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Dear Parents and Students:

Our goal at Horseheads Christian School is to aid you in your biblical responsibility to train your children to become Disciples of Christ in every area of life. This involves salvation first and then maturity in Christ.

We count it an honor and privilege to assist you in this great responsibility. These regulations are not intended to be a measure of spirituality or designed to impose anyone's preferences concerning conduct (a student's attitude toward the regulations *could* be an indication of their spiritual life), but to produce a consistent, stable environment where learning can thrive. Every effort will be made to honor your parental convictions.

Cooperation and communication are the keys. After reading this handbook, please feel free to contact us concerning how we may better serve you, or to clarify a rule.

We encourage you to pray daily for the teachers and staff of Horseheads Christian School and participate in the activities scheduled. These actions will reinforce your words to your children regarding the importance of their education and walk with the Lord.

Sincerely,

James J. Kane Administrator

ADMISSIONS

Enrollment of children in Horseheads Christian School is a privilege afforded to parents and guardians, without regard to race, color, and national or ethnic origin, which meet the minimum standards established by the School Board and First Baptist Church of Horseheads, our parent ministry. The responsibility to respect and cooperate with the school's teachers, leadership, and policies is an understood part of enrollment. Not only do the parents/guardians agree to support the school in prayer, finances, and policies; but the student should want to be in the school, and should cooperate with the total program of the school. Final approval is based on an interview with each family by the administration, and screening of the student by a faculty member.

Parents are required to sign a Parent Cooperation agreement expressing their support of and commitment to the school's program. A student or family who does not cooperate or agree with the purpose, program, or policies of the school will not be admitted or allowed to remain in school.

The age requirements for Pre-Kindergarten and Kindergarten admission are as follows:

Pre-Kindergarten – 4 years old on or before December 1 of that school year

Kindergarten – 5 years old on or before December 1 of that school year

Enrollment process includes the following steps:

- 1. Completion of all application forms, transcripts of all previous school records, and payment of the application fee.
- 2. The student and their parents or guardians must subscribe to the principles and Procedures of HCS
- 3. Completion of any necessary testing or screening.
- 4. Each student, with his/her parents or guardians, must meet with the administration for a personal interview.

Once these steps have been completed and all questions have been answered, the student's enrollment will be finalized. Once school starts, other forms may be required, including a physical for all new students.

It is desired that all HCS students profess faith in Christ as personal Savior, when old enough to understand and make this decision. The student should also be a faithful attendee of the services of a gospel-preaching church, in order to reinforce the ministry of the school.

ATTENDANCE

Regular and punctual attendance every school day is very important to the student's success in school. Students that miss more than 35 days of school may forfeit their promotion to the next grade. Three "tardies" will be considered as one day absent from school, for the purpose of fulfilling the minimum attendance requirement for promotion. Appeals due to extenuating circumstances will be considered on an individual basis.

Whenever a student is absent, a written excuse needs to be turned in to the school office upon the student's return. The excuse should include the date of the absence, the specific reason for the absence, and be signed by the parent or guardian.

If it is known ahead of time that the student will be missing school (a family trip, etc.), the parent should notify the school office via a written notice in advance of the absence and, if desired, arrangements can be made with the teacher to complete as much of the work in advance as possible. Students who miss school will be allowed two days for every day absent to make up work without loss of credit.

It is the responsibility of the parent/guardian to contact the teacher to make up any missed work.

Arrival: Students may arrive at school after 7:45 AM. They will be allowed to go to their classroom at 8:00 AM. A student needs to be in their seat by 8:15 AM or they will be considered tardy.

Tardy: All students should arrive with insufficient time to be in their seat at 8:15 AM. Those not in their seat will be counted tardy. (The office may excuse the tardy if the only reason for the tardy is late arrival by bus.

Early dismissals may be considered as a tardy.

Absence: A tardy becomes a 'half-day' absent if the student arrives after 10:00 AM, or leaves before 1:30 PM.

Once a student arrives at school, he is under the jurisdiction of the school, and is not to leave the school property at any time during the school day without special permission. Dismissals during a school day for medical appointments should to be arranged ahead of time by a written excuse from home stating the reason and the time they will be picked up, and by whom.

BIBLES

The Bible, God's Holy Word, is a vital part of the student's training. For uniformity and ease of understanding, the school uses the New King James Version for class-work, memorization, and devotions. Other versions may be referred to for study or reference. All students are required to have their own Bible.

BOOK CLUB ORDERING

Throughout the year, students may have an opportunity to order books through their class book club. All materials ordered reflect upon the school. The school administration may determine if certain selections are anti-Christian, evolutionary, or in opposition to the purposes of HCS. These will not be available for students to order.

CHAPEL and BIBLE CLASS

Bible study and chapels are a vital part of the program at Horseheads Christian School. There is a daily Bible course at each grade level, with emphasis upon Bible stories, Bible history, and the application of Biblical principles that focus on character development that pleases God. Chapels are conducted weekly using area pastors, visiting missionaries, evangelists, local Christian workers, and teachers who agree with the doctrinal position of the school and First Baptist Church. These chapels bring special challenges to the student body. Parents/guardians and visitors are welcome.

CLASS PARTIES AND PARENTAL INVOLVEMENT

Class parties are conducted periodically throughout the school year for special events. Christian Holidays will be celebrated in the joyous Christian spirit for which they were intended. Secular traditions (such as Santa Claus, the Easter Bunny, etc.) or holidays (such as Halloween) will not be included in our celebrations.

Student birthday observances may be held in the student's classroom as long as arrangements are made in advance with the teacher. This may include a small treat to be passed out to each student in their class. Gifts are not exchanged among students. The exception is at Christmas parties, under the direction of the teacher. Faculty members may receive gifts for Christmas and their birthdays. Gifts need to be moderate and thoughtful remembrances.

Each teacher is encouraged to involve their students' parents in helping with special class activities. The planning of events and the assignment of details must be done under the direction of the teacher. All parents/guardians are encouraged to be involved in their child's class activities as well as the school's Parent Teacher Fellowship (PTF).

CONDUCT POLICY

HCS believes that our students should be reverent, loving the Lord Jesus and serving Him daily. We further believe that if our students would obey His Word, the Bible, then no other code of conduct would be necessary.

However, we know the sinful nature of fallen man leads each of us to stray from the path that God has set before us. Therefore, we have established this code of conduct to promote godliness, respect, courtesy, virtue, kindness, and obedience before God.

NOTE TO PARENTS: Deuteronomy 6:6-7 gives you the responsibility for educating your children, and we have no desire to usurp your position. At the same time, in order to provide a

safe, wholesome, and uplifting atmosphere for learning and positive character development, HCS must have certain established rules and standards. Upon enrolling your child here at HCS you have agreed to support the school's standards and expectations. Your cooperation with the school in this area will help your child be more content and ready to learn.

ALL STUDENTS SHALL:

- accept and respect the leadership and authority of teachers, principal and other staff
- respect other students. All students should act in kindness and consideration toward their fellow students.
- respect the property of the school and church, and the personal belongings of others.
 The parents/guardians, and the student, will be held financially responsible for any intentional damage.
- practice good citizenship, cleanliness, and manners
- demonstrate the fruit of the Spirit (Gal. 5:22-23).
- exercise self control at all times. This should be exhibited by proper language and response to others who might not be conducting themselves correctly.
- be quiet in the halls at all times.
- dress in accordance with the "Dress & Appearance Policy" (p.10-12)
- practice habits that keep the facilities safe and clean.
- be in the proper place at all times.
- promote Biblical behavior, attitudes and thoughts at HCS. Casual discussion or promotion of immorality (including any actions or expressions), drug or alcohol use, questionable music, television and movies, celebrities associated with sin or rebellion, etc., will not be tolerated. HCS wishes to promote an atmosphere of spiritual encouragement, and does not want to give any occasion to distract, discourage, or tempt our students to stray from a life of righteousness.
- represent HCS and the Lord Jesus with a consistent good testimony at all times, whether in class, on the playground, on the bus, on field trips, and even out of school. Any action that brings reproach on the school or poses a threat to its purpose, even though the incident may occur off campus or after school hours, may result in disciplinary action.
- do their best.
- be prepared for class with all materials, books, and assignments

STUDENTS SHALL NOT:

- chew gum in school or during school activities.
- become involved in rowdiness. Students should not push, trip, fight, wrestle, pick up, or spit on any other student; and should not throw, launch, or shoot any object that could cause harm to another student (ex. snowballs, rocks, sticks, paper wads, etc.).
- bring into school anything that could prove dangerous, distracting, or potential for theft. Specific items include such things as firearms, lighters, knives, stereo equipment, pagers, cellular phones, skateboards, pets, comic books, indecent reading material, audio or videotapes, or any other questionable items. Should a teacher request an item be brought in for classroom purposes, such items will stay in the teacher's possession while on school grounds. Violations may result in confiscation of the item.

DAILY SCHEDULE AND PROCEDURES

Normal Day: 8:15 AM – 2:30 PM

Students must be in their classroom and in their seats by 8:15 AM or they will be marked tardy. Parents who drive their students to school must arrive with sufficient time so that the student can be prepared for the start of class. Supervision is provided for early arrivals at 7:45 AM; no one may be left at the school before that time. Early and late bus arrivals will be accommodated. All students arriving late should report to the school office before going to their classroom.

To facilitate a safe and orderly dismissal at the end of the school day, students are kept in the school until their ride arrives. Parents/guardians are encouraged to line up in the car/bus line to pick up their child at the school doors. Drivers are to have a sign with the student's last name displayed in the passenger side of the front windshield. Please allow school buses to come to the door as soon as they arrive so they can keep to their schedule. If you park in the lot, do not block the main traffic pattern (south to north, or from Orchard Street to Broad Street). Please wait at the exit door. Do not go to the classroom unless instructed by the dismissal monitor.

Students will only be released to persons approved by the parent/guardian. A note or telephone call **before** 2 PM, indicating any change in a student's dismissal arrangements would be helpful and much appreciated. **All students need to be picked up promptly at the end of school. No after school child care is provided.**

DISCIPLINE POLICY

The purpose of discipline in the Christian school is to bring the students to maturity in Christ, so they will learn to exercise spirit-controlled self-discipline in all areas of life—at home, church, and school. Though growth in Christ cannot be measured by adherence to an outward system of rules, it is important that we submit to the authority of those that God has placed in authority over us (1 Peter 2:13-21). HCS recognizes that there are specific Biblical guidelines and principles that should be followed and incorporated into life. Also, there are other guidelines that, though not specifically outlined in the Bible, are seen as important for the efficient operation of this school and will be seen as our "institutional preference".

Upon enrolling in HCS, students and parents/guardians are pledging their support and cooperation with the policies of HCS. Likewise, HCS is pledging our desire to cooperate and communicate with each family as situations may arise.

Discipline and counseling will be handled by the classroom teacher, the administrator, and the school board; according to the seriousness of the offense. Any misconduct will be dealt with immediately while it is fresh in the student's mind. The student will be talked with concerning their relationship to the Lord and their responsibility to obey the rules. The discipline procedure will be as follows:

- Each classroom teacher will establish the rules and expectations for the class and have a system of rewards and/or loss of privileges that they will follow in dealing with any misconduct. The teacher will handle any misconduct in the classroom and send a note

home when the misbehavior becomes repetitive or serious. The note should be reviewed by the parents/guardians with the child and returned the next day, signed by the parent/guardian and student.

- If any offense is deemed sufficiently serious or if a student persists in not following the school's rules, they will be sent to the school office. The administrator will first review the incident with the teacher and then with the student. Discipline may be administered as counseling, restrictions, or assignments to be done with their parents. The student's parents/guardians will be contacted and be made aware of the offence, and an incident report placed in the child's Permanent Record File. Depending on the seriousness of the offense, the student may be sent home. A conference with the parents will be scheduled prior to the student's return to school.
- If a student continues to persist in their misconduct, the student will be suspended from school for a day. Prior to their return to school, there will be a conference with their parents. Should the misconduct continue, this will be followed with a two-day suspension, then a four-day suspension, each requiring a conference with the student's parents prior to their return to school. If the student's conduct remains uncorrected, they will be suspended, pending a review by the School Board. For each suspension, a written report will be sent to the parents/guardians stating the reason for the suspension and the correction in behavior that is needed. A copy will also be placed in the student's *Permanent Record File*.
- Actions that endanger the safety of students or staff such as fighting, violent outbursts, and inappropriate touching, or possession of items that violate the intended purpose or atmosphere of the school such as firearms, lighters, knives, drugs, or inappropriate material, will result in immediate suspension until the incident is reviewed by the School Board.

Any suspension may be assigned as either in-school or out-of-school as determined by the administrator. All work missed due to being sent home or suspension will not be able to be made up. Parents/guardians will be contacted prior to any suspension. A student may be expelled from school for any serious offense or if their conduct remains uncorrected, upon a two-thirds vote of the School Board.

DRESS AND APPEARANCE POLICY

While we realize that the Bible does not specifically tell us how we should dress or how our hair should be cut, it does give us principles to follow. In light of these principles, we have set institutional standards for Horseheads Christian School to create a consistency within our student body, to remove distractions from learning and to help students learn to dress in ways that are modest, neat, appropriate for the occasion, and pleasing to God at all times. Our intention is not to say that a Christian who fails to meet this standard is sinning, but only that HCS students should meet this standard to help the teachers and administration be consistent in their enforcement. The administration reserves the right to make a final determination regarding suitability of any article of clothing.

GENERAL GUIDELINES

- A. **Modesty** (I Timothy 2:9-10) Christian men and women are admonished to dress in a manner that personifies the principle that we are the temple of God. Our dress should show sensitivity to the spiritual well-being of those who see us; it should also reflect a desire to glorify God in a manner that is not vain, boastful, or forward.
- B. **Identification with the Lord and not the world** (I Timothy 4:12; Romans 12:1-2; 1John 2:15-16; Hebrews 12:14) God expects His people to declare plainly through their appearance, attitude, associations, and actions that they are different, and that while they are in the world, they are not of the world.
- C. **Appropriate dress for the time and activity** (1 Corinthians 14:40). In our opinion, a neat appearance promotes a better learning atmosphere.

A student is expected to accept the school standards and abide by them with an obedient spirit. Appropriate and adequate dress for each season of the year is necessary. Parents and guardians are responsible to see that a student practices proper grooming for school. This includes regular bathing, hair kept clean, fingernails trimmed, and regular cleansing of face, hands, ears, and teeth. Clothing, accessories and hairstyles associated with worldly fads or fashions are prohibited and not to be worn to school. All clothing must be neat and clean, (not stained or in ill repair) and be consistent with a Christ-like appearance.

REGULAR SCHOOL DRESS

Girls are to wear dresses, skirts or nice slacks with a nice appropriate top.

- On chapel days, dresses or skirts with a nice blouse are to be worn.
- Dresses and skirts are to be feminine, modest, and no shorter than the top of the knee. Slits are to be no higher than the dress length requirements.
- Blouses, tops, and sweaters that are neat and modest are appropriate for school. All tops need to be tucked in unless they have a finished hem and are meant to be worn outside. Sweaters and tunic tops are examples of what can be worn without being tucked in. Underwear style T-shirts, sleeveless tops, or tops with large writing or extreme graphics are not acceptable.
- Slacks should always be neat in appearance, not tight, baggy, or faded. Khaki, corduroy, or colored Docker type slacks are generally acceptable. Jeans, Capri pants, shorts, sweats, low wasted or athletic pants are not appropriate for regular school dress.
- Shoes, sneakers, or dress sandals are acceptable and must be worn with socks.
 Footwear needs to be safe, secure at the heel, and tied properly.
- Students are encouraged to wear as little makeup and jewelry as possible. The classroom teacher may ask a child to remove jewelry or makeup that is causing a distraction.
- Hair is to be clean and neatly kept. Extreme styles like spiked hair or hair coloring are not accepted.
- For school programs, dress according to the directions for that particular program (typically a nice dress and dress shoes).

- During colder weather, snowsuits, ski pants, or other heavy slacks may be worn to school and removed before class. Students may put their winter attire back on for outside activities and their return home.
- Field trip attire notices will be sent home early and will fit the occasion.
- Items worn to school as outside attire (coats and jackets) are not to be worn in the classroom.

Boys are to wear pants and shirts that are clean and give a neat appearance.

- On Chapel days, boys are to wear nice pants and shirts with collar.
- Slacks should always be neat in appearance, not tight, baggy, or faded. Khaki, corduroy, or colored Docker type slacks are generally acceptable. Jeans, shorts, sweats, low wasted, or athletic pants are not appropriate for regular school dress.
- Shirts need to have a collar or a placket (button-up) opening. All shirts need to be tucked in. Underwear style T-shirts, sleeveless shirts, or shirts with large writing or extreme graphics are not acceptable.
- Shoes and sneakers are acceptable and must be worn with socks. Footwear needs to be safe and tied properly. No sandals or beach footwear.
- Hair is to be neat and trimmed off the eyebrows, ears, and shirt collar. Extreme styles like spiked hair or hair coloring are not accepted.
- Boys are encouraged to wear as little jewelry as possible. The classroom teacher may ask a child to remove jewelry that is causing a distraction. Earrings are not permitted.
- For school programs, dress according to the directions for that particular program (typically dress pants, dress shirt, tie and dress shoes).
- During colder weather, snowsuits, ski pants, or other heavy slacks may be worn to school and removed before class. Students may put their winter attire back on for outside activities and their return home.
- Field trip attire notices will be sent home early and will fit the occasion.
- Items worn to school as outside attire (coats and jackets) are not to be worn in the classroom.

PHYSICAL EDUCATION DAYS

Boys and Girls should wear clothes that are comfortable, not too tight or loose to allow for modesty during physical activity.

- Students should wear their gym clothes to school on PE days.
- Jeans and athletic pants are acceptable but must be clean, not too long, and in good repair. Capri pants, shorts, low wasted, and spandex are not acceptable.
- Heavy weight T-shirts and sweatshirts are allowed and must hang below the waistline of the pants when the arms are elevated for exercise. Tank tops, sleeveless shirts, or shirts with large writing or extreme graphics are not acceptable. Shirts must be worn according to classroom regulations when the student is not involved in physical education activities.
- Sneakers or tennis shoes are required and must be worn with socks.

Parents/guardians will be contacted if their student's attire fails to uphold the school's standard of dress and appearance. Persistent or flagrant violations may result in disciplinary action.

Adults doing volunteer work in the school, chaperoning field trips, or participating in school functions are requested to comply with the school guidelines for dress and appearance, unless otherwise specifically stated.

FIELD TRIPS

In order to enhance the academic program of the school, field trips are taken throughout the year. Parents/guardians will be notified in advance of the trip and permission slips will be sent home to be signed by the student's parent/guardian. A student may not go without a parent/guardian's permission. Some special trips going outside the local area may involve a charge to cover transportation and other expenses. Regular school dress standards are expected to be followed, unless changes are specifically noted by the teacher in charge. Adult assistance is often needed for field trips, and their dress should meet school standards.

HEALTH RECORDS

The student's health records are the responsibility of the parent/guardian. Parents/guardians will be notified as to what information is required to be on file in our office as well as any related deadlines.

HOMEWORK

Homework is given for the purpose of helping a student to better understand and perform in a particular course. Therefore, it is expected that homework will be completed and turned in when due.

Late assignments: Any late work will receive a reduced grade, unless prior notice is given for an absence, or sickness was the reason for an absence. Students who miss school will be allowed two days for every day absent to make up work without loss of credit, unless prior arrangements are made. It is the responsibility of the parent/guardian to contact the teacher to make up any missed work.

Planned absences: If it is known ahead of time that the student will be missing school (for family trip, etc.), the parent/guardian should notify the school office via a written notice in advance of the absence, arrangements can be made with the teacher to complete as much of the work in advance as possible. Tests must be taken at school, and cannot be taken ahead of time.

INSURANCE - STUDENT ACCIDENT

The school does not have insurance to cover students who are hurt accidentally at school. The parents/guardians are responsible for this coverage.

LIBRARY

Our school library contains books and resources for the students to access for both their reading pleasure and classroom assignments. Each class has a designated library time each week, with activities designed to encourage a love for reading. The younger grades enjoy having a book read to them and all students have the opportunity to sign out a book.

Books that are checked out from the school library are the responsibility of the student and their parents/guardians. They must be returned promptly and in good condition each time. To help encourage the development of responsibility in our students, a small fine will be applied to overdue books. Parents/guardians and students will be held financially responsible for lost or defaced books.

LUNCH AND MORNING FRUIT BREAK

Lunchtime is a pleasant break in the day's schedule, and a time for supervised eating and social interaction. The classes have prayer before lunch each day. A student is to use good manners and be courteous and thoughtful of others. A student cannot use the kitchen utensils, refrigerator, or microwave. Parents/guardians are responsible to provide healthy lunches and fruit for breaks. Soda is not allowed for lunch, and items with high sugar content are discouraged. Students are not to trade or give away their lunch. Since fruit breaks are taken in the classroom, items should not be liquid in consistency (pudding, apple sauce, fruit syrup...) to help protect the floors. Chewing gum is not allowed at school.

The school makes several items available to purchase for lunch and fruit breaks. Accounts are set up for each student. Money can be deposited into these accounts, allowing the student to purchase from the daily menu. A positive cash balance must be maintained in their lunch account in the school office. Daily purchases will be charged to the student's account. When the balance has less than \$5.00 credit, a notice will be sent home with the student. When the lunch account has no credit, or tuition payments are past due, the privilege of ordering lunch items may be taken away. If there is any question relative to your lunch account, please contact the School Office at 739-9811.

MEDICATION & DRUG USE

The taking of any prescription or over-the-counter medications at school requires written instructions from a Physician. New York State health regulations mandate strict guidelines to insure that all our students are secure and the use of potentially hazardous medications is controlled.

Students are to bring medications, with the Physician's instructions, directly to the school office. The office will share the instructions with the teacher or teachers involved, so the student may have permission to go to the office at the instructed times.

Possession or use of illicit drugs is considered a serious offense and will lead to immediate suspension. (See *Discipline Policy*)

Pretending to have drugs is serious and will result in immediate disciplinary action.

PARENT-TEACHER FELLOWSHIP

The Parent Teacher Fellowship (PTF) is an organization that includes all parents/guardians, school staff, and those interested in the ministry of HCS. The purpose of the PTF is to promote fellowship between our school families and staff, give prayer support to the school; and to help the school financially with special projects that would enhance the school's ministry. All PTF activities and events must be approved through the school administrator.

PROMOTION

When a student fails two major academic subjects, has excessive absences (see the attendance policy), or the teacher and administration recommend retention; the student should be retained. The goal is to do what is best educationally and emotionally for the future of the student. A conference with the administrator may be requested by the parents/guardians to discuss the decision.

REPORT CARD & PROGRESS REPORT

A report card is sent home four times during the school year, normally on the Thursday following each marking period, and the envelope must be signed and returned to the teacher promptly. The report card is a formal communication to the parents/guardians regarding their child's academic achievement, in each subject area. The grading system used is as follows:

A+ 100-99	B+ 94-93	C+ 84-83	D+ 74-73
A 98-97	B 92-89	C 82-78	D 72-71
A- 96-95	B- 88-85	C- 77-75	D- 70
			F Below 70

Each marking period a list of students making the *High Honor Roll* and *Honor Roll* are published to recognize their outstanding effort and to encourage all the students to do their best. Students with all "A's" (including "A+", "A", and "A-") are assigned to the *High Honor Roll* and students with all "A's" and "B's" are assigned to the *Honor Roll*.

Thanks to the "Grade Book Program", a progress report can be sent home at intervals throughout the quarter. The teacher can generate a progress report whenever she deems one necessary to communicate progress or lack of progress to the parents, or when a parent desires one. These reports will clearly show assignments that were exceptional, deficient, or delinquent.

Parent/Student/Teacher conferences are encouraged whenever there is a situation that is of concern to parents or teachers. Parents may send a note to the teacher, call the office, or send an E-mail message directly to the teacher requesting an appointment.

Pre-Kinder.	lpage@horseheadschristian.org	Kindergarten	dmanley@horseheadschristian.org
First Gr.	caldrich@horseheadschristian.org	Second Gr.	thoward@horseheadschristian.org
Third Gr.	jmarusarz@horseheadschristian.org	Fourth Gr.	eemmons@horseheadschristian.org
Fifth Gr.	jarnold@horseheadschristian.org	Sixth Gr.	rmarsh@horseheadschristian.org
Secretary	kdamon@horseheadschristian.org	Administrator	jkane@horseheadschristian.org
Music	adepue@horseheadschristian.org	Art/PE	smarsh@horseheadschristian.org
Lunch Rm.	bjanowski@horseheadschristian.org		_

SCHOOL CLOSING OR DELAY

In the event of emergency school closing or delay due to weather conditions, it will be announced on TV channels 18 and 36. Look specifically for our school, as it will be listed separately from the public schools. Should the start of school be delayed, morning Pre-K will not meet.

SCHOOL PROGRAMS AND EVENTS

Special programs and events are held during the school year. The dates of these programs and events are published on the school calendar for your advance planning.

It is expected that all parents/guardians will support these programs, by seeing that the students are on time and dressed according to directions for that particular program. Participation in some of these events may be part of their grade for the associated subject. Also, parent/guardian attendance and support at each program is very encouraging to students and teachers alike.

SOLICITING AND PUBLICITY NOTICES

There is to be no unauthorized soliciting of, or selling to, students or staff members at school. Handing out notices of public, church, or commercial activities must have approval from the administration.

TEXT BOOKS & SCHOOL MATERIALS

All schoolbooks are owned by the school and are rented by the students. This cost is included in the enrollment fees and tuition payments. It is very important that good care be given to these books, so that costs can be kept as low as possible and good stewardship of all that God supplies may be exercised. Book covers must be on all hard cover books at all times. Backpacks and tote bags for carrying books and school supplies to and from school are necessary, in order to help preserve the investment in school materials.

Book damage is to be reported to the office and a damage assessment made as near to the date of the damage as possible. This assists parents and school authorities to get a clearer understanding of the circumstances and address them so that further damage does not occur. Lost books or excessive damage may result in a fine or replacement fee.

A list of school supplies will be provided in August so items can be purchased before the school year begins. Books and/or magazines brought to school must meet the standards of Horseheads Christian School. If objectionable materials are found, they will be collected by the teacher and sent home; or held for the parent to retrieve. We encourage parents and students alike to check with the teacher before sending non-standard items to school.

TUITION PAYMENT POLICY AND FINANCIAL ASSISTANCE

The Bible challenges us, as Christians, "Owe no man anything" _{Rom. 13:8}. When a student is enrolled, parents/guardians accept the responsibility for payment of tuition and fees as established for that year. At the time of enrollment, several payment options are made available. All previous year accounts must be settled, and the requirements of the chosen payment plan met, before a student's first day of school.

Financial assistance is available to all who qualify. Amounts awarded are based upon need as determined by a confidential family need assessment service. Once a student is enrolled, an application can be obtained from the school office or can be filled out on-line at: www.ffna1.com. Applications should be submitted early for processing. Parents will be notified of adjustments in tuition payments once the school has received the assessment results. Regular tuition payments should be made until notified of any change.

All tuition payments are due on the first of the month. Payments received after the 15th of the month will be considered late. A late fee will be applied each month a payment is late. Tuition is charged for the whole month when a student is enrolled for any part of that month. There is no refund for partial months. If a student is withdrawn early, all advance tuition in the account will be refunded.

Payments may be sent in by mail, paid at the business office during normal business hours, or sent to the school office in a sealed envelope with a responsible student.

If a problem should arise during the school year, please contact the school's Business Administrator right away. When the accounts are over two months past due, the school may ask that the student be withdrawn, unless some agreement is made. Report cards are retained at the end of the year and records will not be transferred to another school until all accounts are paid in full. Tuition is not tax deductible.

Each year tuition and fees only cover part of the cost for educating the students. The HCS Booster Fund has been established to help cover the amount that is lacking, as well as provide funds to develop and expand the different programs in the school. This fund receives gifts from churches, parents, grandparents, guardians, and friends who are interested in making Christian education available to the families of this area. Tuition increases are inevitable, but are minimized when more people participate in the Booster Program. Please consider your part in this program, and encourage others to invest in the future of Christian education and the lives of the students of HCS. All financial gifts are tax deductible.

TRANSPORTATION

Transportation is the responsibility of the parents/guardians. The school cooperates with the school districts, which bus students in accordance with state regulations. Those interested in car pools may learn from the school office about others in their area that are attending the school.

Student conduct on school buses is important to the testimony of both the school and the home from which they come. We expect our students to be punctual, to be a good testimony, to maintain school standards, and to obey the bus driver at all times. The school cooperates with the transportation authorities. However, it is the parent/guardian who are ultimately responsible for the conduct of their child on the bus.

Any change in after school transportation requires written permission from the parent/guardian. The note should include instructions regarding who will pick them up and when the child will leave.

VISITORS

All visitors and parents/guardians must report to the *School Office* upon arrival. When picking up students, do not go directly to the classroom.

A student is not to bring a visitor without having permission from the School Administrator prior to the day of the visit. The inviting student is to be sure that the visitor knows and will meet the school standards of dress and conduct.

Students who have previously attended the school are not normally allowed to visit the school. The privilege of visiting is for the purpose of familiarizing the visitor with the school, not for personal fellowship.