



Quality Education with Christian Values

Heritage Christian School

Elementary Handbook

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Message From the Administrators

This handbook acquaints parents, students and others with the day-to-day operation of Heritage Christian School. Please read the following pages carefully. Many questions will be answered and many difficulties avoided. If, after reading through the handbook, you have any questions, please contact the school office and we will do all we can to assist you.

In order to complete school information, you will receive a monthly calendar, timetable and biweekly school newsletter.

We welcome back all our returning students, parents and staff. To our new families and staff members we want to extend a very warm welcome. To you all we wish a very happy and successful year - a year in which each one of us grows in our understanding of God the Creator, of His creation, and of our role in the world He's created.

Schooling is more than courses, homework, and sports. It is learning to live together and learning to accept that we are individuals each with our own God-given talents and abilities. As we all work together for the glory of God we will grow as individuals and as a community.

May the Lord, who has abundantly blessed us in the past, continue to lead and direct us in the future.

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INTRODUCTION

Heritage Christian School (HCS) is a ministry of Kelowna Christian Center (KCC) and is open to students from all churches and backgrounds. The Four Mandates of KCC are to MEND, MOLD, MENTOR and MOBILIZE disciples of Jesus Christ. HCS primarily fulfills the MOLD mandate of shaping disciples. Contact the Church office at (250) 762-9559 for more information.

KCC Statement of Faith

1. We believe the Bible to be the only infallible authoritative Word of God inspired by the Holy Spirit.
2. We believe that there is one God, eternally existent in three persons: God the Father, God the Son and God the Holy Ghost.
3. We believe in the deity of our Lord Jesus Christ, in His virgin birth, in His Bodily resurrection, in His ascension to the right hand of the Father, and in the blessed hope of His personal, visible and imminent return to this earth to receive to Himself, His blood-bought Church, that it may be with Him forever.
4. We believe that the only means of being cleansed from sins is through repentance and faith in the precious blood of Christ.
5. We believe that the redemptive work of Christ on the cross provides healing of the human spirit and soul and body in answer to believing prayer.
6. We believe in the empowering of the believer by baptism with the Holy Spirit according to Acts 2:4, for the believer who asks for it, with the initial sign of speaking in tongues, as the Spirit gives utterance.
7. We believe in the resurrection of both the saved and the lost, the one to everlasting life and the other to everlasting damnation.
8. We believe in the present day ministry of the Holy Spirit; in the indwelling of the Holy Spirit within each believer from the moment of spiritual rebirth; in the nine gifts of the Holy Spirit as available to all Spirit-filled believers.
9. We believe in the spiritual unity of all believers in Christ.
10. We believe that the recreation by the Holy Spirit is absolutely essential for personal salvation.
11. We believe in intensive world evangelism and missionary work in accordance with the great commission with signs following (Matthew 28:18-20; Mark 16: 15-18).

History and Vision

Heritage Christian School (HCS), which began in 1986, is a ministry of Kelowna Christian Centre (KCC). HCS is a private, co-educational, non-profit school that was given recognition (Group 1 rating) by the BC Ministry of Education.

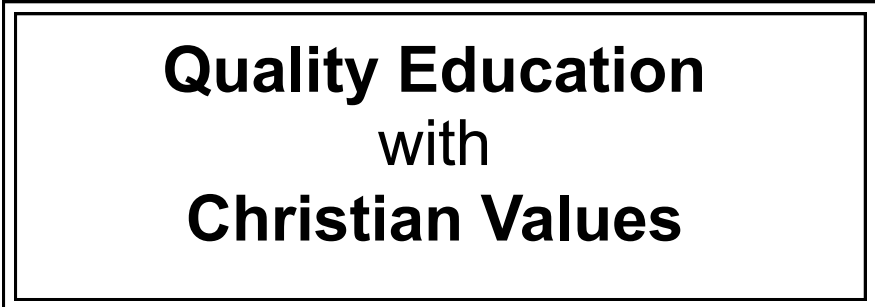
HCS is a member of the Association of Christian Schools International (ACSI). This educational association gives professional assistance in developing the distinct dimensions of school operation and curriculum development. ACSI currently has over 5300 member schools in Canada, the USA, as well as 100 nations overseas. These schools have more than 1,200,000 students enrolled.

The school is also a member of the Federation of Independent Schools Association (FISA). This organization in BC acts as a spokesperson for member independent schools in BC, and as a liaison between the schools, the government, and other educational institutions, seeking fair treatment in legislative and financial terms.

All staff members are certified by the BC Ministry of Education. Some are also working toward their Christian Teacher Certification from the ACSI.

In 1997, HCS moved its campus from Gerstmar Road to its present location on Badke Road situated beside KCC. As well as adding more class space provided in KCC, the school also built a new gymnasium / student lounge complex. The school built an industrial Arts addition in the fall of 2005. School enrolment has increased from 165 in 1996/97 to over 340 in the current school year.

HCS Mission Statement



**Quality Education
with
Christian Values**

We are a school dedicated to establishing and nurturing the purposes and plans of God within each of our students.

We are committed to grow as a school body in personal academic excellence and to stand boldly as the character example of Jesus to our community.

HCS Staff and Faculty

Administration, faculty and support staff names are kept up-to-date on the school website. Please refer to the [Faculty and Staff link](#) at www.heritagechristian.ca

Annual School Calendar

The [annual school calendar](#) lists the major holidays, professional days and various special events. For a more detailed list of events and happenings in the school, please refer to the monthly calendar provided at the end of the [monthly newsletter](#).

School Information and Map

Location:
907 Badke Road
Kelowna BC, V1X 5Z5

Phone:
(250) 862-2377

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Website:
www.heritagechristian.ca

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ADMISSION POLICY

General Admission Policies

1. HCS exists under the authority of the church to assist parents in fulfilling their responsibility to raise their children according to the principles of God's Word. Therefore, it is expected that parents will want their children to be educated in accordance with the school's mission and purpose, and will fully support the aims of the school's program of instruction.
2. The school will accept a student only if it believes it can provide a suitable program. In some instances, the school may decide that it lacks the resources needed to provide education (for example, children with special needs, or students requiring training in English as a second language).
3. If the school needs to limit its enrolment, it will follow the priority rating listed below:
 - a) Children already enrolled in HCS (provided re-enrolment forms have been submitted to main office by their due date)
 - b) Children of school families
 - c) Children of preschool families
 - d) Date of application
4. Parents must express a willingness to accept financial responsibility for tuition fees, etc.
5. Kindergarten children must have reached five (5) years of age respectively by December 31 in the year of enrolment.
6. Students not living with their parents will be required to have written confirmation of a guardian's appointment.
7. Schools do not receive government grants for students whose parents are not Canadian citizens or landed immigrants. Therefore, such students are charged additional tuition fees to cover the lack of such grants.

Canada does not require passports from a citizen of the U.S.A. entering as a student, but a Student Authorization (visa) is required. A visa is issued at the port of entry when you first enter Canada. This visa is renewable in Canada.

Students from most countries other than the United States need a passport and medical clearance as stipulated by the Canadian office (consulate or embassy) in their country. You must make application at the Canadian office and be issued a Student Authorization (visa) before departing for Canada. Photocopies must be kept in the student file.

8. The school principal is responsible to guide the entire process to conclusion according to the enrolment procedures set out in General Admission Procedures (following).

General Admission Procedures

Final acceptance of a student will follow a systematic process. All parents should read the necessary material from the handbook and the office, discuss the material with their children, and then be interviewed to determine their commitment to the school's purposes and their receptivity to a Christ-centred education.

1. The school principal will acquaint parents with the school's mission, purpose, main policies, program and credentials by providing parents with:
 - a) A statement of the school's purpose and educational principles within.
 - b) A copy of the School Handbook for Parents and Students.
 - c) A financial form outlining the parent's financial obligations.
 - d) An application/student registration form.
 - e) A copy of the Kindergarten Handbook if needed.
2. Parents will submit a completed application/student registration form that includes:
 - a) Information about the student's academic, social and disciplinary history.
 - b) Citizenship and, if applicable, landed immigrant status of the parents.
 - c) Medical background.
 - d) Signed statement of commitment by the parents.
 - e) Personal letter for grades 7-12 indicating reasons for attending HCS. Parents of students in grades 1 to 6 need to write one for them.
 - f) Signed Pastor's Reference Form.
 - g) "Record Transfer" form to have past school records forwarded.
3. An administrator will interview ALL parents who have not previously enrolled children in HCS. The interview will establish or confirm:
 - a) The school's intent to help children become responsible disciples of Jesus Christ in today's society.
 - b) The sincere desire of parents for their children to benefit from a Christian atmosphere and a program of Christian instruction.
 - c) The parents' acknowledgement that their children will submit to all school policies.
 - d) The school's and the parents' commitment to work through established communication channels to try to resolve problems, should any arise.
 - e) The parents' willingness to accept the financial responsibility for tuition and other fees.
 - f) The parents' agreement to attend the school's orientation sessions, one held in September, and one held in February.
 - g) High School students (grade 7-12) must be present at the interview to confirm their desire to attend Heritage Christian School.
4. Before acceptance, the school principal may contact the principal of the student's previous school(s), as well as the applicant's pastoral letter of reference.
5. New students are accepted on a probationary status for one reporting term until they have demonstrated right attitudes and actions. Parents will be informed should the probationary period need to be extended.
6. The school principal is responsible for placing the student at a suitable grade level and program. All new students entering grades 1-12 may be required to take a placement test and/or go

through placement procedures prior to final acceptance. These tests and placement procedures enable us to establish the level the student is working at in a number of key areas, highlighting their strengths and weaknesses for teachers.

7. The principal may suspend or expel a student whose conduct consistently conflicts with the school's Christian character and program. Decision to expel a student can be appealed by the parents to the school committee. A meeting is set up between administration, the affected parents, and the school committee to uphold or reverse the decision.
8. At the request of the parents, student(s) names will be placed on the waiting list if classes are full. Families on the waiting list will be notified whenever a vacancy arises. When a vacancy in the school is available, the same criteria listed in #3 of General Admission Policies will be used in deciding which student will fill the vacancy.

Re-enrolment Procedures

1. In the Spring, re-enrolment forms will be sent home. Families are given two weeks after the form is sent out to give intent and notice of re-enrolment in HCS.
2. A space in the necessary class will be kept available for all present students of HCS until the end of the re-enrolment period mentioned above. After this time all re-enrolments and new applications will be considered equally on a first come, first serve basis.
3. A \$100 re-enrolment deposit for returning students to HCS is needed in order to guarantee a spot for your child. This ensures that when the class is capped, other students who apply will be placed on a waiting list and not replace students who have already been accepted. This deposit is applied to the family account at the start of the new year. It is nonrefundable if the student does not stay in attendance until October 1st.
4. The Principal will inform parents of discipline/behaviour difficulties or financial shortfalls that may result in not being accepted back as a student of HCS.

NOTE: All registration and re-enrolment forms used by Heritage Christian School obtain consent for collection, use and disclosure of personal information collected in accordance with Personal Information Privacy Act guidelines.

FINANCES

Financial Policy

Payment Schedule

Tuition payments may be made by using one of the following options and by filling out the tuition fee form included in the application package.

- | | |
|---------------------------|---|
| 1. Annual | 1 payment in full at the beginning of year. |
| 2. Semi-Annual Bank Debit | 2 even payments, in September & January. |
| 3. Quarterly Bank Debit | 4 even payments in September, November, January & March |
| 4. Automatic Bank Debit | 10 monthly payments from September to June |
| 5. Automatic Bank Debit | 11 monthly payments from August to June |

Tuition Assistance

The [Tuition Assistance Form](#) is available online. This online form must be submitted with backup documents in March and will be processed by the end of March. Level of assistance given is based on family income. Only families that are approved for Tuition Assistance will be eligible to apply for participation in HCS's Work Program.

Registration Fee and Re-enrolment Deposits

A payment of \$100.00 must accompany the enrolment forms for first time applicants. This is a one-time fee which will be applied to the total tuition owing if the child is accepted and is a non-refundable deposit.

A payment of \$100.00 must accompany the re-enrolment form. This is considered a deposit towards the tuition payment. This is non-refundable if the child is withdrawn from the school before October 1st.

Tuition

Tuition is received to supplement the cost of education for your children. Because we are a group 1 Independent School, we receive 50% of the per-student funding given to school district #23.

Tuition Fee Schedule

An up-to-date [Tuition Fee Schedule](#) can be found online.

Additional Fees

Secondary Tuition Fee

This fee has been instituted to supplement our Middle and Secondary school programs. Each student in grades 8-12 pays **\$100.00** per year. This fee can be paid in full or built into the monthly payments. This is a non-refundable fee and is 60% income tax deductible.

Parent Participation Program

To further our community spirit; every family will complete 20 volunteer hours in areas of the school where they feel gifted. The **\$200.00** is returned once these hours are complete or the cheque is deposited on June 1. It is our desire to see that each family participate in their child's education so we can return these cheques uncashed.

P.E. T-Shirt and Shorts

A school T-shirt and shorts is required for grades 4-7 P.E. classes and can be purchased from the office for **\$15.00** each.

Withdrawal or Expulsion

If a student must leave before the end of the semester or school year, parents are asked to fill out a withdrawal form for the office. The school will charge a 10% administration fee on the remaining tuition for the school year. The school will refund the remaining paid tuition for any month that has not yet started.

Privacy of Information

In accordance with the Personal Information Privacy Act of 2004, the school is diligent to protect the information that families provide. For educational, provincial funding, and school promotional reasons the school may appropriately disclose selected information to the following:

- Ministry of Education
- Community Health Clinics
- Sports Organizations
- Other HCS families via our school directory
- Media for sporting or promotional events

There may be times that the school chooses to use images of students for promotional purposes. No private information will be published without a families' prior consent on the enrolment/reenrolment form. For more information, please refer to our complete [Privacy of Information Policy](#).

INTERNATIONAL PROGRAM

Schools do not receive government grants for students whose parents are not Canadian citizens or landed immigrants. Therefore, such students are charged additional tuition fees to cover the lack of such grants.

Information on 'How to Apply' or the 'Application Process' can be found on our website at www.heritagechristian.ca. You can also email our International Department at international@heritagechristian.ca for further details.

There are a number of steps to go through to obtain your visa for entry into Canada. Please allow 6-8 weeks to walk through this process. It is preferable that students arrive one week before they begin classes giving themselves enough time to settle into their homestay and get over any jet lag.

WORKING TOGETHER

School Newsletter / Calendars

The first week of every month, a newsletter envelope is sent home with one child from each family. It contains our school newsletter as well as various items such as midterm academic reports, financial reports and other information individual to your family. Please make sure you collect this envelope from your child the first week of every month and read it carefully. We also send the newsletter by email.

A monthly calendar is included as part of your newsletter to highlight important dates and special occasions for the school. Parents are encouraged to plan with school events and semester changes in mind so that students receive full educational benefits and parental support.

Home Communication

Home-school communication regarding student progress is key to everyone's success in the educational process. Apart from formal reports, and mid-semester reports, teachers communicate with parents verbally through phone calls, interviews and email. It is expected parents will play an active role, on a regular basis, to be informed about their child's progress. Since teachers vary in their means of communicating things like behavioural or homework issues, parents should clarify what they might expect at the beginning of the year. Parents are encouraged to provide the school with their email address (if applicable) so that the school can communicate class information directly to your home.

Student Communication

Teachers are concerned for the well-being of every student. If, as a student, you have a concern or problem, you are encouraged to first discuss the matter with the teacher involved. If you need additional help, your parents will arrange a meeting with the teacher. Following this step, the Principal is there to listen and assist.

Conflict Resolution

Families are encouraged to follow these Biblical principles from Matthew 18 for overcoming inter-relational challenges.

Student to Student - When two students cannot resolve a conflict that is school related or school based (ie. disagreement on the playground, argument or name calling on the mezzanine) then it is their responsibility to go to their teacher or supervising authority to find resolution.

Student to Teacher or Teacher to Student - When a student or teacher cannot resolve a conflict then it is the student's or teacher's role to involve the parents in the resolution of the conflict.

Parent to Teacher or Teacher to Parent - When a conflict cannot be resolved between the parent and the teacher either the parent or the teacher should bring the issue to the school principal.

Parent to Administration or Administration to Parent - When a conflict cannot be resolved by a parent to administration or vice-versa then the school committee can be appealed to, first in writing

then in person. A pamphlet outlining proper protocol is distributed to every family every September. Spare copies are also available in the front office. Families are encouraged to follow these Biblical procedures for overcoming difficulties. Our complete [Conflict Resolution Policy](#) can be found here.

Parent Meetings

A free welcome-back-BBQ is held the first day of the school year. Families are encouraged to attend and meet teachers and other families. A parent meeting will take place in September. New families are requested to attend and all families are welcome. Parent meetings happen over the course of the year for different events: GCP, Grad, major field trips, course selections, sports, drama, etc. Please see our [school calendar](#) for when scheduled parent/teacher conferences are available.

School Committee

This is an advising group of parents who work with the HCS Administration and the Principals to develop school policies and give input on all aspects of the operation of the school. The committee is appointed yearly by the KCC board. At the present time the following members make up the school committee. These members can be approached at any time to help address concerns or questions.

Stephen Cox - Elementary Principal
Paul Kelly - High School Principal
Kim Kelly – Non-KCC Family
Dan Schlosser – Chairman/Non-KCC Family
Laurie-Anne Antonson – Non-KCC Family

Dr. Daphne Green - Health & Medical
Dana Eremia – Elementary
Gordon Robideau – Director of Development
Chelsea Bitgood – KCC Family
Barb Schmid – Secretary

Volunteers

As a school, we need the support and help of all our parents. Please prayerfully consider how you can be involved. Help is needed in many areas of the school ranging from working with students in class, coaching, driving to sports activities, playground supervision, helping with school clean-ups, and helping with class socials. Parents can sign up at the first parent meeting in September, or check in with the office during the year to find out what they can do.

Fundraising

All fundraising money goes to special projects in the school. Parents can designate their fundraising money to specific projects (gymnasium equipment, playground equipment, computers, science lab equipment, renovations, etc.). The parent heading up the fundraising committee helps organize parents into teams who are responsible for setting goals and fundraising for various projects in the school. At times the school committee will designate special projects as fundraising goals for the money raised.

GENERAL SCHOOL OPERATION

School Building

The main doors are unlocked by 8:15 a.m. and locked at 4:00 p.m. For these times, or for special functions, the staff in charge will open and close the building as necessary.

Office Hours

Monday through Friday – 8:30am to 4pm.

Classrooms

Teachers open their classrooms by 8:30 a.m. unless they make arrangements to open them earlier. The warning bell will ring at 8:27 a.m. each morning with regular classes starting at 8:30 a.m. Classes will end by 3:00 p.m. Monday to Friday.

Mezzanine

Elementary students are allowed in the Mezzanine only during elementary lunchtime intramurals. Except with permission, no other time should they be found in the Mezzanine.

Lunch Time

Lunch is eaten in classrooms. Students are asked to be sure their garbage and recyclables are put in the appropriate bins inside or outside. Spilt food and drinks must be cleaned up immediately. The teachers on duty will be able to provide cleaning materials. We strive to honour the Lord and be wise with the resources He has given; please use the recycling boxes or bins. Food may not be taken into the Library, Foyer, Computer Room, or Gym.

After School

Students should not remain in the classrooms after 3:30 p.m. unless they are involved in a school function or under the supervision of a teacher. Students who have to wait for a ride are asked to wait quietly in the foyer. The office closes at 4:00 pm and cannot be responsible for supervision past this time. Parents must make alternate arrangements if they are not able to pick their children up before 4:00.

HEALTH INFORMATION

The school does not carry an accident/health policy (beyond third-party liability) covering students. At times there may be a need for ambulance charges. Families should check extended health benefits from their place of employment. Coverage may be offered there.

Immunization

This is a parental choice. By the time a child starts kindergarten, he or she may have had their initial series of DPT, Polio and Measles/Rubella shots. If you have chosen for your child to receive the DPT/P shots, they must be within one year of starting school.

Note: Parent/Guardian consent must be given before any shots are administered at school.

Health Unit Screening Tests

The following tests are undertaken by the Health Unit if desired.

- Hearing - Early Primary
- Vision - At regular times throughout the elementary years and by special request
- Dental - Random checks & demonstrations. Provincial dental hygiene program changes yearly.

Chronic Health Conditions

Children with conditions (such as severe allergic reactions, seizures, diabetes, severe asthma) will be identified on their permanent school record with a red dot, indicating that a card with emergency procedures is kept to direct school personnel. This card and procedures are updated yearly and as necessary by the school's Public Health Nurse. Conditions should be identified on the child's initial registration form.

In addition, staff and supervisory personnel are reminded of children with special needs by means of their photo, a description of the problem, and medical response procedures to take should they be necessary. Both office and teacher staff room contain information regarding such students.

School Nurse

The Public Health Nurse visits the school on a regular basis. Students or parents may contact the nurse through the school secretary or the Rutland Health Unit at (250) 980-4825.

Anaphylaxis Policy

HCS recognizes that it has a duty of care to students who are at risk from life-threatening allergic reactions while under school supervision. HCS also recognizes that this responsibility is shared among the student, the parent(s)/guardians(s), the school and health care providers.

Parents that have children prone to anaphylactic shock must inform the office by filling out the following Medical Forms: [Medical Alert Planning Form](#) & [Medication Administration Request Form](#)

The school is committed to ensuring the safety of all students by creating a nut-safe environment. School parents are cautioned to carefully read the contents on the food that they are sending to

school with their children and to keep all products with nuts at home. Food products that may have contact with or have traces of nuts may still be present at the school. Parents of children who, historically, have suffered an anaphylactic reaction to any food need to provide the school with an up-to-date medical action plan .Please refer to the [Anaphylaxis Policy](#) for more information.

Water Quality Policy

HCS ensures that drinking water quality meets the requirements of the Drinking Water Protection Act. The School Water Officer will check the Black Mountain Irrigation website annually, or more frequently as necessary, for quality assurance and water advisories. Additionally, the school's drinking water supply will be tested annually and results will be recorded and documented in the HCS Safety Binder, as per our [Water Quality Policy](#).

Medications

In most circumstances prescription medication must be held in the main office (inhalers and epipens can remain with the student). This [Medicine Administration Request Form](#) must be filled-out and handed into the main office for students to receive medicine at school.

Non-prescription drugs such as Tylenol, Advil, etc. will not be given to students by the school. As needed, parents may give their child daily doses. HCS does not want full bottles of medicine coming into the school. Students are not permitted to share or distribute medicine to other students. Due to the health risks involved, energy drinks (Red Bull, Rock Star, Monster, etc) are not allowed at any time.

Medical Room

Students who are unable to handle classroom instruction due to temporary illness or any other medical emergency may be given permission by the classroom teacher to use the medical room. All students using the medical room must do so through the school office. It must be understood that the medical room is for short-term needs only. Students who are ill will be sent home. Students may not visit friends in the medical room without specific permission from the class teacher (if during class time) and the office.

Communicable Disease Control

The school has taken precautions to prevent the spread of viruses, including classroom hand washing procedures, public hand sanitizers and regular cleaning of classrooms. Parents are asked to make other plans for their children when the office calls and asks to keep their children home when signs or symptoms arise.

Communicable Disease Control Regulations

<u>Disease</u>	<u>Incubation Period</u>	<u>Time Period to Exclude From School</u>
Chicken Pox	14-21 days	from appearance of rash plus 7 days
Impetigo	2-5 days	48 hours after treatment starts
Mumps	12-26 days	Until swelling subsides usually 7 days

Rubella/Germann Measles	14-21 days	Five days from onset
Rubella/Red Measles	10-14 days	7 days from appearance of rash
Pink Eye	3-5 days	48 hours after treatment starts
Whooping Cough	7-10 days	Until recovery (approx. 21 days)
Lice		Until approved treatment is completed

The Public Health Nurse must be notified of all of the above conditions.

HCS DISTINCTIVE: QUALITY EDUCATION

Christian Emphasis

In elementary classrooms, teachers integrate a Biblical perspective into each course and activity. Elementary report cards include student Spiritual Progress and Character Development. The importance of Character Development is shown in how teachers connect with students and how they evaluate them. Christian character traits are studied in class and Chapel. Report cards reflect character growth each semester.

Academic Emphasis

Heritage Christian School emphasises the importance of successful completion of academic subjects. In joining us, you will find that a routine of daily homework is the norm and increasingly so for the older grades. In the elementary we plan courses with a linear (yearly) schedule, divided into trimesters.

ACADEMIC POLICIES

Promotion Policy in Elementary Grades

It is a requirement for continued registration at Heritage Christian School that a student successfully complete every term's work with acceptable effort. Successful completion of the majority of core subjects is required. These include: Math, Science, Social Studies, Language Arts, Personal Planning, and French in Grades 5, 6 and 7.

Accreditation and Transfer

Heritage Christian School is fully accredited with ACSI and by the BC Ministry of Education. We comply with all BC requirements without conflicting with our Christian convictions. As a general rule, each year of study in another school will be considered as the same year or grade level at HCS. New students will be assessed to confirm grade level entry.

Textbooks

Class texts will be furnished free for all students. They are responsible for all books issued to them. Students who return books that are defaced or damaged beyond normal wear and tear will be required to pay for the book. All books are numbered and teachers will keep a careful check on books issued and their condition. Charges for damaged books will be issued.

Digital Use Policy

Heritage Christian School serves parents to help develop their children both in academics and Christian discipleship. We realize that Digital Media Devices (DMDs) can be both friend and foe. The use of all DMD should honor the spirit of discipleship and holiness as referenced in our student handbooks and student community covenant. As such, we present the following policies to help our students grow in maturity and self-discipline. Student digital use is a privilege, not a right. Therefore, misuse may result in permanent restriction or loss. The school's [Digital Use Policy](#) was updated in 2015 and outlines responsibilities of teachers, students, and parents.

School Supplies

Students should always have a full set of supplies. A list of required supplies for each specific grade is available from the office. Please check periodically, especially at the start of a new semester, to ensure your child is equipped.

Homework

The amount of time it takes a student to complete homework assignments varies with each student in the day and if a student is constantly exceeding the guidelines, parents should talk to their teacher:

Grades 1-2 = up to **20 minutes** *Grades 3-4 = up to **40 minutes** *Grades 5-6 = up to **60 minutes**

Students on a regular remedial program must realize that work set in this area is in addition to homework.

A very careful check will be kept by teachers on all homework. Incomplete work interferes with a teacher's ability to teach and a student's ability to learn and be successful. Homework completion is taken extremely seriously at Heritage.

Homework Policy

Homework is due the morning of the day for which it was assigned. It will always constitute a part of the mark for a course. Parental involvement to check Day-planners and homework daily for completeness, accuracy and neatness, is essential. Children learn to be as orderly and timely as God, and fulfill parts of the Personal Planning curriculum through this process. It is a good policy to "inspect what you expect." If there is a medical/compassionate reason for the assignment being late, an extension equal to twice the number of school days missed, may be granted. Late assignments that are given an extension will receive a zero if not turned in on time. **Missed homework will be responded to in the following manner:**

1. a student will miss his/her recess or class time in order to complete missed homework. Additional consequences may be issued by the teacher. It will be recorded by the teacher and the parent informed.
2. a **second** incident within 2 weeks will result in a *parent, teacher, student* meeting. A plan will be

agreed upon by all to ensure future homework completion. Naturally, consequences outlined in step 1 will apply, as well. It is not expected a third incident will occur. Greater emphasis will be placed upon parental intervention to ensure success and compliance.

3. a **third** incident within 4 weeks will result in a meeting between *parent, student, teacher, and principal*. At this point the student will be sent home or assigned an in-school suspension for 2 or 3 days. All missed and regular work must be completed to the teacher's satisfaction before the student re-enters the classroom. A report is made to *School Committee*.
4. a **fourth** incident within 4 weeks will result in a 1 week out-of-school suspension, with a report to the School Committee of the home/student problem. Re-enrolment may be affected.

Tests

If a student is away when a test is written they will receive a zero unless they have a medical/compassionate reason. If a valid reason exists for their absence, students will be permitted to write the test as soon as possible after they return to school but not later than seven days after they return. The time for the test will be set by the subject teacher. Tests or quizzes missed without a valid reason will be scored zero. It is the student's responsibility to make arrangements to write missed tests immediately upon their return to school. Naturally, parents should check with the teacher to find out what will be or has been missed, and ensure their child catches up.

Cheating

Cheating in any form is a serious offence. This includes copying work, using somebody else's computer disk, looking at notes during a test, or using the work done by a student in a previous year. The automatic penalty for cheating is zero. If a student knowingly assists another to cheat they will automatically receive a zero for their work, as well. Repeated incidents will lead to further action as described under "Consequences".

Students suspected of cheating on an examination will have their paper confiscated. If there is any doubt, they will be given a fresh paper and allowed to continue the examination from the point they were at when accused of cheating. Their case will be reviewed after the examination is completed.

Plagiarism

Plagiarism is the act of passing off as one's own, the writing (or ideas) of another. This is a form of cheating and will be treated in the manner described above.

Academic Assistance

Learning assistance is provided for students who are experiencing difficulties in a subject area. Our learning assistance teacher will work with the subject teacher to meet the goals established for individual students who have been recommended for learning assistance. Parents wishing testing for their children to verify learning difficulties may discuss it with the teacher who will make a recommendation to the principal.

REPORTING

Report Cards

The year is divided into trimesters, ending in November, March, and June. Elementary students will receive three formal report cards during the school year. The report evaluates work habits and attitudes, spiritual progress, as well as indicating academic achievement levels.

The first reporting period will require parents to meet with teachers to discuss student progress and answer any questions parents or teachers may have. The second reporting period is not formally organized with interview times. Parents must arrange to meet with teachers on their own, if desired. The final reporting period is at the end of June. Please maintain good communication with your teachers throughout this last period of school.

The primary grades (K-3) use the following performance scale to communicate progress:

1 - *Not yet meeting*; 2 - *Approaching*; 3 - *Meeting*; 4 - *Exceeding*

The symbols used for Intermediate grades (4-7) and their percentage equivalents are as follows:

<u>Letter Grade</u>	<u>Percent</u>	<u>Level of Proficiency</u>
A	86% - 100%	Excellent
B	73% - 85%	Very Good
C+	67% - 72%	Above Average
C	60% - 66%	Average
C-	50% - 59%	Pass
F	49% or less	Fail

Action Plan for Students

A student may receive an "F" on their report card to indicate that they are not achieving grade level expectations at that point in the year. They may need more time to accomplish what everyone else is accomplishing at their grade level. This may be for reasons of academic ability or it may be due to an extended illness or other extenuating circumstance. Students receiving an "F" in a subject still have an opportunity to boost their grade to a "C-." By special request only, teachers will formulate an "Action Plan" for failing students. These goals may include work specific goals, extra work to meet the grade standard, and/or behavioural goals. This work must be completed by a specific date on his/her own time, not class time, and not at the expense of other homework. It must be completed with a quality appropriate to the grade level. Neatness, legibility and complete sentence answers are expected. Failure to meet requirements will result in a permanent "F" on your child's report card.

Mid-Semester Reports

These reports are completed half way through a grading period for students who need to make improvements in their academics, spirituality, or attitudes. This helps students and parents address problems before a reporting period ends.

Appeals

Those wishing to appeal any decision or mark must do so in writing to the principal. Subsequent to that, the process for appeals to the School Committee is outlined in our brochure available at the school office.

AWARDS

Semester Awards

Grades 1-3

- Academic Achievement** Awarded to students who achieve above grade-level expectations in the following subject areas: Language Arts, Math, Social Studies, Science, Fine Arts or Bible.
- Apostle Paul Award** Given in each semester to students who are reaching their full potential in all academic and character areas.
- Scripture Memory** Awarded to students who show excellent effort to accurately memorize all Scripture passages assigned.

Grades 4-7

- Honour Roll** Awarded to students who have averaged an overall grade of 80% or more in all subject areas for the semester.
- Honour Roll with Distinction** Awarded to students who have averaged an overall grade of 90% or more in all subject areas for the semester.
- Apostle Paul Award** Given in each semester to students who are reaching their full potential in all academic and character areas.
- Scripture Memory** Awarded to students who show excellent effort to accurately memorize all Scripture passages assigned.

Note: Bible memory verses must be completed in order to achieve honour roll status

Year End Presentations

Discipleship	Awarded to students who display overall leadership, scholarship and character. One award per class.
Christian Character	Awarded to students who display Christ-like characteristics and is an example to others.
Christian Service	Awarded to students who display Christ-like service, helpfulness and generosity to teachers, staff, and other students.
Academic Achievement	Awarded to students who achieve above grade-level expectations in the following subject areas: Language Arts, Math, Social Studies, Science, Bible or other academic areas.
Bible Award	Awarded to students who show mature Scriptural understanding and show effort to accurately memorize Scripture passages assigned.
Sportsman's Award	Awarded to students for excellence in blending sportsmanship, team-building, skills and attitude in relation to all athletic endeavours.
Creative Arts	Awarded to students for outstanding ability in: Music, Art, Drama, Technology or Digital Arts.
Outstanding Merit	Awarded to students in recognition of outstanding qualities such as: Evangelism, Leadership, Cooperation, Stewardship, Most Improved, Creative Thinking, Technology, etc.
Award of Excellence	Awarded to students for recognition of excellence in all areas.

HCS DISTINCTIVE: CHRISTIAN VALUES

At Heritage Christian School we seek through word and action to create an environment of trust and mutual support in which each member of our community can grow. There is an emphasis on the need to be sensitive to those we come in contact with so that each student can realize their individual, God-given potential. As a staff we are committed to the on-going educational process of developing unique persons in a Christ-centred environment where faith is translated into action.

We all must learn to work individually and with others. Mutual respect, cooperation, and sharing are important values in any social experience. The ability to work with and for others is an important part of the learning process. In all we do, there must be respect for God and His word, self, others, property, and authority.

Any overt behaviour which would demonstrate a lack of respect will be dealt with so that the well-being and security of everyone in the school is ensured. All behaviour is governed by the Heritage Christian School Code of Conduct and Student Constitution.

Heritage Code of Conduct

We will strive to keep our behaviour consistent with the example set for us by Jesus. In representing Christ, we will not lie, cheat, steal, or deceive others as fundamental elements of integrity and reputation. We want to be like Jesus.

At all times, we will permit a teacher to teach and students to learn. These are the highest performance and functional principles of this school and all behaviour must submit and yield to these two fundamental principles.

We hold that the leadership of this school is appointed by God for our benefit and we shall not undermine this authority through attitude, action or thought.

We hold others in respect and will not conspire against the character of another. Personal grievances shall be taken directly to the person involved as indicated in Matthew 18:15-17. We shall not initiate, participate in, or spread malicious rumour or gossip. We care about the Christian growth and maturity of our brothers and sisters in Christ and seek to uphold their Christian character in love.

We hold that honourable behaviour is a fundamental element of good Christian character and we take a stand, individually and collectively, to boldly uphold righteousness, faithfulness and obedience as evidence of our belief in Jesus Christ as our Saviour, Redeemer, and Counsellor. We take all things to God in prayer first. We hold ourselves to be accountable as individuals for establishing and maintaining this code of conduct within the school body at all times.

Students' Constitution

We, the students of Heritage Christian School, hereby declare this to be our student Constitution, and we dedicate ourselves to the performance and preservation of these principles, priorities and objectives.

1. We declare this to be a school where God's Word and Plan reigns, where we dedicate ourselves to learning, the practical application of our education, and to the development of our Christian nature and character.
2. We accept the Heritage Christian Code of Conduct and declare it to be our standard for our personal character. We individually and collectively agree to abide by it.
3. We declare that prayer is our first priority, our first resource and our first defence. We commit ourselves to personal prayer as our daily contribution to this school's health and abundance. We seek the Holy Spirit for our strength and empowerment.
4. As a student body, we will not accept or permit attitudes or behaviours that are blasphemous, actively disrespectful or wilfully rebellious in nature. They simply have no place in this school.
5. We dedicate ourselves to understanding the Character of Christ and applying this model to every situation we encounter both on and off campus. In all things, we will act in love and respect, one to another and will do our best to communicate clearly and properly.
6. We are determined to be successful students and we will strive to achieve personal and school academic excellence. As individuals, we will pursue the excellence and dedication required of us by God and our teachers during our school years. We recognize and welcome the differences among us in personalities, heritage, learning abilities, capabilities, and personal direction.
7. We welcome Heritage Christian School to prepare us for God's call upon us individually. We are here to prepare for that call, to accept and understand His plan for us as individuals, and to graduate from this school knowing that His hand is firmly upon each of our lives, guiding us and preparing us fully and completely.
8. We stand bound one-to-another in spiritual unity and in heart and through this unity we dedicate ourselves to the task of prospering God's Kingdom by the application of character, talent, knowledge, and personal perseverance. We, as a student body in Leadership, declare ourselves "Addicted to Jesus."

The above Student Constitution is signed by all High School students.

SPIRITUAL GROWTH

Chapel

Weekly chapel services are Grades one to six student assemblies. Activities may include a singing and worship time, [led by student teams], a speaker with a timely message or a teaching to reinforce a Christian character trait commonly studied by Elementary grades, testimonies, rewards for students who model good character growth, and awards at semester end. Parents are invited to attend.

Missions Opportunities

As part of the curriculum at Heritage, we want:

- To provide students with the opportunity to extend Christ's love in a practical, tangible way to people in their own community.
- To stimulate needs awareness through first-hand experience outside the school.
- To enrich students' spiritual growth through reaching out to those in need.
- To show students that helping requires the giving of self materially and spiritually.
- To gain an understanding of, and sensitivity to, others and to experience the effect the Gospel, and Christ's love through the student, can have on them.

Students: Prayerfully consider becoming involved. You will require the desire to go and a willingness to serve. In return you will receive an unforgettable and life-changing experience. Let God impress on you His choice at this time. Plan ahead for your finances and ask the Lord to guide you in this area.

Parents: Encourage your son or daughter to join the outreach team. Assure them of your practical and prayerful support. You have the powerful responsibility to help, motivate and encourage your children.

Community: We need the prayers and support of the general Christian community to make these projects work. Consider sponsoring a student providing cash towards the project, or providing projects to help raise funds for the trip. For more info on specific needs please contact the school.

CO-CURRICULAR ACTIVITIES

Interschool Sports

The Heritage Saints represent the school and give athletic opportunity for our students to compete with local Kelowna schools in basketball and volleyball and track and field. HCS is a member school of the Central Okanagan Elementary Phys-Ed Association, the Okanagan Central Schools Athletic Association, the Okanagan Valley Schools Athletic Association, and the BC Christian Schools Athletic Association. Participation is encouraged in the middle school grades (including Grade 6 when opportunity presents itself) while a high level of competition is the goal for upper grades. Track and Field events are open for individual competition in city and zone meets. There is a \$50 Athletics Fee that is due in November.

Intramural Sports

Intramural activities are offered throughout the year. All Elementary students are encouraged to sign up and participate. Activities cover a wide range. Offerings depend on student interests. In the past events such as soccer, ball hockey, basketball, and volleyball have been planned.

Drama

Drama is developed by individual classroom teachers within the boundaries of regular instruction. Brief drama presentations are welcome in Chapels or for presentations to other classes. It also prepares them for further growth within the arena of Fine Arts, both in High School and beyond.

Music

Our Elementary music program is integrated from K - 7. Grades 6 and 7 may opt to leave basic music classes for instrumental or voice concentrations. These electives have nominal charges.

School Yearbook

A committee is responsible for all pictures and write-ups for the school yearbook, gathered from teachers and other sources, and published in June.

STUDENT RESOURCES

Student Services

As a staff, our goal is to provide the students with the help and support necessary to ensure a successful school year. While we will do what we can, it is up to the student to make use of the resources and services available at Heritage Christian School.

The classroom or subject teachers are there to help the student with their academic studies. They are also willing to help in their spiritual and social development, as well. Students should feel free to talk to them when they have questions or a difficulty comes up. Parents will be informed whenever necessary.

Counselling Services

The Principals (Counsellors) are qualified to assist the student with personal and educational matters. When social or emotional problems occur, counsellors are there to aid the student in working out a solution. Feel free to contact the counsellors directly by speaking to them in the hallway or make an appointment with the secretaries. If a student wishes to see a counsellor during class time he/she must first obtain the permission of his/her classroom teacher.

Elementary Student Council

Two students from upper Elementary may be asked to represent the Elementary grades on Council. They may be chosen or elected. School wide events will be suggested or implemented by them.

Students who are respected by their peers and are good role models to younger ones are encouraged to seek such leadership roles. Parental assent is required.

Concession

From time to time, classes who fundraise for a special event offer students bake sale goodies or hot lunch choices. Please keep your eyes on the newsletter calendar for dates and offerings.

Mezzanine

Elementary students are permitted on the Mezzanine only during Elementary lunch-hour on Intramural days.

Computer Lab

Students are encouraged to make use of the computer labs under the following guidelines.

1. Students are responsible for the care of computer equipment. If equipment or software is used irresponsibly, students will be denied access to the computer labs.
2. If any problems arise with equipment, ask for assistance. Do not attempt to fix it by yourself.
3. Food and beverages are prohibited at all times in the lab.
4. Illegally copied programs or "game programs" will be confiscated and NOT returned. The breaking of this guideline will result in a student being denied access to computers.
5. Students are encouraged to use the lab to complete their school assignments. There will always be a computer assistant or teacher available if you have any questions.

**Computers are equipped with Net Sentron and supervisor screening programs. Computer users are constantly screened for appropriate material.*

Learning Commons

HCS Learning Commons is an integral part of the physical campus, offering digital and non- digital resources from a Christian worldview. Our library staff look forward to helping your student find relevant and reliable information seamlessly. Our mandate is to serve from a discipleship based framework, and we welcome collaboration from teachers, parents and students.

1. The Learning Commons is a space where students can meet to share projects, build creatively, play educational games, learn new subjects, give a lesson, read, research, engage and listen. This experience may occur physically or virtually!
2. The Learning Commons is a social and collaborative meeting place for all staff and parents and students! Physically this will take place in the library, and virtually on our website or Ning.
3. All books need to be checked out by library personnel, or online via Overdrive, according to the time period allocated.
4. Learning Commons hours are posted on the library timetable.
5. Grade K-2 students may take out 2 books at a time.
6. Grade 3-5 students may take out 3 books at a time.
7. Grade 6-7 students may take out 5 books at a time.
8. Students using the library must be supervised by a librarian or teacher at all times.
9. Parents are welcome to set up an account and check out books.
10. If you have purchasing suggestions for the learning commons team please use the following website: <http://www.onlineschool.ca/library/suggest.php>

STUDENT APPEARANCE

Dress Code

An individual's personal appearance reflects his or her character. Dress for the Christian should be in keeping with the principles of modesty, neatness, cleanliness, and the God-given distinctiveness of the sexes. The following guidelines apply to ALL Elementary students.

All types of clothing (including t-shirts and jeans) are acceptable as long as they meet the above standard. Clothing with inappropriate slogans, too tight or loose, sleeveless, bare midriff, muscle shirts, and tank tops do not comply. Inside footwear should be clean and non-marking. Sandals are permitted, provided they are equipped with heel straps. Please check with the staff before wearing anything you have a question about. Shorts of a modest length (mid thigh area) may be worn in September, May and June or at the principal's discretion. Hats are not to be worn in any school building other than the Mezzanine in the Gymnasium.

Incorrect Dress

If, in the opinion of the principal, the student's dress is inappropriate, either they will be sent home to correct the situation, with time missed to be made up after school, or parents will be called to bring proper dress.

P.E. Clothing

Students should realize that clothing standards will be strictly enforced and violations will affect their grades. The following clothes are necessary for Phys. Ed.:

Grades 4-6 - Non-marking runners, School T-shirts (purchased from the school office), Sweatpants or Shorts (shorts are purchased from the school office)

Grades K-3 - Non-marking indoor runners

Hairstyles

Hair must be kept well groomed and neatly trimmed. Bizarre hair styles, colouring in non-natural hair colours, etc., are inappropriate no matter how well-groomed the hair.

Jewellery

Jewellery should be kept to a minimum. Earrings (preferably stud type) and similar adornment must be kept small. Facial piercing and related jewellery are not permitted.

Makeup

Some parents have permitted makeup for their upper Elementary girls. It is discouraged by administration in order to support parents in addressing the issues of peer pressure and other principles at such young ages.

SOCIAL LIFE

General Relationships

Great value is placed on the quality of relationships at Heritage Christian School. We are living in a fellowship where we are dependent on, and accountable to, one another and we expect that each member of our fellowship will strive consciously to maintain relationships which support, encourage, and help others. Relationships of this quality enrich our lives, honour God, and assist in meeting the goals of our school.

Dating Relationships

It is quite natural, though not common, for young men and young women, particularly in upper Elementary grades, to begin to be attracted to one another. It can be confusing to them and requires a cautious sensitivity and good communication by parents in order to talk them through their feelings.

Our desire is that students would enjoy the blessings of fellowship with all other students. Deep friendships with mutual respect must be cultivated and supported by both home and school. Elementary-aged children are too young for anything else.

LIFESTYLE EXPECTATIONS

Students come to HCS from many denominations with varied beliefs and practices. Students are to respect the different beliefs on nonessentials of the faith that other members of the community may hold. Consideration, courtesy and respect must be shown to all staff, fellow students and visitors to the school.

Morality

Certain behaviours are expressly prohibited in the scriptures and must be avoided by all. Since the Bible is the ultimate reference point for conduct, it is expected parents and students are reading and becoming familiar with God's view of Christian morality. It is expected that parents, staff and students model Christian behaviours to one another at all times.

Attitudes

Scripture clearly condemns attitudes such as greed, jealousy, pride, lust, and hatred. Although these attitudes are sometimes difficult to discern, they hinder our relationship with God and others, and eventually lead to unacceptable behaviour. In speech, students are to demonstrate moral purity by refraining from obscenity, vulgarity, and unkind jesting and joking.

Music / Entertainment

It is our desire that the God given gift of music/ entertainment enjoyed and performed within the context of our school would glorify God (Ephesians 5:19, 20), encourage others, and assist in worship and witness.

In light of these purposes the following should be followed:

- The lyrics should clearly characterize the thought and principles of the Word of God to help us “renew our minds” and to encourage us in loving God with all of our mind. In light of the vast amount of music being produced in our culture we have decided to encourage quality music put out by Christian labels.
- The music performers should be commonly known to be promoting a Christian testimony and lifestyle. The group should exemplify Christ in attitude and in actions.
- Music should be played or listened to with consideration for others in the body of Christ. Portable stereos and walkmans are not permitted in the school without teacher or principal permission and are only to be played with the same permission.
- Videos shown in school must be approved by a faculty member.

Choice should be made in view of God’s standard of holiness, a sensitivity to what is pleasing to Him and a wise stewardship of time. Care must be taken to comply with copyright laws.

Substance Abuse

Heritage endeavours to see one’s physical, psychological, and spiritual well-being be as healthy as possible. Therefore, students are not permitted the use of any form of tobacco and tobacco-like products (e-cigs, vapes, etc.) as well as alcoholic beverages of all types. Under no circumstances are these to be used, possessed, or distributed on or away from campus. Every student is considered to have made a commitment to be a non-smoker as a condition of school enrolment. Due to the health risks involved, energy drinks (Red Bull, Rock Star, Monster, etc.) are not allowed at any time.

Please refer to our [Substance Abuse Policy](#) for more details.

Pornography

The pornography industry exploits people. Further, the use of the industry’s products is immoral and spiritually detrimental. Pornographic materials are not to be used, possessed, or distributed on or away from the school campus. Materials that are not overtly pornographic but which are deemed to be in opposition to Biblical standards will not be permitted to be displayed in the school, on the computers, or in any student property.

Occult / New Age

Occultist or New Age practices are strictly forbidden. Any literature, posters, signs, games, music or materials of this nature are not to be used or kept.

Gross Misconduct

Any student who steals, is flagrantly disrespectful to others, or acts in a way that would be considered gross misconduct will be either suspended or expelled, depending on the circumstances. Cruel teasing and bullying of other students will not be permitted. Physical bullying will result in suspension.

DISCIPLINE POLICY

Consequences

The goal of all discipline is to:

1. help the individual develop self-discipline,
2. restore relationships, and
3. protect the other members of the community.

A wide range of methods and approaches are used at the discretion of the teachers and administration. Wherever appropriate, parents are kept informed and involved in the disciplining process.

Detentions

Detentions for poor behaviour will be given and supervised by the teacher. School detentions may be given for inappropriate behaviour and action outside of the classroom. Homework detentions (at noon hour) may be given for incomplete homework. Please be familiar with the policy for consistently missed homework.

Students who fail to attend a scheduled detention without permission are subject to suspension. A student who deliberately does not report for a school detention will be asked to make up double the time. Failure to serve detentions could lead to suspension.

Detentions also take preference to sports or music practices, games or other extracurricular activities.

Discipline Steps

If all in-class discipline measures are not successful in bringing needed changes, then these formal steps are instituted:

- Step 1: Teacher/Parent/Student meeting
- Step 2: Teacher/Parent/Student/Principal meeting
- Step 3: Suspension (In school or at home; 1 to 3 days)
- Step 4: Expulsion.

If the offence is serious enough, a student can circumvent the normal steps and move to step 2, 3, or 4 immediately.

GENERAL SCHOOL BEHAVIOUR

Respect for Property

HCS has been blessed with wonderful change to our school facility over the past few years. To keep our school in good condition please observe the following:

1. Eat lunch in the specified areas.
2. Please keep the floors of the classrooms, halls, washrooms, and outside clear of litter. We have garbage cans for all trash! Place all recyclables in proper containers.
3. In the past it has cost many hours and dollars to remove gum from floors, furniture and blocked drains. For this reason, gum is not allowed at school.

4. Writing on or defacing furniture or walls is a serious offence.
5. If you break or damage any school property or equipment, report it immediately to the office or to the teacher in whose class the damage took place. Failure to do so may result in a stiffer penalty. Students will be required to pay for wilful damage to school property or equipment.
6. Kicking or throwing games must be played away from the classrooms.
7. At no time may snowballs, dirtballs, or rocks be thrown around HCS or KCC. At all times take care to avoid injury to anyone. Remember at these times there are many younger students around.

Attendance

Punctuality and regular attendance should become definite character traits of all students. Students are expected to attend for the full school day unless they have been officially excused. Good attendance plays an important role in good achievement. Prolonged and/or frequent absence usually create extra work for students and teachers and should be avoided whenever possible. Parents are the primary people to ensure good attendance occurs.

Attendance is important to the school because grants assigned to the school by the Ministry of Education are based on daily attendance. Students kept out of school to work or go on a holiday may affect the grant when they miss too many days.

When a student is absent, a parent/guardian is requested to inform the school between 8:30 a.m. and 9:00 a.m. on the day of the absence. Absences for part or all of a day must be covered by a note signed by the parent which is to be given to the office by the student on the first day of return.

Absences

When a student is absent, it is expected that they will inquire about missed work, upcoming tests and assignments. A classmate or family member should obtain assignments to keep absent students up to date. Following a return from an absence, a student has the responsibility to meet with his/her teacher as soon as possible to receive any work that was missed. Students who miss tests or assignments will not automatically be given the right to make up the test or assignment. Each case will be reviewed by the staff individually. Students who are sick or have absences may not participate in any extra curricular activities that day.

Excessive Absence

More than six absences per reporting period is regarded as excessive and may jeopardize a student passing the year. Each case will be reviewed on an individual basis.

Lates

Parents are expected to know that their children are prepared and on time for school every day. In the morning a student is considered to be late when he/she is not in their class by final bell in the morning or at the end of each recess during the school day.

When a student is late for school in the morning, he/she must sign in at the school office. Parents will be contacted if the tardiness persists.

Leaving School Early

Parents are encouraged to arrange medical, dental and other appointments outside school hours.

If for some reason a student must leave during the school day, a note must be provided or the office contacted by a parent or guardian. The student should bring the note to the office before 9:00 a.m. Students must sign in and out at the school office on these occasions.

Leaving School Property

Only upper grade high school students may leave campus during the school day without permission. All other students who need to go off campus need to have a previously written note of permission from the parent/guardian.

GENERAL SCHOOL POLICIES

School Bus

The school bus is used for trips to P.E. classes, intra-murals, field trips and other in-school activities. The use of the bus is a privilege, not a right, and students are asked to follow the guidelines at all times.

1. Be on time for your bus.
2. No food or drink is to be consumed on the bus.
3. Seats may not be kept, nor do students have the "right" to specific seats.
4. Once in your seat, remain there throughout the journey.
5. No part of the body or objects may protrude out of the windows.
6. Talk at reasonable level at all times, no shouting, screaming, etc.
7. Respect others on the bus.
8. Obey at all times the instructions of the driver.
9. No walkmans or radios are allowed on the bus unless approved for long trips.

Fire Drills

A number of fire drills are held each year. Whenever the fire alarm rings everybody in the building must leave through the designated exits and meet in the assigned areas lining up in alphabetical order. Each classroom has a map posted near the door showing the first and second choice routes to be taken and the place to assemble. Teachers will lead the classes out of the building.

Earthquake Drills

Procedures to be followed in the event of an earthquake are explained to students and practised. In the event of an earthquake, students must follow procedures and/or the instructions of a teacher immediately. Under no circumstances will students be permitted to leave the school property unless they are accompanied by a parent or designated adult.

Valuables and Money

Students should not bring valuables or large sums of money to school. If necessary, these items should be left at the office or with the classroom teacher and claimed at the end of the day. A parental explanation by note would be helpful.

Visitors

All visitors are required to report to the office upon arrival to receive authorization for their presence. Arrangements for student visitors must be made in advance through the principal or assistant principal. Please do not invite friends to visit you at school. Meet them outside of school hours and away from school.

Day Planners

Some teachers may incorporate a Dayplanner to record important dates and homework in class. If a student loses his or her Dayplanner, please see the office for a replacement. Please check your student's Dayplanner on a daily basis, perhaps loosening up after the student demonstrates responsibility, quiz and test results are good, and self-discipline is in place.

Lost and Found

A general lost and found room is located in the office. Valuables that have been found are kept safe in the office. Classroom teachers often store items left behind by students in their classroom. We stress the importance of having all items clearly labelled to prevent loss and to assist in the return of found items.

Clothing left in the lost and found for over one month will be either cleaned and re-sold through the school or given to a charitable organization.

Field Trips

HCS affirms the educational value of well-planned and well-supervised curricular and extracurricular field trips. The primary purpose of these trips should be to enhance the educational experiences of the participants. These experiences enrich the curriculum and provide opportunities for young people to encounter the world around them in ways not provided for in a school setting. Such trips will supplement the curricular and extracurricular programs in the school.

HCS Field Trips are placed into one of four levels. Teachers are expected to meet all necessary guidelines and procedures within each level.

School standards of behaviour and conduct will apply to all field trips. Parents of children who have been identified as safety risks or behavioral concerns will be notified that there must be a parent or family member present for the activity.

Please ensure your emergency and medical contact information is up to date, as the teachers are required to bring this medical information from the front desk on each trip.

For additional information and further categorization, please follow this link: [HCS Field Trip Policy](#)

School Photos

All students are photographed for school records. There is no charge for these photos. If you would like a package of colour photographs, you may purchase them on photo day. Details will be sent out the week before photo day. Students who are unhappy with their photos can inquire about the retake day.

Telephone

Parents are asked to restrict in-calls for students to important messages only. Messages will be placed on a message board in the main foyer. During school hours, students may only use the courtesy phone with a phone slip from their teacher. Calls are limited to one minute.

Gum Chewing/ Laser Pens

Gum chewing is not allowed in the school at anytime. It causes damage to books and school property and creates an expense to clean up. Laser pens are dangerous to eyes and will be confiscated.

Bicycles/Scooters/Skate boards/Roller blades

Students who bring bicycles or scooters to school are asked to lock them to the bicycle rack at the school. They are not to be ridden during the school day. The school is not responsible for loss or damage. Skate boards and roller blades may be ridden to and from school (before 8:30am and after 3pm) but must not be ridden during school. Any student caught riding a skate board or using roller blades during school hours will have them confiscated.

Cars and Motorbikes

Motorized vehicles are to be parked in the areas designated by the school. Vehicles must be parked in parking areas and are not to be parked in any way that blocks good traffic flow within the parking lot.

Drive slowly and use extreme caution on the school property and in the vicinity of the school. Seriously consider your liability before you offer to provide rides to other students or accept rides.

Parking Lot

Safety in the parking lot is constantly monitored. Parent meetings and newsletters will regularly explain parking lot regulations. Please respect our parking lot procedures for the safety of our children.