



HENDERSONVILLE CHRISTIAN SCHOOL

708 Old Spartanburg Highway, Hendersonville, NC 28792

Telephone (828) 692-0556, Fax (828) 692-0557

Dear Parents and Students,

Welcome to HCS!

It is truly amazing to see God's hand in making this school into the ministry He wants it to be for the future. Many times, we as a faculty and staff have to move aside and simply watch as the Lord positions this school for growth in Henderson County. Everyone can see what He is doing in this place. As the Headmaster, not a day goes by when I don't see where He is working – first in each of our own lives, then our students' lives and ultimately the entire family. We are passionate about serving your entire family – not just the students. I, together with the faculty and staff, have been called to partner with you through the instructional program of Hendersonville Christian School.

The purpose of this handbook is to familiarize you with the policies and procedures of HCS. As the Headmaster of HCS, the authority and responsibility for the general operation of the school have been delegated to me. Therefore, all decisions by committees, parents, students, and faculty must be presented to me for my approval before they are implemented. Consultation is sought from the school board, teachers, parents and other interested persons where deemed necessary (Proverbs 11:14).

The desire of my heart is for each of you to come to a personal, saving knowledge of our Lord and Savior, Jesus Christ and then to grow in that knowledge. Even though a lot of academic instruction will take place during the year, spiritual teaching will be the most important focus of every teacher. We hope that the guidelines contained in this handbook will help to clarify procedures and contribute to the goal of building good character in each of us involved at HCS.

Please join us in prayer daily for Hendersonville Christian School. God has a bright future in store for all of us as we serve together. If I can ever answer any questions, please don't hesitate to give me a call.

May God bless you!

Greg Mosely
Headmaster

Serving the Hendersonville, North Carolina area since 1961
Member of the Association of Christian Schools International (ACSI)
www.hendersonvillechristianschool.org

School Office Hours

Monday – Friday
7:30 AM – 4:00 PM

Summer Office Hours

Monday – Friday
9 AM – 3 PM

School Communication Information

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School Mascot: Mustang

School Colors: Red, White and Royal Blue

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INTRODUCTION

Mission Statement

It is the mission of HCS to partner with parents in providing Christian Discipleship through superior academics, competitive athletics, and an excellent curriculum in a responsible, social environment.

Statement of Purpose

The purpose of Hendersonville Christian School is to support the home and the church in the Christian education of children. This education is Bible-centered since truth and knowledge cannot exist apart from God's Word. The school strives for spiritual growth, as well as intellectual, physical and social maturity in each child. Teachers will not only instruct but will model the Christian life. Parents will be involved in the process.

School History

Founded in 1961, Faith Christian School has been one of the pioneers in Christian education in western North Carolina. The school came into existence when several parents and pastors saw the need for children to have a distinctively Christian education.

Originally the school offered kindergarten through 3rd grade and met in local churches. In 1963, the school purchased the present location and began to offer classes through 7th grade. Classes were held in a remodeled house affectionately known as the "Gingerbread House."

In 1969, the Sinclair Building was built to house K through 12th grades. The building was named in honor of Mr. Wade Sinclair, one of the original founders. The gymnasium was added in the late 70's and enrollment exceeded 250. Additions have been made to the gym, which include three classrooms, a library, and music room. The Clayton Curry building was added to house the NILD program.

In 1973, Faith Christian graduated its first class, which was a single student, Rebecca Hill. Since that time 371 students have been awarded a FCS diploma.

After serving the Christian educational needs of this area for 43 years, during the summer of 2004, the school board, administration, faculty/staff and parent association saw the need to change the name of Faith Christian School to Hendersonville Christian School. This new name will strengthen community relations as we partner with parents for a bright future.

School Structure

Hendersonville Christian School is an independent interdenominational school not linked to any particular church. A board of nine members elected from the school association governs the school. The school family is diverse in convictions and preferences but united in the faith of Jesus Christ, the Son of God, and its commitment to serving Him.

Statement of Faith

1. We believe the Bible to be the inspired, the only infallible, authoritative inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons - Father, Son, and Holy Spirit. (Genesis 1:1, Matthew 28:19, John 10:30).
3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, Hebrews 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His resurrection (John 11:25, I Corinthians 15:4), His ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature; and that we are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved. (John 3:16-19, John 5:24, Romans 3:23, Romans 5:8-9, Ephesians 2:8-10, Titus 3:5).
5. We believe in the resurrection of both the saved and the lost - the saved to the resurrection of life, and the lost to the resurrection of condemnation. (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ. (Romans 8:9, I Corinthians 12:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by Whose indwelling the Christian is enabled to live a godly life. (Romans 8:13-14, I Corinthians 3:16, I Corinthians 6:19-20, Ephesians 4:30, Ephesians 5:18).

Educational Philosophy

The Objectives of Hendersonville Christian School are as follows:

1. To see the students have a personal relationship with Jesus Christ as Lord and Savior.
2. To instill in the students a love for the Lord Jesus Christ and His Word.
3. To prepare students to serve God effectively.
4. To challenge students to think clearly, logically, and independently.
5. To offer an instructional program that meets the needs of each student.
6. To develop within each student an understanding of the world in which he lives and an ability to appreciate and contribute to the community in which he lives.
7. To help students master the tools of learning and communication.
8. To help each student develop a sense of personal responsibility as an involved educated citizen.
9. To develop in students a moral, ethical, and spiritual discernment which will aid them in decision-making and the edifying of others.
10. To provide students with opportunities to develop an understanding of and an appreciation for the arts.
11. To offer opportunities for students to participate in wholesome forms of recreation and social development.

ADMISSIONS

Admissions Process

The admission process is intended to proceed through the following steps:

Step 1: Initial contact is made with the school (by phone, in person, by letter, etc.).

- If the contact is made in person, an application packet is given to the prospective student/parent.
- If contact is made via mail, phone, or e-mail, an application is sent to their address with a packet introducing the school and giving school statistics, tuition prices, and a school calendar.
- The recommendation is made for the prospective student to contact the office to set up an interview with the headmaster and schedule a time for entrance testing.
- During the school year, the prospective student is encouraged to visit the school for two hours, if such a visit is possible.

Step 2: When the application form is completed and returned, a file is started for the student containing the following items:

- Completed/signed application,
- Application fee,
- Three student reference letters mailed directly to the school (for grade 9-12 students),
- Completed and signed health forms,
- Copies of previous school records, and
- One passport-size color photo.

A submitted application does not mean approval. If an interview has not already been scheduled, one will be set up at this point.

Step 3: Initial interview with the headmaster.

- References, space availability and ESL/LD requirements will be considered during this interview.
- If possible, prospective students in grades 9 – 12 will meet with the guidance counselor after their initial interview with the headmaster.
- An admissions committee may be involved at this point as well, if needed.

Step 4: If the student has successfully completed each step of the application process, grade level testing is conducted and results shared with the parents. Students entering HCS in 1st grade will also be given a readiness test that includes a developmental component. Payment for testing is to be made the day of testing.

Step 5: A decision regarding admission to HCS is made.

- If all qualifications have been met, the student is admitted to HCS. Students entering grades 6-12 will be issued a locker.
- Enrollment fees, Activity Fees and Uniform Fees are payable at this point.
- If a student does not meet the admission requirements, a letter and a refund of any paid tuition (Application Fees and Entrance Testing Fees are nonrefundable) will be mailed within two weeks. A file for future reference is kept for 5 years.
- All new students are on probation for the 1st semester.

Step 6: Financial arrangements must be made with the office within two days of admission.

International Students at HCS

Admission of International Exchange Students

International exchange students will be considered for acceptance to HCS after meeting the following admission requirements:

- All foreign school transcripts and immunization records must be translated into English and submitted with the complete application packet.
- The student must show proficiency in spoken and written English through an interview over the phone and by email.
- A sponsoring family must be secured one month prior to arrival in North Carolina and be willing to sign the school's Statement of Faith. An interview must be scheduled with the school administration to cover Christian philosophy, expectations, schedule, costs, etc.
- Copies of passport/visa, health insurance, parental and sponsoring family contact information must be on file in the school office.
- Application and Enrollment Fees and the 1st month's tuition must be paid with the application. The Application and Enrollment Fees are non-refundable. If the student is not accepted, the 1st month's tuition will be refunded.

Transferring of International Students (after beginning their tenure at HCS)

International students who have been issued a visa to attend Hendersonville Christian School will:

- Be granted permission to attend HCS for one school year only.
- Should the student (or school administration) wish to transfer enrollment from HCS to another school, clear documentation must be presented to HCS and the Department of Homeland Security (SEVIS Program office). This documentation must show evidence of the new school having I-17 status.

Extension of VISAS

International exchange students wishing to extend their visa for more than one year must:

- Be in good standing academically, behaviorally and making sufficient progress in learning English.
- Have had a successful year of being sponsored by a local family.
- Submit a request letter to the HCS headmaster by April 1st – for his/her approval by May 1st.
- Have a letter from a sponsoring family stating that he/she can reside in their home for the coming year.
- Inform the sponsoring family to schedule an interview with the headmaster to cover philosophy, expectations, schedule, support of school, etc.
- All school fees must be current for the current year and non-refundable Application and Enrollment Fees must be paid for the upcoming year.
- A request by the headmaster will be submitted by May 30th to the Department of Homeland Security (SEVIS).

If the above conditions are not met, HCS is under no obligation to apply for an extension.

ACADEMIC PROGRAM

Lower School Grades (K-5th)

HCS is subdivided into two separate sections, corresponding to the normal stages of growth and development in children and young people – lower and upper school. The lower school program (K – 5th grade, ages 5 – 11) focuses on developing basic skills in Reading and Language (English), Mathematics, Science, Social Studies, Physical Education, Bible, and Fine Arts.

The HCS curriculum is committed to being:

- Biblically based, where faith is integrated with learning;
- Student-centered, where effort is made to meet the individual needs of students; and
- Missions focused, where contributions of various cultures are valued and studied.

Kindergarten

The student begins many of the basic learning skills necessary for the first grade. Reading is taught by means of phonics. Basic numbers are learned but students also learn basic concepts of numbers and measurement. The Fine Arts department offers a program similar to the popular Kindermusik program and students work on art projects during their course of study. Bible is also a very important part of the kindergartener's day.

Grades 1 – 5

Students have daily instruction in the Bible. First graders continue their study of phonics while second graders move on to language. All lower school students receive instruction in English, Math, Reading, Spelling, Social Studies and Science. Chorus is offered at every grade level and Band is available to students in grades 4 – 5. All students attend Physical Education class three times per week.

Promotion and Retention

A student may be retained in grades K – 5th if the student fails two or more core subjects (English, Reading, Math, Language, Bible, Science, or Social Studies). The administration (with the recommendation of the faculty) has the discretion to promote or retain a student.

Lower School Grading Scale

K – 2nd

E	93 – 100	E	Excellent
G	86 – 92	G	Good
S	78 – 85	S	Satisfactory (working at Grade Level)
N	70 – 77	N	Needs Improvement
U	0 – 69	U	Unsatisfactory

3rd – 5th

A+	99 – 100	C	79 – 84
A	94 – 98	C-	78
A-	93	D+	77
B+	92	D	71 – 76
B	87 – 91	D-	70
B-	86	F	0 – 69
C+	85		

Discovery Center/P.A.S.S. Program (Partnering for Academic Support and Success)

HCS is privileged to have a National Institute for Learning Differences (NILD) center on campus. In spite of average to superior intelligence, students with learning differences find that a few areas of difficulty can have a devastating effect on their ability to learn, making the educational process a frustration rather than an adventure.

NILD educational therapy utilizes a variety of academic and perceptual techniques to address the student's areas of weakness and to develop efficient, accurate thinking. The therapy focuses on developing the underlying skills necessary for learning with the goal of equipping students to succeed in the classroom and in life as independent learners.

Students are admitted into the P.A.S.S. Program based upon the results of testing and classroom observations. Students can be referred for testing by their teachers or parents. Students in the P.A.S.S. Program work individually with a therapist for the number of sessions per week designated by the therapist, which are scheduled during the school day. An additional fee is required for students participating in this program.

Course Completion

Because of North Carolina's strict attendance laws, a student may not miss more than 10 days of any given school year (for any reason). For extended sicknesses, a homebound tutor must be provided (paid for by the parent) for the entire time of the absence. If a student misses more than 10 school days and arrangements have not been made to have a tutor, the student will be dropped from the course/grade and no grade or credit will be given.

ACADEMIC EXPECTATIONS AND EVALUATION

Homework

Students will be assigned homework for most courses at HCS. However, teachers will be sensitive to assigning homework on Wednesday evenings due to mid-week church services. Completely avoiding homework assignments 1/5th of the week may not be practical and should not be expected. Students are required to keep up with their assignments, which will involve preparedness, faithfulness, and good stewardship of one's time and resources. Teachers will give sufficient notification for special assignments as early as possible.

Assessment Criteria

Performance in each course may be measured by attendance, attentiveness, behavior, discussion, participation, individual homework, written papers, quizzes, test results, etc.

Progress Reports

Progress reports will be distributed midway through each quarter to keep parents informed of their child's progress. Progress reports are sent home to parents. Parents may contact teachers at any time during the school year to ask about the progress of their children.

Report Cards

The academic year at HCS is divided into four quarters, which generally are nine weeks in length (the first semester is shorter than the second semester to accommodate Upper School semester exams before the Christmas holidays). At the end of each quarter, a student's academic achievement is reported to parents on report cards that are sent home.

Academic Probation

HCS maintains an academic probation policy to help students focus on their academic responsibilities, particularly those students who are having difficulty in their course work. All new students are on probation for the first semester. This way either the school or parent can withdraw if there are problems either academically or behaviorally. The administration reserves the right to ask a student to withdraw from school if he or she remains on academic probation for two consecutive nine week periods.

Students on academic probation are not eligible for athletics or extra-curricular activities at the school.

Academic Probation will affect any student receiving tuition assistance. If your child does not bring his/her failing grade to a passing level by the end of the next nine week period, he/she will lose tuition assistance for the remainder of the current school year. If improvement is not made by the end of the school year, your child will not be allowed to return for the next school year.

Honor Roll

In an effort to encourage students to do their best academically, a lower school honor roll will be determined and announced at the end of each quarter.

At the lower school level, the honor roll will be determined as follows:

- Students who receive all E's or A's will be placed on the A Honor Roll.
- Students who receive E's, S+'s, A's and B's will be placed on the A-B Honor Roll.

Standardized Testing

The Stanford Achievement Test 10 Series is administered annually (under cooperative agreement with ACSI) in order to help measure achievement and to provide help in assessing student academic progress, potential, and/or problems. This test series generally involves students in grades K – 11. The test results are shared with parents when the results are received.

ATTENDANCE POLICIES

“LET ALL THINGS BE DONE DECENTLY AND IN ORDER.” I CORINTHIANS 14:40

Regular attendance and promptness are expected of all students. In particular, students are to demonstrate responsibility and dependability through their attendance. Both tardiness and attendance are recorded and compiled records of attendance are kept on file for reference.

Students arriving before 7:50 a.m. should go directly to the gymnasium and they will be dismissed at 7:50 a.m. when the bell rings. No student is allowed on campus prior to 7:30 a.m. Students arriving between 7:30 and 7:50 a.m. will be supervised in the gymnasium by a teacher on duty.

Lower School students not picked up between 2:45pm - 3:00pm will be under the care of a Late Stay supervisor. Parents will incur a nominal charge for the afternoon service beginning at 3:15pm.

Tardy Policy

Tardy to School

If a student arrives to school after 8:00 a.m., he or she will be considered tardy to school. Such students must report to the school office to pick up a tardy slip. This slip is to be presented to the

classroom teacher for admission to the classroom. If a student accumulates 4 unexcused tardies in a 9 week grading period a letter will be sent home reminding parents of their responsibility to get their child to school on time and a \$20 fee will be charged to their account. Five dollars (\$5) will be charged for each additional tardy. Tardies will not be carried over from one grading period to another.

Excused Tardies

Some tardies are beyond an individual's control and will be excused with no penalty (e.g., extreme weather conditions, accidents, transportation breakdowns, etc.). However, these types of tardies will not be excused if the office staff sees a pattern developing.

Being tardy to school will also be excused under the following conditions:

- A student is late to school because of a doctor, dentist, or other such appointment as long as the student brings a note from a parent or the doctor/dentist.
- A student is late to school because of participation in a school-approved activity as long as appropriate steps were taken (as defined later in the section covering extra-curricular activities).

Unexcused Tardies

Some tardies are avoidable (e.g., missing your ride by 'cutting it too closely', not getting up on time, or not leaving home early enough). We strongly encourage students and parents to come to school on time. Excessive tardies harm the student's learning process.

Tardy to Class

Each lower school teacher has his or her own classroom management system, which clearly outlines expectations for the students and the consequences for not following the class rules. The individual teachers as part of their classroom management system will deal with tardiness to class.

Early Dismissal Policy

If a student needs to leave school during the school day (e.g., for a doctor's appointment), the student must bring a note from his or her parents explaining the reason for early dismissal. This note is to be given to the student's teacher. Parents must come to the school office to sign their child out. The office staff will then notify the classroom teacher to release the student to the office. During emergency situations, parents are expected to come to the school office to sign their child out.

Absence Policy

Lower school students must be present for at least 3.5 hours (8am – 11:30am) in a school day to be considered present for that day.

Consistent class attendance is necessary if a student is to be successful in HCS's strong academic program. Therefore, a student will be allowed to be absent **no more than 10 days** from any class during the school year. This total will include all parent-requested absences, unexpected absences, and unexcused absences, which are described later.

- After accumulating 5 absences, a letter will be generated from the school office reminding the parent that the student can miss no more than 10 days.
- If a student exceeds the allowed limit, the student and his or her parents will be asked to meet with the school administration to explain their circumstances. Correspondence from teachers, doctors, and/or parents may be presented at this time. The administration will determine at this point whether the student will receive credit in the class(es). Make up days will be assigned by the administration at the end of each 9-week grading period.

Make-up Work

Because assignments are an important part of the learning process, students will be expected to make up all work missed during an absence. One class day of make-up time is given for every day a student is absent. For example, if a student is absent on Tuesday and returns to school on Wednesday, he or she has until Thursday to turn in all make-up work. If a student does *not* make up work missed during an absence, the teacher will assign a zero for each assignment that is not made up.

Students are required to make up all assignments missed during an absence, and credit will be given for work that is made up. Each unexcused absence will result in a zero per assignment per class. The primary responsibility for finding out what assignments were missed because of an absence lies with the student and parent, not with the teacher.

School-Related Absences

On occasion, students may be absent from a class as a result of participation in school-related activities. Examples of such activities include, but are not limited to, the following:

- Field trips
- Competitions
- School-sponsored trips.

Such absences will be considered excused if the student completes an Activity Participation Form, which requires the student to:

- Obtain a parent's signature;
- Make arrangements with the teacher ahead of time regarding any assignments that might be missed; and
- Turn in assignments at the time they are due for other students.

Parent-Requested Absences

Students are allowed a limited number of absences, as requested by their parents, for activities such as family travel, mission trips, doctor or dentist appointments, or legal needs. Such absences will be considered excused under the following conditions:

- Parents request permission in writing for the absence at least two (2) days in advance; and
- Students get assignments from their teacher in advance and turn the assignments in at the time they are due or upon arrival back in class.

Such absences are very strongly discouraged during the last two (2) weeks of any semester.

Unexpected Absences

Some absences cannot be predicted or planned ahead of time. These absences include illness, a death in the family, or unexpected appointments. To be excused, the following conditions need to be met:

- A note from a parent with an explanation of the absence is necessary upon return to school.
- If the student has been ill more than five (5) days, a doctor's note is required.

Unexcused Absences

Some reasons for being absent from a class are not acceptable. Examples of such unexcused absences would be oversleeping, tiredness, staying home to complete homework, leaving school to have hair done, or skipping class. These absences will result in a zero for any assignment due that day in class, including quiz, test, homework or paper due.

ANY ABSENCE WILL BE CONSIDERED UNEXCUSED UNLESS AND UNTIL ALL CONDITIONS DESCRIBED PREVIOUSLY HAVE BEEN SATISFIED.

For example...

- An absence will be considered unexcused if the student does not make arrangements with the teacher prior to a school-related or a parent-requested absence; and
- An absence due to illness will be considered unexcused until a note from the parents has been sent. The student must bring a note the following day when he or she returns to school. The student will bring the note to his/her teacher. If a note has not been received by this time, the absence will be recorded as unexcused and the student is subject to the corresponding consequences (e.g., no credit on daily assignments).

Withdrawal from School

Students who wish to withdraw from HCS and who do not intend to return to HCS must fill out a Withdrawal from School Form and meet all conditions on the form before he or she will be considered officially withdrawn. HCS withholds all report cards, transcripts, and/or other records until all financial accounts have been settled (i.e. tuition, lunch charges, etc.).

School Cancellations

When school must be closed due to inclement weather such as snow, ice, or other severe weather, this closing will be announced over the radio and television stations as follows:

WHKP – Hendersonville, 1450 AM
WMIT – Black Mountain, 106.9 FM
WLOS – Asheville, TV channel 13
WYFF – Greenville, TV channel 4
WSPA - Spartanburg, TV channel 7

STUDENT BEHAVIOR

Lifestyle Agreement/Code of Conduct

As a Christian school, Hendersonville Christian School (HCS) is concerned that the lifestyle of its students is a lifestyle that is above reproach.

It was for freedom that Christ set us free; therefore keep standing firm and do not be subject again to a yoke of slavery....For you were called to freedom, brethren, only do not turn your freedom into an opportunity for the flesh, but through love serve one another. ...But I say walk by the Spirit and you will not carry out the desire of the flesh. ...But if you are led by the Spirit you are not under the Law. Now the deeds of the flesh are evident which are immorality, impurity, sensuality, sorcery, enmities, strife, jealousy, outbursts of anger, disputes, dissensions, envying, drunkenness, carousing and things like these.... But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, self-control, against such things there is no law.

Galatians 5:1, 13, 16, 18-23, NAS

Knowing that students at HCS are at varying stages of spiritual growth and that outward conformity does not signify internal change of heart, the school board, administration, and faculty of HCS covenant with parents and students to provide an environment where godly values are taught and modeled in the hopes that each student will more fully embrace these values. To that end, positive values (vs. 22-23) will be emphasized, acknowledged, and rewarded, and negative values (vs. 19-21) will be appropriately corrected (Gal. 6:1).

Further, the school board, administration, and faculty of HCS acknowledge the primary authority for the student is given by God to every parent, and seek to partner with parents. Because HCS is a community of many people of varying ages and values, the school board has established general guidelines of moral behavior that the administration of HCS, in cooperation with parents, must always encourage and expect of a student enrolled at HCS whether the student is on or off campus.

Therefore, we ask all students to be aware of and agree to the following statement:

I understand that as a student of HCS I will behave and conduct myself in a way that promotes my physical well being and my personal character development. I understand that as a member of the HCS community, I contribute to those around me by the way I behave and the attitudes I display. Therefore, while enrolled at HCS, I will refrain at all times from the following activities and from their promotion whether I am on or off the school campus:

- a. the possession and/or use of alcohol*
- b. the possession and/or use of tobacco or any drug not prescribed by a doctor*
- c. the use of profane language or obscene gestures*
- d. gambling*
- e. sexual immorality*

Acceptable Internet Use Policy

HCS believes that the Internet has much to offer students with its wide variety of resources.

Learning to use available information technologies is a valuable life skill. It is our goal to educate students about efficient, ethical, and appropriate use of those resources. While these resources are recognizable assets, there are concerns that these powerful resources may be used irresponsibly.

This document is considered a contractual agreement between students, parents and staff to provide guidelines for appropriate use of school and the Henderson County Library Internet resources.

In order to assist students in learning to use the Internet correctly, the school will do everything it can to insure that students access the resources appropriately. This includes providing:

1. A reliable connection that is protected by the best filtering software we can find.
2. Supervision of students while they are using the Internet. The Internet connection may be disabled whenever there will be not be adequate supervision.
3. Training for students that clearly spells out what is appropriate and what is not. Students will be given general instruction about what is available on the Internet and how they can find what they are looking for through searches, how to save, and how to print. They will also receive instruction in “Netiquette” and proper citing and evaluation of sources.

Occasionally, whole classes with their teachers will use the Internet as one of many tools in the research process. Students will be under the direct supervision of a teacher as much as possible. This policy is an extension of the HCS Lifestyle Agreement. It is to be understood that Internet access for students is a privilege, not a right. All users of the Internet will agree to adhere to the following Code of Ethics:

I will strive to act in all situations with honesty, integrity, and respect for the rights of others and to help others to behave in a similar fashion. I will make a conscious effort to be a good testimony to my fellow students, faculty members, and others I communicate with on the Internet whether I am on or off the school campus. I agree to follow HCS's basic rules. I will strive to apply Philippians 4:8 to my electronic communication. “Finally brothers, whatever is true, whatever is noble, whatever is right, whatever is pure, whatever is lovely, whatever is admirable – if anything is excellent or praiseworthy – think about such things.”

The Internet user is held responsible for his/her actions whenever using the Internet. Unacceptable uses of the network will result in the suspension or revoking of these privileges. Some examples of unacceptable use are:

1. Using the network for any illegal activity;
2. Using the network for financial gain or initiating any financial transactions;
3. Degrading or disrupting the equipment or system performance. Any security problems must be reported to the supervising teacher and not shared with other users.
4. Vandalizing the data of another user;
5. Accessing or participating in "chat" room dialogues;
6. Wastefully using finite resources, after being warned and instructed as to proper use;
7. Gaining unauthorized access to resources, including attempting to get around the censor ware installed on a computer with Internet access;
8. Invading the privacy of individuals including reading mail that belongs to others without their permission;
9. Using an account owned by another user – with or without that user's permission;
10. Posting personal communications without the author's consent or posting information containing information not meant to be made public;
11. Posting rude or inappropriate messages;
12. Downloading viruses or attempting to circumvent virus protection programs; and
13. Violating the spirit of the philosophy of Hendersonville Christian School.

By signing the consent and waiver form attached, the student agrees to abide by these restrictions. **This form must be signed and returned to HCS before a student is given access to the Internet.**

The student and his or her parents must understand the student uses the Internet at his or her own risk. Considering the provisions mentioned above, HCS cannot assume responsibility for:

1. The reliability of the content of a source received by a user. Students must evaluate and cite sources appropriately.
2. Costs that the students incur if they request a product or service for a fee;
3. Any consequences of disruption in service that may result in lack of resources. Though every effort will be made to insure a reliable connection, there may be times when the Internet service is down or scheduled for use by teachers, classes, or other students.
4. Access by the student of inappropriate materials on the Internet; and
5. Unauthorized use of the school's Internet access facility or the failure of the student to comply with the policy.

General Guidelines for Student Behavior

Certain guidelines and rules have been established at HCS for the purpose of ...

- Creating an environment conducive to learning;
- Protecting the safety of students, staff members, and visitors; and
- Providing students with an opportunity to learn and to practice good manners.

At school and all school functions, students are expected to ...

- Be courteous and respectful to adults and other students at all times;
- Obey faculty and staff members at all times, recognizing that they are under school authority when school is in session or when they are involved in any school function;
- Address faculty and staff members as Mr., Mrs., Miss, etc.; and
- Stay in dress code while on campus.

In the school building, students are expected to ...

- Have faculty or staff supervision if they are in the building before or after school;
- Stay out of the Faculty/Staff Workroom, storage areas, offices, and teachers' desks unless invited;
- Refrain from running and pushing, especially in the hallways and on stairs;
- Refrain from throwing, bouncing, or kicking balls or other such objects; and
- Refrain from yelling and talking loudly in the hallways, stairways, and locker areas, particularly when classes are in session.

In classrooms, students are expected to ...

- Come to class prepared with textbook, notebook, paper, pens and pencils, and assignment book;
- Be in the room before the bell rings;
- Work on tasks as directed by the teacher; and
- Observe any other rules individual teachers may establish in their classrooms to insure a sound educational environment exists.

On the playground, students are expected to ...

- Be under adult supervision at all times! No student may play outside before, during, or after school without an adult present.
- Be conscious of the classroom windows that may be open and keep noise to a minimum outside these classrooms;
- Make an effort to keep balls on the playground and to keep them from hitting the building and/or parked cars;
- Return all balls and all sports equipment to their storage area/container at the end of the recess/lunch period;
- Stay off of playground equipment designed for lower school students; and
- Refrain from climbing in the trees.

At all times, students are expected to demonstrate proper manners by ...

- Answering when someone speaks to them;
- Not interrupting when someone else is speaking;
- Not laughing at someone when he or she makes a mistake;
- Walking single file in the stairway, making room for people going in the opposite direction; and
- Cleaning up after themselves in the classroom and lunchroom.

Other Guidelines for Student Behavior

Closed Campus

HCS operates on a closed-campus basis.

- All students must remain at school, on its grounds, or with their school group at all times, unless specifically authorized in writing by a teacher or administrator to leave. The campus of HCS includes our property, the YMCA and the Henderson County Library and out-of-town field trip sites.
- Students are accountable for their behavior on the way to and from school and school activities and should maintain Christ-like standards of behavior.
- Students may not ride with other student drivers unless written parental permission is obtained from both sets of parents and in the driver's file in the office.
- Gum is not allowed on campus except during sports practice and games.
- Students may eat and drink in designated areas and at designated times only.

- There is to be no eating during class time. Teachers may allow students to drink water during class time if they so desire.
- Teachers may make exceptions to the above guidelines for special occasions.

Public Display of Affection

HCS students are encouraged to form relationships based on friendship rather than romance. As a result, HCS discourages hugging, kissing, prolonged back rubs, and other public displays of affection.

DRESS CODE

The standards of dress for students at HCS have been established to reflect biblical standards of modesty, and sensitivity to others. In this regard, the aim is for students to present themselves in a way that demonstrates self-respect as one created in God's image, that shows respect for the dignity and needs of others, and that brings honor to God.

Students are expected to ...

- Have standards of dress that reflect Christian modesty and good grooming;
- Adhere to the dress code policy;
- Wear clothing and hairstyles that do not distract from the learning environment;
- Dress in a manner appropriate to the place and/or event, particularly when specific expectations regarding dress are announced;
- Wear clothing that would be considered 'classic fit' (not slim cut or baggie fitting);
- Wear clothing that is not dragging the floor, ragged or frayed;
- Wear a belt for clothes designed for one;
- Tuck in shirts at all times;
- Wear only white undershirts under polos;
- No flip-flops or high heel shoes are to be worn;
- Open toe shoes or sandals are not permitted. Crocs may be worn if the shoe is a snug fit and the back strap is in place. Athletic or oxford style shoes are recommended.
- Sweatshirts with the school logo will be the only outer covering that will be allowed to be worn all day.
- Have hair that is clean and well groomed.

Girls may wear the following:

- Slacks or capris of cotton twill in navy or khaki;
- School polo shirts and oxford shirts;
- Only HCS or school sweatshirts may be worn.

Girls are asked not to wear the following:

- Clothing that reveals underclothing or that is otherwise revealing;
- Tight fitting tops;
- Tank tops for any event;
- Hats/caps in the building;
- "Heelys" – shoes with wheels in the heels;
- Boots.

Boys may wear the following:

- Slacks or shorts of cotton twill in navy or khaki;
- School polo shirts and oxford shirts;
- Only HCS or school sweatshirts may be worn.

Boys are asked not to wear:

- Hats/caps in the building;
- Earrings;
- "Heelys" – shoes with wheels in the heels;
- Tank tops for any event;
- Boots.

Extracurricular Events

Students attending sports events should abide by the school dress code. Girls and boys who are participating in sports or practices should wear modest gym shorts. Girls should wear t-shirts with sleeves.

Parents are asked to take responsibility for seeing that their children are appropriately dressed.

A student who fails to comply with the dress code will be asked to change his or her clothes and may be sent home if necessary to obtain other clothing.

USE OF SCHOOL PROPERTY

Guidelines Regarding the Use of School Property

Students are asked to take care of the resources available at HCS by ...

- Exercising care, neatness, and cleanliness in the use of HCS facilities and equipment;
- Reporting damages or needed repairs to a staff member. Fines may be charged to the person responsible for the damage;
- Respecting the property of others by staying out of other's desks, lockers, and personal belongings; and
- Entering storage, mechanical, janitorial rooms, faculty/staff workrooms or the school office only with the permission of a staff member.

Athletic Equipment

Items are to be used only for their intended purposes. All damages or breakage must be reported to the athletic office immediately and charges will be assessed to the person responsible.

Copier

The photocopier in the teacher workroom is not to be used by students. Personal copies (10 cents each) must be paid for when the copies are made. Teachers or staff will make all copies. Students are not allowed to use copy machines.

Lockers

Lockers are school property provided for use by the upper school students. They may be checked periodically, without prior warning, by the school administration.

The following guidelines should be observed:

- Lockers should be kept clean and orderly; the locker area should be kept clean;
- Lockers for grades 9 – 12 may be kept locked;

- Lockers for grades 6 – 8 **must** be kept locked as they are located outside the building;
- All personal property should be kept in the lockers or taken home after school. “Stray” items will be collected periodically;
- Items that are small enough should be kept inside the locker; large items such as gym bags and musical instruments should be kept in designated areas only (e.g., gym bags should be kept in the locker room); and
- No items should be kept on top of the lockers.

Musical Instruments

Students are not to play the keyboard, piano, drums or any other instruments in the Music Room without the expressed permission of and supervision of a HCS faculty member.

School Furniture

Desks should be kept clean and orderly. School furniture is not to be marked on or defaced in any way.

Telephone

The phones in the school office may only be used for personal calls if permission has been given.

Textbooks

The school rents textbooks to students as part of their fees. Students are responsible for keeping their books in good condition and for removing any marks before returning them. Books must be covered within two weeks of the beginning of school and, when taken home, should be carried in school bags. Students may be charged for replacement or damage costs in cases of loss, theft, or excessive wear.

TV/VCR/DVD/Laptop/Projectors

These pieces of equipment are only to be operated by a staff member or under the direct supervision of a staff member. Students are asked not to move this equipment by themselves. An adult must be present to supervise.

USE OF PERSONAL PROPERTY

Hendersonville Christian School assumes no responsibility for lost, stolen, or damaged personal items brought to school by students.

Audio Devices

iPods, CD players, and other audio devices are **not** to be used in school between the hours of 7:30am and 3:00pm.

Video Devices

Cameras, camera cell phones, video cameras and any other video devices are **not** to be brought to school unless a faculty member has approved and is monitoring the use of such devices.

Electronic Devices

Gameboys, Nintendo's, etc. are **not** to be brought to school.

Cash

Students are asked **not** to bring large amounts of cash to school. Money and valuables should be kept with the student at all times. The school cannot be held responsible for money and valuable items brought to school.

Cell Phones

Cell phones are **not** to be brought into the school building. If a student uses a cell phone anytime throughout the day between the hours of 7:30am - 3:00pm, it will be taken from them and returned based upon the discretion of the administration.

Weapons

Devices known as weapons, in any culture, are not permitted at HCS. State and federal laws will govern any violation.

DISCIPLINE

Philosophy

HCS desires that its philosophy of discipline be based on biblical principles. In particular, the following understandings guide the process of classroom management and discipline at HCS:

- In its essence, discipline is closely related to training to be a disciple. Specifically, discipline is a process of loving, strengthening, protecting, training, and correcting a person with the goal of developing an individual who practices a self-disciplined lifestyle of obedience to God and sensitivity to the needs of others.
- Discipline is based upon a relationship of love and concern. In the same way God disciplines those He loves (Hebrews 12:6), parents are to discipline their children and teachers are to discipline their students.
- Though each person is born with the tendency toward sin, each individual is of value to God and each individual has the potential of being transformed by the Holy Spirit.

HCS recognizes that God has given parents the primary responsibility for a child's growth and development. Nevertheless, parents have entrusted school faculty/staff members with the responsibility to assist in the process of shaping a young person into someone able to love and respect both God and neighbor.

Together with the parents, the faculty/staff of HCS is committed to the process of developing positive character qualities in the students, including:

- Fruit of the Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control;
- Submission to authority;
- Respect for God, neighbor, and self;
- Perseverance, diligence, and endurance; and
- Enthusiasm, discretion, creativity, generosity, and humility.

Likewise, together with parents, the faculty/staff of HCS seeks to correct negative habits and attitudes, including:

- Dishonesty in its various forms;
- Disrespect to authority; and
- Disobedience.

To accomplish this task it is important that communication between parents, faculty/staff, and students be given high priority. Ultimately the success in developing a self-disciplined child depends upon parents and faculty/staff who work together and who carefully model and teach submission to authority.

Disciplinary Process

Each classroom teacher will establish his or her own classroom management system based upon the philosophy stated earlier. Specific classroom expectations and the consequences for violating these expectations will be explained at the beginning of the school year. Teachers will integrate the "Disciplinary Actions" as outlined below into their classroom management system. Reminders will be given periodically as needed to encourage appropriate behavior.

If the behavior expectations outlined earlier in this handbook or a teacher's classroom expectations are not followed and obeyed, a teacher is expected to follow through and apply the consequences. These consequences may include, but are not limited to, a warning, loss of student privileges, and extra work. Teachers will also contact parents. When correction is necessary, students will be confronted with the expectation or value they have violated and encouraged to recognize and repent of their error. In addition, students will be counseled to seek forgiveness and reconciliation where necessary.

The teacher will confer with the parents on discipline matters in the case of a flagrant violation or a pattern of continued misbehavior. The teacher and parents are encouraged to work together in resolving the problem.

Ideally, all infractions will be dealt with when the offense occurs and with only the people directly involved. When it is necessary to go beyond individual faculty/staff/student interaction, the matter will be referred first to the coordinator of that level, then the principal, and finally the headmaster.

Possible Disciplinary Actions

HCS recognizes that in maintaining an environment where effective learning can take place for all students, there will be instances where corrective discipline will be required to encourage an appropriate change in behavior or attitude. The teacher, coordinators and principal are empowered to apply a variety of discipline measures to bring about the desired change.

Disciplinary Probation

The principal may place a student on disciplinary probation when other disciplinary steps indicate this status is necessary. Probationary status may precede a more severe form of correction such as suspension or expulsion.

Disciplinary probation is a period of time during which the student is expected to show improvement in behavior. To help the student successfully complete the probationary period, the following procedures are to be observed:

- The student is to report to the principal every two weeks to review his or her conduct and status. In the principal's absence, the student is to report to the coordinator of either upper or lower school.
- The student shall bring to the principal a conduct progress report from each of his or her teachers. The student is to pick up the conduct progress report forms in the office. The teacher is to complete the form and return it to the student. This report will go home to the parent for a signature.

Other requirements may be added should it appear that additional guidance is necessary.

Before the student may be removed from disciplinary probation, the disciplinary team will review the student's case.

Suspension

If a student's behavior continues to be unacceptable or if a major violation of school rules occurs the student may be suspended (removed from school) for a specified period of time.

The headmaster or principal have the authority to suspend a student for up to three (3) days without consultation with the disciplinary team. Longer suspensions will be initiated only after consultation with the disciplinary team.

Students will be expected to make up and receive credit for any schoolwork missed during a period of suspension. A student returning to school after serving a suspension will be placed on disciplinary probation for a period of time determined by the headmaster and principal. Successful completion of the probationary period will result in readmission to the school as a "regular" student. Failure to successfully complete the probationary period may result in additional disciplinary action, including possible expulsion from the school and termination of enrollment at HCS.

Expulsion

Expulsion is permanent removal from the HCS student body and is the prerogative of the headmaster and principal. Normally this step will follow a period of suspension, allowing time for the headmaster and principal to counsel with the disciplinary team and faculty concerning the matter.

All financial obligations to the school must be current. If overpayment has been made, a pro-rated refund may be given. Complete references will be supplied to other schools requesting them after an expulsion.

Additional Measures

The administration reserves the right to give appropriate disciplinary measures outside of the normal procedure. Behavior that threatens the health or well being of the student, other students, faculty or staff will bring about immediate disciplinary steps.

Steps to Appeal

If a parent has questions regarding an action taken by a teacher or administrator, that parent should first request a meeting with the faculty member involved (Matthew 18 principle). If, after meeting with the faculty member, the issue was not resolved, the parent should request a meeting with the teacher and coordinator to further work through the issue. The parent may also wish to state in writing the issues they have with the initial action taken.

Cheating and Plagiarism

Cheating will not be tolerated at HCS. Cheating on homework or examinations consists of directly copying answers from another person's assignment or exam. In contrast to cheating, peer tutoring is working together toward a solution where all students involved have major input. Some teachers allow peer tutoring; please check with teachers to see if it is permissible on specific assignments.

The consequences for cheating will be as follows:

- Copying homework will result in a zero on that work.
- Cheating on tests or exams will result in a zero and a call to the parent. A second incident may lead to suspension from school.
- Plagiarism on a written assignment will result in a zero on that assignment.

Parents will be notified when incidents of cheating occur.

By dictionary definition, plagiarism is the “unauthorized use or close imitation of the language and thoughts of another author and the representation of them as one’s own original work.” Often, plagiarism is not done intentionally or with malicious intentions (as in the case of cheating), yet, plagiarism is still a serious academic issue, and will be treated as such at HCS. When completing written assignments or writing research papers, quotes and ideas taken from another person should be cited appropriately. Failure to do so constitutes plagiarism.

EXTRACURRICULAR ACTIVITIES

Extracurricular activities at HCS are offered according to the interest of students and the availability of adult leadership. Such activities may include, but are not limited to - athletic competitions, drama productions, and special class activities.

Athletic Program

The overall goal of the athletic program is to promote and encourage participation in sports, physical fitness, and recreation activities that will carry over into adult life. An Athletic Handbook will be distributed during the first weeks of the school year and must be agreed to before participation will be allowed. HCS offers a varied sports program intended to interest and challenge students of different levels of ability.

Drama/Musical Productions

As part of its fine arts program, HCS has offered an opportunity for students to develop their dramatic talents and abilities. In recent years, students have had an opportunity to demonstrate these talents and abilities in extra-curricular activities such as a school play or musical. These productions also offer opportunities for student participation in many behind-the-scene roles, such as production, costumes, lighting, sound, etc.

Special Class Activities

During the school year, each class has an opportunity to plan and participate in a variety of social and service activities. Other activities vary from year to year depending upon the interests of class members and/or sponsors. **Every grade (K – 12th) is expected to participate in at least one outreach activity each year.**

Eligibility for Extracurricular Activities

HCS encourages its students to participate in extracurricular activities as long as such participation does not become a detriment to their academic progress. The right to participate in extracurricular activities will be extended to those students who meet the qualifications and expectations related to each activity. In particular, members of athletic teams and participants in major extracurricular activities (e.g., school play/musical) must maintain a minimum acceptable academic standing in order to continue participation.

Academic eligibility will be established at report card time each quarter, according to the following criteria:

- A student will automatically be declared ineligible if he or she receives one “F” or two “D’s” on the report card in any subject.
- Students declared ineligible at report card time may ask for a review by the principal at progress report time midway through a quarter. Raising the grades in question to at least “C’s” may allow temporary lifting of ineligibility until the next report card time.
- The school administration may, at its own discretion, or upon recommendation of any faculty member, withdraw eligibility of any student from participation in all extracurricular activities

(including sports) for academic reasons. The headmaster and principal are the final authority in academic eligibility matters.

At the end of each quarter, the teacher will provide the athletic director and other faculty/staff members with a list of students who are ineligible. The athletic director and sponsors of any extracurricular activities will take appropriate steps to inform the students involved and any non-faculty coaches if necessary. The athletic director and activity sponsors may have access to report card and progress report information in order to assist in counseling the students involved.

If a teacher deems it necessary to spend extra time tutoring a student during the time the student would normally be participating in an extracurricular activity, the teacher is to make a request in writing to the coach or teacher in charge of that activity asking that the student spend the time in a tutorial rather than the practice for that activity.

Approval and Scheduling of Student Activities

All student activities must be approved through the administration.

- A master calendar is kept in the school office. To avoid any conflicts, the master calendar should be consulted when scheduling activities.
- To add an event to the calendar, groups or individuals should submit their request to the administration in writing.
- The administration has the authority to approve or disapprove any student activity requests.
- Approved student activities will be announced in *The Messenger* and printed on the HCS activity calendar.

Student meetings related to extracurricular activities are to be conducted under the direct supervision of an adult advisor for that activity.

Activity Participation Form

As stated in the Attendance section earlier, students may be absent from or tardy to a class because of participation in a school-related or school-approved activity. Nevertheless, students are responsible for:

- Turning in all assignments on the day they are due (even if the student will be missing the class because of the activity);
- Talking with their teachers in advance and making arrangements for assignments they may miss; and
- Turning in any assignments they do miss at the same time the assignments are due for the rest of the class.

An Activity Participation Form has been prepared to help students communicate with their parents and teachers on these occasions. This form, which may be picked up from the school office or the athletic office, must be turned in at least one school day prior to the activity. Completion of the form involves getting a parent's signature and the signature of any teacher whose class the student may be missing. Completion of the form is required in order for the tardy or absence to be considered excused.

GENERAL INFORMATION

Chapels

Chapels are an important part of our school program, setting the tone of the school and providing an opportunity for the school community to focus on the Lord and worship Him together. Chapels are held weekly for all grades. Special weeks during the year include a Spiritual Emphasis Week.

Chapel attendance is required and participation is expected. Students are to be quiet walking to and from chapel. Talking and disorderly conduct during chapel time is not appropriate behavior. Bibles are also needed during this time.

Child Protection Policy

HCS values human life regardless of age, gender, or race. Desiring to reflect Christian philosophy and belief, HCS expects every individual to be treated with dignity, respect, and care. The emotional and physical vulnerability of children under the care of HCS should never be violated. Any suspicious activity will be reported (as required by NC law) to the North Carolina Department of Social Services.

Normal, healthy human relationships between adults and students include expressions of proper care and affection. Adults working with children are encouraged to provide a warm, supportive, and nurturing environment. Supportive nurture is always to be guided by biblical standards of morality, ethics, and prudence. HCS expects proper moral and ethical conduct toward all children.

Sexual Harassment Policy

No student or adult shall engage in any type of behavior that is verbally or physically abusive in a sexual nature. Inappropriate touching, intentional exposure of private body parts, verbal abuse of a sexual nature, any sexual activity involving willing or unwilling participants, or attempted sexual activity by force, threat or fear will not be tolerated. Any violations of this policy must be reported to the administration immediately and are subject to the general statutes of the State of North Carolina.

Counseling

Students (or parents) are welcome to discuss their (or their child's) educational needs with the administration. The services provided include academic and career counseling. Assistance in completing college/university and financial aid applications will be offered upon request.

Students (or parents) are also welcome to discuss their (or their child's) personal/emotional needs with the administration. Family counseling may also be available upon request.

Emergency Drills

Appropriate safety information will be posted in each room. The teacher will go over emergency procedures with his or her class. At the sound of the signal, a designated person will lead the class out of the room single file to the designated area outside the building. There is to be **NO** talking during emergency drills.

Field Trips

Teachers are encouraged to enrich the classroom experience of their students by taking advantage of the rich resources available in Hendersonville and in nearby areas. Taking appropriate field trips is one way of exploring North Carolina culture or expanding the learning opportunities of students in other content areas.

At the beginning of each year, parents will be asked to complete and sign an Annual Field Trip Release/Emergency Medical Form. However, prior to any specific field trip, information and another permission slip will be sent home. Parents are asked to sign the permission slip and return it as requested either to the teacher or school office before a student is allowed to go on a trip.

If parents are asked to drive a personal vehicle the vehicle must be mechanically safe. Liability insurance must be current and a valid driver's license must be presented and copied by the school office. A Field Trip Driver form must be completed and kept in the school office prior to the trip. Students must use seatbelts and car seats for all trips according to North Carolina law.

We do not permit siblings on field trips due to the added liability risks. Please make other arrangements for these children if you are asked to assist our classes on a field trip. Students may be required to pay for meals during certain field trips.

Health Care

Parents need to make sure a student's health record is updated annually. Immunization records need to be submitted as well. Sports physicals are usually available at the beginning of the school year.

Parents of students requiring medication during school hours should notify the office and teacher in writing to insure proper supervision. If your child needs medication at school during the day, please send a note with the exact dosage and the time it should be given to the school office. Prescription medications must be in the original prescription bottle or packaging.

Parents should notify the school of any further health concerns for their child(ren). It is **imperative** that teachers and the school office be notified before school begins or any time thereafter of any severe health condition that could threaten the health of your child or other children who come in contact with them.

Special Request: For the sake of your child and others who come in contact with your child during the course of the school day - **PLEASE KEEP YOU CHILD AT HOME** if:

- He or she has had diarrhea within the last 24 hours;
- He or she has had pink eye within the last 24 hours;
- He or she has been treated for head lice within the last 24 hours;
- He or she has had a fever over 98.6 degrees within the last 24 hours;
- He or she has been vomiting within the last 24 hours.

As understood from North Carolina law, your child will be sent home if he or she vomits at school, has intestinal difficulty, is coughing during the day, has pink or bloodshot eyes, or lice are found on his or her head. Each of these circumstances is considered contagious.

Lost and Found

Students should **label** all personal items. The school is not responsible for students' belongings. Unclaimed items, including those left at the end of the day, will be placed in "lost and found". Valuables will be kept in the school office; other items will be placed in "lost and found". Lost and found items not claimed by designated times may be sold or given away to charity at the end of each quarter.

Lunch Program

HCS is blessed to have a lunch program for its students, faculty and staff. A monthly menu will be distributed so you will know what the offerings will be. Students wishing to bring their own lunches should remember that the school only provides 3 microwaves during the lunch period. Try to bring items that require no heating – as the time is very limited.

Bill Payment

Hendersonville Christian School (as a local business) cannot operate without sufficient funds each month. Salaries for our faculty and staff constitute the majority of all income and the school operates on the remaining funds. Each time tuition or fees are past due, the school suffers in paying its bills in the community – thus damaging our reputation around this region.

Collection Policy

1. Tuition from the previous year must be paid before a student registers for the current year.
2. The Application Fee, Uniform Fee, partial payment of the Activity Fee and first month's tuition must be paid by the first day of school. The fee for Entrance Testing is due upon completion of such testing and the Enrollment Fee is payable by July 1st of the upcoming year.
3. Each tuition payment is due by the 1st of each month. A late fee will be charged for any payments made after the 10th day of the month the tuition is due. If the 10th falls on a Saturday or Sunday, late fees will not be assessed until the following Tuesday.
4. When tuition is one month (30 days) overdue, a letter of notice will be sent to the parents. When tuition is two months (60 days) overdue, the student will not be allowed to continue at Hendersonville Christian School until the account is current.
5. Report cards and transcripts will not be issued and school records will not be released until all accounts are paid in full.
6. Parents are urged to maintain communication with the school office when they fall behind in payment of tuition to avoid embarrassment to the child.

Physical Education Classes

Students are required to participate in all physical education classes unless excused by the physical education teacher. A note from home will be considered but it does not automatically grant an excuse. Even if excused, students are expected to go with the class to watch or help the instructor. Students are **not** excused to go home.

Student Accident Insurance

Hendersonville Christian School purchases a Student Accident policy which covers all students currently enrolled. If an accident occurs on campus or during school-sponsored activities, an incident report **must** be filed with the school office within 24 hours. This coverage serves as **secondary** insurance coverage to your family's existing health insurance meaning the school's accident insurance pays only **after** your personal insurance has paid. The responsibility for follow up with this secondary insurance after an accident resides with the student's parents. The school can not be responsible for an unreported accident.

Suicide Policy

HCS considers suicide to be extremely serious. At HCS, we believe that God is the giver and sustainer of life. Therefore, each member of the HCS community must be vigilant to immediately refer to the administration anyone who expresses suicidal tendencies.

Visitors

All visitors to the school must sign-in at the school office. Visitor and volunteer badges must be worn at all times so others will know that the visitor/volunteer has permission to be on campus. In order to minimize interruption of HCS's academic program, student visitors may come to our campus **ONLY** under the following conditions:

- Prospective students are encouraged to visit HCS and attend classes, but such visits are limited to a two hour time period only.
- Visiting friends, relatives, or former students may only visit for a two hour period of time during the day when it is convenient with all teachers.

Such visits must be arranged at least two (2) days in advance and are subject to the approval of the administration and classroom teacher(s).

PARENTAL INVOLVEMENT

Role of Parents

As stated in its purpose and educational philosophy, HCS was established to assist parents in their God-given responsibility of educating their children within the framework of a sound Christian worldview. To best fulfill its purpose, HCS seeks to develop a partnership relationship with parents.

The effective Christian school is one where there is a dynamic flow of activity, communication, and interaction between home and school. The Christian school teacher realizes the need to become subservient in assisting parents in their responsibility of training and disciplining children. Parents must support the administration and the teacher. Parents who assume biblical responsibility of training their children, and who work in harmony with a church and Christian school that support their values; will develop “a strong cord of three strands that cannot be easily broken.” (Ecclesiastes 4:12). (Kienel, Gibbs, & Berry. 1995. *Philosophy of Christian School Education*, ACSI, p. 391).

In describing selected indicators of a healthy spiritual culture in a Christian school, Dr. Janet Lowrie Nason encourages parents to ...

- Maintain strong Christian homes, understanding that Christian schools cannot compensate for weak ones, but work best with healthy ones;
- Love and esteem their spouses, modeling Christ’s love for the church by practicing sexual purity;
- Pay school bills on time, demonstrating biblical responsibility;
- Refuse to undermine the authority of teachers and administrators by criticizing them in front of children;
- Pray daily for teachers, staff, and coaches who interact with children;
- Follow the Matthew 18 principle by talking directly with the one who has caused the perceived problem as soon as possible;
- Be diligent and consistent in disciplining children in order to teach parental obedience, the prerequisite for obeying God;
- Be courageous in facing and intervening in the destructive behavior of hurting children;
- Discipline yourself to ask, “*How would Jesus cheer from the sidelines or bleachers of this athletic event?*” and act accordingly;
- Practice the same patience Jesus did while repeatedly answering the same questions from his disciples – who were grown men;
- Model and teach support of the school dress code by avoiding gray areas or the “appearance” of questionable clothing;
- Ask forgiveness when you have wronged others;
- Seek ways to demonstrate a generous spirit in practicing true religion by helping single parents with such matters as transportation and child care;
- Refuse to participate in any “wild power center” [groups of people seeking to obtain their goals by applying undue pressure at the wrong levels of authority] that undermines the school’s authority structure;
- Demonstrate to children how Christians move out of comfort zones to lift up Jesus Christ;
- Teach children that God answers prayer according to His timing and His will;

- Instruct children that sexual abstinence before marriage is biblical and builds the strongest marriages;
- Look for ways to show children how to care for others in practical ways;
- Define success not by how much money they can spend but by how they are spent;
- Articulate to children that God can and will finance His will for their lives; and
- Refuse to be drawn into “roots of bitterness” whereby many are defiled.

Whenever parents leave town for an extended period of time, they must inform the school administration and make arrangements for their children to have full-time adult supervision and a legal guardian (for discipline issues, forms that need signing, medical emergencies, etc.). Parents may not leave their children to care for themselves or simply be “checked-up on” by a neighbor or friend.

If a family’s residence or contact information changes during the course of the year, the school office must be notified to update the student and family records. Further, any changes in court ordered custody awards must be reported to the school office as soon as possible.

COMMUNICATION WITH PARENTS

Parent/Student Orientation

This orientation session is held before the start of each new school year. At least one parent and the student are required to attend this meeting.

Open House

An Open House is held before the start of school each year. At least one parent and the child(ren) are required to attend this meeting.

The Messenger

The Messenger is a weekly bulletin of school and community information, which will be posted on the school website. Although personal advertisements are not allowed, notices of upcoming events or ministry-related items may be included as space allows. All announcements need to be submitted in writing to the school office by Tuesday at noon.

School Calendar

A copy of the school’s yearly calendar may be picked up from the school office. The calendar will also be posted on the school website.

Website

Please visit the school website at www.hendersonvillechristianschool.org for information on upcoming events.

Parent Association

The Parent Association is the parent service organization of HCS. It has been established to:

- Provide opportunities for communication between parents and teachers;
- Provide annually scheduled events to enhance a sense of community within the school; and
- Seek the participation of every individual teacher and parent in events supporting their students’ school life.

Parents In Touch

A group of mothers, grandmothers, dads and grandfathers gather on Mondays at 8:30 a.m. to pray for specific needs within the school 'family'. HCS can do nothing without the Lord's intervention. Please join this powerful group!

Parent/Grandparent Volunteers

Parents and grandparents are encouraged to get involved in the school program. Possible areas of involvement include:

- Serving as a room mother/father;
- Volunteering as an assistant for a teacher, or in the office;
- Being available as a substitute teacher;
- Sharing your talents, skills, and expertise as a guest presenter in the classroom;
- Using your skills and expertise in the area of building maintenance; or
- Coordinating or assisting with other areas of the school.

Parents interested in helping should contact the school office.

Asbestos Note

Because our classroom building was constructed in the 1960s, asbestos was used in building materials during those years. Since that time, airborne asbestos particles have been found to cause health problems. Once a school finds this material within its campus, this must be reported and monitored. After careful examination by the NC Department of Human Services Division of Public Health – Epidemiology Section (March 4, 2005) – asbestos was found in: Main Building – panels under the windows, brown square floor tiles. During renovations in the summer of 2008, all windows in the Main Building were replaced and new tile/carpet was installed. This hazardous material was not found in any other area of the HCS campus. The administration insures that HCS is in compliance with management of this material and unless tampered with there are no safety concerns for our students, faculty and staff.

Educational Testing Permission

During each school year, our faculty, administration and school district offer educational testing for many students to better serve our families. Of course, we will always notify you when we believe this testing should be conducted. Your signature under the "Parent/Student Agreement" authorizes the school to conduct necessary educational testing.

Modifications to Curriculum

When modifications to the regular curriculum are necessary to help a student be successful at learning, a form will be sent home explaining why the teacher feels this is necessary. After gaining your signature on this form, curriculum can be modified to meet your child's specific area of weakness. All records pertaining to the modified area including the report card will be noted "modified curriculum".

Photograph Permission

Because the school needs to publish promotional literature and advertisements about the school, your child's image may be used from time to time. Your signature under the "Parent/Student Agreement" authorizes the free use of your child's first name and image in telecasts, advertising, website, newspaper or brochure as needed by the school. Occasionally, we will need to put your first and last name in print due to an accomplishment or award.

Please print the following page, sign it and bring it to the school office by Friday, September 18, 2009.



Consent and Waiver Form
Hendersonville Christian School
Acceptable Internet Use Policy

Student Section

I have read HCS's Acceptable Internet Use policy for the Internet. I agree to follow the rules contained in this policy. I understand that if I violate the rules, my privileges can be terminated and I may face other disciplinary measures. I agree to use the Internet according to the code of ethics contained in the Acceptable Internet Use Policy.

User Name _____ (please print) Grade _____

User Signature _____

Parent Section

All of our students will have access to the Internet in the technology classes so please read and sign the following waiver:

As a parent or legal guardian of the student signing above, I have read this Acceptable Internet Use Policy and grant permission for my son or daughter to access the Internet. I understand that the school's computing resources are designed for educational purposes. I also understand that there is unacceptable and controversial material on the Internet that might be accessed despite all the precautions. I understand that my son or daughter will be held liable for violations of this policy.

Parent's Name _____ (please print)

Parent's Signature _____ Date _____

Parent/Student Agreement

I have read this Hendersonville Christian School Parent/Student Handbook and agree to uphold the policies and procedures that are contained within.

Parent's Signature _____ Date _____

Student's Signature _____ Date _____

This signed agreement must be returned to the school office and kept on file for the entire school year. A new form and set of signatures are required each year.