to return books and equipment that are the property of the school.

## **NON-CUSTODIAL PARENTS**

Divorced and separated families are realities of contemporary life that affect HCS' responsibilities to its students. The following guidelines have been adopted to assist the school in situations where a non-custodial parent wishes to become involved in the school-related activities of a child or wishes to have contact with or take custody of the child while that child is at school:

1. Ordinarily, the school will not resist or interfere with a non-custodial parent's involvement in school-related affairs or access to the parent's child or the child's records unless the school is presented with a court order or comparable legal document restricting such involvement or access. The school will not otherwise choose sides between parents.
2. A non-custodial parent may not take custody of a child or remove the child from school premises unless the parent presents either a written court order or a written authorization signed by the custodial parent permitting such custody.
3. If the actions of parents, custodial or non-custodial, become disruptive to the operations of the school, the school has the right to restrict access by such parents and to take other necessary action.
4. Concerning student activities that require parental consent, the school will accept consent only from the custodial parent unless authority to grant consent is given to the non-custodial parent by a court order or comparable legal document.

## **ADDRESS/PHONE CHANGES**

Parents must report changes to the school secretary if a student changes their residence, mailing address, or telephone number after enrollment. This is to ensure that records are correct and to notify parents in case of an emergency.

## **MEDICAL REQUIREMENTS**

A tuberculosis-screening test is required if the student has been out of the country for the last three months. The local health department may require additional screening in the event of a TB outbreak.

## IMMUNIZATION REQUIREMENTS

### K4 Students

Polio	4 doses ( <i>Three doses required if one is after the 4<sup>th</sup> birthday</i> )
DPT/DtaP/DT	5 doses ( <i>Four doses required if one is after the 4<sup>th</sup> birthday</i> )
Measles	1 dose ( <i>commonly give as MMR</i> )
Mumps	1 dose (on or after first birthday)
Rubella	1 dose
Hepatitis B	3 doses
Hepatitis A	2 doses (first dose after the first birthday)
Varicella	1 dose
Haemophilus Influenza B (Hib)	1 dose ( <i>One dose required at or after 15 mths or a completed series</i> )
Pneumococcal	Completed series ( <i>One dose if primary series &amp; booster are not completed by age 2</i> )

### KINDERGARTEN

Polio	4 doses with one after the 4 <sup>th</sup> birthday ( <i>Three doses required if one is after the 4<sup>th</sup> birthday</i> )
DPT/DTaP/DT	5 doses with one after the 4 <sup>th</sup> birthday ( <i>Four doses required if one is received after the 4<sup>th</sup> birthday</i> )
MMR	must be 2 doses Measles, Mumps and Rubella
Hepatitis B	3 doses
Varicella	2 doses (first dose must be after the first birthday)
Hepatitis A	2 doses (first dose after the first birthday and second dose after six months)

### GRADE 1-6

Polio	4 doses with one after the 4 <sup>th</sup> birthday ( <i>Three doses required if one is after the 4<sup>th</sup> birthday</i> )
DPT/DtaP/DT	5 doses ( <i>with one after the 4<sup>th</sup> birthday</i> ) ( <i>a. Four doses required if one is received after the 4<sup>th</sup> birthday</i> ) ( <i>b. Three doses for students age 7 and above, if the first dose was after the first birthday</i> )
Measles	2 doses ( <i>with one after the first birthday</i> )
Mumps	1 dose (given after first birthday)
Rubella	1 dose (given after first birthday)
Hepatitis B	3 doses
Varicella	1 dose (2 doses if the first dose was given after age 13)

### GRADE 7

Polio	4 doses with one after the 4 <sup>th</sup> birthday ( <i>Three doses required if one is after the 4<sup>th</sup> birthday</i> )
DPT/DtaP/DT	5 doses ( <i>with one after the 4<sup>th</sup> birthday</i> ) ( <i>Four doses required if one is received after the 4<sup>th</sup> birthday</i> )

*(b. Three doses for students age 7 and above, if the first dose was after the first birthday)*

Tdap	1 dose (Must be 5 years since tetanus containing vaccine is received) (Required when 5 years interval is reached)
Measles	2 doses <i>(with one after the first birthday)</i>
Mumps	1 dose (given after first birthday)
Rubella	1 dose (given after first birthday)
Hepatitis B	3 doses
Varicella	2 doses (first dose must be after first birthday)
Meningococcal	1 dose

## **GRADE 8-12**

Polio	4 doses with one after the 4 <sup>th</sup> birthday <i>(Three doses required if one is after the 4<sup>th</sup> birthday)</i>
DPT/DtaP/DT	5 doses <i>(with one after the 4<sup>th</sup> birthday)</i> <i>(Four doses required if one is received after the 4<sup>th</sup> birthday)</i> <i>(b. Three doses for students age 7 and above, if the first dose was after the first birthday)</i>
Tdap	1 dose (Students who have not received Tdap are required to receive one booster dose when 10 years have passed since last tetanus-diphtheria containing vaccine)
Measles	2 doses <i>(with one after the first birthday)</i>
Mumps	1 dose (given after first birthday)
Rubella	1 dose (given after first birthday)
Hepatitis B	3 doses
Varicella	1 doses (2 doses if first dose was after age 13)

## **Exemptions**

The law allows physicians to write a statement stating that the vaccine(s) required would be medically harmful or injurious to the health and well being of the child; and parents/guardians can choose an exemption from immunization requirements for reasons of conscience, including a religious belief. The law does not allow parents/guardians to elect an exemption simply because of inconvenience (a record is lost or incomplete and it is too much trouble to go to a physician or clinic to correct the problem).

For children needing medical exemptions, a written statement by the physician should be submitted to the school.

Instructions for the affidavit to be signed by parents/guardians choosing the exemption for reasons of conscience, including a religious belief can be found at [www.ImmunizeTexas.com](http://www.ImmunizeTexas.com).

Schools should maintain an up-to-date list of students with exemptions, so they can be excluded from attending school if an outbreak occurs.

## **Provisional Enrollment**

All immunizations should be completed by the first date of attendance. The law requires that students be fully vaccinated against the specified diseases. A student may be enrolled provisionally if the student has an immunization record that indicates the student has received at least one dose of each specified age-appropriate vaccine required by this rule. To remain enrolled, the student must complete the required subsequent doses in each vaccine series on schedule and as rapidly as is medically feasible and provide acceptable evidence of vaccination to the school. A school nurse or school administrator shall review the immunization status of a provisionally enrolled student every 30 days to ensure continued compliance in completing the required doses of vaccine. If, at the end of the 30-day period, a student has not received a subsequent dose of vaccine, the student is not in compliance. The school shall exclude the student from school attendance until the required dose is administered.

A student can be enrolled provisionally for no more than 30 days if he/she transfers from one Texas school to another and is awaiting the transfer of the immunization records.

## **Documentation**

Since many types of personal immunization records are in use, any document will be acceptable provided a physician or public health personnel have validated it. The month, day, and year that the vaccination was received must be recorded on all school immunization records created or updated after September 1, 1991.

## **ADMINISTERING MEDICATION**

School employees will administer medication to students during school hours upon the written request of a parent/guardian. **All medication (whether prescription or non-prescription) must be in the original container, labeled with the student's name, the name of the medication, and directions for time and dosage. The parent or legal guardian must give medication to school employees.**

All medication administered must be kept in the Nurse's office. Students will be required to sign each day when they receive their medication to ensure an accurate account. Students should not be in possession of any medication (prescription or non-prescription) at any time. Failure to follow school guidelines will result in immediate discipline.

## **Original Container**

A properly labeled original prescription container shall be dispensed from a pharmacist and shall contain a clear and legible label with the following information:

1. Name and address of the pharmacy
2. Name of the patient (student)
3. Name of the prescribing practitioner
4. Generic or brand name of the drug
5. Strength of the drug
6. Date the prescription is dispensed
7. Instructions for use
8. Expiration date of the medication

Note: Please request an extra labeled bottle from the pharmacist so there is no need for transporting medication from school to home.

### **Inhalers**

Students in grades K-5 will keep their inhalers in the school nurse's office in order to monitor frequency of use. Students in grades 6 – 12 may carry their inhalers to school or school-related events **IF** there is written permission from the parent on file in the nurse's office. It is recommended that an inhaler with spacer be kept at school at all times.

### **Epipens**

It shall be the responsibility of the student's parent or legal guardian to supply HCS with an epipen for anaphylactic reactions. The epipen will be stored in the nurse's office and administered according to the following provision: The parent/ legal guardian gives written permission for its use, releasing HCS from all responsibility involved in its use.

### **Medical Equipment**

Any medical equipment that is needed by a student (i.e. glucose testing, nebulizer tubing etc.) must be provided by the parent or legal guardian and will be kept in the nurse's office. Written instructions for the equipment's use and parental permission are required; both will be kept on file in the nurse's office.

### **Disposition of Medication at the End of the School Year**

All medication and medical equipment is kept in the nurse's office and must be picked up by a parent/legal guardian before the last day of the school year. ALL prescription medication will be destroyed after this date.

**HCS, its Board of Directors, and its employees claim immunity from civil liability from damages or injuries resulting from administering medication to a student.**

### **ILLNESSES**

Students are expected to be kept at home if they are ill. Humble Christian School reserves the right to refuse admittance to a student who is ill or running a fever. Please keep your child home if he has **any** of the following symptoms:

- ❖ Sore throat
- ❖ Runny nose with a discolored discharge
- ❖ Coughing spells
- ❖ Vomiting
- ❖ Frequent or loose bowel movements
- ❖ Conjunctivitis (pink eye)
- ❖ Fever with a temperature of 100 degrees or more
- ❖ Rash
- ❖ Symptoms of a contagious illness
- ❖ Head lice infestation

Your student must be fever free for at least **24 hours** without the use of medication before returning to school.

## **Ringworms**

If ringworms are located in the scalp, a doctor's approval will be needed before the student may return to school. All ringworms located on the body will need to be covered at all times while student is at school.

## **ILLNESS AT SCHOOL**

If a student becomes ill or injured at school, the following guidelines must be followed:

1. In a case of critical illness or injury, and a parent cannot be reached, a physician named by the parent will be called and the student taken to the nearest emergency room or to the physician's office.
2. Students are to be isolated if they develop symptoms of illness at school. Students suffering injury will be administered first aid if needed.
3. The student will be supervised until leaving school. Students who are obviously ill will not be allowed to remain at school.

## **COMMUNICABLE DISEASE**

HCS desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable disease" shall mean an illness that arises as a result of a specific infectious agent that may be transmitted whether directly or indirectly by a susceptible host, infected person, or animal to other persons.

In an effort to protect the health of all children, students and employees who are suffering from a communicable disease will be excluded from school. Readmission to school will be allowed only after the Administrator has been given a written certificate from a physician or a permit issued by the local health authority.

Parents will be expected to notify the school office immediately if their student has a contagious condition so that other parents may be informed.

If the nature of the disease and circumstances warrant, HCS may require an independent physician's examination of the student or employee to verify the diagnosis of a communicable disease. HCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

## **INCLEMENT WEATHER PROCEDURE**

If the school is closed, the room mom will notify the parents. In addition, HCS will notify KSBJ 89.3 radio station. Information can also be obtained from the school website [www.humblechristianschool.org](http://www.humblechristianschool.org). School make-up days will be communicated to families by the school office.

In the event of flooding, storms, or other emergency conditions that occur during the school day, parents may sign their children out earlier than the regular dismissal times. The administration will decide if the absence is excused or unexcused.

## **SCHOOL LOCKDOWN PROCEDURE**

In the event of an emergency situation, terrorist threats, or dangerous situations, the school will go into “lockdown mode”, which will include locking all doors, windows, and gates. No one will be allowed to enter or leave the building during a lockdown until the threat is passed.

## **OFFICE HOURS**

The school offices will open from 7:15 a.m. to 4:00 p.m. Monday through Friday.

## **EXTENDED CARE**

HCS provides extended care for HCS students K4 (PM Class only), Kindergarten through sixth grade if a sufficient number of parents request it. The K4 AM Class students will need to be picked up at 11:00am. An additional charge is assessed for the use of extended care. This program is intended specifically for working parents and not for babysitting. Please use this program as a necessity and not a luxury.

Extended care hours are from 3:15-6:00 p.m. Students must be picked up at the regular dismissal time of 3:00 p.m. if they will not be attending extended care. Any student remaining on campus after 3:15 p.m. will be sent to extended care for an additional charge. Parents must check out with the extended care supervisor before leaving with the student.

High School Aftercare- All Jr. High and High School students must be off campus by 3:30 p.m. Any students remaining on campus after that time will be sent to After Care and will remain there until 4:00 p.m. unless picked up prior. Parents, please pick up students promptly, unless the student is involved in athletics, tutoring or some afterschool activity.

## **PHYSICAL EDUCATION POLICY**

Other than being enrolled in a physical education class, students at HCS may earn physical education credits in the following ways:

1. Athletes in grades 9-12 participating in the HCS sports program earn .5 credits per semester for physical education. Coaches are in attendance and grades are issued by the head coach.
2. Ineligible athletes must come to daily practices and games to earn credits. Students will be allowed to attend tutoring if offered, but must bring a signed note from teacher to the coach so that credit may be earned.

Students may earn a maximum of 1.5 units of physical education credit towards graduation.

## STUDENT DRESS CODE

HCS students are required to dress in accordance with the Humble Christian School Dress Code. The uniform dress code is intended to serve as a tool to create an atmosphere free from distraction. It serves to dispense with competition due to outward appearance and affluence; it de-emphasizes outward appearance in favor of inner beauty and character; it serves as an economic measure for parents; it enhances school spirit; and it allows students to demonstrate a submission to authority.

HCS considers it the parents' responsibility to assure that the student comes to school dressed in accordance with the HCS Dress Code. Violations of the Dress Code will be subject to progressive disciplinary action. Minor infractions and first time violations result in a written note or verbal request to the parents(s) asking for cooperation. Repeated violations may result in the following disciplinary action: (1-4) clean up duty, (5-8) after school detention, (9-12) Saturday class, and (13) parent conference and suspension. In all disciplinary situations, HCS' goal will be to gain parental cooperation in achieving compliance with the Dress Code.

***Students need to be fully dressed in proper school clothing when they arrive at school. For example, ties should be on, belts on, shirts tucked upon arrival.***

When students are at off campus activities, either as a contestant or spectator, school dress codes and policies are still to be observed and followed.

**The Uniform Superstore is the official uniform providers for Humble Christian School. The Uniform Superstore (281) 876-1552 is located in Greenspoint Mall next to Cici's Pizza. French Toast is the official brand from the Uniform Superstore. Dickies is now allowed for High School students only from Uniform Superstore. Any brands different from these will be in violation of the HCS school uniform policy.**

### UNIFORMS FOR FEMALE STUDENTS

**Chapel dress for elementary (K4 – 6<sup>th</sup> grade) school required uniforms** are to be worn on Chapel day as well as any time elementary female students represent HCS off campus for field trips, competitions, etc. Any deviation to the following list will be communicated to parents prior to the event

1. Navy skirt (must come to the top of the knee)
2. White or light blue Peter Pan collar short-sleeved shirt monogrammed (K4 – 5<sup>th</sup> grade). ***Please note: Only white shirts are to be worn for special programs and picture day.***
3. White or light blue oxford dress shirt monogrammed. ***Please note: Only white shirts are to be worn for special programs and picture day.***
4. Navy crisscross tie
5. White or navy tights or socks. Socks must be visible and have at least a ½-inch cuff.
6. You may not wear shorts on Chapel day.
7. Hoodies or hooded jackets are not considered appropriate dress on Chapel Day.
8. No sandals, open heels or toes, slip-ons, flip-flops, or boots.( See footwear section )

**Chapel dress for middle and high school dress uniforms** are to be worn on chapel day as well as any time middle and high school female students represent HCS off campus for field trips, competitions, etc. Any deviation to the following list will be communicated to the parents prior to the event.

1. Navy skirt (must come to the top of the knee)
2. White or light blue oxford shirt monogrammed. *Please note: Only white shirts are to be worn for special programs and picture day.*
3. Navy crisscross tie
4. Navy, white, or neutral hose or white socks. Socks must be visible and have at least a ½ inch cuff.
5. You may not wear shorts on Chapel day.
6. Hoodies or hooded jackets are not considered appropriate dress on Chapel Day.
7. No sandals, open heels or toes, slip-ons, flip-flops, or boots. ( See footwear section )

**Regular school uniform choices for female students include:**

1. Any item from the required chapel uniform list
2. Navy or khaki skirt
3. Navy or khaki shorts
4. Navy or khaki pants
5. Navy or khaki capri pants
6. Black or brown only. Belt buckles cannot be of designer kind.
7. Short or long-sleeved polo shirts in white, hunter green, bright red, navy, gray or light blue
8. Vest in red or navy
9. Sweaters in red, navy, or white
10. Navy fleece hooded top

**ALL SHORTS MUST HAVE A 6-INCH INSEAM. WHEN PURCHASING UNIFORMS, MAKE SURE THERE IS ADEQUATE HEM FOR GROWTH.**

**PLEASE NOTE: WHITE BELTS ARE NOT PERMITTED. LONG OR LOOSE FITTING (BAGGY) PANTS OR SHORTS ARE NOT PERMITTED. DESIGNER TYPE BELT BUCKLES ARE NOT PERMITTED.**

**UNIFORMS FOR MALE STUDENTS**

**Chapel dress for elementary (K4 – 6<sup>th</sup> grade) school required uniforms** are to be worn on Chapel day as well as any time elementary male students represent HCS off campus for field trips, competitions, etc. Any deviation to the following list will be communicated to parents prior to the event

1. Navy pants
2. White or light blue oxford shirt monogrammed. *Please note: Only white shirts are to be worn for special programs and picture day.*
3. Navy tie
4. Hoodies or hooded jackets are not considered appropriate dress on Chapel Day.

**Chapel dress for middle and high school dress uniforms** are to be worn on chapel day as well as any time middle and high school male students represent HCS off campus for field trips, competitions, etc. Any deviation to the following list will be communicated to the parents prior to the event.

1. Navy pants
2. White or light blue oxford shirt monogrammed. *Please note: Only white shirts are to be worn for special programs and picture day.*
3. Navy tie
4. Hoodies or hooded jackets are not to be worn on Chapel day.

**Regular school uniform choices for male students include:**

1. Any item from the required chapel uniform list
2. Navy or khaki shorts
3. Navy or khaki pants
4. Black or brown belt only
5. Short or long-sleeved polo shirts in white, hunter green, bright red, navy, gray or light blue
6. Vest in red or navy
7. Sweaters in red, navy, or white
8. Navy fleece hooded top

**ALL SHORTS MUST HAVE A 6-INCH INSEAM. WHEN PURCHASING UNIFORMS, MAKE SURE THERE IS ADEQUATE HEM FOR GROWTH.**

**PLEASE NOTE: WHITE BELTS ARE NOT PERMITTED. LONG OR LOOSE FITTING (BAGGY) PANTS OR SHORTS ARE NOT PERMITTED. DESIGNER TYPE BELT BUCKLES ARE NOT PERMITTED.**

**Additional dress code information for all students:**

1. Hose or socks must be worn at all times. Socks must be visible and have at least a ½ inch cuff.
2. All jackets and coats worn in the school must be solid red, black, navy, white, gray, with no logos. **Coats and other non-uniform outer garments may not be worn in the classroom.** Letter jackets from HCS are considered part of the school uniform.
3. Shirt must be tucked into lower garment anytime a student is on campus. No exceptions.
4. Any T-shirt worn under clothing must be solid white. No long sleeved shirts under uniform shirts.
5. No clothing is allowed that has sports team names, brand logo, or designer names.
6. All dress and appearance should be modest.
7. Pants or shorts worn below the hips are not acceptable.
8. No blankets are allowed in classroom or halls.

**PHYSICAL EDUCATION UNIFORMS**

Uniforms are the prescribed attire for students. Only uniform items may be worn during school hours except for 4<sup>th</sup> – 12<sup>th</sup> grade students participating in physical education. Specific uniforms will be black, gray or navy shorts and a gray t-shirt. Sweat pants and sweatshirts may be worn at

anytime during P.E. Elementary school students should wear tennis shoes on days in which they participate in physical education.

## **GENERAL APPEARANCE**

### **Girls:**

Girls' hair should be neatly groomed at all times. It should be worn in a manner that is not a distraction to the student or others around her. Color must be restricted to student's natural color. Dyeing, coloring, highlighting, or streaking of hair is not permitted. Spiking of hair is prohibited. Jewelry should be limited to a single pair of earrings, a single necklace, and a single ring for each hand. Necklaces are limited to gold or silver. (No seashells) Sweatbands may not be worn as jewelry. Single bracelets are acceptable. Satanic-type jewelry and body-piercing jewelry are not acceptable. Girls' nail polish and makeup should be tasteful, not calling attention to them. Tattoos or body writings are not permitted. A student's appearance should never be a distraction to the student or others around her. Violations will be given a discipline. Repeated violations will receive harsher discipline.

### **Boys:**

Boys' hair should be neatly groomed and combed at all times. It should be worn in a manner that is not a distraction to the student or others around him. This includes head shaving (partial or otherwise), mohawks, ponytails or any other extreme haircuts. It is to be trimmed and tapered so that the whole ear is visible. Hair should be worn above the eyebrows in the front and not below the top of a shirt collar in the back. Hair styles that by nature have hair lengths that cause the student to wet or gel back the hair in order to gain compliance will not be considered acceptable. Spiking of hair is prohibited regardless of length. Hair color must be restricted to student's natural color. Boys are not permitted to wear earrings, body-piercing jewelry, clip-on jewelry, or satanic-type jewelry. Jewelry should be limited to a small single link gold or silver chain with no medallions, a single bracelet, and a single ring for each hand. Sweatbands or rubber bands are not acceptable as jewelry. Secondary school boys should be clean-shaven. No beards or mustaches are permitted. Sideburns may extend to the tip of the ear lobe and should be the same width from top to bottom. Tattoos or body writings are not permitted. Violations will be given a discipline. Repeated violations will receive harsher discipline.

## **HAIR CODE VIOLATIONS**

The homeroom teachers are to report any apparent violations to the Principal. If, in the opinion of the Principal, the code is violated, the student will be warned to correct the problem. A Conduct Report will be issued and sent home to the parent(s) to be signed and returned the next day. The student will be given three (3) days, excluding Sunday, to comply with the hair code. If after three (3) days the student has failed to comply with the hair code, the student will not be allowed back in class and will receive unexcused absences until the violation is corrected.

## **PERSONAL ATTIRE**

On special days or at school-sponsored activities on or off campus, students will be permitted to wear their own attire. Like other privileges at HCS, failure to follow the guidelines will result in forfeiture of the privilege. The following guidelines are for non-uniform attire:

1. Slacks, jeans, and shorts must be loose fitting, but not extremely baggy, and modest in appearance. Tight fitting clothing is not acceptable.

2. Leggings, stirrup pants, bike shorts, athletic clothing, and other tight fitting lower garments are not permitted.
3. All shorts must have a six (6) inch inseam.
4. All shorts and pants including jeans may not be worn below the hips.
5. Pants and shorts must be hemmed.
6. Belts must be worn if the pants have belt loops.
7. Skirts and dresses must be no shorter than two (2) inches above the top of the kneecap.
8. Blouses and shirts must be loose fitting, conservative in appearance, and opened no more than two (2) inches below the neck.
9. Students may wear collared shirts or T-shirts. Solid colored T-shirts or ones with Christian themes are always appropriate. All T-shirts must have sleeves.
10. Shirts must be tucked into lower garment anytime a student is on campus, and must remain tucked in when the student raises their arms above their head.
11. Clothing may not be frayed, torn, or holey. ( especially blue jeans )
12. Shirts must cover mid section at all times.
13. No shirts with logos, except for Christian logos, are acceptable.
14. Blue jeans need to be plain jeans without any designs or other insignia.

Special adjustments may be made in dress code to fit the event. Example: graduation.

## **FOOTWEAR**

1. Tennis shoes should be white, black or brown. This should be the dominant color of the shoe. No roller type tennis shoe allowed.
2. Dress or casual shoes should be brown or black.
3. No sandals, open heels or toes, high heels, slip-ons, flip-flops, or knee-high boots.
4. For special dress up occasions girls may wear sandals with their dress.

## **DRESS DOWN PASSES**

Periodically students may earn special dress down passes to be used throughout the year. They must come to the office to receive their dress down pass and clothing approval. Any student not adhering to the dress down code will be asked to change or go home with an unexcused absence. ***No dress down passes may be used on Blue Jean Fridays, during final exams, or on Chapel days (Wednesdays).*** Students should always check with the office prior to using a dress down pass.

**Dress down days are a privilege and are at the discretion of the Principal.** Attire is limited to:

1. Slacks or blue jeans only; no designer type jeans are acceptable. Clothing that have flowers, beads or other type of insignia are not permitted. No shorts or capris allowed.
2. Leggings, stirrup pants and athletic clothing are not permitted.
3. Clothing should fit modestly and properly, not tight or baggy.
4. Clothing cannot be worn below the hips.
5. Clothing must be hemmed.
6. Clothing may not be frayed, torn or holey.
7. Belts must be worn if clothing has belt loops.
8. Students may wear collared shirts or Christian T-shirts. All T-shirts must have sleeves.
9. All shirts must be tucked into lower garment anytime student is on campus. Shirts should be long enough to remain tucked when raising arms above their head. Shirts should cover mid-section at all times.

10. No athletic T-shirts or jerseys are permitted. T-shirts with Christian logo are permitted.
11. Skirts and dresses must be no shorter than two (2) inches above top of knee. Sun dresses are not permitted.
12. Blouses and shirts must be loose fitting; conservative in appearance and open no more than two (2) inches below neck.
13. Shoes are limited to our normal footwear policy. Roller type shoes are not allowed.

### **DRESS FOR SPECIAL ACTIVITIES**

On special days or school-sponsored activities on or off campus, students may be permitted to wear attire that is appropriate for the occasion. This may include regular school dress, dress down attire and other certain types of dress. This dress would include:

1. All dress down attire and regulations.
2. Shorts that have six-inch inseam. Shorts must fit appropriately; not tight or baggy and cannot be worn below the hips. No designer shorts.
3. If the event includes swimming, the swimwear must be one-piece bathing suits for girls and regular type trunks for boys. Speedo type swimwear is not permitted. T-shirts should be worn for both boys and girls if the group is swimming together.
4. Footwear is limited to normal footwear policy.

Because of the different types of event or activities, the Administration reserves the right to add or delete certain types of clothing as it deems necessary and appropriate.

## STUDENT LIFE

### SCHOOL HOURS

7:55 a.m. to 11:00 a.m.	K4 a.m.*
12:00 p.m. to 3:00 p.m.	K4 p.m.
7:55 a.m. to 3:00 p.m.	Kindergarten
7:55 a.m. to 3:00 p.m.	Grades 1-6
7:55 a.m. to 3:10 p.m.	Grades 7-12

\*In the event of only one K4 class, school hours will be from 7:55 a.m. to 11:30 a.m.

Parents of K4 students who are attending the morning session: Please be prompt in picking up your student so that the teacher may prepare for her afternoon class.

### TARDIES TO SCHOOL

Any student who is not in class at 8:00 a.m. is considered tardy. High school and middle school students reporting late to school should go to the office and get a tardy slip before going to their first period class.

Being on time is an important attribute of a good worker. It is never too early to begin teaching students the importance of being on time. Students are allowed into the classroom at 7:50 a.m. Arriving early allows adequate time to go to the locker, sharpen pencils, go to restroom, get a drink, and be in their seat at 8:00 a.m. ready to begin class.

Classes begin promptly at 8:00 a.m. Habitual tardies are unacceptable! **Three (3) unexcused tardies equal one unexcused absence.** Please allow extra time for construction delays and poor weather conditions. Students are allowed three (3) free tardies each semester. Four to ten (4-10) tardies will result in after school detention. Each tardy after ten will result in a Saturday class. Any student that has 15 or more tardies will be suspended and must have a parent conference. **Unexcused tardies will affect a student's ability to earn exemption privileges for final examinations.**

### ATTENDANCE

Parents are expected to telephone the school office by 9:00 a.m. on any day their student is absent unless the absence has been previously approved. When a student has been absent three (3) consecutive school days and the school has not been notified, the school office will call the home.

There are three kinds of absences relating to the school.

1. **Excused absences** are those resulting from a death in immediate family, personal illness, illness in the family, doctor or dentist appointments, quarantine, weather and/or road conditions making travel unsafe or dangerous, or any other unusual circumstances that may be accepted by the school. The reason for the absence must be stated in writing and signed by the parent or guardian. All secondary students must obtain an admittance slip from the receptionist. Make-up work with credit will be given. **For each day of absence, one day of make-up time is given.**
2. **Unexcused absences** result from circumstances other than those defined as excused absences. **If a student has more than five (5) days of unexcused absences for the**

**semester, he is in jeopardy of being retained or withdrawn. Make-up work will be required, and zeroes will be recorded, but no credit will be given for the work missed during an unexcused absence.** The administration reserves the right to determine whether absences are excused or unexcused. Suspensions are classified as unexcused absences.

3. Checking students out of class or school for convenience is not accepted as an excused absence.
4. **Planned absences:** There are several steps involved in successful planned absences.
  - a. The parent must send a note requesting approval of the absence to the Principal **two weeks prior** to the planned absence.
  - b. All missed work should be turned in **before** the absence unless told differently by individual teachers.
  - c. If teachers allow the work to be made up after the absence, all work is due the day the student returns to school.
  - d. **It is the responsibility of the parent and student to initiate this process.**
  - e. **Any** out-of-town planned absence may be arranged following the procedure above.
  - f. **Even though absences are planned, students will lose the privilege for exemption from final examinations when the total number of absences exceeds three.**
  - g. Multiple planned absences will be monitored by the Administrator

## **TRUANCY**

Schools are **required by law** to inform truant officers of students who are consistently absent. Any student that amasses eight (8) or more absences in one semester may lose credit in that specific course. If a student is denied credit for a course because of excess absences, the student must appeal to the Board to receive credit. The student must be passing the class to appeal for credit. Every student must be in attendance for 90% of school days. A doctor's note is required to have an excused absence.

**Truancy** is defined as:

1. Any absence without the full knowledge and consent of the parent.
2. Any absence without school authorization, when under school jurisdiction. Students are under the school's jurisdiction once they arrive on campus.
3. Zeros will be recorded for work missed, and disciplinary action will result which may include suspension.

\* A truant officer will be notified if absences exceed five per semester.

## **REPORTING PROCEDURES FOR ABSENCES**

1. Parents are asked to call the school office before 9:00 a.m. to inform the receptionist of their student's absence.
2. All students are required to bring a note dated and signed by the parent stating the reason for the absence. The note is to be taken to the school office on the first day back to school for an admission slip to class. Oversleeping is not an excusable tardy or absence. All work can be made up if the absence is excused.
3. If a student fails to bring a signed and dated note from parent on the first day returning to school, he/she will be allowed one more day to bring the note. If the student fails to do so, the absence will be counted as unexcused and zeros will be recorded for work missed.

## **RETURNING TO SCHOOL FOLLOWING ILLNESS**

1. The student must be fever-free for 24 hours without medication.
2. A doctor's note stating the illness is not contagious is required.
3. The student must have no severe coughing.
4. Chickenpox – The student may return seven (7) days from the onset of rash, if the sores are dry and child has been fever-free for 24 hours.
5. Lice – If a student has been found to have head lice, they can return after the hair has been treated and nit free. The student will need to be checked at the Nurse's office before returning to the classroom.

## **SPIRITUAL LEADERSHIP RETREAT**

All students in grades 9-12 are required to attend this school-approved function. Its design is to enhance friendship and fellowship between students and provide them with the opportunity to worship and praise the Lord together as a student body. Since the retreat lasts for three school days, students who fail to attend will be suspended for two days after the retreat. If medical conditions exist, the Administrator will review the circumstances to determine if the absence will be excused.

## **PERMITS TO LEAVE SCHOOL**

Permits to leave school must be obtained through the Secretary or the Principal. If a student leaves school without permission, it will be counted as truancy and will normally result in a student's suspension.

## **STUDENT DISMISSAL POLICY FOR HUMBLE CHRISTIAN SCHOOL PROM**

The following is the dismissal policy for Humble Christian School prom. Students who fail to follow these guidelines will be suspended. **No exceptions.** Freshmen and sophomores that have been invited to the prom will be required to attend regular classes for the whole day. Juniors will be allowed to leave at their lunchtime, and seniors will not attend school on the day of the prom.

## **GUESTS**

Visitors are allowed only by permission of the Principal. Advance notice is desired by the school. The Secretary must give a visitor's pass to all guests.

## **LATE HOMEWORK/ASSIGNMENTS**

The following consequences are in place for all students who do not turn in their homework/assignments on time. The homework/assignment must be completed to keep the student current with class. This privilege will be revoked at the discretion of a teacher for those students who habitually use it (2 times). A student who is absent the period that homework is due and returns to school that same day, will be required to turn in the work for the period absent immediately after returning to school. Tests or other work assigned prior to an absence will be due the day the student returns to school.

Late one day; 15 points from the grade plus an infraction.

Late two or more days; 0 on the assignment plus a detention for each additional day late.

Note: Major long-term projects are to be turned in on the due date even when the student will be absent.

## TEXTBOOKS

Students receive textbooks on **loan** unless the teacher specifically indicates otherwise. These books are to be kept in good condition. **Book covers must be placed on and kept on all hardback textbooks, if available.** The student or parent(s) will pay for damaged or lost textbooks. Marking or highlighting will not be allowed. Textbooks are not to be left on the floor or in the hallway at anytime, but stored in assigned lockers.

At the beginning of the school year, students will be assigned textbooks. Teachers will place students' names in the textbooks, and the students will be held accountable for the condition and location of their textbooks. The condition of the books will be recorded when first issued and re-evaluated by the teacher when the textbooks are returned to determine if charges should be made.

Students will be charged full price for lost books. A charge of \$1 will be assessed for each torn or defaced page up to the price of a book. Water damage will result in a charge of the full price of the book. Cover damage will result in a charge for the rebinding of the book.

## ACADEMIC GRADING SCALE

Kindergarten                      E = Excellent  
    G = Good  
    S = Satisfactory  
    U = Unsatisfactory

Grades 1 – 12	90 – 100 =	A	4.0
	80 – 89 =	B	3.0
	75 – 79 =	C	2.0
	70 – 74 =	D	1.0
	Below 70 =	F	0

## EXEMPTION POLICY FOR FINAL EXAMINATIONS

Any student in grades 9-12 may exempt a final examination if he/she fulfills the following requirements:

1. He/she must have a grade point average of 90 or above for the semester in the chosen subject.
2. He/she must have exemplary behavior, which includes no unexcused absences, no excessive tardies, no suspensions, or excessive discipline. (Sent to the office three (3) times.)
3. He/she cannot have more than three (3) excused absences in the class in which the exemption occurs.

The student may **not** exempt final examinations in any class that is only **one** semester long (i.e. Government, Economics, Health, Speech, etc) except seniors.

Students may be exempted from two subject examinations each semester; however, the exams chosen in the spring must be **different from** those chosen in the fall. Students must have exemption approved no later than 2 days prior to start of finals.

## **Final Exemption Policy for Seniors in Second Semester**

Seniors may exempt all finals if he/she fulfills the following requirements:

1. He/she must have a grade point average of 87 or above for the semester in the chosen subject, including One-semester classes and classes exempted in the first semester.
2. He/she must have exemplary behavior, which includes no unexcused absences, no excessive tardies, no suspensions, or excessive discipline. (Sent to the office three (3) times.)
3. He/she cannot have more than three (3) excused absences in the class in which the exemption occurs.

## **PROMOTION REQUIREMENTS FOR GRADES 1-6**

A student in grades 1-6 will be retained if they have an overall average of 69 or below in two core subjects. If a student falls below the 51<sup>st</sup> percentile in Stanford Achievement Test scores or fails one core class, a meeting with parents and the Principal will be held to discuss specific interventions.

## **PROMOTION REQUIREMENTS FOR GRADES 7-8**

Students in grades 7 or 8 will be retained if they fail any two core subjects for the year. If a student fails two classes, he will be required to retake and pass at least one of those subjects before he can be promoted to the next grade. It is preferred that the student retakes both classes to improve their chances of success.

## **PROMOTION REQUIREMENTS FOR GRADES 9-12**

Students in grades 9-12 must make up any subjects failed.

## **SECONDARY SCHOOL CLASSIFICATION**

Student classification is determined by credits earned.

- Freshman: A student begins earning graduation credits.  
Sophomore: A student must have earned at least 6 credits  
Junior: A student must have earned at least 12 credits.  
Senior A student must have earned at least 18 credits.

Twenty-four and a half credits are required for graduation through the Class of 2010.  
Twenty-six and a half credits are required for graduation beginning with the Class of 2011.

## **CLASSES**

Students are required to take courses that are offered at HCS. Students are not allowed to take courses through home school video or other agencies to avoid specific teachers or classes that are offered at HCS. Any classes that students desire to take off campus must be approved by the Administration. Examples of this situation would be dual credit, remedial classes that students have failed or a class to get a student current for his grade level. Any and all of these classes must have Administration approval.

## **SELECTION OF VALEDICTORIAN AND SALUTATORIAN**

All academic classes will be averaged to determine a student's G.P.A, including Fine Arts. Physical Education credits are not counted. Students will be graded on a 4.0 system for regular classes, 5.0 for honors and 6.0 for AP classes.

Grades will be weighted to figure the average for these two awards. The scale will begin with 4.0 = 100 and will slide up or down with each point. Dual credits from colleges may receive 5.0. Only grades that count toward graduation and dual credits will be averaged. A student must be in attendance at Humble Christian High School for at least two full consecutive years (including their entire junior and senior years) to qualify for these honors. Grades from students transferring to HCS will be reviewed and adjusted if necessary to the grading scale at HCS. Students also must be in good standing behaviorally to be selected. Classes that are designated as "honor classes" will be graded on a 5.0 system. The cut off date for determining the Valedictorian and Salutatorian awards will be at fourth quarter progress reports.

Only G.P.A.s that are 3.0 or above will be considered for Valedictorian and Salutatorian. If these averages are not achieved, the award will not be recognized.

## **GRADUATION REQUIREMENTS**

To receive a high school diploma, a student must meet graduation requirements as listed on the following page and must be in attendance at HCS the first day of the second semester of the year of graduation. Information for specific requirements for a recommended or distinguished diploma may be obtained from the Counselor.

Students who have not completed all the academic requirements will not be permitted to participate in graduation ceremonies.

## **HCS HONOR SOCIETY**

Membership in the HCS Honor Society is an honor bestowed by invitation only. The student's GPA determines invitations. A faculty Committee determines final acceptance into the organization. Their decision is based on the student's academic achievement, character, leadership, and service. Students must satisfy the following requirements to be invited for potential membership:

1. The student must be a sophomore, junior, or senior.
2. The student must be registered and in full-time attendance at HCS for a minimum of one semester.
3. The student must have a cumulative GPA of 3.5 or better.

After submission of a student profile packet and an interview by the faculty committee, students being accepted into the Honor Society will be notified by mail. An induction ceremony will follow.

## **CURRICULUM**

Humble Christian School utilizes the finest Christian curriculum available. Pre-kindergarten thru Kindergarten utilizes the A Beka curriculum. First grade thru sixth grade utilizes the A Beka curriculum and Shurley English. The early primary curriculum places a strong emphasis on the acquisition of reading skills through phonics. On the secondary levels, we utilize A Beka and

Shurley English, and Bob Jones curriculum for History, Science, Math, and Spanish. Teachers may also use outside resources in addition to the regular curriculum to add enrichment and depth to the class.

## **PROGRESS REPORTS**

A progress report is generally a notice of (1) a failing grade, (2) work habits or behavior needing improvement. Parents will receive a progress report every 4½ weeks during the 9-week period. These need to be signed and returned as soon as possible, no longer than 1 week. **It is the intent of the administration and this faculty that no parent be “surprised” at the end of any 9-week grading period.**

## **INCOMPLETE GRADES**

A student receiving an “I” for an incomplete grade on his report card will be allowed additional time to complete his work. If the work is not completed within a two-week period, a grade of “0” will be assigned to the incomplete work and the nine-week grade will then be calculated. A student receiving an incomplete grade is ineligible for extra-curricular activities until the “I” is removed.

## **COLLEGE VISITS FOR SENIORS**

Seniors will be permitted two days that will be excused to visit college. These visits should be made prior to May 1 of the school year. To be sure absence is excused, the following procedures should be followed:

1. Obtain form from the school office.
2. Present form upon return for verification of visit.
3. A note on the visiting college letterhead stating student’s name and date of visit signed by the college official will also be needed.
4. If documentation is complete, absence will not count for exemption purposes.

## **TUTORIAL SERVICES**

Full-time faculty members will offer a 30-45 minute free tutoring session on a scheduled afternoon each week. The office or subject teachers may be able to provide a list of additional tutors. Tutoring is mandatory for students who have a “D” or an “F” in any subject.

## **PARENT-TEACHER CONFERENCES**

Parent-teacher conferences may be held at the end of the first nine-weeks to discuss student progress. The parents, the teacher, or the Principal if necessary can request additional conferences.

## **GRIEVANCE PROCEDURE**

If a student, parent, or staff member has questions or concerns regarding disciplinary actions by a teacher or the Principal or the policy under which an action is taken, he/she should follow these guidelines:

1. Go directly to the person involved and discuss the matter with the individual.

2. If the matter is not resolved in discussion with the other individual, request a joint conference with the teacher and Principal.
3. If the matter cannot be resolved, a hearing before the school board may be requested in writing. The decision reached at this level is final.

## **LIBRARY/MEDIA CENTER**

Students will be responsible for all library books and other media material checked out of the library in their name. A fine of five cents per day is charged for an overdue book until the book is returned or determined book is lost. If a library book is damaged or lost, the student will be expected to pay the full cost to replace the damaged or lost book or other library materials.

## **TECHNOLOGY POLICY**

The continuing importance of technology in our society and its use in education present many exciting opportunities for students and teachers at Humble Christian School. These opportunities bring with them many responsibilities as well. Students must be good stewards of the equipment they use and will be responsible for breakage or tampering of any kind.

### A. Computer Use

#### 1. Policies

- a. Computers are to be used by permission of faculty and for school-related purposes only.
- b. Students should save files only on the personal disks they receive from their teacher.
- c. Students should not make unnecessary printouts.
- d. Students will be charged a fee for personal printouts (10¢ per print page and 25¢ per color print).
- e. Students are not to engage in activities that hinder another's ability to do his work.
- f. Students are not to misuse or abuse hardware and will be responsible for repairs or replacements that result from mishandling.
- g. Students are not to change or manipulate software or operating environments.
- h. Disks brought from home must be scanned for viruses or inappropriate material before use on any computer in the HCS system.
- i. Students are not to try to repair computer malfunctions or breakdowns. Such situations should be immediately reported to a supervising teacher.
- j. Students should not view or open any improper or sexually suggestive sites.

#### 2. Enforcement Guidelines

- a. Offenses will be handled on an individual basis and are punishable by:
  1. Detention
  2. Loss of computer privileges
  3. Suspension
  4. Expulsion

## B. Network Use

### 1. Policies

- a. Network users are to use their own password. Passwords may not be shared.
- b. Users may not knowingly go into or read a file which has been opened under another user's password or which is not accessible to them under their own password.
- c. Students who attempt to use a computer and find it open to a file or program they do not have access to should immediately report the situation to the supervising teacher.
- d. Students are not to use software indicated for faculty or staff use only.
- e. The network is to be used for educational purposes only and not for financial or commercial gain.
- f. Software copyright guidelines are to be respected and followed.

### 2. Enforcement Guidelines

- a. Offenses will be handled on an individual basis and are punishable by:
  1. Detention
  2. Loss of computer privileges
  3. Suspension
  4. Expulsion

## **CORRIDOR/HALL PASSES**

When students are out of class during a class period, they must have authorization from the teacher or a school official in the form of a corridor/hall pass.

## **TELEPHONE USE**

The office telephone is a business telephone and is not to be used by students. Elementary and secondary students may use the student telephone on a first-come basis only before school, during lunch, and after school. Permission must be granted from school personnel or secretary. If a student is ill and needs to call a parent, he/she must go to the Nurse first and then to the secretary who will call his/her home.

## **LOST AND FOUND**

Lost articles, including books, clothing, money, valuables, etc., are to be claimed **before or after school only**. All students need to keep their books in their lockers at all times.

## **EMERGENCY DRILLS**

HCS will conduct drills in preparation and training for emergencies.

1. **Fire Drills** – A signal will alert students to move quickly and quietly from the building to a designated place of safety.
  - a. Determine which exit to use and an alternate if the first exit is blocked.
  - b. **DO NOT TALK** during a fire drill.
  - c. Walk rapidly to the parking lot or designated area. **DO NOT RUN.**

- d. Turn off the lights and close the door as the last person leaves.
  - e. Check class rolls in the parking lot.
2. **Tornado/Hurricane Drills** – A specified sound will signal this drill.
    - a. Teacher should draw blinds or curtains.
    - b. Find sturdy shelter away from outside walls and windows.
    - c. Classes outside at recess or P.E. should quickly re-enter the building if time permits.
    - d. Go quietly to the assigned area of protection.
    - e. Face a solid wall and kneel down with hands over your head.
    - f. Return to normal activity when “All Clear” is given.
  3. **Lock Down** – All doors of the school will be locked and no one may enter or exit the school building.
  4. **Terrorist Threats** – Students will be kept in their classroom until danger has passed. Parents will be notified if necessary to pick up their children.

## **CARE OF SCHOOL PROPERTY**

The student is to treat all school property as valuable personal property. Parents or guardians shall be responsible for damage done to the school building, furniture, grounds, lockers, textbooks, or any other property of the school by their student. The assessment of any such damage will be made by the Principal and payment for damages made within two weeks of the assessment, or the student will not be permitted to attend class.

## **BUILDING USE**

For all activities outside the regular class schedule, approval must be obtained from Principal. No group will be allowed to use any part of the building without a teacher, the Principal, or approved school personnel being present. All groups must be careful to maintain the building in good working order and with the same degree of cleanliness in which it was found or better.

## **PARTIES**

All class parties must have the approval of the teacher and Principal. Teachers must be consulted regarding party activities. If bringing in cup cakes or a cake for a student’s birthday, it must be brought in during lunchtime. No food is allowed in the classroom. To avoid hurt feelings, all class members should be invited to private parties unless it is an **all-girl** or an **all-boy** party. Parents, please do not hand out invitations for private parties in class.

## **FIELD TRIPS**

A field trip is defined as an off-campus activity or event that is an outgrowth of a course of study. All school rules are in effect on field trips. Prior to departure, students shall obtain assignments for any classes they will miss while on the trip. Students may be denied the privilege of attending field trips because of inappropriate behavior.

**All field trips should be approved by the Principal two weeks prior to the date of the field trip.** A Field Trip Request Form will be submitted. The trip will be organized in a manner that provides

appropriate transportation and adequate supervision for the number and age-level of students. The teacher should plan some preliminary or follow-up activity for the students.

Parents should be provided a notice explaining the details of the trip. (Note: A Field Trip Permission Form shall be filled out, copied, and sent home with each student.) School dress is the standard uniform for all field trips. Deviation from this standard must have Principal approval.

All parent volunteers that assist on field trips through driving and/or chaperoning must sign and abide by the rules listed on the HCS Driver/Chaperone Agreement Form. Chaperone Agreement forms are available in the office. Students are to travel to and from the destination in the same vehicles unless granted permission by the faculty sponsor. Attendance at school field trips is restricted to students currently enrolled at HCS and to those students who are in the designated grade level.

Humble Christian School and its representatives intend to take all reasonable precautions with respect to all activities, however, the parent must understand that the participation of their student(s) in school sponsored field trips involves a certain element of risk. The parent must assume that risk and agree to hold Humble Christian School and its employees, instructors, and representatives blameless from any liability, unless the occurrence happens because of their gross negligence or willful and wanton behavior. The parent must assume full responsibility for any personal injury that might occur to their student(s) while taking part in a school sponsored trip, and they must absolve Humble Christian School and its employees, instructors, and representatives from all liability in regard to any injury.

## **DRIVERS AND CHAPERONES FOR HCS FIELD TRIPS**

When parents or guardians volunteer to be drivers or chaperones for HCS field trips, the following rules must be observed:

1. Bringing siblings on field trips is discouraged, but may be permitted based on availability of drivers.
2. Vehicles may stop only at the approved destination point (no side stops, please).
3. All traffic laws must be obeyed (including speed limits). Each child must wear a separate seat belt (no double buckling).
4. Only Christian music or G-rated videos may be played in the vehicle (no talk radio or secular music.)
5. An Emergency Information Form for each child must be in the possession of the teacher in charge of the field trip.
6. Teachers make all travel assignments. Students must travel to and from the destination in the assigned vehicle unless the faculty sponsor gives special permission to change vehicles.
7. Students may be denied the privilege of attending school or class trips because of inappropriate behavior.
8. Students are not allowed to drive on field trips.

## **ELIGIBILITY FOR PARTICIPATION**

All students begin the year eligible to represent the school in athletic events or school sponsored competitions. They remain eligible for the first six weeks. At the end of the six weeks, eligibility is checked. If a student's average has fallen below 75 in any class, they become ineligible for two weeks. After the two-week period, eligibility will be checked every week. A student will regain

eligibility if they are passing all classes with a 75 or above average in every class. While a student is ineligible, he/she should continue to practice unless otherwise directed by his/her coach. While a student is ineligible, he/she should continue to practice unless otherwise directed by his/her coach.

## **ATHLETICS**

Students in grades 6-12 who become involved in interscholastic athletic competition must get a **physical examination by a licensed physician** and secure **written permission from their parents** before being allowed to participate. Student athletes are required to have one physical during their Jr. High grades, one in 9<sup>th</sup> grade and one in 11<sup>th</sup> grade. No athletic school insurance is available. Parents must assume responsibility for insurance.

There will be a Sports Fee of \$100.00 for the first sport and \$50.00 for any additional sport. This fee is due before the first practice along with the completed physical examination form.

## **ELIGIBILITY FOR LETTERING**

### **Athletics**

To earn a letter in interscholastic sports, a student athlete must be at least in the 9<sup>th</sup> grade, must complete the season in good standing, and must participate in a minimum of 50 percent of the competitions. Under special circumstances, a coach may letter an athlete at his/her discretion. Only athletes that complete the season in good standing, shall be able to attend the athletic banquet and receive awards.

### **Student Council**

To earn a letter for student council, the council member must:

1. Be on the student council two of the four high school years.
2. Not have any unexcused absences from meetings.
3. Have no suspensions the year he/she letters.
4. Attend all student council-sponsored events.
5. Attend any other events when requested, such as HCS Open House.
6. Acquire a minimum of 36 hours of service per year or as designated by sponsor.
7. Participate in all Spirit Week activities.

## **STUDENT EXTRACURRICULAR ACTIVITIES**

Students in grades 6-12 may participate in interscholastic competitions. The interest and sufficient number of students will determine extracurricular activities.

**A student must be in full-day attendance on the day of the activity in which he desires to participate. Scheduled appointments are recognized as excused absences and would not prohibit a student from participating. Extenuating circumstances other than sickness resulting in an excused absence on the day of the extracurricular activity must have administrative permission for participation.**

## LOCKERS

1. Students are to maintain, clean and neat lockers. Food and drinks are not to be stored in lockers except for lunches. These should be removed daily because of insects.
2. All pictures should be in good taste and not suggestive or inappropriate.
3. Students should not enter another student's locker without knowledge of that student or permission from a teacher.
4. Students should never borrow books from another student's locker without permission from that student.
5. All trash and clothing should be removed regularly.
6. Students are issued only one locker and are not to use empty lockers for additional storage of books or clothing.

## STUDENT VEHICLES

The privilege of driving to school is restricted to students who hold a valid Texas driver's license and proper auto liability insurance. Students will be required to register their vehicles with the School Principal through the school office by signing, along with their parents, the HCS Student Driver Agreement. Proof of insurance will be required.

Students must observe the campus speed limit and must park only in the designated student parking areas. Students whose driving is observed to be hazardous and/or irresponsible may, at the discretion of the school administration, lose the privilege of driving on campus temporarily or permanently.

Upon arrival at school in the morning, students are required to immediately enter the building. Students are not permitted to go to their vehicles during the course of the school day without permission from the School Principal. Books, lunches, and other items should be stored in the student's locker or kept in student's possession.

Students (non-siblings) wishing to ride with student driver must provide the school written permission from their parent or guardian.

## CELL PHONE AND ELECTRONIC DEVICE POLICY

Cell phones or other electronic devices, (iPods, mp3 players, etc.) are not allowed to be used in the building at any time. This includes the bathroom, the lunchroom, etc. Cell phones and electronic devices may be used before 8 a.m. and after 3 p.m., but only outside the school building. **Cell phones must be off and stored in the student's locker or left in their car during the school day.** Text messaging is not permitted anytime during school hours.

For the **First Offense** - The cell phone or electronic device will be taken away and returned to the parent only. The student will receive a Saturday class detention and incur a \$10.00 fine. The student's parent must have a conference with the Administrator to retrieve the phone or electronic device.

For the **Second Offense** - There will be a minimum one-day suspension for the student and a conference with the parent. There will also be a \$20.00 fine.

For the **Third Offense** - The cell phone will not be returned until end of the school year and there will be a \$30.00 fine.

NOTE: Parents, please do not call or text message your child on his/her cell phone during school hours. Please call the school secretary for any messages that need to be relayed to your child.

## STUDENT BEHAVIOR

### STUDENT CONDUCT

A high standard of conduct is required of each student at HCS for the purpose of maintaining order and building Christ-like character.

Students must:

1. Attend all classes daily and be on time.
2. Be dressed properly.
3. Be prepared for each class with the appropriate materials and assignments.
4. Turn in assignments on time.
5. Exhibit an attitude of respect toward all individuals and property.
6. Speak in such a way as to lift others up (Ephesians 4:29).
7. Bring only teacher-required materials, supplies, and approved personal items to school.
8. Be obedient to all rules.
9. Be honest and trustworthy.

When an offense is committed, reconciliation will be sought in a Biblical manner (Matthew 18).

### PHILOSOPHY AND GUIDING PRINCIPLES FOR DISCIPLINE

The goal of all instruction at HCS is love. We seek to teach students to love God and obey Him out of that love. It is our aim to see HCS students learn to love others with the selflessness of Christ.

### PHILOSOPHY

Discipline is inseparably linked with the process of discipleship. The goal of HCS disciplinary procedures is to teach personal responsibility for one's actions, obedience to authority, and dependence on God and His Word. The approach to this goal will be based upon Scriptural principles and will involve a three-step model:

1. **Instruction** of God's commands and right ways of thinking and behaving
2. **Warning** concerning natural and parent/teacher imposed consequences
3. **Correction** of misbehavior

HCS will endeavor to teach what is right and pleasing while keeping correction appropriate and minimal. We will act out of love that seeks the best for the student rather than anger, which seeks only retribution. Teaching students to conduct themselves in a loving and responsible manner is a lasting value and will be considered the highest priority at HCS. (Galatians 6:1-2)

### BIBLICAL GUIDELINES FOR STUDENT CONDUCT

#### **Respect Authority**

“Everyone must submit himself to the governing authorities, for there is no authority except that which God has established. The authorities that exist have been established by God. Consequently, he who rebels against the authority is rebelling against what God has instituted, and those who do so will bring judgment on themselves. For rules hold no terror to those who do right, but for those who do wrong. Do you want to be free from fear of the one in authority? Then do what is right, and he will commend you. For he is God's servant to do you good.” (Romans 13:14)

### **Respect and Esteem**

“Consider one another as better than ourselves.” (Philippians 2:3)

Protecting the dignity of all students is our aim. Malicious talk can do more harm than physical wounds.

### **Be an Example:**

“Don’t let anyone look down on you because you are young, but set an example for the believers in speech, in life, in love, in faith, and in purity.” (I Timothy 4:12)

### **Seek Excellence:**

“I can do everything through Christ who gives me strength.” (Philippians 4:13)

### **Be Honest**

“Providing for honest things not only in the sight of the Lord, but also in the sight of man.” (II Corinthians 8:21)

### **Be Truthful**

“Therefore each of you must put off falsehood and speak truthfully to his neighbor, for we are all members of one body.” (Ephesians 4:25)

### **Practice Clean Speech**

“Do not let any unwholesome talk come out of your mouth, but only what is helpful for building others up according to their needs, that it may benefit those who listen.” (Ephesians 4:32)

### **Reflect Jesus:**

“Finally, brethren, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is admirable – if anything is excellent or praiseworthy – think about such things.” (Philippians 4:8)

## **STUDENT BEHAVIOR**

Discipline is an absolute necessity for any successful organized group. At HCS, the emphasis is on the development of self-discipline and self-direction toward socially desirable ends. External measures will be used only when there is evidence that a student’s internal controls fail and his actions fail to comply with school policies and regulations.

## **CORPORAL CORRECTION**

The administration of HCS reserves the right to paddle a student when, in the opinion of the Principal, it is necessary. A signed Corporal Correction authorization is a necessary part of the enrollment process. Parents may be given the opportunity to administer the corporal correction themselves.

### **When paddling is necessary, HCS will proceed according to the following guidelines:**

1. The offense will be clearly discussed with the student.
2. The Principal will discuss Scriptural application with the student.
3. A reasonable number of firm strokes (not to exceed three) will be administered by the Principal with a simple, flat paddle.
4. A staff witness will be present.

5. The student will not be physically restrained. (If he/she refuses to submit to paddling, the parent will be asked to come to the school to discuss the matter; the parent may be asked to withdraw their student.)
6. After administering strokes the Principal will pray with the student, assuring him/her of his/her love.

## **CONDUCT EXPECTATIONS**

**Students are expected to obey.** Obedience demonstrates proper submission to God and God-ordained parental authority extended by agreement to the school administration and staff. Students are taught to accept responsibility for their behavior by being held accountable by their teachers and principal. All students are expected to conduct themselves according to the following guidelines:

1. In the classroom, the student shall speak by permission of the teacher. To obtain permission to speak, the student will raise his hand. Students are to listen to the teacher as a sign of respect for authority and listen to other students as a display of courtesy.
2. Students may move about the room only by permission of the teacher.
3. Students shall refrain from any act of disrespect such as:
  - Mimicking others
  - Laughing at the mistakes of others
  - Back-talking or arguing with any teacher
  - Making facial or non-verbal expressions of disrespect/contempt
  - Whispering and/or passing notes in class
  - Failing to pay attention in class or sleeping
4. Students are expected to answer all adults with a respectful “Yes Sir”, “Yes Ma’am”, etc. “Yeah” and “Huh?” are unacceptable responses.
5. Profane, vulgar, and/or abusive language (such as name calling) is prohibited.
6. The student is not to engage in horseplay to avoid accidental injury, misunderstood intentions, or conflicts. Pushing, shoving, punching, and cutting in line are not allowed.
7. Eating and drinking are permitted only in designated areas.
8. Fighting will result in disciplinary action.
9. The student is to treat the property of the school and others with care. Vandalism and writing on desks, chairs, or walls is not permitted. Property that requires replacement results in higher costs to parents. The offender will reimburse the school.
10. Use or possession of drugs, including alcohol and tobacco, is prohibited.
11. Although the male/female attraction is understandable, kissing, hugging, holding hands, holding one another, and other public displays of affection are not permitted at school. During school functions, the student is to exercise self-control and demonstrate Biblical love for others by acts of selflessness.
12. The following items are prohibited on campus or at any HCS function including field or class trips, sporting events, fund raisers, etc: Walkmans®, Gameboys®, magazines, Harry Potter cards, Pokemon cards, chemical substances, firearms, knives, weapons, beepers, skateboards or any other items deemed inappropriate by the administration.
13. Gum is not allowed on campus before, during, or after school.

## **HUMAN DIGNITY/HARASSMENT**

HCS intends to provide its students an environment that is free of offensive kinds of behavior. Conduct, whether intentional or not, that subjects another person to unwanted attention, comments,

or actions because of race, national origin, age, gender, physical characteristics, or disability is not permitted. Instead, we expect all persons to treat each other with respect because they are made to reflect God Himself.

- All students are expected to conduct themselves with respect for the dignity of all others.
- We do not condone or allow harassment of others by teachers, administration, support staff, students, or other persons present in our facilities.
- Sexual harassment includes making unwelcome sexual advances, engaging in improper physical contact, making improper sexual comments, or otherwise creating an intimidating, hostile, or offensive learning or work environment.
- Any form of ridicule of others based on but not limited to race, gender, physical characteristics, ability, family background, or similar feature is harassment; persons engaging in this misbehavior will be disciplined.
- Any person who believes he or she has been the subject of harassment should report it immediately to an appropriate superior. Students may report to a teacher or principal.
- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or of a person who may be unjustly accused.
- Any person who is determined to have violated this policy will be subject to corrective action and discipline, including the possibility of expulsion.

Steps for handling charges of sexual harassment:

The harassment will be reported to the proper authorities and brought before the School Board. Subsequent action by the School Board will be determined by the outcome of the evidence obtained. If a student is found guilty of sexual harassment, they will be expelled from HCS and will not be allowed to return.

## **JURISDICTION**

HCS has jurisdiction for discipline purposes over its students from the time of arrival from home until departure at the close of the school day. Misconduct during this time becomes a matter of school discipline. Policies and regulations of this school governing the discipline of students apply to all school sponsored activities on and off the school campus.

## **STEPS IN DISCIPLINE**

Listed below are various offenses, grouped by seriousness as well as penalty, including length of detention. If a student is to serve a detention at least one day's prior notice will be given to the student, and the parents will be notified. An excessive number of detentions (5) will result in Saturday class.

The following steps are in general order of seriousness and are typically followed in this order, depending on the offense:

1. Counseling, praying with, and warning students regarding their actions and attitudes
2. Means of correction shall be in keeping with the offense. Detention after school is permitted, but parents shall be given a day's notice.
3. Communication with parents by telephone or in writing after first offense
4. Student referred to the principal for corrective action and parent conference
5. Saturday class
6. Probation

7. Paddling
8. Suspension
9. Expulsion

## **ELEMENTARY SCHOOL “HOW I ACT” BEHAVIOR MANAGEMENT PROGRAM**

The purpose of the “How I Act” Behavior Management Program is to clearly define to students and parents how student behavior will be handled in the elementary classrooms. The program has built-in rewards and consequences. This is an objective and consistent program that has slight variations at different grade levels allowing for what is appropriate for that age group.

### **CONSEQUENCES**

For each infraction pulled that day, the student will have a “time-out”, missing time from recess or socializing time at lunch. Teachers will counsel the students concerning what they need to improve. The teacher will make contact with the parent verbally, by telephone, by a note, or by a PTC slip in the older elementary grades.

### **STEPS OF DISCIPLINE FOR GRADES K4 THRU 6**

The following steps are to be implemented so that there is consistency between classroom and administrative discipline. These steps are to be used after the teacher has implemented their classroom discipline. When a discipline form is sent home, the student is required to have the parent sign and return the form the following day.

1. Send home communication sheet listing the student’s offense and steps the teacher/Principal have taken.
2. Send home communication sheet stating the time that the teacher/Principal will be calling in the evening.
3. Send home communication sheet stating the date and time of the parent/teacher/student conference.
4. Send home communication sheet stating the date and time of the parent/student/principal conference.
5. Detention Hall may be added.

At any time the offense is serious enough the above steps may be altered. At the Administrator’s discretion, conduct probation may be established at any time between steps 3 and 4. If unacceptable conduct is persistent or serious enough, suspension or expulsion can occur. See excessive/persistent behavior-conduct section.

**NOTE – CORPORAL PUNISHMENT MAY BE APPLIED AT ANY LEVEL OF DISCIPLINE.**

### **LEVEL I OFFENSES FOR GRADES 7-12**

The following steps are to be implemented so that there is consistency between classroom and administrative discipline. These steps are to be used after the teacher has implemented their classroom discipline. Please note that when discipline reports are sent home, the student is required to return the form the next day, signed by the parent. For these offenses, punishment may include a warning, clean-up duty, or detention for the 1<sup>st</sup> offense.

- ❖ Talking in class without permission
- ❖ Eating and drinking during class
- ❖ Note passing during class
- ❖ Littering the building and campus (the use of the word “campus” throughout also refers to the location of any school-sponsored function)
- ❖ Violation of the dress code
- ❖ Going to or through off-limit areas without permission of the teacher
- ❖ Personal grooming during class (including make-up application and hair brushing)
- ❖ Being unprepared for class (without books, paper, pencil, homework)
- ❖ Causing a distraction in class
- ❖ Gum chewing
- ❖ Horseplay
- ❖ Failing to return anything without a parent’s signature the day after it is issued
- ❖ Failing to do homework assignments

### **LEVEL II OFFENSES FOR GRADES 7-12**

Because the incidents listed below are more serious, the discipline will range from detention, Saturday class to suspension for 1<sup>st</sup> offense.

- ❖ Public display of affection
- ❖ Improper behavior toward other students
- ❖ Lying, first offense
- ❖ Unedifying speech/profanity
- ❖ Possession of prohibited items on campus (see #12 under Conduct Expectations) except for items listed under Level IV and Level V offenses
- ❖ Disrespect to faculty/staff
- ❖ Tampering with, destruction of, or harm to other’s property (Full payment for restitution will be required.)
- ❖ Inappropriate attitude
- ❖ Misconduct toward a substitute teacher
- ❖ Mocking or making fun of other students or a teacher
- ❖ Gossip/slander – depending on subject matter
- ❖ Classroom behavior that is inappropriate or unruly
- ❖ Out of designated area ( e.g. behind building, parking lot, playground)
- ❖ Unauthorized absence from a detention

### **LEVEL III OFFENSES FOR GRADES 7-12**

Because the incidents listed below are more serious yet, the student will be suspended from 1 – 3 days. Suspensions require a “0” in every class, but work must be completed in full and turned in to the teacher.

- ❖ Direct disobedience (defiance toward a teacher or school official)
- ❖ Cheating, first offense
- ❖ Any type of bullying ( verbal or physical )
- ❖ Negligent driving (speeding or lack of vehicle control) on campus
- ❖ Skipping class (Truancy)
- ❖ Forgery, first offense

- ❖ Impure speech or gestures (swearing or vulgar language)
- ❖ Vandalism
- ❖ Leaving campus without permission
- ❖ Plagiarism
- ❖ Harassment (sexual, verbal, or physical) – could go to Level V if brought before the Board of Directors and found guilty
- ❖ Slamming door in defiance toward teacher
- ❖ Gambling (any type)

#### **LEVEL IV OFFENSES FOR GRADES 7-12**

Offenses that may result in an immediate two-day suspension and or expulsion include:

- ❖ Cheating, second offense
- ❖ Stealing, first offense if not a felony
- ❖ Fighting
- ❖ Possession and/or use of tobacco on/off campus, first offense
- ❖ Lying, second offense
- ❖ Tampering with technical equipment/computer
- ❖ Forgery second offense
- ❖ Threatening a teacher, student, or other school employee
- ❖ Gambling, second offense. Depending on the involvement of student - expulsion

\*Excessive suspensions will result in expulsion. More than three suspensions would be determined excessive.

#### **LEVEL V OFFENSES – EXPULSION FOR GRADES 7-12**

In rare circumstances, a student may be expelled by the principal for reasons of misconduct, attitude, or sustained failure to put forth academic effort. Other offenses that may result in immediate expulsion are as follows:

- ❖ Possession of a firearm or weapon on campus
- ❖ Possession of illegal substances on or off campus, including drugs and/or alcohol
- ❖ Possession and/or use of tobacco on campus, second offense
- ❖ Criminal misconduct on or off campus
- ❖ Assaulting a faculty or staff member
- ❖ Withholding pertinent information during the application process
- ❖ Immoral conduct such as fornication and/or homosexual practices, which are contrary to Biblical teaching, on or off campus
- ❖ Conviction of a felony act
- ❖ Possession or use of prescription medicine without being administered by school nurse or school personnel.

#### **DETENTION**

Detention will be issued for students in grades one and above as a disciplinary option available to teachers to assist students in learning proper conduct. With the direction and approval of the principal, teachers will determine the procedures for detention, unless otherwise stated herein. Detention is not to be used for tutoring.

Afternoon detention may be held on Monday through Friday beginning at 3:15 pm. All detentions must be proctored by a teacher who will determine the assignment during this time. Parents must be notified before a student will be allowed to serve in detention.

The following items will result in an extra detention being issued:

- ❖ Arriving late to the detention room
- ❖ Not taking the signed detention slip to the detention teacher the day after it is issued
- ❖ Talking while in detention
- ❖ Sleeping while in detention
- ❖ Arriving without writing supplies and/or materials to work on during detention
- ❖ Failing to attend a detention, unless excused by principal, will result in a Saturday class. See Level II – Unauthorized absence.

## **PROBATION**

A student who is not performing according to the guidelines set forth in the Conduct Expectations portion of this handbook may be placed on conduct probation as a means of discipline by the Principal. Probation indicates that a student's behavior is so improper that a majority of his teachers recommend probation. Probation is not to exceed 4 ½ weeks. At the end of the probationary period, the student's conduct will be re-evaluated.

A consistently rebellious attitude toward the faculty, school rules and procedures, or a continuously negative attitude and bad influence on other students may result in attitudinal probation. A student on probation due to misconduct is ineligible to play in or practice for any extracurricular activities. If the conduct is not corrected, the student will be asked to voluntarily withdraw or be expelled.

A student who is not making sufficient progress academically due to low grades, not turning in homework on time, or obviously working below his ability will be placed on academic probation. A student will be placed on academic probation if he makes at least **2 D's** or **1 F** in any nine-week grading period. If the grades and work habits are not significantly improved by the end of the next grading period, the student may be asked to voluntarily withdraw or be expelled. It is hoped that probation is sufficient notice to the student and his parents that a serious problem exists requiring correction.

When all disciplinary actions taken by the teacher are ineffective, with documentation the student may be considered for probation. Probation gives the student time to improve to a satisfactory level.

1. The Principal must complete a Probation Form.
  - a. If the Principal determines that probation is required, a conference will be held with the student and parent/guardian to explain what improvements in behavior are necessary and to outline the terms of the probation.
  - b. If the notification to the parent is verbal, it should immediately be followed by written notification.
  - c. Disciplinary probation extends through the end of the nine weeks in which it occurs but not longer than 4½ weeks.
  - d. While on probation, a student will be excluded from school-sponsored extra-curricular activities and all positions of trust and responsibility.

- e. Weekly progress reports on the student in grades K-12 will be issued by the teacher. Copies of progress reports will be sent to the parents.
- f. At the end of the probationary period, a conference will be held. All decisions will be issued orally and in writing.
- g. The decision of the Principal with regard to probation is final.
- h. Any student who is on disciplinary probation for twelve weeks in one year is subject to dismissal. He/She may not be readmitted the following year, depending on the decision of the Principal.

## **EXCESSIVE/PERSISTENT BEHAVIOR-CONDUCT**

If a student incurs excessive or persistent violations of HCS policies, he/she will not be allowed to continue their education at HCS. After a student has been sent to the office for disciplinary reasons for the 4<sup>th</sup> violation, the student and parent will be notified of the excessive/persistent behavior violations. On the 5<sup>th</sup> violation, the student will receive a 1 day suspension, plus whatever level discipline the behavior requires. The 6<sup>th</sup> violation will result in 2-day suspension, plus whatever level discipline the behavior requires. The 7<sup>th</sup> violation will result in the student being expelled or asked to withdraw.

Teachers cannot teach and students cannot learn if students refuse to obey and follow classroom rules and procedures. It is our hope that students will use good judgment, self-discipline, and obedience to the policies of HCS, so that none of these actions have to be taken.

## **SUSPENSION AND EXPULSION**

The suspension or expulsion of a student is a very serious matter and must be handled in a way that guarantees due process to the student.

## **RULES OF PROCEDURE**

### **1. Student Notification**

A student whose conduct has been such that severe disciplinary action results must be told exactly what the breach of conduct has been. If a specific rule or regulation has been disobeyed, the rule or regulation should be stated prior to suspension or expulsion. If the student denies the allegations against him, he shall be given an opportunity to explain his version of the incident before the suspension or expulsion is effective. The Principal shall verify the facts.

### **2. Decision to Suspend or Expel**

The classroom teacher may recommend suspension, but only the Principal, after determining that suspension is required, may order a student suspended for a period of time not more than 3 days.

The recommendation to expel a student shall be made by the Principal. The decision to expel is the sole responsibility of the School Board.

### **3. Parent Notification**

In the event that the School Board determines there is probable cause that a student should be expelled, the parents must be notified in writing of the exact nature of the offense charged. A written notice of expulsion shall further advise the parents of the

opportunity for a hearing. If the parents desire a hearing, they shall so notify the Principal in writing within three days of the decision to expel, and a hearing shall be held as soon as possible, but no more than five (5) days thereafter. While awaiting the hearing, the student will be suspended from school and school activities.

#### 4. Emergency Situation

In emergency situations when the student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process, the student may be immediately removed from school. The necessary charges should follow.

#### 5. Hearing Process

For Suspension: The hearing will be before the Principal. At the hearing, or shortly thereafter, the Principal will make a decision. If notification to the parent/guardian is verbal, it should immediately be followed by written notification. Copies of all information should be sent to the School Board. The decision of the Principal is final.

For Expulsion: The hearing will be before the School Board. Their decision will be final.

### **SPECIAL INFORMATION**

Suspension shall last one-half to three days. Students on suspension will not be allowed to participate in any school-related events during suspension. Three suspensions will create grounds for expulsion.

### **VOLUNTARY WITHDRAWAL**

Parents may be asked by the Principal to voluntarily withdraw a student if it is determined by the school that the student is demonstrating he is not eligible to continue attending for reasons of misconduct, attitude, or a sustained failure to put forth academic effort. Voluntary withdrawal versus expulsion is usually more favorable to the student. It generally makes enrollment in another school easier.