



**2017-2018  
Student Handbook**

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## **WELCOME TO HARBOR LIGHT CHRISTIAN SCHOOL**

Harbor Light Christian School (HLCS) exists to glorify the Lord and to train children according to the Bible, God's Word. Thanks to the vision and prayers of God's people, Harbor Light Christian School was founded in 1985. We continue because of the faithful prayers and support of many Christian people throughout the Northern Michigan community and beyond. Currently many school districts and over 20 different church fellowships are represented in the student body. The School Board and staff are comprised of members from several different local church bodies.

Raising children for Christ is a precious privilege and an awesome responsibility. It takes the combined effort of the home, church, and school to teach and live out a Biblical-Christian worldview. Keeping the balance with this "three-legged stool" of Christian Education (home, church, and school) is a great challenge in today's culture. As we (parents, students, staff, and school board) join in this venture, we pray that the Lord will grant us the diligence and wisdom to make our homes the foundation for training; that our churches will reinforce the lessons learned; and that HLCS will undergird and strengthen the Truth of God's Word.

The school board, nominated by parents and under the authority of the elders of Harbor Light Chapel, oversees the organization and the operation of the school. Board meetings are open to all who wish to attend. The specific dates and times are noted on the school calendar

The staff is prayerfully chosen by the school board to be the living curriculum and godly role model for the students. Every staff member is a disciple and disciple-maker. The books that we use are resources and tools for learning.

We would like to welcome you to the family of HLCS. We are more than a place to send children for a good Christian education. As you and your children unite with this school, you are becoming a part of a community, a safe harbor where children are prepared for the stormy seas of life. We look forward to working together with you in training your children in the light of the Word of God and preparing them for LIFE (John 10:10), for now and for eternity.

In His Service, HLCS Board

## **PHILOSOPHY OF EDUCATION**

Christianity offers real answers to life's difficult questions of meaning and purpose. The fact that Christ is Creator, Redeemer, and Judge has tremendous implications for how we determine the basis of knowledge, truth, and morality, which are essential components to any philosophy of education.

God's general revelation in nature provides a basis for several disciplines such as the field of science and history. However, such general revelation is limited in revealing the character of God, something that is found primarily in the special revelation of God's Word. The divine authority of the special revelation of the Word taught in our curriculum is the distinguishing mark of Harbor Light Christian School.

Biblical truth is not only to be learned; it is to be lived. The student of Scripture needs both a keen mind and a willing heart. Education must not only inform the mind but direct the life. A correct teaching of special revelation leads to application in personal life not just the scholastic pursuits of academia.

Christian parents are ultimately responsible for the education of their children. Harbor Light Christian School seeks to provide an environment where the Biblical beliefs of the home and church are reinforced and integrated into the educational instruction of children. Thus, Harbor Light Christian School, the family, and the church form the three-legged stool of a child's education.

It is important for the staff, parents, and students who are part of the Harbor Light Christian School community to know what we believe in order to make a good decision about joining us. We submit the following as a statement of our understanding of God's testimony in the Word of God.

### **HLCS MISSION STATEMENT:**

**"Preparing Next Generation Leaders for Christ"**

## Statements of Faith

- A. The sixty-six books of the Bible are the written Word of God. The Bible is divinely inspired and inerrant throughout. Its assertions are factually true in all the original autographs. It is the supreme authority in everything it teaches. Its authority is not limited to spiritual, religious, or redemptive themes but includes its assertions in history, science, the arts, and all other disciplines. No other writings or prophecies are equal to, superior to, or supersede the Bible.
- B. The final guide to the interpretation of Scripture is Scripture itself.
- C. The Godhead is triune: one God, three Persons – God the Father, God the Son, God the Holy Spirit, equal in substance, power, and glory, yet different persons. God is the foundation of all Truth. We believe God to be all-powerful, all-knowing, infinite, transcendent, the Creator, Redeemer, Judge, and Lord, just as the Bible describes.
- D. We believe that by God the Son's spoken word everything was created very good, free of sin and death, in six literal 24 hour days, as recorded in the Bible, and on the seventh day God rested, his creative work completed. The biblical account provides a reliable framework for scientific research into the question of the origin and history of life, mankind, the earth and the universe.
- E. Death (both physical and spiritual) and bloodshed entered into this world subsequent to and as a direct consequence of man's sin. All mankind are sinners, inherently from Adam and individually, by choice, and are therefore subject to God's wrath and condemnation.
- F. Freedom from the penalty and power of sin is available to man only through the sacrificial death and shed blood of Jesus Christ and His complete and bodily resurrection from the dead.
- G. The Holy Spirit enables the sinner to repent and believe in Jesus Christ and to grow more like Him.
- H. The Holy Spirit lives in each believer to comfort, indwell, fill, and empower them to produce the "fruit of the Spirit."
- I. Jesus Christ was conceived by the Holy Spirit and born of the Virgin Mary.
- J. All things necessary for our salvation are expressly set down in Scripture.
- K. We believe that, in Jesus Christ, His life, death, resurrection, and grace, man's sins are atoned for and he may be reconciled to God. We believe that Jesus alone lived as sinless life, and that all men need His salvation to be reconciled to God and be resurrected to live with Him in eternity.
- L. Salvation is a gift received by faith alone in Christ alone and expressed in the individual's repentance, recognition of the death of Christ as full payment for sin, and acceptance of the risen Christ as Savior, Lord, and God. There is no other way by which man can be reconciled to God.
- M. Jesus Christ rose bodily from the dead, ascended to heaven, and is currently seated at the right hand of God the Father, and shall return in person to this earth as Judge of the living and the dead.
- N. Satan is the personal spiritual adversary of both God and mankind.
- O. We believe Jesus will come again in power and glory to judge the living and the dead. We believe all men will be resurrected, those saved by faith in Jesus will live with God in the new heavens and earth, and those who rejected Jesus unto eternal separation from God in the Lake of Fire in conscious punishment.
- P. We believe in the spiritual unity of all believers in our Lord Jesus Christ.

## **Chapel**

A regular part of the student's life at HLCS is Chapel. Chapel is intended to promote and enhance spiritual growth and to provide the opportunity to worship and praise God together with teachers and fellow students.

## **Spiritual Life**

All subjects are taught as God's Truth and are integrated with Biblical teachings. Human relationships – student-teacher and student-student will be built on the basis of God's teaching whether in the classroom, on the playground, or in a social relationship. We expect each student to be active in his/her home church.

## **Three Legged Stool**

At Harbor Light Christian School we often refer to a three legged stool analogy. To function properly, all three legs must be working together to support a child's Christian education.

1. Family
2. Church
3. School

## **Parents and Staff Mutually Supportive**

HLCS strives to be on the "same team" with parents. We promote this with clear communication regarding student behavior expectations. Our standards of behavior are based on the cornerstone of a Christ-centered character.

## **Nondiscrimination**

HLCS admits students of any race, color, national and ethnic origin to all the 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, national and ethnic origin in administration of its educational policies, admissions policies, scholarship, and athletic and other school-administered programs.

## **International Students**

Harbor Light Christian School admits international students who desire to pursue their High School education in the United States at a Christian School. We have welcomed international students in the past few years and both the school and the students have greatly profited from their experience here.

Harbor Light Christian School is recognized by the Student Exchange and Visitor Program (SEVP) as a (SEVIS) Student and Exchange Visitor Information System approved school with the ability to issue I-20 forms. An I-20 Form from Harbor Light allows students to obtain a United States F-1 Student Visa. Harbor Light is able to accept International students who are proficient in English in grades 9-12.

Interested international students should refer to our web site for further information about pursuing their education at HLCS. Families wishing to host a student may inquire with the school counselor. Tuition reimbursement for host family members or financial compensation for host families is a condition of international student's attendance.

## **Volunteering Policy**

In order for HLCS to operate successfully, volunteers are needed. It is hoped that every family will volunteer. Opportunities for volunteering abound—please watch *THE LIGHT* and call the Development Director or School Office for volunteering opportunities. Please consider volunteering with the following priorities in mind:

1. To glorify and serve the Lord
2. To connect with students, teachers and other parents
3. To help in the publicity and fund-raising of the school
4. To assist with the athletic program

If you simply do not have the time to volunteer at HLCS, please consider giving a donation to assist in the many needs at HLCS.

## **Your Servants**

The staff members at HLCS are the servants of Christian parents and students. "For even the son of man did not come to be served but to serve." Our ultimate example demonstrated that we are to serve one another. The staff at HLCS means to do just that. We are prepared to "go the extra mile."

## GAINING ADMISSION TO HARBOR LIGHT CHRISTIAN SCHOOL

### What Admission Means

Admission means nothing more or less than permission is granted to allow attendance at HLCS. Grade placement and credit transfer decisions are made at a later stage.

### Suggestions Prior to Applying for Admission:

1. Request an information packet be sent to your home address or pick one up from the school office. To request an information packet be mailed home, contact the school by e-mail: [hlcs@harborlight.org](mailto:hlcs@harborlight.org) or by phone: 347-7859.
2. Visit the school web site: [www.harborlightchristian.org](http://www.harborlightchristian.org)
3. Talk to parents of students currently enrolled at HLCS.
4. Arrange for prospective student to visit the school for at least a full day. To arrange for a visit contact the school office by e-mail: [hlcs@harborlight.org](mailto:hlcs@harborlight.org) or phone: 347-7859.
5. Review the tuition schedule to gauge affordability. If HLCS tuition is beyond your family's means, consider seeking tuition assistance. (See Page 7.)

### Admission of Special Needs Students

HLCS does admit some special needs students on a case by case basis. If we believe we are equipped to serve the individual, we will consider admission. It should be understood that as a private school we are not bound by state and federal statutes that regulate special education. If we admit an individual with a learning disability it does not imply that they are guaranteed to advance or graduate.

### Preconditions for Admission to HLCS

1. Prospective student (if past grade 6) must express a desire to attend HLCS (or express willingness to submit to their parents preference). To confirm this precondition, parents and students in grades 7 – 12 are expected to sign an annual commitment form indicating their desire to attend and intention to adhere to the policies of HLCS.
2. Parents and the prospective student (past grade 6) must have read the HLCS Student Handbook (available on the school website: [www.harborlightchristian.org](http://www.harborlightchristian.org)) and agree they are willing to abide by the policies and rules as set forth.
3. **Parents and prospective student(s) must be in regular church attendance.**

### Application for Admission Procedures

1. Submit a completed "Application for Admission Form" to HLCS. ("Application for Admission" forms are available on the school website or by request from the school office.)
2. Arrange to have a "Pastoral/Church Recommendation Form" completed by their pastor and sent directly from your pastor to the school.
3. Arrange for academic testing information to be forwarded to HLCS or have arranged for HLCS to conduct testing. To set up placement testing, contact the school's counselor (Pat Wendt) by e-mail: [pwendt@harborlight.org](mailto:pwendt@harborlight.org) or by phone: 347-7859.  
By U.S. mail: Harbor Light Christian School, 8333 Clayton, Harbor Springs, MI 49740
4. Arrange for a "meet & greet" visit and tour with administration.

### Admission Interview

After #1 through #3 above have been completed, contact the school administrator to schedule an interview with both parents and the prospective student(s). To set up an interview, contact the school office by e-mail: [hlcs@harborlight.org](mailto:hlcs@harborlight.org) or phone: 347-7859.

### Granting Admission

The admission interview team (normally consisting of the school administrator and school counselor) by agreement will grant or deny admission based on the information gleaned from the application form, pastor recommendation and the interview. The admission decision and notification of the decision will normally be made the day of the interview.

### What Admission Does Not Mean

Admission does not infer placement – HLCS reserves the right to determine at what grade level we place new students. Admission does not allow a student to begin attendance at HLCS – attendance may begin only after the new student is enrolled. See our enrollment procedures in the next section

### Probation Period

All new students are placed on a 30-day probation period while they make the adjustment to HLCS. Inappropriate behavior or failure to apply oneself academically may result in revoking of admission.

### After Admission is Granted

Students must be enrolled after admission is granted prior to attending school. See our enrollment procedures in the next section.

## ENROLLMENT PROCEDURES

### New Student Enrollment Procedures:

1. Transfer of Records
  - a. If transferring from public school:
    - i. Acquire, (from HLCS secretary) complete, and submit (to HLCS secretary) a release of records if your child attended a public school previously.
  - b. If previously home-schooled:
    - i. Provide HLCS with a copy of the student's birth certificate and as much detail as possible concerning the prospective student's academic progress.
2. Placement
  - a. Contact the school counselor (Pat Wendt) to arrange for grade placement of elementary students and scheduling of middle and high school students. E-mail: [pwendt@harborlight.org](mailto:pwendt@harborlight.org) or by phone: 347-7859.
3. Submit a completed "Application for Admission" packet that includes:
  - a. Enrollment Information
  - b. Statement of Parental Support
  - c. Student Questionnaire
  - d. Student Essay
  - e. Parent Testimony
  - f. Pastor's Character Recommendation
  - g. Emergency & Medical Information Form
  - h. Medical Treatment Consent Form
  - i. Media Release Form
  - j. Release of Records Form
4. Make first month's tuition payment (1/10<sup>th</sup> the total).
  - a. Students are not enrolled and may not attend school until this payment is made.

### Re-Enrollment Procedures:

1. Submit an **updated** "Enrollment Form" packet that includes:
  - a. Contact Information
  - b. Emergency & Medical Information Form
  - c. Medical Treatment Consent Form
  - d. Student Cooperation Agreement Form
  - e. Media Release Form
2. Make August tuition payment (1/10<sup>th</sup> the total).
  - a. Unless the August tuition payment is paid, students are not enrolled and may not attend school until this payment is made.
  - b. All tuition from the previous school year must be paid before any funds will be applied to the new-year's tuition.

## PLACEMENT POLICIES

### Placement Prerogatives

Neither admission nor enrollment infer placement. HLCS retains the prerogative of assigning grade level placement regardless of grade level attained elsewhere. The placement decision will be made by the school counselor based on testing and other information and in consultation with teachers and the school administrator. Parents who object to a placement decision may withdraw their child's enrollment and will be entitled to a full refund of any tuition paid prior to the initial placement decision.

### Kindergarten Placement Policy

Normally the cutoff age for beginning Kindergarten is 5 years-old by September 1. Our determination is based on developmental factors evidenced. HLCS Kindergarten is relatively challenging and should not be attempted by immature students. The final decision to allow a student to enter Kindergarten is based upon a thorough assessment by the Kindergarten teacher and approval of the administration in consultation with the parents.

### Readiness/Enrichment Placement

Candidates for Readiness and/or Enrichment must be toilet trained prior to enrolling.

### Transferring Credits from Recognized Schools

HLCS generally accepts all credits earned at other recognized schools. Schools assign numerical credits based on systems that vary considerably. It is therefore necessary for HLCS to translate or calculate those credits earned elsewhere into HLCS equivalent credits. The school counselor will determine the numerical credit value of transferred credits.

### Transferring Credits from Home Schools

HLCS enrolls many students who have been schooled at home. The school counselor will meet with home school parents to establish the numerical credit value of credits earned while homeschooling. Home school parents should bring any relevant records to the school counselor.

### Home School Academic Policy

A temporary placement may be made pending assessment results. The administrator or school counselor, based on the student's assessment results and academic experience, assigns academic credit only, i.e., not grades, for graduation. Any student wishing to graduate with honors from the high school must be in attendance three semesters prior to the date of graduation.

## **HLCS Tuition and Fees**

HLCS has elected not to publish tuition and fee rates because we have found face to face communication has been the best when communicating our tuition and fee rates along with any current incentives being offered. Please feel free to contact the HLCS Administrator regarding the tuition and fee rates, along with current incentives.

### **Tuition Payment Policy**

HLCS has recurring monthly financial obligations and we ask that all tuition and fees be paid in a timely manner. Families electing to pay on a monthly basis agree to the following policy:

1. Families must register with our vendor, Smart Tuition, to receive tuition statements and pay tuition and fees.
2. Tuition payments are spread over a 10 month period beginning in August with 9 additional monthly payments due each month thereafter.
3. Smart Tuition reserves the right to charge a late fee for overdue tuition and fees.
4. Families failing to make payments for two months will be required to meet with the HLCS Board Finance Committee and enter into a written agreement to bring their tuition and fees current. Failure to enter an agreement or fulfill the agreement will lead to the family's student(s) being withdrawn from HLCS.
5. In the event a family has an outstanding balance at the end of the year, HLCS reserves the right to retain academic records and deny enrollment for the next school year until the balance is paid in full.

## **Financial Assistance**

HLCS understands the cost of tuition is a major consideration and may place a burden on a family's budget when deciding to attend HLCS> Following you will find suggestions that have blessed families over the years who sought financial assistance

1. Pray and ask the Lord for financial direction
2. Seek assistance from family or other acquaintances
3. Your Church may be willing to assist
4. Items you own that may be sold to raise funds.
5. Families have taken on second jobs.

HLCS Financial Assistance, Families seeking financial assistance may apply online through Confidential Financial Analysis (CFA) a Christian vendor we have used successfully. CFA generates a report indicating the family's ability to contribute towards their tuition. The HLCS Board's Finance Committee uses the report in determining an assistance award for the family. Please contact the HLCS Administrator for further details regarding the application process.



## SCHOOL SCHEDULE

**8:10 a.m. – 3:00 p.m.** School is in session.

7:30 a.m.

Adults are usually in the building by 7:30 am and may be willing to supervise special cases by request.

7:45 a.m.

Adult supervision before school is available in the foyer area. Students dropped off prior to 8:00 a.m. are to go directly to the foyer area and are specifically prohibited from accessing lockers, classrooms or hanging in the hall.

8:00 a.m.

Students may depart the gym area for their lockers and classrooms. When arriving before 8:00, children must go directly to and stay in the gym/foyer area where there is adult supervision.

### **8:10 a.m. sharp**

Classes begin. Parents are urged to take conversations and distractions out of the classrooms at this time.

11:50 a.m. – 12:20 p.m.

M.S./H.S. Lunch: Parents are welcome to eat lunch with their child or sign them out and take them to lunch.

12:15 p.m.

Half-day preschoolers are dismissed.

12:25 p.m. – 12:55 p.m.

Elementary Lunch: Parents are welcome to eat lunch with their child or sign them out and take them to lunch.

3:00 p.m.

Classes are dismissed. Elementary students in 1<sup>st</sup> through 4<sup>th</sup> grades should be picked up at this time.

3:30 p.m.

Adult supervision is terminated. All remaining students must be with a faculty member (coach or teacher). Parents should plan to pick up their children ordinarily no later than 3:20 p.m.

After 3:20 p.m.

Any students who have not been picked up must find and report their predicament to a staff member. Students may not stay in the building absent direct supervision. Parents unavoidably detained are urged to contact the school to make supervisory accommodations.

## SCHOOL CALENDAR

### **Accessing the School Calendar**

Each year in August HLCS will release a detailed school calendar on your parent portal at [praxischool.com](http://praxischool.com). Hard copies of the school calendar will be made available at the parent meeting prior to school's opening. An abbreviated form of the school calendar is available at the school website: [www.harborlightchristian.org](http://www.harborlightchristian.org). Periodic updates to the school calendar will also be supplied to parents by e-mail. Hard copies of school calendar updates are also available by request.

### **Importance of the School Calendar**

A great deal of information relevant to student and parents alike is encapsulated in the school calendar.

### **Getting Events on the School Calendar**

HLCS shares a facility with our sponsor church: Harbor Light Chapel. Use of the facility must be planned and authorized well in advance to avoid conflicts. No school event outside of established hours may be planned or announced until authorization has been granted by both the church and school. A "Facility Use and Master Calendar Request Form" has been developed for this purpose. Contact school administration for access to this form. It is not a school event until authorization has been granted and the date and time noted on the school calendar.

### **Future School Years**

HLCS continually plans future school calendars. Parents interested in specific dates more than a year out may contact the Administrator for a tentative school calendar beyond June 30<sup>th</sup> of the current school year.

## GRADUATION REQUIREMENTS and ACADEMIC INFORMATION

### Graduation Credit Requirements

25 Total Credits Including:

**4** credits of English/Language Arts including:

- 1 credit of American Literature
- 1 credit of British Literature
- 1 credit of Language & Composition
- 1 credit of English Literature & Composition

*Transferring students may be allowed to substitute alternate Language Arts courses.*

**4** credits of Social Studies/History including:

- Civics/Economics
- World History
- US History Pre 1878
- US History Post 1877

*Transferring students may be allowed to substitute alternate Social Studies/History course. (One credit of U.S. History is acceptable if it is a comprehensive class.)*

**4** credits of Math (Algebra I credit may be carried from 8<sup>th</sup> grade. Seniors must Take a math or math-related course.)

- 1 credit Algebra I
- 1 credit Geometry
- 1 credit Algebra Two
- Personal Finance recommended

**4** credits of Bible

- Old Test
- Salvation by Faith
- Spiritual Warfare/World Religions
- Christian Ethics/Apologetics/Revelation

*Dependent on number of high school years at HLCS. One credit will be waived for each high school year at a public school.*

Other:

**.5** credits of PE (*.5 credit will be awarded for each high school sports season up to 1.5 credits*)

1 credit of Visual, Performing or Applied Arts

.5 credit of Health

.5 credit of Speech (recommended)

2 credits of Foreign Language

1 credit of an on-line learning experience

1 HLCS approved Mission Outreach

### Defining a Credit

A HLCS single credit is ordinarily earned in a course that meets all year for about an hour a day.

### Mission Trip Graduation Requirement

At least one HLCS-approved Mission Trip (outside of the Petoskey/Harbor Springs area) is also required for graduation. Local community service does not count for this requirement.

### Senior Transfer Graduation Policy

Normally, a student must attend Harbor Light Christian School both semesters of their senior year in order to graduate from Harbor Light Christian School.

### Crediting Study Hall

Study Halls receive zero credit.

### Independent Study

Independent study courses are set up at the discretion of the guidance counselor when there is an irresolvable scheduling conflict or to augment our curriculum. Independent study courses may be on site or off campus, during school hours, or beyond. Independent study courses must be supervised by a willing staff member or approved outside entity. Possible examples include but are not limited to: fine arts, physical training, college preparation, vocational training, and job shadowing.

### Senior Second Semester Exams

Senior students who have an "A" or "A-" in a particular class throughout the school year do not have to take the second semester final exam in that class. A "class" is defined to include: any of the five core required subjects (Math, English, Science, Social Studies/History, Bible) even if the semester course titles vary or teachers change at semester. Electives that meet just one semester do not qualify for this exemption.

### Enrollment Requirements

HS/MS students at HLCS must normally enroll in one each of the following:

- A Bible course
- An English/Language Arts course
- A Math course
- A Social Studies/History course
- A Science course through their Junior year

### 1<sup>st</sup> – 12<sup>th</sup> Grade Grading Scale

Percentage	Grade	GPA
95-100	A	4.0
90-94	A-	3.67
87-89	B+	3.33
84-86	B	3.0
80-83	B-	2.67
77-79	C+	2.33

Percentage	Grade	GPA
74-76	C	2.0
70-73	C-	1.67
67-69	D+	1.33
64-66	D	1.00
60-63	D-	.67
00-59	E	.0

## PROMOTING ACADEMIC ACHIEVEMENT

### Parent-Teacher Conferences

Parent-Teacher conferences will be held twice annually as noted on the school calendar. Parents are encouraged to utilize these conferences. Conferences with a teacher at any time of the school year are both welcomed and encouraged. It is only through close home and school cooperation and communication that the true educational ideals of HLCS can be achieved. Please contact the teacher directly or the school office if you desire a conference with a teacher.

### Progress Reports

Each student from Kindergarten through 12<sup>th</sup> grade will receive a progress report at the middle of each marking period. Progress reports may be mailed out at any time that a teacher feels necessary. Parents may also request more frequent progress reports.

### Advanced Placement (AP) Courses

Various courses in our curriculum, (U.S. History, English) will include an AP option that will require more work and reading on the part of the student. Completing assigned summer readings is a prerequisite for enrolling in an AP course. College-bound students are highly encouraged to take advantage of the AP option. AP courses will be graded on a 5.0 scale.

### Honors, Awards and College Scholarships

All students and parents are encouraged to stay abreast of potential honors, awards and college scholarships. The school counselor will make attempts to inform students of scholarship opportunities; however, the primary responsibility for pursuing scholarships remains with the students and their parents.

**Awards Night Information** – There is a special Awards Night held annually near graduation to highlight academic and other honors. Clarifying statements about some of the academic honors:

1. "Honor Roll" will be awarded for an annual Grade Point Average (GPA) of 3.65 and higher.
2. "All A's" is defined as all A's for semester grades. An A- does not meet the "All A's" criteria.

### Valedictorian and Salutatorian

These academic honors will be awarded to the two students with the highest GPAs in the graduating class. Students will share Valedictorian and/or Salutatorian honors if their GPAs are within .01 of each other.

### "Monday Morning List"

HLCS makes special extra efforts to communicate with parents of students who struggle or slip in their academic performance. Every Monday we collect from teachers a list of all the students currently earning a C- or lower grade. This information is then forwarded to parents.

### Testing and Assessment

MEAP testing takes place in all of the eligible grades 8<sup>th</sup>-9<sup>th</sup>-10<sup>th</sup> PSAT  
11<sup>th</sup> PSAT, Michigan Merit Exam (MME) & ACT  
11<sup>th</sup> Additional ACT & SAT testing arranged by students at national testing sites  
11<sup>th</sup> & 12<sup>th</sup> AP Exams take place in May  
It is important to have your children in school during testing dates. There may not be any make-up testing for some of the above tests.

### Academic and Vocational Counseling Services

HLCS is staffed with an academic/vocational counselor. For Christian family counseling, we typically make referrals.

### Scheduling Procedures

Students will be surveyed as to their course preferences for the next school year during the 2<sup>nd</sup> semester of the preceding year. After a workable master schedule has been finalized, students will be scheduled into required courses by school personnel guided by the student's preferences. These tentative schedules will then be reviewed by core curriculum teachers who may suggest either higher or lower level core courses than the student selected. The schedules will be altered in line with what the core subject teachers recommend before they are mailed home. The schedules mailed home for parent approval will reflect graduation and enrollment requirements, student preferences, and core subject teacher input.

### Requests for Schedule Changes

Requests for schedule changes should be made prior to the first day of school. All schedule changes must be approved by parents.

### Drop/Add Policy

There is a two week window provided to drop a class at the start of a semester. Requests for a drop/add must be approved by parents.

## DUAL or CONCURRENT ENROLLMENT

### Concurrent Enrollment Defined

Dual enrollment is when high school students (prior to HS graduation) earn college and high school credits simultaneously. Concurrent enrollment is college classes taught in our building.

### Dual Enrollment Is Permitted at HLCS

9<sup>th</sup>-12<sup>th</sup> HLCS students may take advantage of dual enrollment if the student and the course meet our defined standards.

### Why HLCS Permits Dual Enrollment

HLCS permits college enrollment to allow bright and academically motivated students to:

- a. Access more challenging courses.
- b. Access a greater variety of curriculum offerings than HLCS can provide.
- c. Get a low cost jump start on earning college credits.

### Student Eligibility Standards for College Enrollment

Student is judged to be spiritually mature:

1. Student will function as salt and light.
2. Student will represent the faith and HLCS well.

Student is judged to be academically capable.

1. Alternative: other high standardized test scores.

Student is judged to be sufficiently responsible:

### Course Eligibility Standards for Dual Enrollment

Course selected is eligible under HLCS policy:

1. The course selected cannot be repetitive of a course offered at HLCS.

Course selected is aligned with vocational aspirations:

1. The course select aligns with vocational or educational aspirations clearly articulated prior to request dual enrollment.

### Determining if Student Requesting D.E. and Course Selected for D.E. Meet the Above Standards

The school counselor and the school administrator must agree that all of the above criteria are met.

### Requesting Permission to Dual Enroll

1. Initiate a dual enrollment request by obtaining the HLCS "Dual Enrollment Authorization Form" from the school administrator. The deadline for completing and returning this form will normally fall in late March of the preceding spring (for courses held the following fall). October for winter courses

2. After HLCS has given authorization, proceed to complete the NCMC dual enrollment request form.

### Dual Enrollment Credit and Course Limitations

Students will be allowed to enroll in Concurrent/Dual Enrollment classes in accordance with current State of Michigan guidelines.

Students will be encouraged to take classes that fall into the category of electives unless good reason (scheduling conflicts, completion of graduation requirements) can be established for them to take required courses at NCMC.

### Dual Enrollment Tuition Cost

The cost of a dual enrollment course will be paid by the State of Michigan and through the enrolling college/university in accordance with their guidelines. There is a possibility the student will incur a cost, but HLCS will provide to the best of their knowledge an estimated cost before the student commits to the dual enrollment course.

### PREREQUISITES

The HLCS courses with specific prerequisites are described below:

**Advanced Placement Courses:** Eligible students must have earned an "A" or "B" the preceding year in the core subject area.

**AP Language Arts:** Eligible students must have completed proscribed summer reading.

**Physics:** Eligible students must have completed Algebra Two, and Geometry, and Advanced Math.

**Advanced Math:** Eligible students must have passed Algebra Two or Trigonometry.

**Algebra Two:** Eligible students must have passed Algebra One.

**Algebra One:** Eligible students must have passed Pre-Algebra or scored eligible on a test provided by HLCS.

**Pre-Algebra:** Eligible students must have demonstrated adequate proficiency on a test provided by HLCS.

Exceptions to the above may be enacted at the discretion of the school counselor in consultation with the staff member and school administrator.

## ATHLETIC POLICIES

## **Academic Eligibility for Athletic Participation**

- All student/athletes will have a Christ-like attitude toward other students, staff/adults, and class work.
- All student/athletes will turn assignments in on time.
- A student will be ineligible if he has a D+ or below in two or more core subjects (Bible, Math, Science, English and History).
- No F's in any subject. Failing grades are cause for revoking athletic participation privileges.

A student is then placed on the "Monday Morning/Eligibility List" if she/he is down in two or more core subjects, not exhibiting Christ-like behavior, or is not turning assignments in on time. The activity leaders are responsible for notifying a student of his ineligibility. Athletic team members should continue to report for practices and go to games, but will not be able to participate in games. The length of ineligibility is one week (Tuesday – Monday). The student athlete will not be allowed to practice or attend games if there is a second week of ineligibility in a row. The probation may be lifted the next week if all eligibility criteria are met (but will be imposed again if continued improvement is not demonstrated). Activity leaders are responsible for checking weekly on the progress of ineligible students.

- After a student has been ineligible for four weeks, his/her continued participation will be reviewed by the administration, activity leader, and teacher.
- Refer to the HLCS Athletic Handbook for further details concerning eligibility.

## **Athletes and Absences**

Unless given special permission by the Administration, athletes are to be in school the full day of and the full day after an athletic event. Absences of any length on the day of or day after an athletic event may result in sitting out for part or all of a game.

The administrator has the authority and responsibility of overseeing and making decisions about any and all absence situations. It is reasonable to assume that the frequency and degree of scrutiny that a student receives in relation to their absences is directly proportional to the number of absences they have accumulated.

## **Athletic Contest Day Attire Expectations**

Athletes must wear the school designated game day team attire on competition days. This team attire is to be worn neatly before, during and after competition.

## **Physical on File**

Those who are going to participate in sports must have a Michigan High School Athletic physical card on file in the office before participating in practices or games.

## **Clean Up On Competition Days**

Athletes are not excused from clean up assignments when it is necessary to depart during school hours. Athletes will be excused from class in time to allow for checking in with clean up supervisor and completing any clean up that can be accomplished at that time.

## EXPECTATIONS FOR STUDENT BEHAVIOR

Two Primary Commandments:

### 1. Love God

*“Love the Lord your God with all your heart and with all your soul and with all your mind.”*

### 2. Love Your Neighbor as Yourself

- Be Caring
- Be Considerate
- Be Inclusive

We encourage our students to always strive to be:

**Faithful**

**Forgiving**

**Gentle**

**Honest**

**Humble**

**Joyful**

**Kind**

**Meek**

**Merciful**

**Obedient**

**Patient**

**Peaceful**

**Productive**

**Pure**

**Self-Controlled**

**Servile**

**Submissive**

**Wise**

Use **the example of Christ** as your standard.

## ATTENDANCE

### Attendance Emphasized at HLCS

Faithful school attendance is critical to a successful experience at HLCS.

### Attendance Requirements

The total number of allowable absences per semester in each class is ten (10); this includes any combination of excused and unexcused absences. Students exceeding 10 absences in a class will be reported to the school administrator who will set up a conference with the parents to ascertain if credit can be earned. Such excessive absenteeism typically undermines education and probably the grades earned.

### Excused Absences

Categories - There are only four categories which the school considers excused absences:

- Personal illness of a student
- A required doctor/dentist/orthodontist visit that cannot take place outside of school hours
- Death or emergency in the family
- Pre-approved family trip or pre-planned absence of a half-day or more away from school

Note: A parent has the right to keep a student home from school at their discretion; the school also has the right not to recognize an absence as excused.

### Pre-approved Absences

Pre-approved absences are intended for trips that the parent or guardian considers necessary and when the student is accompanied by a parent, guardian, or parental designee. To be pre-approved, students must submit a parental note to the office at least a week before the planned absence. The office will give the student an "Absence Notification Form" which must be filled out and turned into the office at least two days before leaving on the trip or field trip with the following information noted:

- a) Signatures from teachers
- b) Signature of administrative assistant

Students must go online to [praxischool.com](http://praxischool.com) and keep up with class assignments. The teachers and/or administrator are encouraged to be candid with parents about the pluses and/or minuses of the planned absence. All make-up work will be due within 2 days of returning, if gone 2 days or more; otherwise, the work is due the day they return.

Note: The school strongly discourages family trips during the school year. Family vacations must be pre-approved to insure that they are excused.

### Unexcused Absences

An unexcused absence is an absence that the school does not consider legitimate or where the school's attendance policies have not been followed. Some specific examples are:

- 1) Family trips that did not receive prior approval or that the school does not consider legitimate.
- 2) An absence for which the Attendance Officer did not receive parental contact within the specified time.
- 3) Students who leave the campus without permission or knowledge of the office or by failing to sign out or in at the office.
- 4) Skipping school, oversleeping, hair appointments, shopping, staying home to study for tests or finish a paper, staying home to rest the day after an athletic contest, or any other reason deemed by the administration as an inappropriate reason for missing school.

Any work missed during an unexcused absence cannot be made up for credit. Tests and large assignments will be graded down. Detentions may be assigned proportional to the amount of time of the unexcused absence.

### Procedures for Excusing Absences

**Personal Illness:** Parents must contact the school office on the day of the absence by 8:30 a.m. Parents may leave a message on the school voice mail. The reason for the absence, not the call itself, will determine if the absence is excused.

**Doctor/Dental Appointments:** Whenever possible, medical and dental appointments should be scheduled outside of school hours. If the student(s) must be excused during school hours, a note from the parents stating the date and time of the appointment must be submitted to the school secretary before the appointment. The student will need to sign in and out.

### Make-up Policies

1. When an absence is due to illness, the student will have one school day for every day missed to a maximum of five days to complete make-up work. Family trips and other pre-excused absences of two days or more must be made up within two days of returning. If a student misses one day, the work needs to be turned in the day they return.
2. Students absent on the day of a test and that day only, must make up the test on the day they return. Should a student arrive late the day of a test, the teacher can require the student to take the test. Students who are absent for more than one day on or prior to the date of a test shall make up the test as directed by the teacher.
3. No academic penalty is assessed for work missed during excused absences.
4. A student receiving a suspension or an un-excused absence may make up major tests; however, a full grade reduction may be made for each test.

## ELEMENTARY RULES

### Elementary Dress Code

#### Dress Policy Guidelines for Readiness through Sixth Grade

1. Extremes in dress are to be avoided. Any extreme in hairstyle, clothes design, and ornamentation that attracts attention to it will be seen as distracting to learning and worship. Pay attention not only to what you wear, but how you wear it.
2. Clothes or shoes that are too revealing, too short, too skimpy, too tight, too sloppy, or too worn are unacceptable.
3. Skirts and dresses need to be worn below or to the bottom of the knee. Shorts need to be at least fingertip length.
4. Raggedy, dirty-looking, or tight jeans are unacceptable. Patched holes in the jeans are acceptable.
5. Nice shirts with sleeves for guys and nice tops for girls are acceptable.
6. Sweatshirts are allowed on designated day. Sweatshirt may also be worn at recess.
7. Hats, handkerchiefs on the head, outdoor, athletic clothing (no soccer shorts) and sunglasses should not be worn as school day dress.
8. "Heely's or Heelie's" (shoes with embedded wheels) are not permitted at HLCS.
9. Inappropriate markings, pictures, or words are not allowed on any clothing.
10. Tattoos and body piercing on students and earrings on men are unacceptable.
11. Chapel day dress:  
Ladies: dress, skirt, or dress slacks and nice blouse, nice shoes (no tennis shoes, sandals or flip flops.)  
Gentlemen: dress pants, collared shirt, and nice shoes (no tennis shoes)

#### In the Lunchroom:

1. Students should remain in their seats unless warming something in the microwave or given permission by the teacher.
2. Students should be quiet immediately after the teacher's hand is raised.
3. Trash is thrown away before the students' tables are dismissed.
4. Each table is responsible to throw away the trash that is on it.
5. Sixth grade is responsible for washing all the tables.
6. Students should sit by class unless the teacher says otherwise.
7. No soda during lunch.

#### In the Hallway:

1. Students should line up at the door until the teacher dismisses them to the playground.
2. Students should quickly get ready.
3. No running or bouncing balls in the hall.

#### On the Playground:

1. All sand toys stay in the sand area.
2. When walking on sand or grass, shoes must be worn (rusty wire has been found).
3. At the end of the lunch recess, make sure all big sand toys (picnic table, kitchens) are back in the house.
4. At the end of recess make sure all balls, sleds, etc. are brought back to the building.
5. Students do not go into the woods, cross the road or go outside the fence without teacher's permission.
6. No throwing sand/dirt/rocks/sticks/snowballs.

#### Inside Recess:

1. If the temperature or wind chill is 20 degrees or lower or there is bad weather we stay inside for recess.
2. Students play in the gym.
3. Children are not allowed under the stage or under/behind the chairs.

### Assignment Notebooks

K – 6 must have an assignment notebook that the parent is to check daily, sign and return to the teacher, after the parent has verified the day's homework has been completed. Assignment notebooks can be purchased from the office.



## SCHOOL RULES

### Moral Behavior Expected Throughout the Year

HLCS has as its foundation the goals of presenting a Christ-centered education program to its students and a Christ-like model to the community. In light of these goals, lifestyle is an important consideration. With this in mind, the school states its opposition to non-Christ-centered lifestyles, immorality, and the use of alcohol, tobacco, and drug-related substances both on and off the school property. A Christ-centered lifestyle cannot simply confine itself to the school day or the school year. It must be a student's life's belief and practice both in and out of school, 365 days a year. Please be advised that if a student engages in compromising activities on or off campus, the administration will take disciplinary action, with the endorsement of the HLCS School Board. Should the student's lifestyle demonstrate activities outside the school's expectations, it may become necessary to reconsider affiliation with HLCS, which could include a request that the student withdraw, or the expulsion of the student. Our overall goal as a school is discipleship not punishment. All efforts are made towards restoration while maintaining standards of behavior.

### Respect

1. Respect for Teachers – As a direct authority, teachers are to be shown respect. This is both a Biblical mandate and a common courtesy. Any form of disrespect will result in the immediate expulsion from class. Understanding expectations in the area is foundational to the student's success at HLCS.
2. Respect for Students - As a staff, we also accept our responsibility in treating students with the utmost respect and fairness. Should a student feel that a teacher has been disrespectful or unfair, he/she is encouraged to speak to the teacher first in private. If that is unsuccessful, the student should then appeal to the school Administrator. (Matthew 18:15-17)
3. Respect for Fellow Students – Verbal abuse or harassment of another student is totally unacceptable to our Christ-centered ethics and is in direct opposition to the purpose of HLCS.

### Chapel Courtesy

Chapel is a time set aside for a worship and praise experience. Students may help set the scene for this by observing the following:

1. Students should bring only their Bibles and notebooks for taking notes to chapel.
2. Full attention and participation to the program is required. Students should not interrupt with talking or other communication.
3. Proper posture and etiquette are prerequisites for chapel. Students are not allowed to sleep or slouch in their chairs.
4. Students should enter and leave chapel in an orderly fashion.

### Classroom Behavior Expectations

1. All students must be in class and seated on time (before the bell rings).
2. Students are expected to come to class prepared each day (pencil, paper, textbooks, homework, etc.).
3. Students are expected to be participants, i.e., involve themselves in discussion, respond when called upon, bring effort to the classroom, etc.
4. Students are asked to exhibit attentive posture.
  - a. Students are not to put their feet on desks, sit on desks or tables, tip their chairs, or put their heads down as though sleeping.
5. School property is to be treated with respect and care.
  - a. Students are responsible for deliberate damage and neglect. Desks, lockers, books, etc. are not to be marked or covered with stickers or changed in any manner.
6. No snacks in classrooms.

### Lunch-Time Rules

1. Food must be eaten in the balcony at lunch tables only. Food is not to be consumed in any other part of the building unless supervised and approved.
2. Students must clean up their own table prior to departing the balcony.
3. Students are restricted to the balcony and gym during lunch unless specifically permitted to go elsewhere by a member of the staff.

### Hallway Behavior

1. Absolutely no food is to be eaten in the hallways.
2. Walk, do not run in the hallways.
3. There is not to be loud conversation or any shouting in the hall.
4. No horseplay is allowed in the halls.

### Study Hall Expectations

Students are expected to:

1. Study quietly at all times and not disturb others.
2. Bring adequate study materials or elective reading.

### Electronic Devices Prohibited During School

1. Electronic communication devices, radios, ipods, tape recorders, CD players, pagers, cell phones, video games, etc. are not allowed during school hours, in classes, or on school sponsored trips without special permission from HLCS staff members.

Exceptions:

- a. Cell phones may be used in the building after 3:20pm.
- b. Students may use personal computer devices, such as laptops for classroom use only with absolutely no internet access.

## SCHOOL RULES

### Coming Prepared to Class

Students are expected to come to class with all the necessary materials and texts.

1. Students who report to class without the routine necessities (writing utensil, textbook, home-work assignment) will be sent to retrieve these items and may be assigned a tardy or detention or some other form of discipline at the teacher's discretion.
2. Students who repeatedly report to class unprepared will be assigned progressive discipline by the classroom teacher.
3. Students who chronically report to class unprepared may be referred to the school administrator.

### Completing Homework Assignments

Failure to complete a homework assignment by the due date may be cause for:

1. Reduction of one letter grade lower for each day the assignment is late.
2. No credit to be recorded on a minor assignment.
3. Sending the student to the office and requiring him/her to stay there until the assignment is completed.

### Late Assignments

Assignments given as homework are designed to reinforce learning and to develop initiative, responsibility, and self-learning.

1. Late assignments may be depreciated or not accepted at the discretion of the teacher.

### Student Use of the Internet

1. Students may use the internet at school only under strict limitations.
2. The internet may only be accessed using the school's student stations in the library that maintain a high filter standard.
3. The internet may be accessed only when there is an adult supervisor that is positioned to see the monitor.

### Student Use of Personal Computing Devices

Students may use personal computer devices, such as laptops for classroom use only with absolutely no internet access.

1. Violations will at a minimum result in the loss of all school computing privileges for one year from the date of infraction.

### Bible Classes Must be Passed

Students must pass each Bible class in order to remain at HLCS. Bible teachers are especially encouraged to communicate well with parents if there is potential for a failing grade.

### Music at School Functions

Only Christian music or uplifting music will be allowed at school functions. All music that is to be played at these functions must be preapproved by a staff member.

### Student Responsibility for Being under Direct Supervision at All Times

1. Students must be under the direct supervision of an adult staff member at all times while in the school building (and during the school day outside of the building).
  - a. Direct supervision means within the sight and hearing range of an adult staff member.
2. Students are not to occupy any space that is lacking direct adult supervision.
3. Students inadvertently left unsupervised are responsible for reporting that problem to the school administration.
4. Locker rooms are only to be occupied in conjunction with a sports team or physical education class.
5. Students are not permitted to "hang out" in locker rooms, empty classrooms, etc.

### Hall Passes to be Avoided

Hall passes and time out of class are generally to be avoided where possible.

### No Hall Pass – No Admission

Teachers are instructed to deny admission during class to any student seeking entry absent a hall pass. Teachers are further instructed to send such a student directly to the school administrator for discipline.

### School Property on Loan

Desks, lockers, books, etc. are not to be marked or covered with stickers or altered in any manner.

## SCHOOL RULES

### Closed Campus

No student is allowed to leave the school campus for lunch or any other reason without “special” permission of parents and administration. When students have an appointment, and it is necessary for him/her to have an early dismissal, he/she should report to the office to sign out.

### Parking Lot – “Off Limits”

Our closed campus policy excludes students from the parking lot during the school day. Students who need to retrieve an item from a parked car may do so only with permission from school administration.

### “Signing Out” Procedures

1. Parents must inform the school in advance of their authorization for their child to sign out by some verifiable means:
  - a. A signed note.
  - b. A phone call to the school secretary.
2. Students planning to sign out should present evidence of parental authorization 1<sup>st</sup> thing in the morning (before classes commence) to the school secretary (who is authorized to grant administrative approval).
  - a. Students will be informed at this point if the requested sign-out will be permitted.
3. When it comes time for a student to sign out, they are to present themselves to the school secretary and request permission to access the sign out book.
  - a. Students may not sign themselves out absent such permission.
  - b. Accessing the sign-out book without permission is specifically forbidden.
4. Students who lack evidence of parental authorization to leave school prior to dismissal will be denied permission to sign out.

Note: Students who sign out are to check in with their clean up supervisor and complete any clean up that can be accomplished prior to departing for the day.

### Student Aged Visitors

HLCS encourages student (up to age 21) visitors of some sorts and discourages others.

**Encouraged** student visitors include:

1. Prospective recruits: school aged believers.
2. Spiritually mature alumni with a solid reputation.

**Discouraged** student visitors include:

1. Romantically involved partners with a history of public displays of affection.
2. Alumni with a poor disciplinary record.

### Gaining Permission for a Student Aged Visitor

1. All student visitors to HLCS must first report to the school administrator to secure permission to visit.
2. Students at HLCS must secure permission to bring a visitor from the administrator on the day prior to the visit or sooner if possible.
3. Visitors must follow the school dress policy.

### Tardiness

Punctuality to classes is important.

1. A student is considered tardy if he/she is not in the classroom and seated by bell time.
2. Students are permitted two unexcused tardies total per semester.
3. Upon reaching three total tardies, detentions will be assigned at the discretion of the administration.
4. An additional detention will be assigned for each tardy up to five total per semester.
5. Two detentions will be assigned for each tardy past five total per semester.
6. A student tardy more than 10 times in a semester will be suspended for a day and along with her/his parents is required to meet with the school board and present a plan to correct the problem.

### When a Tardy Becomes an Unexcused Absence

Any student more than 5 minutes late to class will be considered absent for that period. If there is lack of reasonable cause for such exaggerated lateness, the absence will be unexcused.

### When a Tardy Becomes Skipping

Any student more than 10 minutes late to class will be considered to have deliberately skipped absent a reasonable justification. Teachers will refer any student 10 minutes or more late to class to the school administrator for possible discipline.

### Lateness Due to Poor Driving Conditions

Lateness to school in bad weather will be excused provided the parent calls ahead (or stops in after drop off) to inform the administration that their child will be (or was) late due to poor driving conditions

### Romantic Relationships Discouraged

Steady dating among HLCS students is discouraged.

### Public Displays of Affection Prohibited

The public display of affection between romantic partners is prohibited. This rule is in effect anytime the couple is on campus or on a school sponsored trip (including athletic contests).

## HS/MS DRESS CODE

### Dress Code Rationale

The Bible tells us that “man looks at the outward appearance, but the Lord looks at the heart.” (1 Samuel 16:7) God knows our spiritual condition by our hearts, but men can initially see only the physical body and how it is attired. As such, the purpose of our Dress Policy is twofold. The first intent is to honor the Lord Jesus Christ in the appearance of the students in modesty, neatness, and appropriateness. “So whether you eat or drink or whatever you do, do it all for the glory of God.” (1 Corinthians 10:31) The second intent is to challenge students in learning accountability, discernment, and willing obedience. (Hebrews 5:14; 1 Peter 2:3) We have sought to develop a standard of proper dress and general appearance for students that will:

1. Proclaim that Jesus is Lord in every area of our lives.
2. Reflect favorably on the Christian nature of our school and the whole student body.
3. Enhance the educational process.

### Parent Responsibility for Enforcing Dress Code

Although the school will administer discipline regarding dress policies, the ultimate responsibility for the enforcement of the school’s standards lies with the parents. Parents are asked to take a good look at what their child is wearing to school and to ask such questions as, “How will these clothes appear to or affect others? Will my child be a distraction for herself/himself or others?” There is appropriate clothing for church, athletics, etc., so too, there is appropriate clothing for school, chapel, mission’s activities and related activities. In general, students have the freedom to wear a variety of clothing to school, provided that their choices of clothing meet standards of modesty, neatness, and appropriateness.

### General Dress Code Guidelines

#### 1. Modest

Attire should not attract undue attention, be suggestive, immodest, nor promote a non-Christian lifestyle. Clothing that is meant to reveal and not conceal, is immodest.

#### 2. Neat

All clothing should be clean, fit properly, and be in good repair. Men are to be clean-shaven.

#### 3. Appropriate

Wear clothing that fits the occasion and does not hinder the educational process. The way one dresses is an expression of personality. It may be a healthy expression, but it may reveal a rebellious spirit. With freedom comes responsibility. “Live as free men, but do not use your freedom as a cover-up for evil; live as servants of God.” (1 Peter 2:16) “Do not conform any longer to the pattern of this world, but be transformed by the renewing of your mind...” (Romans 12:2a)

### Specific Dress Code Guidelines

- 1) Extremes in dress are to be avoided. Any extreme in hairstyle, clothes design, and ornamentation that attracts attention to itself will be seen as distracting to learning and worship. Pay attention not only to what you wear, but how you wear it.
- 2) Clothes or shoes that are too revealing, too short, too skimpy, too tight, too sloppy, or too worn are unacceptable.
- 3) Dress and skirts must be at or below the knee.
- 4) Raggedy, dirty-looking, or tight jeans are unacceptable.
- 5) Belts must be worn by guys on Chapel Day or any day when their belt loops are showing and by girls when the outfit demands.
- 6) Men’s and boy’s hair should be neatly maintained; no longer than covering about half of the ears and covering half of the neck.
- 7) Printed on T-shirts are allowed with modest and appropriate graphics. Nice shirts with sleeves for both guys and girls. Shirts must be tucked in if they have tails.
- 8) Hats, handkerchiefs on the head, outdoor/athletic clothing, and sunglasses are not to be worn in the school except for medical reasons written in a note from the student’s doctor or parent.
- 9) Inappropriate markings, pictures, or words are not allowed on any clothing.
- 10) Tattoos and body piercing on anyone, and earrings on men are unacceptable. Tattoos acquired before initial admission must be covered at all times. No jewelry may be worn in body piercings during school or school sponsored activities. Exception: girls may wear one earring in each ear.
- 11) Students may wear zippered or pullover hoody sweatshirts. Sweatshirts must be neat, clean, modest, appropriate, and sized to the individual.
- 12) All dress code guidelines must pass the modest and appropriate standard. Any question regarding the modest or appropriate standard will be referred to the Administrator for a final decision.

### Chapel Day (Wednesday) Dress Expectations

1. **Ladies** --- dress or skirt that extends at least to the knee and nice blouse, and appropriate footwear. (no tennis shoes, no flip flops—nice sandals are acceptable)
2. **Men** --- dress pants (no cargo pants), dress shirt a tie (appropriately fastened), belt, and appropriate footwear (dress shoes, no tennis shoes, no flip flops).

\*\*Chapel Day dress supersedes Athletic Dress Policy on game days

### **Special Programs and Events Attire**

Chapel dress expectations are in effect for:

1. Arts Programs
2. Academic Awards Night
3. Friends & Family Day
4. Graduation
5. Designated Assemblies
6. Other Events as Stipulated by School Administrator

### **DRESS CODE ENFORCEMENT**

#### **Student Dress Code Enforcement and Discipline**

1. First occurrence or inadvertent violation
  - a. A staff member will send a student directly to the school administrator. There will be a meeting with the administrator.
  - a. Alternate clothing may be made available and when necessary a parent may be informed of the need to bring in other clothing.
  - c. A written warning minimum will be issued with a notice home.
  - d. If the violation is judged to have been deliberate, a detention will also be assigned.
2. Second occurrence (same issue addressed in 1<sup>st</sup> occurrence or previous warning)
  - a. A staff member will send a student directly to the school administrator.
  - b. There will be a second meeting with the administrator.
  - c. Alternate clothing may be made available and when necessary a parent may be informed of the need to bring in other clothing.
  - d. Time out of class will be unexcused.
  - e. A double detention will be assigned.
  - f. Chapel attire will be assigned for a period of one week.
3. Third offense (same issue as 2<sup>nd</sup> occurrence)
  - a. A staff member will send a student directly to the school administrator.
  - b. Suspension will result (see information about "Suspension" and "Probation" in Discipline Policy section above).

#### **Administrative Decisions on Attire are Final**

The decision and discretion of the administrator or designated staff of what is appropriate is final and not up for discussion.

#### **If in Doubt – Ask First**

All questions regarding appropriateness of clothing should be addressed to the administrator or designee BEFORE the clothing is worn to school.

#### **Appropriate Attire at All Times**

The basic standards of this dress policy apply at all school functions. In other words, a student's dress should always be modest, neat, and appropriate in relation to the event at hand. Students may be asked to leave a school function if they breach these standards.

"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" (Philippians 4:8)

### **PROBLEMS, RIGHTS, APPEALS**

#### **Complaints and Problems Procedures**

Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and a student, teacher and parent, parent and the school, or any variety of other combinations of the above.

Harbor Light Christian School's policy for dealing with these situations and complaints based upon Matthew 18:15-17 is as follows:

1. All questions, problems, or complaints should be brought to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, the teacher and parent should agree to counsel with the school Administrator. If the situation still exists, a meeting with the School Board will follow.

#### **Student/Parental Rights in the Discipline Process**

The School Board entrusts all discipline up to, but not including expulsion and withdrawal request, to the school Administrator. The Board expects and demands that the Administrator follow school policy and the Biblical principles of love, compassion, and justice in dealing with students and parents.

#### **Appealing an Administrative or Teacher's decision**

Parents or guardians may appeal decisions which they believe are unjust if resolution cannot be reached with the Teacher or Administrator. The right to a hearing with the board must be requested, in writing, by the student's parent or guardian, and received by the Board President at least two weeks prior to the regular monthly meeting of the Board. The decision of the Board is final.

#### **Parent Initiated Withdrawal**

If, during the school year, it becomes necessary for a student to withdraw from Harbor Light Christian School, the following steps are to be completed:

1. A written notification from the parents or guardians requesting the withdrawal must be presented to the Administrator.
2. If all obligations have been met and there are not outstanding financial responsibilities, records will be forwarded at the request of the receiving school.

#### **School Initiated Request to Withdraw a Student**

In some situations it is appropriate to request that a family withdraw their student from the school. In such cases, the reasons for this will be discussed with the family, and the family will be expected to cooperate. This procedure will replace the necessity of expulsion proceedings.

## IMPLIMENTING DISCIPLINE

The following information about discipline is provided to give both the student and parents an overview of our school disciplinary procedures. Please note that this list is not meant to be exhaustive but illustrative of the various disciplinary actions and procedures of HLCS. Here is some helpful information:

**Teachers** are the first line of discipline with students. They will handle discipline cases in their own way in harmony with school policy by use of their own methods and abilities. This discipline could range from a reprimand to punishments such as reporting to the teacher during lunch period or after school. Christian counsel and prayer will be used generously. Special assignments may also be utilized.

**Administration** will handle cases involving tardies, absences, dress policy violations, and the more severe discipline cases. The Administrator will handle cases referred by the staff as well as cases occurring outside the classroom. In general, and where possible, every attempt will be made to fit the discipline to the offense. Christian counsel and prayer will be used generously.

**Detention and Work Detail** --- Detentions will be scheduled as needed by the Administrator. These will normally take place before school. If there are multiple detentions, a work assignment may be utilized. Students may not be excused from serving detentions or work assignments for the sake of co-curricular activities or jobs. The student bears the responsibility for the punishment given. Doubling of detention time may result if the student fails to complete her/his detention on the scheduled day.

**Suspension** --- A suspension is a serious step in school discipline. A suspension results in no credit for the class work assigned or due on the day of the suspension. Major tests or projects may be made up with the reduction of one grade. Suspension may be given for violations such as skipping school, cheating, stealing, playing with fire, firecrackers, defacing school property, throwing snowballs, fighting, showing disrespect, use of profane or obscene language, violent action during school, or habitual problems with school-related policies. Suspension may be in-school or out-of-school, at the discretion of the Administrator. The parents or guardians and the student may be asked to appear before the School Board. A probation agreement between the student, parents, and administration may be required before a suspended student is allowed back in school. Suspended students are not allowed to appear at and participate in school-sponsored events.

**Probation** --- Probation is a serious step, which can lead to the dismissal of a student. It will be applied by the Administration, in consultation with the Executive Committee of the Board, in cases of violent or inappropriate behavior, lack of academic effort, habitual disciplinary referrals, an attitude which is antagonistic to the basic goals of the school and which produces an adverse effect upon other students, deliberate continued disobedience toward school rules and behavior guidelines, serious breaches of conduct inside or outside of the school which has an adverse effect upon the school, or other similar issues that may arise. Probation is a set period of time, usually 9 weeks to a semester, when a student is closely monitored by school officials by means of a probation agreement. During this time, the student will be encouraged to correct the problem(s). At the end of the probation period, if the student's behavior has significantly improved, he or she may be restored to full status as a student. If the problem(s) still persists, the Administrator may extend the probation or recommend expulsion to the School Board. The student and parent are to be advised of the school's action and may, after a parent conference with the administrator, appeal the decision to the School Board. While on probation, a student may be ineligible for participation in athletics or other performing groups, at the discretion of the Administration. Probation may be followed by expulsion.

**Expulsion** --- Expulsion is the most serious disciplinary step the school can impose on a student and has serious implications for the student and his/her family. Some examples of activities that could result in expulsion are failure to improve during probation and habitual suspensions, major and/or habitual discipline problems, unlawful activities, defacing of school property, or other serious offenses against individuals, the school, and its policies. Expulsion is usually immediate. It is the responsibility of the School Board to make a final decision regarding the expulsion of any student. If a student's conduct is serious enough to merit a recommendation of expulsion by the Administrator, the following procedure will be followed:

- A. The school Administrator will communicate with the student and parent(s) to summarize the reason(s) for a recommendation of expulsion.
- B. The school Administrator will notify the School Board of the recommendation for expulsion.
- C. The School Board will be available for a hearing of the parents, student, and Administrator, if necessary.
- D. The decision of the School Board is the final decision.

## CARE OF THE BUILDING

### Stewardship

God has a requirement that each Christian be responsible for what God has given to them. We will look for and expect each student to be a proper steward in the school as well.

Clean-up --- students are assigned to cleaning crews and are expected to show up for and do their jobs in a Christ-like manner, on a daily basis.

Textbooks, lockers, and locker rooms are to be treated properly and kept in orderly condition.

### Pets

No pets, except animals such as seeing-eye dogs, are allowed in the building without special permission from the administration.

### Lockers

Hall lockers are available for all HLCS students. Each student will use only his/her assigned locker, and under no circumstances should a student put belongings into a locker not assigned to him/her. Students are barred from decorating the exterior of their locker. Students are required to keep their lockers clean and neat, free of all decals, anything sticky, old food, and trash. Students will have access to their lockers every day beginning at 8:00 a.m. No locker should be kicked or slammed shut. All lockers must be shut when not in use. If a student brings in their own personal padlock, the combination must be given to the office. Violators may lose the right to use their lockers.

### Books

The school provides most textbooks. Children are also allowed to check out library books. All books are to be handled with care and kept in good condition. Students must also cover their books as directed by their classroom teachers.

### Parking

Students may park cars in the parking lot as long as all traffic regulations are observed. Upon entering school property, the student should park his automobile immediately in the student parking lot. Students should not be in the parking lot or in cars at any time after they arrive at school.

### Gum Prohibited

Students are asked not to chew gum in the building or on the playground at any time due to unsanitary disposal of gum and the damage to clothing, furniture and floors.

## INFORMATION

### Closing of School Announcements

If it becomes necessary to close school because of weather conditions or other unknown reasons, we will be contacting the following stations as close as possible to 6:30 AM:

WJML	99 FM	TV 9 & 10
SMILE-FM	89.3 FM	TV 7 & 4

### Telephone Use

Students will be allowed to use one of the office phones for necessary calls. Students are not to use any phones in the building during school hours without the permission of a teacher or office personnel. Transportation arrangements should be made before school. Cell phones are not to be used by students during school hours without special permission of HLCS staff. During school hours cell phones must be stored in a student locker and never be brought to class. Cell phones that ring in class will be cause for discipline. Students may use cell phones in the building after school has been dismissed for the day at 3:20 pm.

### Illness during the School Day

Parents will be notified of their child's illness in an effort to determine the best steps for their child's care and safety. The safety of other students will also be considered.

### Field Trips

Parents are requested to assist in supervision and transportation. Permission slips will be sent home explaining the field trip and asking for volunteers. No students may go on a field trip or leave the school premises without written parental permission. Students may not drive other students on field trips. Secondary students who are having academic problems may not be allowed to miss classes for a field trip.

### Closing Comments

Thank you for reading the HLCS Handbook. Please feel free to connect with the office if you have questions or input at any time. This book is not a perfect document and will certainly be refined from year to year. At times, decisions will have to be made by the Administrator and/or Board that are not directly addressed in the Handbook.

As we enter this new school year, your prayers, words of encouragement, and commitment are greatly valued.

**TO GOD ALONE BE THE GLORY!**