

HARMONY CHRISTIAN SCHOOL

Dear Harmony Christian School family members:

On behalf of the board, administration, faculty, and staff, welcome you! We are looking forward to the 2011-2012 school year at Harmony Christian School. A shared endeavor between home and school is imperative for bringing up children instilled with the values and beliefs found in God's Word, the Bible. WE look forward t collaborating with you to raise up the next generation of Christian leaders in America. It is in this spirit of cooperation and common purpose that we present you with the Harmony Christian School Parent Student Handbook.

The handbook is a valuable reference tool, contains information to encourage clear and open communications, and provides answers to many questions. The contents of the handbook provides procedures and guiding principals to promote a safe, orderly and Christian learning environment in which students learn and teachers teach. We covet your prayers for God's wisdom as we lead, teach and handle every situation based on Biblical principals, wisdom and discernment. We ask that you read the handbook, sign and return the parent agreement form by Monday, August, 29, 2011.

Thank you for your commitment to Christian education. We commend you for your faithfulness and sacrifice. May we ever be mindful of your trust as we collaborate and seek God's wisdom to inspire and teach each student and prepare them for the incredible experiences to which God has called them. Thank you for partnering with us.

In His and your service,

Mrs. Tracye Brashear
HCS Administrator/Principal

Office Use Only:
Date:

PARENT AGREEMENT

I have read the Parent/Student Handbook and received the facilities operational policies as well as discipline and guidance procedures. I understand and agree with its contents. I will do my part to uphold what is expected of me as stated below.

- I have read and signed the Statement of Cooperation and Waiver of Liability.
- I understand that **without** turning in my signed copy of the form above along with copies of the following forms that my child may be refused enrollment:

Birth certificate
Current TB test (if required)
Current shot records
Latest report card (K-5-8th grade)
Latest achievement test scores (1st-8th grade)

- No transfer records or report cards will be released until all forms are received, all fees are current. Any child that does not have current immunizations, according to Texas State Laws, will not be allowed to return to school until these are administered.
- I understand that I must fulfill my parent requirements of volunteering and attending school events as outlined on pg 33.
- My child must participate in the Y-ME program accumulating grade level points as outlined on pages 33-34.
- Sign and return this form to the school office by the first school day in September.

Parent's Signature

Parent's Signature

Student Name

Grade

Student Name

Grade

Student Name

Grade

Student Name

Grade

STUDENT HANDBOOK TABLE OF CONTENTS

GENERAL INFORMATION	4	PARENT EXPECTATIONS	16
SCHOOL MOTTO	4	STUDENT EXPECTATIONS	16
MISSION STATEMENT	4	DISCIPLINE	16
VISION STATEMENT	4	STUDENT BEHAVIOR	17
HISTORY	4	NO TOLERANCE RULES	17
PHILOSOPHY OF CHRISTIAN		IDENTIFICATION OF DISCIPLINARY	
EDUCATION	4	RESPONSES	17
STATEMENT OF FAITH	5	STUDENT-PRINCIPAL CONFERENCE	17
EDUCATIONAL GOALS	5	TEACHER-PARENT or PRINCIPAL/	
PURPOSE	6	PARENT CONFERENCE	17
AFFILIATION	6	IN-SCHOOL SUSPENSION (ISS)	17
STATEMENT OF COOPERATION & WAIVER		OUT OF SCHOOL SUSPENSION (OSS)	18
OF LIABILITY	6	GROUND FOR SUSPENSION	18
NON-DISCRIMINATORY ADMISSIONS		DISCIPLINARY PROBATION	18
POLICY	7	NEW STUDENT CONDITIONAL	
ADMISSIONS POLICY	7	STATUS	18
PROCEDURE FOR ENROLLMENT	7	CHEATING	18
ATTENDANCE INFORMATION	8	PUBLIC DISPLAY OF AFFECTION	19
ATTENDANCE REQUIREMENTS	8	GRIEVANCE PROCEDURE	19
EXCUSED ABSENCES	8	LEVELS OF CORRECTION	19-21
UNEXCUSED ABSENCES	8	STUDENT DRESS CODE	22-24
PRE-PLANNED ABSENCES	8	STUDENT ACTIVITIES	24
TARDINESS	9	FIELD TRIPS	24
MEDICAL APPOINTMENTS	9	EXTRACURRICULAR ACTIVITIES	25
SIGN-IN/SIGN-OUT PROCEDURE	9	MEDICAL POLICIES AND INFORMATION	25-27
PARENT SCHOOL AGREEMENT	9	GENERAL POLICIES AND PROCEDURES	27
ACADEMIC LIFE	10	NEWSLETTER/LUNCH MENUS	27
CURRICULUM	10	EMERGENCY DRILLS	28
RETENTION AND PROMOTION	10	EMERGENCY CLOSING	28
HOMEWORK	11	PROCEDURES FOR SCHOOL BOARD	
LATE ASSIGNMENTS	11	MEETINGS	28
MAKE-UP WORK	11	FEES, TUITION AND FINANCIAL	
ACADEMIC GRADES	11	POLICIES	28-29
PROGRESS REPORTS	11	EXTENDED CARE	29
STANDARDIZED TESTING	11	NETWORK/INTERNET ACCEPTABLE	
PARENT/TEACHER CONFERENCES	11	USE POLICY	29
STUDENT LIFE	12	INVOLVEMENT OPPORTUNITIES/	
CHAPEL SERVICES	12	REQUIREMENTS	29
PLEDGES	12	PTPF	29-30
SCHOOL HOURS, ARRIVAL AND DISMISSAL	12-13	VOLUNTEERS IN PARTNERSHIP(VIP)	30
DELIVERIES, MESSAGES AND/OR OTHER		HOMEROOM PARENT/FIELD TRIP	
STUDENT ITEMS	13	DRIVERS	31
HOLIDAYS/BIRTHDAYS	13	INVOLVEMENT GUIDELINES	31-32
CAMPUS VISITORS	13	SIGN-IN/SIGN-OUT	31
CAMPUS CARE	13	PURCHASING	32
BOOK CARE	13	COMMUNICATION GUIDELINES	32
SNACK/LUNCH PROGRAM	13-14	LETTERS/NOTES/FLYER	32
REST TIME FOR PK3-PK5	14	EMAIL ADDRESS	32
LOCKERS (GRADES 4-8)	14	GIVING OPPORTUNITIES	32
MUSIC/MOVIES	14	CLASSROOM OBSERVATIONS	32-33
CELL PHONES/PAGERS/PERSONAL		PARENT PARTICIPATION	
ITEMS	14	POINTS	33
LOST AND FOUND	15	Y-ME (YOUTH MINISTRIES & ENVANGELISM)	33-34
STUDENT CONDUCT	15	RELATIONAL/POLICIES	34
PHILOSOPHY AND GUIDING		HUMAN DIGNITY/HARRASSMENT/CHILD	
PRINCIPLES OF CONDUCT	15	ABUSE/SEXUAL HARASSMENT	34
BIBLICAL GUIDELINES FOR STUDENT			
CONDUCT	15-16		

Harmony Christian School Parent-Student Handbook

GENERAL INFORMATION

SCHOOL MOTTO

Experiencing God through Education.

MISSION STATEMENT

The mission of Harmony Christian School is to guide every student toward academic excellence and spiritual maturity to impact their world for Christ.

VISION STATEMENT

To educate students, for the glory of God, who are capable of achieving at or above grade level with reasonable effort, in a college preparatory environment through daily integration of God's word so they will impact their world for Christ.

HISTORY

In 1995 our Pre-School Board saw the need to expand to Kindergarten. The parents of the Kindergarten class expressed desire to keep their children at Harmony Christian School due to the strong foundation offered.

After much prayer and confirmation from Harmony Hill Baptist Church, in 1996 it was agreed to seek a PK-12 grade school on the premises of Harmony Hill Baptist Church.

In 2009, HHBC remodeled our existing building to house the entire school. A new vision was cast by HHBC and the HCS School Board to build two classes of Pre3-5th grade and provide 6th-8th grades as long as there are students and classroom space available.

PHILOSOPHY OF CHRISTIAN EDUCATION

The educational philosophy of Harmony Christian School is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and only infallible authoritative Word of God, which contains this truth. It is further based on the belief that God is the creator and sustainer of all things and that mankind's greatest need is to be in a right relationship with Him. We acknowledge that man is a sinner by nature and choice and the only way to know God is to accept the free gift of salvation through His Son, Jesus Christ, thereby committing one's life to the Lordship of Jesus Christ. It is from this view of the spiritual needs of the students that Harmony Christian School approaches the intellectual, social, emotional, and physical aspects of education believing that the Word of God should permeate all areas of our curriculum and teaching and not to be just a separate subject taught on an intellectual basis only.

This philosophy causes the school to pursue high academic standards while helping each student develop his/her God-given abilities to the fullest potential.

Harmony Christian School further believes that God has instituted the family as the major arena of teaching for children. Harmony Christian School therefore seeks to be of assistance to families by providing a message to students that is consistent with that given in the Christian home. The school recognizes the authority of the parents and does not seek to replace them in authority but to assist only. The school desires to cooperate closely with parents in every phase of the development of the students within the framework of our stated purposes.

The following objectives are established in order to implement this philosophy:

1. To teach every subject from a God-centered worldview.
2. To instill strength of character and courage to obey God's Word which will result in true prosperity and success.
3. To develop leadership qualities which allow our students to impact their world for Christ.
4. To provide the opportunity for academic excellence in a college preparatory environment.

STATEMENT OF FAITH

We Believe:

In the verbal, complete inspiration of the Old and New Testament and hold them to be the only inerrant, infallible word of God, the supreme and final authority. (Matt. 5:17-18; 2 Tim. 3:16-17; 2 Peter 1:20-21; Luke 1:1-3; John 10:35; Luke 16:17, Gen. 3:3-5)

In one God, creator of all things, eternally existing in three persons – Father, Son, and Holy Spirit. (Is. 45:5; Mark 12:29-32; Ps. 90:3; Gen. 1:1; 2 Cor. 13:14; Matt. 28:19; John 6:27; John 1:1-20; Acts 5:3-4) That Jesus Christ was begotten by the Holy Spirit, born of the Virgin Mary, and is true man and true God. He lived a sinless life and died for our sins according to the scriptures...as a representative, a substitution and complete sacrifice. He rose again from the dead, ascended into heaven and is today our High Priest and Advocate. (John 1:1, 14; Matt. 1:18; Luke 1:26-38; Matt. 1:18-25; Is. 7:14; 1 Cor. 15:3,22; John 3:16; Heb. 4:15,16; I John 3:5; Rom. 19:9,10; 2 Cor 5:17,21; Rom.5:1-11; Luke 24:23-40; Acts 1:1-11; 1 Peter 3:22; John 14:8; Heb. 4:14; 5:1-10; 13:5; 7:25)

In the Holy Spirit who came forth from the Father and Son to convict the world of sin, righteousness, and of judgment...to regenerate, sanctify, baptize, and empower all who believe in Jesus Christ, and is an abiding helper, teacher, and guide. (John 14:16-17; Matt. 28:19; John 16:7-11; 2 Thes. 2:7; John 3:5-7; I Cor. 12:13; Eph. 1:13; John 16:13; Rom. 8:26-27; Eph 5:18)

That man was created in the image of God, that he sinned and thereby incurred not only physical death, but spiritual death, which is separation from God; and that all human beings are born with a sinful nature, lost and without hope except in His sovereign mercy and grace. (Gen. 1:27; I Cor. 11:7; Rom. 6:23)

That salvation is received by faith alone in the Lord Jesus Christ. All who trust in Him alone are justified and assured of eternal life by His shed blood. (Eph. 2:8-9; I John 3:12; Rom. 3:14-17)

That Christians are called to live a holy life of service and testimony for the glory of God and the well being of humankind. (I Peter 1:15-16; John 12:25-26; Acts 1:8; I Cor. 3:12-15)

EDUCATIONAL GOALS

We seek to introduce each student to God and the totality of His character. This aim includes the desire to see every student born again into a personal relationship with Jesus Christ.

We seek to provide an atmosphere that challenges the hearts and minds of students to consider all that is true and edifying and to contrast these ideas, values, and beliefs to those that are false and lead to ruin.

We seek to lead students to an understanding of the heights that can be reached and the accomplishments possible by a life fully yielded to Jesus Christ. This includes challenging the body and spirit.

We seek to guide each student in the disciplines of life and in the formation of productive habits that will help them to be godly individuals.

By our example, we seek to encourage and stimulate the life of Christ lived out in the lives of our students.

We seek to equip each student to take an active role in the world as a servant of Jesus Christ.

Christian school parents believe that God's Word makes them responsible for the education of their children. They want their children to develop a system of values consistent with the Bible. Finally, they want their children to develop a lifestyle that is pleasing to the Lord and is based on an intimate relationship with Him.

PURPOSE

Harmony Christian School & Pre-School exists as a coeducational day school. It is operated as a non-profit, non-denominational, educational ministry of Harmony Hill Baptist Church of Lufkin, Texas.

Harmony Christian School & Pre-school, acknowledge the trust placed in the school by its parents, and holds in high regard the authority of the home and church to teach those distinctive doctrines held in esteem by a family's own local church and denomination. Harmony Christian School & Pre-School does not assume such authority in the school setting and endeavors to teach only those fundamentals of the Christian faith, which are held common to all in Christ's Church.

The purpose of the school is to provide a thorough academic education built upon a biblical view of life. God as Creator of life and reality is the focus of a Christian education. In addition, His Word serves as the authoritative standard of truth.

Factual information is the same for the Christian and the non-Christian, but the way in which facts are interpreted is the difference between truth and error. No subject can be taught in truth if the Creator, Jesus Christ, is ignored or denied.

AFFILIATION

HCS is accredited by the **Association of Christian Schools International** (ACSI), which is recognized by the Texas Private School Accreditation Committee (TPSAC). Currently, ACSI serves approximately 5,350 schools in 100 countries with a combined student enrollment of over 1.3 million.

STATEMENT OF COOPERATION and WAIVER OF LIABILITY

I give my permission for my child(ren), whose name(s) is/are set forth below, to take part in all activities including recreational activities, bus/van trips, field trips, sports activities on the premises of Harmony Christian School for the same, and school sponsored trips away from the school premises. I indemnify and save Harmony Christian School, Harmony Hill Baptist Church, its employees and agents harmless from any liability or medical payments resulting from my child(ren) participating in the above-mentioned activities. I understand that Harmony Christian School and Harmony Hill Baptist Church do not provide insurance coverage for my child(ren), and that any medical expenses incurred will be paid by either my own medical coverage or myself.

I also believe that discipline is necessary for the welfare of each student as well as for the entire school. I give permission for my child's teacher and/or other agent of the school to make and enforce classroom regulations in a manner consistent with Christian principles and discipline as set forth in the Scriptures. I also agree, as written in the Parent School Agreement of this handbook, to take the Matthew 18:15-16 approach. To go directly to the person with whom you have the concern and settle the matter with them without involving any other parties unless further counseling is needed.

I further agree to hold the School and Church, and its agents harmless for any liability to my child(ren) or guardian or parent thereof because of any claims on behalf of my child(ren) against the School and/or Church, or any agent thereof because of any injury or alleged injury to my child(ren).

I am also aware that security cameras are installed on the campus of Harmony Christian School and Harmony Hill Baptist Church. The administration and school board of Harmony Christian School/Pre-School ("Harmony") hereby notifies you that Harmony reserves the right to use video recording equipment on Harmony's premises. Harmony reserves the right to use such video equipment in locations including, but not limited to, classrooms, hallways, playground and parking facilities at Harmony's sole discretion. Harmony reserves the right to operate and monitor such video equipment. The use of the video equipment in the school classrooms will be limited to the temporary observation of parents, unless otherwise requested by the staff of Harmony. Video recording equipment will not have audio except for the portable units used in the classroom for parent observation. In the event that my child is recorded and/or photographed by such video recording equipment/camera, I give my permission to Harmony, the right to use such recordings and/or photographs, for any lawful or advertising purposes. I give my permission for any publications or brochures, school related websites, current or future, to be used by these institutes.

Should any legal action, for any reason, be taken against Harmony Christian School or Harmony Hill Baptist Church or any employee or agent thereof, on my child(ren)'s behalf and the School or Church or its agent(s) not be found at fault, I agree to pay any attorney fees, court fees, damages, or other costs that Harmony Christian School and Harmony Hill Baptist Church or its agent(s) should incur to defend or represent itself in/against such action. I further understand that it is the policy of Harmony Christian School and Harmony Hill Baptist Church to require withdrawal from the school commencing with the declaration of intent to pursue legal action against the school or church or any of its agents.

The statement of cooperation portion of this form will be in effect for as long as my child(ren) listed (or others to be enrolled) attend Harmony Christian School whether it is in the pre-school, elementary, middle school or after school care. The waiver of liability portion remains in effect even if my child(ren) is/are no longer attending Harmony Christian School.

NON-DISCRIMINATORY ADMISSIONS POLICY

HCS admits students of any race, color, gender, nationality, or ethnic origin to all rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, gender, nationality, or ethnic origin in administration of its educational and admissions policies as well as its athletic, and other school programs.

ADMISSIONS POLICY

The objective of the admissions procedure is to identify and admit those students who should be enrolled in Harmony Christian School. In harmony with our purpose of serving families with the education and nurture of their children, the following criteria are applied to admissions:

1. Encourage parents as to the importance of a salvation experience and a continuing walk in the Lord. Parents of students are aware that their child will be grounded in Bible teaching.
2. Be in good standing in previous school (no serious discipline problems, no expulsion). Conduct grade of 70 or above and/or a principal's referral from child's previous school.
3. Be on grade level as determined by standardized testing methods.
4. Parents agree with the purposes of the school and will agree to work in cooperation with the school to achieve the stated goals of the school.
5. Parents agree to fulfill their financial responsibilities to the school.
6. Parents agree to fulfill their parent participation requirements.
7. Students are placed on a nine-week probation period after the admission application is accepted.

It is the policy of Harmony Christian School not to admit students that require staff or services beyond those provided by the regular classroom teacher. In some cases modifications may be made but not to exceed that provided by Harmony Christian School employees and resources. The staff of Harmony Christian School is not trained or equipped to adequately provide the services needed for "special needs" students or "handicapped" students.

PROCEDURE FOR ENROLLMENT

1. Call or visit the school office for the information packet.
2. Complete and return the application form. (Applications are valid for only one school year.)
3. Schedule a tour of the school (optional).
4. Submit other requested information.
5. New students coming from another school entering grades 1st-8th must be tested and placed by evaluation. A fee is charged at the time of testing.
6. Transcripts, report cards and records from previous school must be obtained.
7. Current immunization records must be on file along with a copy of a birth certificate.
8. A consultation with the principal will be scheduled when time is available.
9. Registration fee must be paid.
10. A Principal Request Form/Referral may be requested from previous school.

ATTENDANCE INFORMATION

ATTENDANCE REQUIREMENTS

HCS has a legal and ethical responsibility to require the faithful attendance of its enrolled students. Academic problems will occur when students continually miss school. One of the character qualities stressed at school is that of being present each day to assume one's responsibilities. Parents are urged to help their children develop this quality by seeing that they are at school and on time.

If a student leaves the campus before 11:30am they will be counted absent.

When a student is absent, we ask that the school office be notified by 8:30 a.m. on the day of the absence (unless the absence has been previously arranged). If notification has not been made, the student will receive an unexcused absence resulting in zeros for the day.

After 10 days of non-consecutive absences without a just cause, the principal will notify the parents in writing. After 15 days of non-consecutive absences without a just cause, the parents will conference with the principal to discuss the student's attendance record. A doctor's excuse may be required if absences continue at this point.

The school may seek serious actions (dismissal, retention, etc.) if 20 non-consecutive days occur without just cause. An administrative committee will review the reasons for absences and make a final ruling on a case-by-case basis.

Reasons for extended consecutive absences will be evaluated, and performance on a homebound program will be taken into consideration in determining promotion to the next grade. If there is to be an extended absence, the principal should be notified as soon as possible.

It is also a policy of HCS to release students only to their parent, guardian, or previously designated individual. This is for the protection of our students. Written notice must be sent to the office to notify the school concerning the release of your student to someone other than those listed on your child's yellow card. ID will be required at pick up.

EXCUSED ABSENCES

The following are excused absences for students:

1. Personal Illness
2. Illness or death in the family
3. Quarantine
4. Doctor appointment
5. Any other unusual cause approved by the teacher or principal.

If a child is absent, parents **must notify** (via e-mail or phone) the school to report it and make arrangements with the teacher to make up any work missed. A student will be allowed 1-day make-up time for each day of an excused absence.

UNEXCUSED ABSENCES

Make-up work will not be allowed for students with an unexcused absence: such as staying home without being ill. Any work that is missed on these day(s) will receive a zero. All absences must be followed with a phone call to the school office.

PRE-PLANNED ABSENCE

Pre-planned vacation absences during the school year are discouraged. However, if such an absence is unavoidable, the student must obtain permission from the teacher. Parents should check with their child's teacher well in advance (two or more days) of a planned absence from school to assure that any work missed can be made up. These absences cannot be on a continual basis. Make-up work must be turned in the day the student returns from vacation. The teacher will arrange for the student to make-up scheduled tests upon returning; tests will not be released to take at home.

TARDINESS

After 5 tardies per nine weeks the student will spend time in detention. The teacher will set this time. Detention is assigned for each tardy after 5. After 10 tardies, students will receive a 2 point deduction per tardy from their conduct grade. A student is tardy if they arrive to school after 8:05 a.m. After 11:30 a.m. the student is counted absent unless they have a doctor's excuse.

If a student is tardy they must go to the school office to receive a tardy slip before they go to class. PK3-2nd grade students must be accompanied by an adult to the office.

MEDICAL APPOINTMENTS

Academic problems often develop when students continually leave school for medical purposes. Parents should make every effort to schedule medical appointments before or after regular school hours. If that can be accomplished, it will eliminate many of the problems associated with absenteeism and the requirement to do make-up work.

SIGN-IN/SIGN-OUT PROCEDURE Before leaving school during the school day, a student's parent must sign him or her out at the office. Students will be sent to the office for parent pickup.

Upon returning to school, a student's parent must sign him or her in at the school office. The sign-in slip must be presented to the teacher.

PARENT SCHOOL AGREEMENT

Parents are expected to support and uphold school policies. Without this cooperation and confirmation from parents, a double standard exists between the home and school, which is counterproductive to the student's development and the school's effectiveness.

If at any time misunderstandings develop between the school and the home, it becomes the obligation of both to resolve these in a Biblical fashion: that of going directly to the parties involved for clarification and explanation according to the Matthew 18:15-16 approach. The proper order for concerns would be 1) go to the person, if the issue is not resolved 2) go to the Principal 3) go to the administrator 4.) go to the School Board. Concerns that require council from the School Board must be submitted to the Principal or Administrator in writing, two weeks in advance. The administration of this school will not intervene in a parent concern of an employee until these steps have been taken. If further counseling is needed, the administration will act as a mediator between the involved parties. The school confesses that although all teachers and staff are chosen for their Christian commitment and high ideals, this does not make them immune from error. All suggestions and comments from parents will be examined fully, and are welcomed and encouraged for the overall strengthening of the school. No parent can go to another student, parent, or staff without the supervision of the administration.

Any parent who openly demonstrates to students or other parents a lack of support for school policies is undermining the school's positive intent and thereby hindering its effectiveness. Continuous undermining of the school or an employee will result in dismissal or expulsion of the student(s).

The school agrees to work closely with the parents in the education of their child(ren). This includes provision of competent teachers, a full and balanced curriculum, regular reporting, proper student supervision and communication with the home.

In full cooperation with the school, parents are expected to attend school meetings and actively support other school-sponsored activities, knowing that parental participation is critical to the health and well being of the school.

ACADEMIC LIFE

CURRICULUM

Curriculum goals are developed by the principal and teaching staff under the head administrator. The following objectives guide curricular choices:

- A phonics-based reading program that is strong in teaching vocabulary and comprehension skills which promote critical reading and thinking
- Instruction in basic arithmetic skills that form a basis for application in problem solving and reasoning ability and in the development of mathematical and logical thinking
- A teaching perspective that evaluates and reviews literature from a technical, literary, and biblical viewpoint
- An approach to social studies that views historical facts and man's behavior in the light of Scripture and instills patriotism
- A focus on biblical creationism that integrates observable phenomena, inductive reasoning, and Scripture in training student in the inductive methods of inquiry
- An approach to Bible study that balances biblical knowledge with the expression of God's Word through the life of the student
- An appreciation of fine arts as creativity given to man by God, the Master Creator, as a means of worshipping and expressing admiration for Him
- Writing and communication skills to allow effective transmission of ideas and principles
- A goal to challenge students to physical fitness, good sportsmanship, competitive proficiency, and sound health habits
- The use of computers as a tool for learning
- A broad range of extracurricular activities, as is prudent and financially possible, that reflects the same biblical principles and standard of excellence as do the academic programs
- Mission outreach projects throughout the school year to engage students actively in the pursuit of the "Great Commission"

In the primary grades, priority is given to reading and arithmetic skills. All of the grades are given formal instruction in Bible, science, mathematics, social studies, reading, language arts (English, creative writing, spelling, and handwriting), physical education, music, and computer. Core subjects are taught in traditional, self-contained classrooms.

Middle school classes (5-8) are taught in departmentalized classroom settings. Extracurricular activities are offered in addition to core subject areas.

Our curriculum is the most comprehensive and well-rounded program available in this area. The desire is that all curriculum and activities offered to the children are God-centered and true from the perspective of the Bible. Our goals and standards are high but not above that which children of average intelligence can achieve.

Harmony Christian School uses A Beka, The Shurley Method for Grammar, Bob Jones, and Association of Christian Schools International Curriculum, which is noted for its academic strength and quality as well as its Christian perspective.

RETENTION AND PROMOTION

Students are promoted based on their successful completion of the year's work and when, by recommendation of the teacher, they are ready to move to the next grade. Retention of a student would occur when the teacher and administration agree that it would best serve the needs of the student to repeat a grade.

In classes where numerical grades are kept, a yearly average of 70 is the minimum grade considered passing. If a student fails two or more academic subjects, reading, math or English, the student will be retained for the following year. The parents and student may seek summer tutoring; however, to return to Harmony Christian School and advance to the next grade level, the student must pass a grade level test that would determine the grade advancement.

HOMEWORK

Homework is given to teach students responsibility and independence in learning. It also reinforces skills and concepts taught at school and affords parents a natural opportunity to be involved in their student's education.

Students are responsible for knowing and completing all assignments given by the teacher.

The amount of time a student needs to do homework varies from day to day and from student to student. Teachers attempt to keep all homework assignments reasonable.

LATE ASSIGNMENTS

Students are expected to have all work turned in at the assigned date and time. No late papers will be accepted without penalties set by the teacher. Excessive late or incomplete work will be cause for disciplinary action.

MAKE-UP WORK

Students are responsible for making up all missed assignments due to excused absences from class. Students have 1 day for each day of absence to complete work. Failure to do so will result in disciplinary action set by the teacher and administration.

ACADEMIC GRADES

HCS utilizes a numerically based percentage system for quarter, exam, and semester grades. This is the only scale utilized for the reporting of these grades. Extracurricular eligibility, probation, and quarter averages are based on percentages.

<u>% Points</u>	<u>Letter Grade</u>	<u>Meaning</u>
90-100	A	Far exceeds minimum standards
80-89	B	Exceeds minimum standards
70-79	C	Meets minimum standards
60-69	D	Failure to meet some of minimum standards
59 & Below	F	Failure to meet minimum standards
---	I	Incomplete

PROGRESS REPORTS

Parents are able to track their student's academic progress every 4 weeks by reviewing reports on-line through RenWeb.com. Parents may set up conferences with teachers as necessary.



is an on-line Parent Web that connects parents with their child's progress in all areas of school life, academics, behavior, school information and etc. New parents will be instructed on how to access this information.

STANDARDIZED TESTING

Achievement tests are administered each spring. The school participates in the ACSI testing program, which employs the Stanford Achievement Test for grades 1-8. Completed tests are sent to a testing agency, which provides the school with narrative reports that are distributed to the parents. These reports compare our students with national norms and with norms developed for ACSI schools. It is an important indicator of a student's academic progress.

PARENT/TEACHER CONFERENCES

Parent-teacher conferences are encouraged at any time during the school year and may be initiated by the teacher or parent. If you have a concern regarding your child, you should use the Matthew 18:15 approach. This instructs you to go first to the person that you have a concern with. If you do not feel as though the matter has been resolved, then you may contact the principal for a conference, which may include the teacher.

STUDENT LIFE CHAPEL SERVICES

Chapel is part of the total philosophy and curriculum of HCS. It is a weekly opportunity for all students and faculty members to experience worship, praise, and fellowship. Parents are welcome to attend chapel services. Below are our chapel times:

- Weekly chapels are on Wednesdays beginning at 8:15 (K5 - 3rd) and 9:00 (4th – 8th).
- Joint chapels are the 1st Wednesday of each month beginning at 8:30.

PLEDGES

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.

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.

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;
I will hide its words in my heart;
That I might not sin against God.

SCHOOL HOURS, ARRIVAL AND DISMISSAL OF STUDENTS HOURS

HCS school hours are:

Monday – Friday

8:00 a.m. – 3:10 p.m.

Early drop off is available at 7:30 a.m.

Extended Care service is available until 5:30 p.m.

A map showing traffic flow for morning drop-off and afternoon pick-up of students is distributed at the beginning of each school year. Parents are asked to follow these procedures and not to make other arrangements to drop off or pick up their students elsewhere on campus. Unloading students in the drop-off line in the morning or parking and leaving your car to pick up your child in the afternoon is not permitted. Such action makes it impossible to properly supervise and safeguard the students in the arrival and dismissal process. If parents are working on campus, they may come to the area where the students are waiting and pick up their child(ren).

ARRIVAL

Students may arrive at school no earlier than 7:30 a.m. HCS is not responsible for students dropped off before that time. Upon arriving at school, all students must go directly to the cafeteria. Students will be directed to a designated area according to their age. Students are not allowed to eat breakfast in the cafeteria. Students should wait to be dismissed by a staff member before leaving for any reason. At 7:30 staff members will be available in the drop off line until 8:00 am for K-5 through 8th grade students. PK students must be walked in by parents each morning.

DISMISSAL

Students will wait for their rides in designated areas. Teachers will be there to supervise and escort children to their parent's car. Students should refrain from running or throwing things during this time for safety reasons. Students must not leave the area without a teacher's permission. All early withdrawals must be made through the office. Any student remaining at school after 3:25 p.m. will go directly to Extended Care. Fees for extended care will begin at 3:30 p.m.

PreK3 & PreK4 Arrival and Departure procedures:

All PreK 3 & PreK4 students must be brought inside and picked up inside the building to sign in/out their child each day. The attending guardian must write the child's name, date, time of arrival and departure in the designated log book.

Parents must give written notification to the office if their child is to ride with someone other than the parents.

DELIVERIES, MESSAGES AND/OR OTHER STUDENT ITEMS**HOLIDAYS/BIRTHDAYS**

Holidays are celebrated with a Christian perspective. NO Halloween celebration, clothing, decorations, food, etc. are allowed. Thanksgiving, Christmas, Valentines and Easter may be celebrated with a Biblical theme. **(NO Santa, eggs, bunnies, etc.) No personalized deliveries on any holiday will be permitted.**

Birthday deliveries are allowed. All deliveries must be dropped off at the office not the child's classroom. Birthday invitations may be given to students at school ONLY if everyone from the class is invited or if it is going to be a birthday party for only boys or only girls. Otherwise you must mail the invitations or deliver them elsewhere. Birthday celebrations must take place during the child's lunch time or at the discretion of the teacher.

No offensive themes such as violence, magic, new age, etc. (e.g. Pokemon, Harry Potter, etc.) will be allowed at any school celebration.

CAMPUS VISITORS

EVERYONE that visits our campus before, during, or after school must check in at the school office to receive a visitor, volunteer, or substitute teacher badge to wear while on campus. No visitors or parents may go into the classrooms after 8:00 a.m. without permission from the office. All conferences must be pre-scheduled in advance during the teacher's conference time or after school.

Visitors are welcome during lunchtime. Please sign in at the office and receive a visitors tag.

CAMPUS CARE

Students will be held responsible for deliberate damage to the buildings, furniture, fixtures, etc. If this occurs, your account will be billed for any repairs needed.

BOOK CARE

Students should handle their textbooks, including consumable books, with care. There should be no unnecessary marks, writing, or wear on any textbook. Non-consumable textbooks must be covered at all times. Please do not use adhesive book covers. Damaged books will be replaced, and your account will be billed for the cost of replacement. A lost textbook that is not found after two weeks will be replaced at your expense.

NOTE: No final report card will be issued until textbook records are clear.

SNACK/LUNCH PROGRAM

PreK3 & PreK4 students are furnished a mid-morning snack and an after school snack for Extended Care students.

Lunches may be provided by the parent/guardian or you may purchase a catered lunch that will be ordered one week in advance. Please do not send soft drinks to school. Milk and bottled water may be purchased for an additional amount. Chocolate or white milk is available. Milk prices may vary according to season.

Any child without a lunch will be provided one from the school and the parent will be billed. The office will not make calls if students do not have a lunch and students will not be allowed to call parents within 30 minutes of their scheduled lunch time.

- Students should stay in the eating areas for the entire lunch time or until dismissed
- Students are expected to clean up their own lunch trash
- Parents may eat with their children in the lunchroom anytime with a visitor's badge
- Students are expected to use proper manners and show common courtesy while eating
- **Lunches will NOT be heated in a microwave by staff; however, parents are allowed to use the microwaves (we offer daily hot lunches or you may use a thermos).**
- **Students in 4th through 8th grade may use the microwaves available in the cafeteria to heat their own lunches.**

Signing the receipt of Parent Agreement Form on the Admission Information Sheet for PreK3 & PreK4, hereby acknowledges parents are responsible for providing a nutritious lunch for said child/children.

REST TIME FOR PK3-K5

Rest time is provided each day for PK3-K5. Each room's rest time varies in length according to age appropriateness.

LOCKERS (GRADES 4-8)

1. The following are rules concerning the use of lockers:
2. Lockers are to be kept neat and clean
3. Lockers are the property of HCS and will be subject to regular inspection
4. Writing on the inside/outside or defacing it (including the use of stickers or tape) in any form is not permitted
5. No food or drinks may be stored in lockers overnight
6. Items not permitted in the classroom are not permitted in lockers (i.e. toys, music players, hand-held games, etc.)
7. Students may use only their designated locker. HCS is not responsible for items left in lockers

MUSIC/MOVIES

HCS believes all music/movies, which promote rebellion, violence, sexual perversion, promiscuity, suicide, disrespect for authority, vulgarity, or satanic activity are not acceptable forms of entertainment for Christians. Therefore, while at school or school-sponsored functions, students may not listen to such music or watch movies nor have in their possession magazines, T-shirts, notebooks, or other personal items that promote this type of behavior. Christian music and G-rated movies and games are the acceptable choices.

CELL PHONES/PAGERS/PERSONAL ITEMS

As a general rule, the only items brought to school should be those that serve the educational purposes of the school. **Personal items, such as cell phones, I-Pods, Walkmans, Gameboys, playing cards, games, and toys**, should be left at home. **These items, if brought to school, will be confiscated.** If an item is questionable, please ask the principal about its appropriateness in the school setting. Failure to receive permission from the principal will result in the item being confiscated. Confiscated items will only be returned to the parent or guardian of the student.

No student is allowed to use personal cell phones or school phones without staff approval.

Please label personal items—Lunch boxes, thermoses, coats, sweaters, etc. This helps students and teachers find the appropriate owner.

LOST AND FOUND

The school maintains a Lost and Found box located by the school office in the mechanical closet. Items considered valuable will be taken to the school office and kept secure. Items not claimed by the end of each month may be donated to charity or sold in the annual PTPF garage sale. The school suggests that all items of clothing be marked with the student's name or initials for easy identification.

STUDENT CONDUCT

PHILOSOPHY AND GUIDING PRINCIPLES OF CONDUCT

As I Timothy 1:5 states, "The goal of our instruction is love." We want to teach and exhort students to love God and obey Him out of that love. It is our desire to see our students learn to love others with the selflessness of Christ.

Discipline is inseparably linked with the process of discipleship. The goal of our disciplinary procedures is to teach personal responsibility for one's actions, obedience to authority, and dependence on God and His word. The biblical model we follow comes from II Timothy 3:16, "All scripture is given by inspiration of God and is profitable for doctrine, reproof, correction and instruction in righteousness." The model we derive from this text revolves around a three-fold pattern of parental guidance:

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

While HCS acknowledges that the education of the child is ultimately the responsibility of the home, maintaining academic standards and standards of conduct are the obligation of HCS. Therefore, in adherence to the HCS Mission Statement, Statement of Faith, and Philosophy, HCS does not hesitate to require appropriate behavioral and academic discipline from each student.

Neither this student management plan nor the HCS Parent-Student Handbook is intended to be nor can it be all-inclusive or define all types and aspects of student management standards. The administration reserves the right and assumes the authority to declare rules and regulations in all matters of student management not otherwise specified.

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. 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.” 1 Timothy 4:12

SEEK EXCELLENCE

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

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

PARENT EXPECTATIONS

The mission of HCS is “to produce Christian students that are academically prepared with a biblical worldview to take their place in the world as servants of Jesus Christ.” We strive to follow biblical principles in all areas. Cooperation from the home is assumed.

By enrolling their child(ren) in HCS, parents agree to support the school in its financial policies, parental support expectations, and the school’s student behavior/discipline policies as articulated.

STUDENT EXPECTATIONS

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

Students must:

- Attend all classes daily and be on time
- Be properly dressed
- Be prepared for each class with appropriate materials and assignments
- Turn in assignments on time
- Exhibit an attitude of respect toward all individuals and property
- Speak in such a way as to lift up others
- Bring only teacher-required materials and supplies and approved personal items to school
- Be obedient to all rules
- Be honest and trustworthy
- Cooperate with administration in the investigation of disciplinary cases, volunteering information related to serious offenses
- Take home all school-related communications
- When an offense is committed, repentance and reconciliation will be sought in a biblical manner (Matthew 18:21)

Education must be the product of a joint enterprise between the school and the home. The importance of open and responsive lines of communication is obvious. The school also encourages face-to-face parent/teacher conferences. To this end, parent/teacher conferences will be held for any student not maintaining passing grades, not achieving expected levels of performance, or consistently not adhering to HCS behavioral rules and regulations. Either the teacher or the parents may initiate parent/teacher conferences.

DISCIPLINE

To guarantee a good social and educational climate, it is important for students to understand that acceptable standards of behavior will be expected at all times. **Discipline will be administered when any individual’s actions interfere with the right of the teachers to teach and the students to learn.**

Students are reminded that **any** faculty or staff member in the school has the authority to correct unruly individuals at any place and at any time.

STUDENT BEHAVIOR

The following are some of the student behaviors that violate school policy when they occur at school or during school activities. This list is not intended to be all-inclusive. Students may be disciplined, suspended, or dismissed from school for any of the following level 3 penalties:

- The possession, transmission, and/or use of tobacco, drugs, alcohol, knives, fireworks, firearms (or any item that is used as a weapon)
- Insolence, disrespect, or insubordination
- The use of improper or vulgar language
- Fighting
- Inappropriate displays of affection
- Rowdy behavior, such as running, pushing, shoving, yelling, etc.
- Leaving a classroom or school campus without permission
- Class tardiness or truancy
- Threatening, intimidating, or causing bodily harm to any person
- Tattoos, body piercing, or other dress code violations.

NO TOLERANCE RULES:

- Possession of weapons, fighting or other level 3 offenses will result in immediate suspension.
- Verbal/physical put-downs or downplaying of other persons will result in 5-point deductions with further penalties set by the principal, if continued.

IDENTIFICATION OF DISCIPLINARY RESPONSES

The following disciplinary options, as defined, constitute an array of responses available to teachers and administrators at HCS. It is obvious that nearly all these responses are, if they are to be effective tools of discipline, heavily dependent on school and home communication and cooperation. It should also be obvious that certain Code of Conduct violations, including but not limited to tardies, trancies, and cheating, carry inevitable academic consequences as well as the disciplinary consequences imposed by HCS personnel.

STUDENT-PRINCIPAL CONFERENCE

Students may be referred directly to the principal for especially serious offenses or when teacher-directed disciplinary responses prove inadequate to handle the discipline problems a student is having. The principal, in turn, has an array of measures at her disposal, ranging from conferencing to the imposition of specific consequences (in-school suspension, etc.). Teacher referrals to the principal shall specify the offense of which the student is accused and shall indicate those corrective measures the teacher has already tried. Frequently, though not in every case, the principal may choose to involve the student's parents in the conference.

TEACHER-PARENT or PRINCIPAL-PARENT CONFERENCE

A conference may be requested by the school or by the parent when a student has obtained up to but not limited to a blue color change. Again this is a reflection of the premise of home and school cooperation on which the educational program of HCS is built. The purpose of such a conference is to provide an opportunity to correct what has become a serious discipline problem so that the kinds of discipline processes that follow may not be required.

IN-SCHOOL SUSPENSION (ISS)

ISS may be assigned for fifth grade and above. The number of discipline points lost for conduct will be equal to the number of times the student will attend ISS. ISS could be held during the following times: recess, lunch, before school (7:30-8:00) or after school (3:30-4:00). A student's attendance in one of the listed times will constitute one ISS credit. HCS staff will determine when the student will attend ISS. Each student will be accountable for the work assigned during ISS.

OUT OF SCHOOL SUSPENSION (OSS)

Upon either a Level II upgrade or a Level III offense, OSS may be assigned to a student. This assignment may include the following penalties set forth at the discretion of the principal:

- Probationary attendance for a specific time
- Suspension from school for up to three days
- Expulsion from school

GROUNDINGS FOR SUSPENSION

Grounds for suspension may include but are not limited to:

- Stealing
- Insubordination
- Disorderly conduct
- Persistent violation of the rules and regulations
- Infliction of physical harm to any student
- Use of profane and/or abusive language
- Damage to or destruction of school property
- Commission of any act that is disruptive to the best interest of the school
- Possession of knives, guns, or other weapons
- Possession or use of alcohol, drugs, or tobacco products
- Other serious infractions deemed inappropriate by the administration

DISCIPLINARY PROBATION

A student placed on disciplinary probation is in imminent danger of losing the privilege to remain at HCS. Moreover, a student's behavior, which is so unsatisfactory as to cause him or her to be placed on probation, will neither represent the school in any contest or public program nor be eligible to receive any honors. When a student is placed on probation, the principal will notify the parents immediately.

The probationary status of a student will be reviewed at the end of the semester by the administration. If sufficient correction of behavior is evident at that time, the student may be removed from probationary status. If not, the administration will determine whether or not the student will continue to attend HCS.

Further disciplinary actions placing a student on probation for the second time within a year's time may eliminate an offer of reenrollment for the next school year or continued enrollment for the following semester.

NEW STUDENT CONDITIONAL STATUS

Students new to HCS will be on new student academic and disciplinary status for nine weeks. A new student must achieve academically and have acceptable conduct and a cooperative attitude to continue.

CHEATING

Cheating is a serious offense. It involves taking information from some source other than the student's own mind and presenting it as if it came from his or her own mind. Thus, it involves both the components of stealing and lying. Therefore, students must come to understand how serious the act of cheating is. Teachers are required to take precautions in terms of test security and the structure of the classroom-testing environment in order to protect students from unnecessary temptation. The teacher will often reiterate the consequences of cheating to the students. If it is determined that a student has indeed cheated, the following actions will be taken:

- The student will receive a zero on the assignment/test
- The principal will be notified
- The student will confer with the principal
- The parents will be notified of the offense

PUBLIC DISPLAY OF AFFECTION

In its desire to provide a learning environment for all students that is both safe and spiritually wholesome, HCS does not allow public display of affection (PDA) among students during school or school-sponsored activities.

Public display of affection is defined as physical contact between students, including holding hands, embracing, leaning on, walking arm-in-arm, or any other form of physical contact.

In I Corinthians 6:12, Paul states that "all things are lawful unto me, but all things are not expedient..." HCS desires to maintain a high standard in moral purity among its students and encourage each student to be an example of purity to others.

GRIEVANCE PROCEDURE

If a student, parent, or staff member has questions or concerns regarding the behavior of another (including disciplinary action by teacher or administrator or the policy under which an action is taken), he/she shall follow the principles given in Scripture as stated below:

Go directly to the person involved and discuss the matter. Be straightforward and forgiving (Do not bring a grievance to others.), "...first be reconciled to your brother..." (Matthew 5:24) "Moreover, if you brother shall trespass against thee, go and tell him his fault between thee and him alone: if he shall hear thee, thou has gained thy brother..." (Matthew 18:15)

If the matter is not resolved, take the matter to the next higher authority (administrator). "...take with thee one or two more, that in the mouth of two or three witnesses every word may be established." (Matthew 18:16) See also Romans 13:1

If the matter cannot be resolved at other levels, a hearing before the school board may be requested. The decision reached at this level is final "...take with thee one or two more, that in the mouth of two or three witnesses every word may be established." (Matthew 18:16)

If further counseling is needed, the administration will act as a mediator between the involved parties. The school confesses that although all teachers and staff are chosen for their Christian commitment and high ideals, this does not make them immune from error. All suggestions and comments from parents will be examined fully, and are welcomed and encouraged for the overall strengthening of the school. No parent can go to another student, parent, or staff without the supervision of administration.

LEVELS OF CORRECTION (All penalties are set upon discretion of the principal)

Level I Correction

A Description: For singular or infrequent violation of school rules, classroom rules or procedures

B Procedures/Penalties (not necessarily in any certain order)

Verbal correction

Loss of privileges (recess or lunch detention, time out, write sentences, laps etc)

Loss of conduct points

In School Suspension (ISS).

Note to parents noted in a discipline folder signed by parents and returned daily.

C Limitations

May upgraded to a Level II problem, at the teachers discretion, when above penalties do not improve behavior.

A note to the parents may be sent at any point in the process if the teacher deems it necessary.

Level II Correction

- A. Description: Repeated or frequent violations of rules or procedures from Level I offenses or:
- Open and flagrant defiance or disobedience of staff or others
 - Disrespect of staff or others
 - Using profanity or vulgar speech
 - Hurting someone physically or verbally
 - Lying, cheating, stealing
 - Destruction of property (writing on or scratching school property) or textbooks, etc.
 - Anything that defaces the value of property
- B. Procedures/Penalties
- Color change and loss of conduct points
 - Initial confrontation by teacher
 - Corrective measures taken by Principal
 - Parents may be contacted by Principal to come to the school and take care of the matter
 - In School Suspension (ISS)
- C. Limitations (repeated or frequent violations)
- Becomes a Level III problem after 3 visits to the Principal for the same violation, and/or within a 15-day period or a total of 7 visits for multiple violations.**

Level III Correction

- A. Description (other than upgraded from Level II):
- Being disruptive to a point of diminishing the quality of education in the classroom with repeated failure to respond to correction
 - Being disruptive in a manner that significantly weakens the moral, emotional, or spiritual atmosphere of the class
 - Making any sexual insinuations
 - Threats
 - Weapons of any kind (knives, guns, etc.)
 - Use or possession of alcohol, drugs or tobacco products
- B. Procedures/Penalties
- Color Change and loss of conduct points
 - Probationary attendance for a specific time
 - ISS – determined by the principal and teacher
 - Suspension from school for up to 3 days
 - Expulsion from school

K5 – 8th grade students

- Level I offense is a 1-2-point deduction for conduct grades with ISS for grades 5th-8th per nine week grading period.
- Level II offense is a Color change and 5-point deduction for conduct grades with ISS for grades 5th- 8th per nine-week grading period.
- Level III offense is a 10-point deduction for conduct grades with ISS for grades 5th-8th per nine-week period.
- All color changes given are based on a 5-day period. Three color changes in a one week period will result in a conference with parents, teacher and Principal.
- After 3 visits to the principal (w/in a 15 day period) or a Level III offense, there will be a 10-point deduction for conduct grades with ISS for grades 5th-8th per nine-week grading period.
- Work habit grades below 90 will be required to do campus community service set by the teacher and/or administration that is age appropriate.
- Failure for parents to sign or initial assignment sheets/book and/or discipline folders will result in a 1-point deduction from work habits. Work habit grades apply to all grade levels.
- Students that have continued behavioral issues without improvement may be dismissed from HCS. This will be determined by administration.
- A parent conference may be scheduled with the teacher and principal for any student below 70 in conduct.

Pre K3 & K4 Discipline Procedures:

Discipline will be individualized and consistent for each child, appropriate to the child's level of understanding and directed towards teaching the child acceptable behavior and self-control. A caregiver may only use positive methods of discipline and guidance that encourage self-esteem, self-control, and self-direction. These include using praise and encouragement, reminding a child of behavior expectations in a clear manner, redirecting behavior using positive statements, not focusing on unacceptable behavior. Brief separation from the group that is appropriate to the child's age and development is used, but limited to one minute per child's age. There must be no harsh, cruel, or unusual treatment of a child.

Prohibited Discipline and Guidance includes:

- Corporal punishment
- Punishment associated with food, naps, or toilet training
- Pinching, shaking, biting, hitting, placing anything in a child's mouth
- Humiliating, ridiculing, rejecting or yelling at a child. A child cannot be subjected to harsh, abusive, or profane language
- Placing a child in a locked or dark room, bathroom or closet with the door closed
- Requiring a child to remain silent or inactive for inappropriately long periods of time for the child's age

The following are procedures followed for Level I offenses (students failing to comply with school rules).

1. 2 warnings and redirection
2. Disciplinary action (time out, loss of privileges)
3. Loss of daily reward (stickers, treats, etc.)
4. Color change
5. If 5 warnings (4 warnings for PK 4 - 2nd semester) occur over a 3 week period a deduction in conduct will be given. (This is only to accurately reflect the student's conduct grade.)

A student's conduct will be based on the number of color changes given per nine weeks. They will receive a letter grade as follows:

- o E for 0-5 color changes
- o S for 6-10 color changes
- o N for 11-15 color changes
- o U for 16 and above color changes
- o Failure for parents to sign or initial assignment sheets/discipline folders or uniform violations will result in a deduction in work habits after 1 warning is noted in the folder. This will be noted in the folder by WH (Work Habits)
- o Level 2 and 3 offenses such as flagrant defiance, diminishing class environment, hurting other students, etc. will result in an immediate color change
- o Color changes given to PreK3 & PreK4 students are based on a 1-day period
- o Students with continued negative conduct may not be able to continue education at HCS. This will be determined by administration
A parent conference will be scheduled with the principal and teacher for students with a U in conduct

All school rules and penalties also apply during Extended Care Services (3:30-5:30).

If parents, teacher, and the child cannot correct inappropriate behavior, the child may be asked to leave our program. Inappropriate behavior, which is considered malice (physical exertion) toward a teacher and/or fellow student, will result in immediate contact of parent and/or guardian with the possibility of expulsion from our program or temporary suspension. Length of suspension will depend on the severity of the altercation. All fees are due as outlined in our handbook. If inappropriate behavior continues in the same manner and cannot be corrected, the child may be asked to leave our program indefinitely.

Parents may review a copy of the minimum standards in the office. All recent inspections are posted in the office for review. You may contact our local TDPRS at (936) 633-3734 or the Beaumont office @ (409) 951-3301. The phone number for PRS Child Abuse Hotline is 1-800-252-5400. The PRS website address is www.tdprs.state.tx.us.

STUDENT DRESS CODE

UNIFORM DRESS CODE

The purpose of the uniform dress code is to clarify a standard of appearance that reflects biblical principles of modesty, appropriateness, gender distinctiveness, and stewardship that will encourage students to bring glory to God (I Corinthians 10:31). There are several other important reasons why a uniform is required at HCS:

1. To dispense with competition due to outward appearance and affluence
2. To de-emphasize outward appearance and stress, in its place, the need for inner beauty and character development
3. To limit distractions and focus on learning
4. To enhance school spirit
5. To allow students to demonstrate submission to authority placed over them

Popular culture mandates that we bow to fashion. It insists that we keep up with rapidly changing trends. At HCS, we are training students to think differently about dress. By wearing a simple uniform, students step out of popular culture and into a world of serious learning. With limited outward distinctions, students identify with the student body and respect one another for who they are in Christ.

The cooperation of the student and the parent is necessary in maintaining the standards of the uniform dress code. **Adherence to the uniform dress code is a family responsibility.** Therefore, any actions taken by HCS to enforce the uniform dress code will be primarily directed toward the parents, though such actions will, by necessity, impact the student. **Parents shall assume this important responsibility and leave the school free to focus on its primary goal – building Godly character and academic competence.**

Daily Wear (Mon.,Tues., Thurs., Fri.)

BOYS

PK3-PK4

Shorts & pants (khaki or navy)
Polo shirts **only** (hunter green, navy, red or white)
Socks (white, or dark color)
Tennis shoe or a flat, closed toe, closed heel shoe (black, navy, brown, or white)

K5-8th

Shorts & pants (khaki or navy)
Polo shirts **only** (hunter green, navy, red or white)
Socks (white or dark color)
Tennis shoe or a flat, closed toe, closed heel shoe in a dark color.

Girls

Pre-K3&4

Shorts, skorts, skirts, pants, Capri and jumper (khaki, navy or school plaid)
Polo shirts **only** (hunter green, navy, red or white)
Socks/Tights/Hose (white, or dark color)
Tennis shoe or a flat, closed toe, closed heel shoe in dark color.

K-5 – 8th

Shorts, skorts, skirts, pants, & Capri (khaki, navy or school plaid)
Jumper (navy or khaki)
Polo shirts **only** (hunter green, navy, red or white)
Socks/Tights/Hose (white, or dark color)
Belt (brown or black)
Tennis shoe or a flat, closed toe, closed heel shoe in dark color.

CHAPEL DRESS - Wednesday

Pre K3 & 4 - BOYS

Navy trouser style pants (no cargo pockets)
Polo shirt (hunter green only)
Socks (solid color of white, navy or black)
Tennis shoe or a flat, closed toe, closed heel dress shoe in solid dark color.
No belts are required for PK

K5 – 8th grade - BOYS

Monogrammed polo (only hunter green from Parker Uniforms)
Navy trouser style pants (no cargo pockets)
Socks solid color of white or dark color)
Belt (brown or black)
Closed toe, closed heel shoes in solid dark color.

Pre K3 & 4 - GIRLS

Navy jumper
White button down blouse-Wed Only
Socks/Tights/Hose (solid color of navy, white, black)
Tennis shoe or a flat, closed toe, closed heel dress shoe in dark colors.

K5-3rd Grade - GIRLS

White button down blouse-Wed only
Jumper (school plaid) from Parker Uniform
Socks/Tights/Hose (solid color of white navy or black)
Flat, closed toe, closed heel dress shoes in dark colors.

4th-8th Grade - GIRLS

White button down blouse Wed Only
Pleated skirt (school plaid from Parker Uniform)
Tie (school plaid)
Socks/Tights/Hose (solid color of navy, white or black)
Flat, closed toe, closed heel dress shoes in dark color.

OPTIONAL: (boys & girls)

- Long sleeve undershirts/turtlenecks must be in polo colors of white, navy, green, red.
- White short sleeve undershirts must not have any writing and may be worn under polo shirt. Undershirts must be fitted and not show on the outside of the polo shirt.
- Open front jackets in navy or white.
- HCS will offer monogrammed pullovers (these may be purchased only at HCS). These must be worn with appropriate school polo shirt underneath.
- No logos or brand names on shirts or jackets unless its HCS logos or emblems.

FIELD TRIPS (includes overnight trips)

Boys

Green monogrammed polo
Khaki shorts or pants

Girls

Green monogrammed polo
Khaki shorts, pants, skirt, skorts or Capris

Free Dress Days

Free Dress is allowed on designated days during the year. The following guidelines apply on these days:

- Sandals, boots and etc. are allowed, but all shoes must have backs for safety.
- Sleeveless shirts or dresses must be three inch width strap, no tank top cuts or spaghetti straps.
- Shorts and skorts must be no more than 3" above the knee.
- Skirts must be at or near the knee.

PHYSICAL APPEARANCE

Males are not allowed to wear earrings or heavy jewelry. Body piercing is not allowed on males or females except girls may have a limit of two earrings per ear. Students' hair must be a common color. Boys' hair must be cut above the eyebrow, and collar in a conservative style. Makeup is limited to girls in the 6th grade and up. Excessive makeup is not allowed; it must be lightly applied. No tattoos are allowed, washable or permanent.

UNIFORM INFORMATION:

- All students have a 2-week grace period at the beginning of the school year.
 - Each student will be allowed one warning per year for dress code violations.
 - Work habit points are deducted - **2 points per violation**.
 - All uniform guidelines must be followed for overnight field trips also.
 - Field trips that include swimming – girls must wear a full-cover, loose fitting, dark colored t-shirt with swimsuits and boys must keep their shirts on with their swim shorts.
-
- All plaid items and monogrammed hunter green shirts must be purchased from Parker Uniforms.
Website for Parker Uniforms:
www.parkersu.com our web id on their website: HOØØ1296
(The solid color Polo's in navy, hunter green, red, and white may be purchased from any clothing store).
 - The navy or khaki pants, shorts, and skorts, must be no more than 3" above the knee.
 - Skirts must be at or near the knee.
 - Footwear must be a tennis shoes or flat, closed toe, closed heel shoe. No cleats, flip-flops, roller shoes, boots, sandals, open back shoes, Vans, skateboard shoes, or Heelys or light up shoes are allowed for daily wear.
 - Caps, hats or bandanas may be worn outside for recess time, but placed in locker or hung on racks during class.
 - Pants and short must not be excessively baggy or tight and not show undergarments
 - No Cargo pockets are allowed on chapel days
 - No frayed, worn or torn pants.
 - Belts must be solid in color and worn on Chapel days.
 - Heavy coats may be worn into the building but kept in lockers or hung on hook during class time.
 - No sweatpants or suits may be worn except during P.E. for students in 4th grade and above.
 - Leggings may be worn under chapel or daily wear uniform skirts or jumper.
 - No neon or bright colored accessories with uniform.
 - Any outlandish or distracting clothing, jewelry, make-up, hairstyle, or appearance will not be permitted.
 - A teacher's discretion may be used in considering a style appropriate.

STUDENT ACTIVITIES

FIELD TRIPS

Activity fees cover field trips. Any student with a conduct grade below 70 will not be allowed to attend field trips. Incentives may be given throughout the nine week period to buy back points on conduct grades.

If a child does not attend a school field trip, the student must attend school to be counted present and complete assignments designated by teaching staff.

EXTRACURRICULAR ACTIVITIES/ELIGIBILITY

Participation in extracurricular activities is a privilege available to students who meet academic and behavior performance criteria. Any student wishing to participate in HCS extracurricular programs must have a current parental permission slip on file. Each program has a unique set of rules that must be followed by the participants. The following requirements must be made for a student to participate in competitions:

- Overall conduct average must be 90 or above at the time of the competition.
- Competition fee must be paid at the time of the competition sign-up.

ACSI COMPETITIONS

- Creative Writing
- Math Olympics
- Music
- Speech Meet
- Young Authors

IN HOUSE COMPETITIONS

- ART
- SCIENCE

ATHLETICS

- Cheerleading (5th-8th grade)
- Boys/Girls Basketball
- Co-ed Soccer
- Girls volleyball

MEDICAL POLICIES AND INFORMATION

IMMUNIZATIONS/MEDICAL CONDITIONS/LICE

By law all students attending school in Texas are required to have been immunized against several diseases as per the Texas State Health Department guidelines. Upon enrollment, parents will be asked to provide a cumulative record of required immunizations before their child is allowed to attend classes. Any physician or clinic-validated document showing the month/day/year of immunizations is acceptable. All immunization records must be kept current. Please share documentation of ongoing immunizations with the school secretary so that our records may be updated as required by law. All records and report cards will be held in the school office until these requirements are met. The only exclusion from immunization compliance is a Medical Contraindication or Religious Conflict. Affidavits for these must be on file with the school office.

We ask that Preschool students receive a negative TB test and provide the office with documentation. A note from your physician must be provided if your child may not receive a TB test for any reason.

If your child has any serious allergies (i.e. food, dyes, insect stings) or any chronic conditions (i.e. asthma, diabetes, seizures), please indicate this on the student's information card and alert the teacher and the school secretary.

The secretary maintains all school medical records. ***Be sure the school always has current phone numbers where you can be contacted during the school day.***

If a student is found to have lice, they will be dismissed from school and should be treated at home with one treatment of medicated shampoo for head lice. They may return to school when no live lice are found. In five to seven days parents should repeat the treatment. As long as nits are $\frac{1}{4}$ inch from the scalp, the student may remain at school. Empty boxes of shampoo treatment should be brought to the principal to show proof that the treatment was done. Parents are responsible for the child getting their lessons done at home for classes missed.

WHEN TO STAY HOME

Many students and families are frequently concerned about when a student should stay home or attend school. The following information is intended to help with this decision.

1. If a student has a fever of 100 degrees or more, the student should stay home for 24 hours after the temperature returns to normal.

2. If a student has vomited or had diarrhea two times in a day, the student should stay home for 24 hours after the last episode. If a student has any rash that may be disease-related or the cause is unknown, check with your family physician before sending the student to school. If a student's eyes are red and watery or have heavy drainage, check with your family physician to rule out pink eye before returning to school.
3. Students with a contagious condition should be kept at home until there is no danger of passing the condition on to others.

If your child is ill at home, please call the school secretary to report the reason for the absence. It is helpful if specific symptoms and/or diagnosis are reported. Teachers can then be alerted to refer early, similar symptoms in other students. Any student that misses more than three consecutive days of school may be asked to obtain an excuse from a doctor.

EMERGENCIES AND/OR ILLNESS

If your child becomes ill or injured at school, you will be notified and first aid procedures will be provided. The secretary will call the parent/guardian whenever the student has a fever over 100, is vomiting, has significant pain, repeatedly complains, or exhibits anything else that is out of the ordinary. If the secretary is unable to reach the parent/guardian or if the situation does not warrant a phone call but is something that should be brought to the parent's/guardian's attention, a note or *email* will be sent home describing any concerns.

CRITICAL ILLNESS OR INJURY

If critical injury or illness requires immediate attention of a physician, we will:

- Contact emergency medical services or take the child to the nearest Emergency Room.
- First-aid treatment or CPR will be administered if needed.
- Contact the listed physician on record.
- Contact parents.
- Documentation and notification to State will follow.

MEDICATION POLICY

HCS is allowed to administer medication as long as the following criteria are met:

- Parents must sign a medication authorization form for 15 days or less. Medication for more than 15 days must have an authorization form signed by their physician.
- This must be on file in the office and updated yearly.
- The medication can be non-prescription or prescription with the child's name and date and in original container.
- Amount given can only be administered according to the label as prescribed.
- Forms can be obtained from the school office.

Over-the-Counter Medications

No medication will be given unless there is written permission on file. If a student must bring non-prescribed medicine to school, i.e. antihistamine, decongestant, parents must label the bottle with the child's name give these medicines along with instructions to school office and they will administer the medicine at the proper time. **These can only be given for 15 days or less unless authorization forms are for more than 15 days and is signed by the child's physician.**

Guideline for Dispensing Prescription Medication

ALL prescription medication must be brought to school by the parent or legal guardian in the original container and properly labeled. 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 to be dispensed
7. Instructions for use
8. Expiration date of the medication

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

All medication and medical supplies are kept in the school office and must be picked up by a parent/guardian before the last day of the school year. All prescription medication will be destroyed after this date.

Any student placed on a daily medication (for more than two weeks at a time) must submit to the school office a diagnosis from the physician. The school office may also request that you sign a release to give the school and physician permission to communicate with each other on concerns regarding the student.

Any changes to dosage or type of medication must be in writing by the parent or legal guardian and given to the school office. Verbal authorization by the student will not be accepted and every effort will be made to contact the parent/legal guardian for the verification in an emergency-type situation. Medications will be dispensed in the secretary's office and must be taken in the presence of the school secretary or designated staff. Medication, if required, will be sent on field trips for designated personnel to dispense. NOTE: The first dose of any new medication should always be administered at home to ensure close observation of any adverse reaction.

No HCS employee may be held responsible if the child does not receive his/her scheduled dose of medicine. If the daily dose of medicine is lost, stolen, spilled, or if the child refuses to take it or spits it out, a reasonable attempt shall be made to reach the parent/guardian. If the parent/guardian cannot be reached, the school personnel shall not be held responsible.

VISION AND HEARING SCREENING All students in grades PK4, K5, 1, 3, 5, and 7 and all students new to Texas will have vision and hearing screens performed. If a student fails a screening twice, a referral will be sent along with a physician's report. This report should be completed by your physician and returned to the school to keep in the student's file. Parents will be notified prior to the start of the screenings. A nominal fee for each screening will be charged.

SCOLIOSIS SCREENING

Students in sixth grade will be screened for curvature of the spine, scoliosis. The procedure involves the examiner inspecting the child's posture as he/she stands and then bends forward. Parents will be notified if a follow-up by their physician is indicated. A nominal fee for this screening will be charged.

If you wish your child to be excluded from any of these screenings, you must provide written documentation from your physician that the screening has been done in the last calendar year.

GENERAL POLICIES AND PROCEDURES

NEWSLETTERS/LUNCH MENUS

Each Tuesday, a newsletter and lunch menu will be sent home for parents. Please read newsletters carefully and respond when appropriate. Lunch menus should be completed and returned with payment to HCS via your child. **Menus are due each Thursday no later than 8:00 a.m.**

EMERGENCY DRILLS

Fire and other emergency drills are conducted according to prescribed guidelines.

EMERGENCY CLOSING

HCS will follow the emergency closings of Lufkin ISD and other surrounding school districts. Such closings will be communicated over local television and radio stations. Other closings that might be necessitated will normally be announced in the same manner or through a telephone chain. Please call the school office if you are uncertain.

PROCEDURES FOR SCHOOL BOARD MEETINGS

School Board meetings are open to the parents of Harmony Christian School. If you have a concern that you would like to express to the School Board, 1) submit a notice in writing that you wish to address the school board 2) accompanied with the notice you must have an outline of addressed concern 3) the notice and outline must be given to the principal and/or administrator 30 days in advance. The school board allows 10 minutes for each concern to be addressed during the scheduled meeting. The school board seeks a parent representative each school year. Applications need to be submitted in April. The school board will interview each applicant and make a decision in May. The term will begin in May and will end in May of the following year. This position has a limit of three consecutive terms.

FEES, TUITION AND FINANCIAL POLICIES

The Registration Fee is paid on an annual basis and is used for the operating expenses of the school. This fee is required at the time of registration and is non-refundable and non-transferable. Scholarships or family discounts do not apply to the registration fee. Early bird registration begins mid January.

The Activity Fee is to be used for Grandparents day, Teachers birthdays, parties (Thanksgiving, Christmas, Valentine, Easter and End-Of-Year), field trips, field day, teacher/staff appreciation week, and monthly teacher luncheon.

Classroom Fundraisers will be used to purchase items and projects for HCS and classroom needs that would normally be out of pocket expenses for the teachers. Budgets formed after fundraisers in the fall may include but are not limited to the following:

- Classroom supplies
- Gifts (such as back to school, Christmas, etc.)
- Hoedown projects and cake
- Missions
- Classroom camera
- Special events (such as Mother's Day Tea and graduation, parent appreciation)
- Incentives for the classroom
- Art projects
- Field trips

Tuition

Prompt payment of tuition is essential to the operation of our school's own financial obligations. Annual tuition may be paid in full or in 10 monthly payments through SMART Tuition. The ten-month plan will begin July 1 with the last payment due April 1. Tuition is due on the first of each month. A late fee will be assessed after the 10th of the month. If payment of tuition is not received within 30 days of the due date, the administrator will contact parents. In the event that payment becomes more than 60 days delinquent, the parents will be notified that their student(s) will not be allowed to continue to attend class unless a written plan for payment has been approved by the administration.

All balance and payment inquiries must be made to SMART Tuition 888-868-8828 or smarttuition.com.
The school code is 6334.

Report cards and other records will not be released, nor will the coming years application be accepted until all debts are clear and school records are up to date. Any students with outstanding accounts will be denied school testing privileges. Report cards that are lost or not returned to the school will require a \$10 processing fee per report card in order for the child to receive his/her report card after the next grading period. A list of the current registration fee and tuition charges will be provided upon request.

Only those families whose accounts are current are able to reenroll, receive records and/or report cards. Final report cards and/or records will not be released until ten working days after receipt of payment of final account balances by personal check; however, such report cards/records may be released immediately upon payment by cashier's check, money order, or cash.

Returned Checks: A fee of \$25 will be charged for any items returned by the bank unpaid. In the event a family has two or more items returned by the bank unpaid, HCS would require that all further payments be made by cashier's check, money order, or cash.

Withdrawal from school: In the event of withdrawal, tuition charges will not be prorated and will be due in full for the month of withdrawal. Any overpayment occurring for the period beyond that month will be refunded. Report cards and/or records will not be immediately available until all outstanding charges are paid in full. Records will not be released until ten working days after receipt of payment of final account balances by personal check; however, records will be released immediately upon payment by cashier's check, money order, or cash. **Early withdrawal will result in a \$500 processing fee.**

EXTENDED CARE

Since students must be supervised at all times when they are on the HCS campus, it is necessary for us to pass the expense of that supervision on to the parents. Students remaining on campus after 3:30 p.m. will be sent to extended care. The monthly rate per student is \$67.00. Drop-ins will be charged \$8.00 per day and must call in advance to notify the office or school secretary. The business office will bill at the beginning of each month. A late fee of \$15 will be applied for payments received after the 10th of the month. Extended care payments may be placed in the drop box by the kitchen or in the school office. Extended care begins at 3:30 p.m. and ends at 5:30 p.m. There will be an additional late charge of one dollar per child/per minute after 5:30 p.m. The extended care staff will enforce school policies and disciplines.

NETWORK/INTERNET ACCEPTABLE USE POLICY

Technology resources, hardware and software, are the property of HCS and are to be used for educational purposes. Misuse of technology resources, including the Internet, will lead to disciplinary action, which may include denial of access to technology resources and/or expulsion.

INVOLVEMENT OPPORTUNITIES/REQUIREMENTS

PARENT TEACHER PRAYER FELLOWSHIP

We encourage all parents to be actively involved in their children's education. Without parent participation, a child's total learning capability is diminished. To help facilitate parental involvement, each year the principal will work with parents to establish a Parent-Teacher Prayer Fellowship (PTPF). Listed below are the offices and their duties to help you decide where you may want to serve:

President – shall preside at all meetings of the organization, coordinate the efforts of the various programs and committees, and designate the chairman of each group. He/she will also serve as ex officio member of committees in an advisory capacity but will not be entitled to vote on any committee action except to break a tie vote. The president will serve as the chairperson of the executive committee, schedule and facilitate meetings of the executive committee and school-wide PTPF meetings. Additionally, the president shall serve as the liaison to homeroom parents and oversee the functions of all sub committees.

Vice President – shall serve in the absence of the president and shall serve on the executive committee. The vice president will assume the position of president during the subsequent school year. The vice president shall be chairman of the fundraising committee and facilitate any sub committee meetings (i.e. yard sales, food fundraisers, etc.).

Secretary – shall record the minutes of all meetings of the organization and of the executive committee, maintain a file of all minutes and organization records (which must be kept in the school office), handle all correspondence for the organization and sit as a member of the executive committee. When needed, the secretary shall serve as the publicity chairman.

Treasurer – shall have custody of all funds of the organization, shall keep a full account of receipts and expenditures, shall make disbursements as authorized by the vote of the executive committee, and shall serve on the executive committee. The treasurer shall present a financial statement at every meeting of the organization and at other times when requested by the executive committee. The treasurer must sign all checks and obtain a second signature by the school's accountant/administrator. The treasurer will work alongside the executive committee to create a working budget at the beginning of each school year.

Principal Representative – shall serve in an advisory capacity only and is a non-voting member of the executive committee. The principal will give input and direction to the PTPF and be a liaison between the PTPF and school officials. As an appointed school official, the principal reserves the right to exercise authority over any decision that may jeopardize HCS either legally or financially.

Teacher Representative – shall be a member of the executive committee and will serve as the teachers' advocate and a liaison between the PTPF and the teachers.

Hospitality Coordinator – shall be a member of the executive committee and will be responsible for planning and overseeing special events (i.e. grandparents day, teacher/staff appreciation day, and monthly staff luncheons).

Various committees and offices will be selected throughout the school year such as playground chief, red ribbon week coordinator, Christmas parade coordinator, staff appreciation week, and teacher luncheon coordinator.

VIP – Volunteers in Partnership

HCS has relied on faithful volunteers to make a difference in the lives of all those who are involved in the ministry of HCS. From board members, administration, faculty, staff, students, and families, volunteers have positively affected thousands of lives over the years. In short, we are who we are because of the time and talent committed to HCS by so many volunteers.

Each year there are hundreds of opportunities to volunteer both on and off campus. The VIP (Volunteers in Partnership) program offers individuals and families the opportunity to serve in a constructive and positive way. The administrative staff of HCS oversees this school-wide service group and strives to place volunteers in roles according to their talents, resources and time available.

In the fall, we host a VIP kickoff meeting to inform and enable potential volunteers to find their special place within the family of volunteers. School-wide and section (elementary, middle school, and class/grade) volunteer forms are distributed to give everyone an opportunity to sign up to make a difference in one or more of the many areas of need. Volunteer forms for K-8th grades are specifically designed to meet each teacher's individual classroom needs.

HOMEROOM PARENT

Homeroom parents serve as the teacher's main contact and helper for the year. Homeroom parents then seek to find other parents to fill volunteer positions needed by the class. Some of the needs of the class may include individuals to plan parties, make phone calls, help with fundraisers, provide classroom assistance, coordinate drivers/chaperones for field trips, etc.

Expenses for parties/field trips are budgeted for in the activity fee account. Please contact your child's teacher for these amounts. After purchasing any needed items, please turn in your receipts to the office/teacher for reimbursement.

FIELD TRIP DRIVERS

All parent volunteers who assist on field trips by driving must be pre-approved, submit a volunteer driver's form with a current copy of their driver's license and insurance card to the HCS office. Forms may be picked up in the school office or print from our website. Administration will then approve drivers who meet all requirements for approved drivers list.

The school requires volunteer drivers to have a minimum amount of liability and uninsured/underinsured motorist coverage. (1) \$100,000 liability for bodily injury per person; (2) \$300,000 liability per incident for bodily injury for all vehicle occupants; and (3) \$50,000-\$100,000 liability for property damage.

TRANSPORTATION POLICY

- HCS staff and pre-approved Volunteer parent drivers will be used to transport students to and from school events.
- No 15 passenger vans will be used to transport students due to high roll over rates in these vehicles.

Screening Drivers

- All parent volunteers are required to fill out a Volunteer Driver's application and background check for screening purposes.
- Higher liability insurance will be required for all drivers due to the use of personal vehicles.
- All drivers will be pre-approved by the school administration.
- Drivers are given a set of guidelines to follow prior to school events. Teachers will cover these guidelines with volunteers to ensure safety of all school participants.

In Case of accident/emergency

- Volunteer drivers involved in an accident should immediately contact the staff member responsible by cell phone.
- The staff member on site will immediately notify the authorities and school administration.
- Staff administration will begin to notify parents of the accident/emergency, the current condition and location of their child.
- After the initial assessment by emergency personnel the onsite staff member will update the school's administration and updates will be given to parents. After this assessment, parents will be re-notified by school authorities as to the condition and location of their individual child.
- School and church administration will assess the seriousness of the accident and determine if communication with the media is necessary.

INVOLVEMENT GUIDELINES

Sign-in/Sign-out

In case of an emergency, it is necessary to know who is on campus at all times.

Sign-in at the office and put a volunteer/visitor tag on.

Sign-out prior to leaving the campus and return tag.

Purchasing

As we strive to be good stewards of the money God have given us and as we work within a budget, the following procedures need to be followed for reimbursement of supplies needed:

Before purchasing, contact the teacher or the business office to make sure funds are available. If approved, you will be reimbursed for your purchase of the approved amount.

We will not be able to reimburse for expenditures made over approved amount.

Reimbursement – upon turning in receipts to the business office you must complete an all purpose form and attach to your receipts for reimbursement.

Communication Guidelines

As communication is very important to everyone, volunteers need to follow the procedures below when communicating with parents and/or the community:

Flyers for Tuesdays Newsletter

To include a flyer in the Newsletter and/or distribute to the community:

Master calendar approval must be granted before advertising school activities and fundraisers.

The school name must be on all flyers.

All flyers to be distributed to school families and the community must be approved. Please direct to the principal.

Allow time for any needed corrections to document. Please note that corrected materials need to be resubmitted for final approval before they can be distributed. If requests are sent via email, corrections can be made quickly, thus speeding up the process.

Flyers to be included in newsletters must be completed and approved by noon on Friday to be included in the newsletter the following week. Information received after the deadline will be considered during the next approval period.

Letters/Notes/Flyers

All letters/notes/flyers to be distributed to school families and/or the community must be approved.

Please contact the office for this approval. Also, allow time for possible corrections, copying, cutting, sorting, assembling, etc.

Email Address

Please feel free to communicate with staff/faculty via email. An employee directory of email addresses (fristinitallastname@harmonychristianschool.org) is available in the staff contact section of the HCS website.

GIVING OPPORTUNITIES

Financial contributions beyond tuition make a meaningful difference for our students, faculty, and staff. HCS offers a variety of giving opportunities throughout the year to promote the development of our staff, school programs, and the enhancement of our facilities. HCS is a non-profit 501©3 organization and donations are tax-deductible as allowed by law. Details of giving opportunities are communicated to friends and families of HCS throughout the year.

CLASSROOM OBSERVATIONS

Observing the child in a classroom setting can provide the parent with helpful insight into the child's "world". This requirement is mandatory for parents in their child's first two years of attendance at HCS. After the two-year requirement is met, teachers or parents may request an observation on an as needed basis. Preschool parent observations are 30 minutes while kindergarten and above are 1 hour. Only the parents of the child are allowed to make classroom observations.

Below are some helpful things when scheduling observation time:

1. Observations must be scheduled with your child's teacher at least two days in advance.
2. Avoid visiting during testing times, the first and the last three weeks of school, the day before a holiday, special event days and/or the months of August, December or May.

3. Do not let your child know you're coming for the observation.
4. Check into the office before going to observe.
5. The parent observation form must be turned in to the office when the observation is complete.

We encourage you to set up a conference with the teacher to discuss your child's progress. Arrangements for a conference should be made with the teacher at least one day in advance.

Things to look for during classroom observation:

1. The child's response to the teacher
2. The child's response to other children in the classroom
3. The child's preference to group or individual activities
4. Areas of weaknesses in the child's academics
5. Areas in which the child may need help in developing Godly character qualities or social skills
6. The child's attentiveness and ability to stay on task
7. The child's ability to ask questions when they do not understand
8. The child's health: sleepiness, tiredness, etc.
9. The child's preparation for daily work
10. The child's ability to concentrate

Please take notes during the observation so any problems can be discussed with the teacher during a conference time. Together, the needs of your child will be addressed. If camera observations are unavailable it is very important that you remain quiet and not distract the classroom in any way. Observations are not scheduled in August, December or May of the school year.

PARENT PARTICIPATION REQUIREMENTS

Parent involvement is an essential part of the students' education at Harmony Christian School. Because of this, parents are required to sign up for the following:

- volunteer for at least one school event each year
- Parents are strongly encouraged to attend at least one PTPF meeting and one School Board meeting each year.

Parents will be given dates and volunteer opportunities at the annual orientation night in August before school starts. Parents will be asked to uphold these responsibilities or notify the principal if unable to fulfill these responsibilities, so that duties can be reassigned. This is on an honor system basis.

Y-Me - (Youth Ministries and Evangelism)

Mission Objective

Y-ME? – (Youth Ministries and Evangelism) is a ministry arm of HCS that fulfills the last portion of our mission statement, "to impact their world for Christ." The purpose of "Y-ME?" (Youth Ministries and Evangelism) is to equip, disciple and encourage HCS students to glorify Jesus Christ through intentional service, mentoring and evangelism opportunities. Y-ME? – (Youth Ministries and Evangelism) provides a vehicle for students to express their faith in Christ to their school, church and community.

Mission Points:

- **Equipping:** The equipping of students in the classroom with the Word of God, a biblical worldview and tools to minister to others. II Timothy 3:16-17
- **Discipleship:** The godly mentoring of students at all levels and the opportunities they are given to disciple others. Matthew 28:18-20
- **Evangelism:** Students putting hands and feet to the gospel by sharing their faith in Christ to the lost world. II Corinthians 5:20-21
- **Service:** Students glorifying God through service and help to others within the school, church and local community. Mark 10:43-45

Student Requirements:

PK-1st grade requirements (provided by HCS staff)

2 points per year

2nd-5th grade requirements

4 points per year

6th-8th grade requirements

6 points per year (1 pt must be obtained outside of school time)

Activities that may be provided by the school include the following:

- HCS campus clean up day
- Letters to troops overseas.
- Field trips to Adult day center or nursing homes.
- Adopt a family during a holiday event.
- Clean up day at an elderly persons home.
- Help at a local food pantry or Christian homeless shelter.
- Other creative ideas by staff and parents.

Age appropriateness will be a consideration when field trips or special projects are planned.

Progress of student points will be kept on the Y-ME participation card and maintained by the student and parents. Cards must be turned in at the end of the school year.

Relational Policies**Human Dignity/Harassment/Child Abuse/Sexual Harassment**

HCS intends to provide its employees and students with an environment that is free of offensive 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 we are all made in His image.

- All students and school employees are expected to conduct themselves with respect for of 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/she has been the subject of harassment should report it immediately to an appropriate superior. Students may report to a teacher or principal. Teachers should report to an administrator.
- Reports of harassment and subsequent investigations will be handled discreetly to avoid embarrassment of the person making the report or a person who may be unjustly accused.
- Any signs (physical or emotional) of child abuse must be reported to administration that will then report to Child Protective Services.
- Any person who is determined to violate this policy will be subject to corrective action and discipline, including the possibility of termination (for employees) or expulsion (for students).