

FOREWORD

The Hebron Christian School Handbook has been prepared for your convenience and guidance. This handbook is not intended to be all-inclusive but rather to give you basic rules and regulations and other general information which will be helpful to you.

When policies, rules, and regulations are adopted, the first consideration is the welfare of the students. We believe that the school's rules and regulations will promote that welfare.

Hebron Christian School offers its students an opportunity to receive a quality education. We believe that home and school should work together for the good of the child and that all programs should be evaluated constantly in the light of accomplishment. Together, we can better prepare each student for a successful future.

PHILOSOPHY OF HEBRON CHRISTIAN SCHOOL

Hebron Christian School's philosophy is based on the Word of God. The primary objective and purpose of the school is to train the student in the way presented in the Scriptures while giving him/her a good general education.

Since the primary reason for the existence of the school is a spiritual ministry, evangelistic efforts are made to bring all students to a saving knowledge of Jesus Christ so that the teaching of spiritual truths may have a firm foundation. This is followed by instruction in right thinking, good conduct, and clean living in the light of the principles of God's Word.

The academic program, through the traditional approach, is developed to provide students with the best possible program of studies. There is emphasis on the mastery of the fundamental blocks of material necessary for satisfactory achievement in these areas. Stress is placed upon the acquisition of facts and concepts in the areas of study, leading to the development and exercise of the powers of reasoning. Methods of teaching proven to be effective are utilized with a constant search for better methods. Realizing the difference in innate ability, we encourage and expect each student to do his/her best. We believe the traditional system of education educates the minds and builds character. It encourages competition and teaches the value of living under a free enterprise system of government.

Hebron Christian School believes the Bible is the basis of all learning. HCS holds that the Bible is the infallible Word of God and that salvation by faith in Christ is the initial step in the Christian life. After the new birth, God has a plan to conform each Christian into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Cor. 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy life, which fulfills both God's moral law and the high law of love (Matthew 22:37-39).

The grace of God that saves also teaches one to deny ungodliness and worldly lust and that one should live soberly, righteously, and godly in this present age.

According to the Scriptures (Deut. 6:6-7; Eph. 6:1-4), the responsibility of educating children lies with the parents. The role of the school is that of a delegated authority, assisting parents in their God-given responsibility. Character training is an important element of education at HCS. We believe the heart of character training is obedience to all authority. The teacher is the authority in the classroom. Discipline is administered firmly but fairly. Believing that evil company corrupts good morals, (I Cor. 15:33), we must, therefore, provide an environment conducive to the spiritual growth and development of young people in order that they may know God's plan for their lives. Hebron Christian School is committed to preparing students who will carry out God's will on earth.

Hebron Christian School must, therefore, provide an environment conducive to spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following Biblical imperatives is necessary to provide such an environment:

1. All the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9).
2. The Christian will endeavor to avoid practices which cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being (I Cor. 9:27).

A sense of need for spiritual growth in the light of these principles has led Hebron Christian School to adopt the following standards, which are believed to be conducive to the environment that will best promote the spiritual welfare of the student. The school, therefore, requests both students and teachers to refrain from swearing, indecent language and jest, smoking, drinking alcoholic beverages, the abuse of drugs, gambling, dancing, gluttony, and gossip. HCS requests that students and teachers maintain Christian standards in courtesy, kindness, morality, and honesty.

Students and teachers are expected to abide by these standards throughout their stay at HCS. Anyone found to be out of harmony with HCS's ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

In this atmosphere of definite and positive Christian standards of conduct, good academic planning, and intimate personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

Hebron Christian School is not in competition with either the public school system or other private schools. We are here as a distinct, unique ministry giving parents a Christian alternative to the public school system and private schools in our area.

The Bible is our basic curriculum. The supporting curriculum materials are interwoven with principles that build Christian character in the student. Lessons at HCS will build old-fashioned emphasis in the 3 R's and related learning skills in a disciplined atmosphere. The overall academic excellence at HCS thrusts the student with average learning ability 1½ - 2 years ahead of the public school system. The students develop a genuine sense of accomplishment through their academic labors. Rather than feeling superior to their peers, they learn that they will be accountable to God for using their talents and abilities for the glory of God and the benefit of mankind.

HISTORICAL BACKGROUND

Hebron Christian School was founded in 1980 in the educational building of Hebron Baptist Church with an enrollment of 23 students and then moved to its existing location in 1982. Hebron Christian School suffered severe fire damage in the fall of 1991 and was allowed to use the facilities at Faith Baptist Church in Starkville for the remainder of the school year. HCS was restored and classes resumed in the fall of 1992. A 7,500 square foot addition was added to the existing building in the spring of 1997 to accommodate the continued growth. A 5,000 square foot field house was completed in the fall of 2000.

MISSION STATEMENT

Hebron Christian School's mission is to lead students to Christ and to train them in Christian character, while preparing them intellectually for higher levels of education and leadership roles through the spiritual, moral, physical, social, cultural, and emotional development of the "whole child" to ensure a strong Christian foundation for life.

ACCREDITATION

Hebron Christian School is accredited by the Mississippi Association of Independent Schools (MAIS). Through the MAIS, students compete in the Academic Betterment Competition (ABC), science fair competition, spelling competition, and elementary art competition. The HCS Honor Society is offered for grades 10-12 through the Mississippi Association of Independent Schools

STUDENT ADMISSION

A student application must be completed and submitted to the school office. Transfer students entering 1st through 6th grade may be expected to take a placement test. Both parents are expected to attend this conference. There is a non-refundable \$400 registration fee per family.

Hebron Christian School does not admit students who are under expulsion or who have been assigned to alternative classes in another school without a thorough screening by the headmaster.

TUITION

The following procedures will be followed regarding the payment of tuition and the resolution of past due accounts.

1. Anyone who chooses to pay tuition in ten monthly installments must authorize an electronic funds transfer to HCS by the first, fifth, tenth, or fifteenth day of each month. The first payment will be made directly to HCS, via cash or check, during the final registration period (the last week of July), and the tenth payment due in May. A twelve (12) month payment plan is also offered; details regarding payment must be approved by the financial director.
2. If an EFT payment is deemed as not collectible on the date it is issued, the account will be assessed a \$20 service charge. An attempt to collect payment will be issued again, five business days after the initial attempt. If the payment is still not collectible, the account will be deemed to be in arrears.
4. If payment (including late fee) is 45 days in arrears, the student will not be allowed to take exams or receive grades.
5. A 60 day past due account will result in student suspension until the account is brought current.
6. All accounts must be paid up to date by the end of each nine-week term in order for the student to receive a grade and credit for classes.
7. Students with unpaid accounts may not take mid-term exams.
8. Students with unpaid accounts may not take final exams.
9. All accounts must be paid **in full** by May 15th. Students with unpaid accounts after the 15th will be placed on suspension status.
10. Students with unpaid accounts from previous years will not be allowed to register for classes at HCS.
11. Students with unpaid accounts will not be allowed transcripts sent to other schools.
12. A request for waiver of above procedures due to special circumstances may NOT be directed to the pastor or another board member. Any parent desiring a waiver must direct correspondence to the headmaster, who will then direct the request to the school board. No action on the above procedures will be taken while a request is pending.

NOTE: It is the policy of Hebron Christian School to make no refunds on registration fees, tuition, or other fees paid. You are obligated for the entire cost of tuition, bus, and fees for the whole school year once school begins. If

you should transfer your child (children) out of HCS for reasons other than (1) job transfer out of the local area or (2) catastrophic illness of the student, you are still obligated to pay the entire cost of tuition and fees.

OTHER MONEY

Please send separate checks in labeled envelopes for special projects, school pictures, etc.

FUNDRAISING

Hebron Christian School endeavors to keep low tuition rates for the benefit of each family. For that reason, we will have fundraising events at various times during the school year. We encourage each child's participation in these projects. The school receives NO FEDERAL or STATE assistance but is supported by Hebron Baptist Church as a ministry of the church.

The headmaster must approve all activities designed to raise money for the school, or school sponsored groups. All monies must be turned in to the financial director and receipted.

No fundraising from outside groups will be allowed at the school or school sponsored events.

GYMNASIUM

The gymnasium has a rubber floor covering that requires extra care. Students are responsible for protecting this covering when using the gym. Students should only be on the gym floor during designated times. No sharp objects, chairs without protective tips, sharp wheels, food, or drink will be allowed on the floor.

STUDENT INSURANCE

Hebron Christian School provides catastrophic insurance coverage for all students in grades K-3 through 12. This insurance is "catastrophic coverage only" and will begin paying on a claim only after the deductible has been met. If your child is not covered under a family plan through your employment or through another source, you may be interested in purchasing insurance to cover medical costs due to an accident on the playground or during an athletic activity. Brochures on student accident insurance are available in the school office. Mutual of Omaha Companies offers a choice of two school approved plans.

During the week of final registration, parents will be required to sign a waiver if they do not choose to purchase the school insurance. This waiver will be kept on file.

SPECIAL SCHOOL DISMISSAL PROCEDURES

In the case of severe weather conditions, necessitating the closing of school during a school day, an announcement will be broadcast on the local television and radio stations. Announcements will also be made on the local television and radio stations when school will not be open on a particular day due to severe weather conditions or other emergency situations.

In the event of emergencies during the school day such as environmental, fire, police, or medical emergencies, parents will be called directly by school personnel.

STUDENT CONDUCT

Students are held responsible for their conduct while in attendance at any school sponsored function, be it athletic or other. A student who is on school grounds or in attendance at any school sponsored function at any location, day or night, is subject to all regulations of the school regarding conduct and dress code and will be governed accordingly.

We ask that students at all times. . .

**. . . show a spirit of respect and submission for all authority
(Romans 13:1, 2 and I Samuel 15:23).**

**. . . maintain a high regard for their fellow students
(Ephesians 4:32; Philippians 2:4 and Matthew 7:12).**

**. . . be morally right in every word, gesture, or action
(I Peter 2:11 and Proverbs 8:13).**

**. . . young men are expected to be gentlemen at all times especially
towards young ladies and adults (I Timothy 5:1, 2).**

**. . . young ladies are expected to be lady-like at all times especially
towards young men and adults (Proverbs 11:22).**

BUSES

We have buses that run from West Point, Starkville, Houston, and the Maben-Mathiston-Eupora area. The bus fee is payable in 10 monthly payments beginning in August or in 12 monthly payments beginning in June.

In the interest of bus safety, we ask that all students observe the bus conduct rules and use only low conversation to prevent distraction of the driver.

Loading and Unloading

1. Parents are responsible for being at the bus stop at the designated times each morning and each afternoon. Our bus drivers should not be asked to wait beyond the regular schedule for tardy students. Parents will be charged a fee if the driver has to wait for students or parents to arrive at the bus stops. For the first fifteen minutes a driver

must wait, the fee will be \$10. There will be a charge of \$2.00 per minute after the first fifteen minutes.

2. Bus riders should conduct themselves in a safe manner while waiting for the bus.
3. Students should be careful in approaching bus stops by waiting until the bus comes to a complete stop before attempting to board the bus.
4. Students should wait for the driver's signal to cross the street when loading or unloading.
5. The bus driver will discharge students only at the regularly assigned bus stop. Students will be permitted to get off at a different stop provided they have **written permission** from parents to do so. This written permission should be cleared through the school office and then be given to the bus driver.

Conduct Rules on the Bus

1. Obey the driver promptly.
2. Remain seated while the vehicle is moving.
3. Keep hands, arms, clothing, etc. inside the bus.
4. Trash must be placed in trash containers provided at the front of the bus.
5. Never throw trash or any other items out the windows. This could cause serious damage to oncoming vehicles.
6. Sit correctly on the bus seat facing the front of the school bus.
7. Students are not ever allowed in the driver's area.
8. **Electronic devices of any type are NOT allowed to be taken out on the school bus.**
9. Food, drink, or gum is NOT allowed.
10. Students will be responsible for any acts of vandalism.
11. All language must be wholesome and edifying.
12. Students must not open emergency exits except in emergency situations.

RIDING THE SCHOOL BUS IS A PRIVILEGE THAT MAY BE REVOKED. Drivers may issue bus conduct slips to those who do not obey bus rules. Repeated offenses of misconduct will result in the loss of the privilege to ride the bus.

If a parent plans a spend-the-night party that will involve extra students riding a particular bus route, this must be cleared a day in advance through the bus driver involved. Many of our buses are filled to capacity and cannot accommodate occasional bus riders. In this case, other arrangements for transporting students to your home for the party will be necessary.

COMPLAINTS AGAINST SCHOOL PERSONNEL

In order to solve problems that involve school employees quickly and effectively it is essential that the problems be addressed and resolved as near the source of the problem as possible. Therefore, problems should be addressed by the following procedures.

1. If the problem is with a teacher, bus driver, or coach go directly to the teacher, bus driver, or coach **first**. Chances are good that the problem will be solved without involving any other person.
2. If the problem remains unsolved, go the headmaster. At this point, the parent may be expected to meet with the school personnel involved and the headmaster.
3. If the problem remains unsolved, the headmaster will take the problem to the Board of Directors.
4. If there is a problem with the headmaster, or a problem that the headmaster should be

aware of, start by going directly to the headmaster. If the problem remains unsolved, then the headmaster will inform the Board of Directors.

ELEMENTARY SCHOOL GENERAL INFORMATION

DAILY SCHEDULE

As kindergarten students arrive, they should go directly to the kindergarten hall and be seated. A kindergarten teacher will be on duty in the hall. As elementary students arrive, they should go directly to their classroom.

- 8:10 First Bell
- 3:10 Dismissal - Car riding students will be taken to the front porch.
- 3:15 Dismissal - Bus riding students will be taken to the appropriate bus.
- 3:20 Final dismissal bell - Buses depart at 3:25 p.m.

THE ACADEMIC PROGRAM

The elementary school consists of a three-year-old kindergarten program through sixth grade. A child entering K3 must be 3 years old by September 1st; children entering K4 must be 4 years old by September 1st; and, K5 children must be 5 years old by September 1st to enter these grades. All elementary grades use the A Beka curriculum or the Bob Jones curriculum in all subjects. Students in these grades have specialists who instruct in the areas of physical education, music, art, and library science. Enrichment experiences such as field trips and resource speakers are encouraged and incorporated at all levels.

Private piano and voice lessons may be arranged as available. Fees for lessons are set by the teacher and paid directly to her.

GRADING SYSTEM

Hebron Christian School's elementary school year consists of four nine-week grading periods. Teachers of students in grades 4, 5, and 6 have discretion over the option to give nine weeks tests and semester exams in some subject areas.

Weekly Progress Reports

Graded quizzes, tests, seatwork, and other student work will be sent home weekly. Parents are expected to review this weekly work and follow the teacher's directions for signing and returning this work to school.

Report cards will be issued to students on the Wednesday immediately following the end of the nine weeks grading period. Final report cards will be issued on the last day of school to all students in grades K3 – 5th. All other students will have final report cards mailed to the student address of record. Report cards must be signed by a parent and returned by the Friday of the week issued.

Grading Standards

A+	100
A	95-99
A-	94
B+	93
B	87-92
B-	86
C+	85
C	77-84
C-	76
D+	75
D	71-74
D-	70
F	69 and below

Conduct Evaluation

S	– Satisfactory
N	– Needs Improvement
U	– Unsatisfactory

Penmanship

E	– Excellent
S+	– Good
S	– Satisfactory
N	– Needs Improvement
U	– Unsatisfactory

ACADEMIC RECOGNITION

Those students who have excelled in their classroom endeavors are recognized for their accomplishments by being listed on either the A/B Honor Roll or All A Honor Roll. For the Honor Roll the students must make 86 or above in all academic subjects. **Students must receive Satisfactory conduct grades in order to be listed on either Honor Roll.**

PROMOTION POLICY

Because a student has many facets (physical, academic, social, emotional) the decision regarding promotion is not based solely on academic standing. Many factors will be used in considering the promotion of a student. These factors can include age, ability, maturity, and student effort. However, a general rule that will be considered is that a student should not fail two major subjects and be promoted. Each teacher will submit to the headmaster the names of students who are recommended for retention. The teacher and headmaster will review each student's situation, and the headmaster will make the final decision.

ACHIEVEMENT TESTING

Students in grades K-5 through 6th grades are required to take achievement tests each spring. Parents will receive a written report of their child's test results with the final report card. If the parent desires, a conference to discuss the results with the headmaster can be arranged.

BIRTH CERTIFICATES

Hebron Christian School requires that a child entering kindergarten must have on file at the school a certified copy of his or her birth certificate.

IMMUNIZATION RECORDS

Every student at HCS is required to have in his/her cumulative folder an immunization certificate from a doctor or the health department. This form is also known as **Form 121**. Each student must have this immunization certificate in order to be enrolled in school. Effective August 2002, all children 12-18 months and older must have one dose of varicella (chickenpox) vaccine to enter kindergarten. If the child has had the chickenpox disease, varicella vaccine is not required.

CHILD CUSTODY

To ensure the safety of our students, the custodial parent must provide the school with a copy of the appropriate documents regarding the child's custody. This is to prevent a child from being released to a non-custodial parent. No student will be released to anyone other than a custodial parent unless the school has been notified in writing by the custodial parent.

ABSENCES

Regular and punctual attendance is expected of all students and is necessary for successful accomplishment in school. Therefore, it is important that students be in school and on time each day. When a student returns to school after an absence, he/she must bring a note of explanation concerning the absence from a parent or physician. This note should be given to the child's teacher.

Parent cooperation is asked in not requesting to have a student excused from school for unnecessary trips, ballgames, visits to relatives, or other outings. If it is necessary for a student to be absent for any reason other than

illness or death in the family, the school requests that the parent notify the child's teacher and the school office as far in advance as possible.

Students who come to school later than 10:30 a.m. or leave before 1:00 p.m. will be marked absent for one-half (1/2) day. Students must be in attendance at least ½ day in order to participate in extracurricular activities.

Students absent for any reason, other than school-related activities, for more than 20 days during the school year will be subject to grade retention. Exceptions concerning illness will be open for review by the headmaster.

TARDINESS

The most productive portion of the day that affords opportunity for the greatest mental stimulation is in the early morning hours. We make every effort to use this time wisely. **STUDENTS SHOULD BE SETTLED AND READY TO BEGIN THE DAY'S WORK BY 8:10.** If your child is tardy, he misses valuable time and does not begin the day in an organized way. This tardiness also inconveniences the teacher and other students by the interruption.

Every three tardies will count as one absence on the student's attendance record. Please be mindful that students are allowed only twenty absences in the course of a school year.

PERMISSION TO LEAVE SCHOOL

Permission to leave school for any reason must be secured from the school office. All students who have secured permission to leave school must be signed out in the office by a parent, **the parent's designee, or by an administrator through a phone call from the parent.** A record is kept in the office of all students who have permission to leave school, giving the time they leave and the reason for leaving.

MEDICAL INFORMATION

If a student has a medical problem that the school needs to be aware of, parents should notify the office. Students who have asthma, allergic reactions to anything, or any other medical problem, must have written instructions concerning proper care (signed by the parents or the doctor) along with the necessary medication in the school office. Should the medication be taken during the school year, the parent is responsible for replacing it.

All prescribed medications for ADD and ADHD must be kept in the school office. The student must come to the office to receive the daily dosage.

ILLNESS

While regular attendance is extremely important to a child's progress in school, there arise occasions when a student must be absent due to illness. Children with fever, nausea, severe headache, or other symptoms of serious or contagious illness should not be sent to school under any circumstances. Children who attend school while displaying these symptoms are uncomfortable in the school setting and pose a health hazard to others.

If a student becomes ill at school, the office staff will make every effort to contact the parent so that the student may be taken home. All prescription medicines should be brought to the child's teacher with a note from the parent explaining the time and amount of the dosage. The teacher will administer the medication to the student.

PARENT CONFERENCES

Parents are encouraged to talk with individual teachers concerning any question(s) they may have about their child. Parent-teacher conferences may be arranged by contacting the school office. **All conferences must be scheduled meetings; parents may not drop by the classroom to speak with a teacher.**

VISITORS AND MESSAGES

Teaching is our business, and we take the careful and efficient use of teaching time very seriously. If a parent has a message or package for his/her child, the parent will be asked to leave a note or the item in the office. Our office personnel will deliver the message or the item to the child.

PARENTS MAY NOT GO DIRECTLY TO THE CLASSROOM AT ANY TIME. IF A PARENT MUST SPEAK TO HIS/HER CHILD, THE PARENT MUST CHECK WITH THE SCHOOL OFFICE FIRST AND A VISIT WILL BE ARRANGED.

Former students are not allowed to freely visit teachers or students during the school day.

USE OF TELEPHONE

Parents are encouraged to make sure their child is aware of transportation, lunch, and social arrangements. Students are expected to have all necessary school items before arrival at school each morning. It is unsettling to the child and to the class when the child is not sure of after-school arrangements and must leave the room to use the telephone. Student use of the telephone is not permitted except in the event of sickness or emergency. Only urgent or emergency telephone messages will be delivered to the student.

LUNCH AND SNACKS

The cafeteria area of the gym is the designated eating area. Food and drink are allowed in this area during lunchtime and snack time ONLY except for special occasions approved by the headmaster. Please do your part to keep the school building and school grounds neat and clean.

Students in grades K-3 through 6th are provided a snack time in the afternoon. They may bring a snack from home or purchase one from the school cafeteria.

BIRTHDAY PARTIES

The three, four, and five year kindergarten students may have birthday parties at school if advance arrangements are made through the child's teacher. Please do not bring party favors that make noise. Students in grades 1-6 may bring treats for the entire class for their birthday. The teacher will distribute the treats at a convenient time during the day. **Any birthday party invitations given at school must be given to the entire class.**

STUDENT PRIVACY POLICY

Our faculty and staff may not issue phone numbers and addresses of students. Please do not call the school office to request this information.

GUM CHEWING

Gum chewing is not allowed during the school hours or on the bus.

ITEMS BROUGHT FROM HOME

Kindergarten and elementary students may not bring items from home such as headphones, CD players, Ipods, knives, questionable reading material, yo-yo's, toys that represent undesirable or questionable traits, or large toys. **Baseball bats made of any material may not be brought to school. Trading cards of any kind may not be brought to school.** If students bring any other unnecessary items to school, the individual classroom teacher reserves the right to make a ruling decision about any such item.

Students are not allowed to bring pets from home without pre-clearance from the headmaster.
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HOME STUDY

The foundation for study skills is an elementary school responsibility. Homework should serve valid purposes: (a) provide essential practice in needed skills; (b) train students in good work habits; (c) afford opportunities for increasing self-direction; (d) enrich and extend the school experiences; (e) help children learn to budget time; (f) acquaint students with out-of-school learning resources; and (g) promote growth in responsibility. It is not intended to be a burden on the student or the family. Homework in all subjects should not require more than an hour's diligent work per night for most students. If homework completion becomes a problem, the parent should discuss this with the teacher.

Ways to help your child with his/her homework include the following:

- *Set aside a specific amount of time each day for home study.
- *Set aside a particular study place, free from distraction.
- *Keep this study area supplied with any necessary materials such as pens, pencils, erasers, and paper.
- *Encourage and monitor your child in his/her studies.
- *Encourage your child to work diligently on classwork during the day. Often, homework is a consequence of not completing classwork.
- *Do not do your child's work!

LOST AND FOUND

Please turn in any unclaimed items you find to the office. If a student loses something he/she should report the loss to the office. Students should check in the office for items.

TEXTBOOKS

Textbooks will be issued to the student at the beginning of the school year. We ask that all textbooks, purchased or rented, be handled carefully and kept in the best possible condition. Students may be requested to replace used books that have not been neatly kept.

VANDALISM

If a student damages school property through any act of vandalism, the parents will be required to repair the damages or pay for them.

DRESS CODE

We expect our students to dress in a manner befitting the high ideals we have at Hebron Christian School. Appropriate dress for school is a mark of pride in yourself and your school. Students are expected to follow the dress code during school hours and when representing our school at extracurricular events such as athletic games, on field trips, and other school outings.

Should a question arise concerning appropriate dress and appearance, a conference will be held with the student. If an undesirable pattern continues, an administration-parent conference will be held with the student. In any case of disagreement, the judgment of the school administration will prevail.

SHOES FOR KINDERGARTEN, 1ST, and 2ND GRADES:

- (1) No flip-flops.
- (2) No cowboy boots or other types of heavy boots.

Students must wear tennis shoes and similar shoes suitable for outside play and P.E. class. Students need to wear shoes that will stay on their feet and protect their feet during these activities.

KINDERGARTEN AND 1ST, 2ND, AND 3RD GRADE STUDENTS (Boys and Girls):

(1) Shorts

- (a) Mid-thigh length
- (b) No cut-offs or biker shorts
- (c) No writing

(2) Jeans/Pants

- (a) No frayed hemlines
- (b) No holes or split hemlines
- (c) No writing on jeans/pants

(3) Shirts and tops

- (a) No inappropriate writing or pictures
- (b) Shirts with tapered tails must be tucked inside trousers.
- (c) Shirts cut square across the bottom may be worn outside trousers provided the shirt is no longer than the middle of the back pocket.

4TH, 5TH, AND 6TH GRADE GIRLS:

(1) Shorts

- (a) Length must be no shorter than 4 inches above the knee
- (b) No cut-offs or biker shorts
- (c) No writing on shorts

(2) Jeans/Pants

- (a) No stretch jeans/pants
- (b) No frayed hemlines
- (c) No holes or split hemlines
- (d) No writing on jeans/pants

- (e) *No tight fitting jeans/pants
- (f) Capris and cropped pants are acceptable

***The school's definition of tightness: The student must be able to gather fabric in her hand in the upper thigh area just below the hips. If the student can only pinch fabric in this area with her fingers, then the pants/jeans are too tight.**

(3) Shirts/Tops

- (a) No tight fitting shirts/tops
- (b) No suggestive or inappropriate writing or pictures
- (c) No bare midriff may be revealed when student is standing, sitting, bending over, or raising arms
- (d) No cleavage may be revealed when student is standing, sitting, or bending over
- (e) Sleeveless shirts/tops are acceptable for school.

(4) Dresses/Skirts

- (a) Length must be touching the knee when standing or sitting

(5) Overalls are acceptable.

(6) No tattoos

(7) No excessive ear piercing

(8) No large earrings or excessive amounts of jewelry

(9) No camouflage clothing, other than jackets

4th, 5th, AND 6th GRADE BOYS:

(1) Shorts

- (a) Length must be no shorter than 3 inches above the knee
- (b) No cut-offs or biker shorts

(2) Jeans/Pants

- (a) No frayed hemlines
- (b) No holes or split hemlines
- (c) No sagging jeans/pants

A belt is required for trousers and shorts that will not stay at the waistline.

(3) Shirts

- (a) No suggestive or inappropriate writing or pictures
- (b) Shirts with a tapered tail must be tucked inside trousers with a belt visible.
- (c) Shirts cut square across the bottom may be worn outside the trousers as long as the shirt is no longer than the middle of the back pocket when the shirt is extended to its full length. Otherwise, the shirt must be tucked inside trousers with a belt visible.

(4) No camouflage clothing, other than jackets

(5) Overalls are permitted.

(6) No caps.

(7) No earrings and no tattoos

(8) Hair must be properly groomed and shall not obstruct vision

ELEMENTARY ATHLETICS

Pee-wee football and pee-wee basketball are offered to elementary students in grades 3-6. Girls in grades 3-6 may participate in pee-wee cheerleading during football season, and the basketball program is offered to girls and boys. Volunteer parents or other approved volunteers will coach elementary sports and sponsor the elementary cheerleading.

ELEMENTARY ATHLETIC POLICY

Student participation in elementary extracurricular activities is a privilege that is earned by maintaining passing grades and by exhibiting acceptable conduct.

- (1) A participating student must maintain a passing average in each subject at all times.
- (2) A participating student must consistently receive acceptable conduct marks in attitude, responsibility, respectfulness, etc.
- (3) If any student has a failing average in any subject, the student will not be allowed to participate in games or attend practices until the student is passing all subjects.
- (4) Excessive homework offenses disqualify a participating student from games and practices until these responsibilities have been fulfilled to the teacher's expectations.

DISCIPLINE

A. Philosophy and Goals

The ultimate goal of Hebron Christian School's discipline system is to teach students to become effective modifiers of their own behavior. Self-discipline is learned; therefore, students are taught to internalize self-discipline behavior without diminishing self-esteem.

B. General Regulations - Policies

1. There are general behavior rules/goals which each teacher will post in the classroom.
2. Every student will be expected to know these rules/goals.
3. Emphasis is placed on discipline being a "skill to be developed rather than a rule to be broken".
4. Good classroom discipline is first and foremost the responsibility of the teacher.
5. Serious or continuous disciplinary problems will be referred to the Headmaster or his representative.

C. Major Offenses

The following are considered major offenses. Punishment, at the discretion of the Dean of Students, or his representative, will be severe. Immediate corporal punishment, suspension, or expulsion may be given for the following offenses:

1. Fighting, biting, hitting
2. Defiance of school authority (Headmaster, teacher, or staff member)
3. Consistent lack of cooperation both within and outside of the classroom
4. Willful destruction of school property
5. Bringing or using alcohol, tobacco in any form, and/or illegal drugs on school grounds
6. Bringing pocket knives, firearms, or any type of weapon on the school grounds
7. Profanity or verbal abuse; obscene gestures, language, pictures, or conduct
8. Leaving campus or designated area without permission
9. Theft
10. Throwing rocks at people or vehicles

D. Corporal Punishment

If it is determined that corporal punishment is warranted for the student offense, the teacher or administrator will administer a paddling with a witness present. A discipline form will be completed informing the parents of the nature of the offense and the number of strokes given, not to exceed three. The student will have the form signed by a parent and return to the teacher the next day. Corporal discipline will always be handled in a just and loving manner. After the discipline, the teacher or administrator will counsel and pray with the student.

If parents have requested that their child not receive corporal discipline, the student will be punished through suspension.

E. In-School Suspension (1st through 6th)

In-School Suspension may be assigned for a violation of the offenses listed above in item (C). The following rules apply to ISS:

1. Students must report to the Dean of Student's office by 8:00 a.m.
2. Students will bring a library book and will eat lunch and snack in ISS.
3. The teacher will provide all assignments for the day, to be completed in ISS.
4. Dismissal will be at the end of the school day.

F. Suspension (K3 – 6th)

Suspension is defined as the temporary exclusion of a student for disciplinary reasons. Students may be suspended by the Dean of Students for serious reasons for a period of time not to exceed ten (10) days. The Dean of Students will notify the student and the student's parent(s)/guardian(s) of the reason for the suspension, the time of the suspension, and the requirements of reinstatement.

G. Expulsion

Expulsion is defined as the permanent dismissal of a student from school. Expulsion from school will be the decision of the Dean of Students and/or Headmaster. A written report containing reasons for the exclusion will be sent to the student's parent(s) or guardian(s). Students who serve three (3) In-School Suspensions during an academic year may be expelled at the discretion of the Dean of Students.

JUNIOR AND SENIOR HIGH SCHOOL GENERAL INFORMATION

SCHOOL HOURS

The first bell rings for 7th - 12th graders at 8:10 a.m.; the tardy bell will ring at 8:15 a.m. The school day ends at 3:20 p.m. for all junior high and high school students. Students are expected to be in their first period classes by the time the tardy bell rings. Students are not allowed to go out to their vehicles unless they have received permission from office personnel or have signed out to leave, **and if they are signed out to leave, they must leave campus.**

MEDICAL INFORMATION

If a student has a medical problem that the school needs to know about, parents should notify the school office and the headmaster. Students who have asthma, allergic reactions to anything, or any other medical problem must have

written instructions concerning proper care (signed by the parents or the doctor) along with the necessary medication in the school office. Should the medication be taken during the school year, the parent is responsible for replacing it.

If a student becomes ill at school, the office will endeavor to contact the parent so that the student may be taken home. The student must be signed out if leaving school premises.

All medication for ADD or ADHD must be kept in the school office. The student must receive the daily dose from office personnel.

LOCKERS

Lockers will be assigned to each student, and they may not be changed without permission. Lockers should be kept clean and orderly. Students may not leave food overnight in lockers. **Pictures or pages cut from magazines may not be mounted in lockers or on the outside of lockers.** The administration, teachers, and staff of HCS reserve the right to check lockers at any time. In case of a disagreement about any items found in lockers, the judgment of the school administration will prevail. Locks are not required for lockers. If a student chooses to use a combination lock, the locker combination must be submitted to the homeroom teacher before a locker will be issued.

LOST AND FOUND

Please turn in any items you find to the office. If a student loses something he should report the loss to the office. Students should check in the office for lost items.

SCHEDULE CHANGE

The counselor, parents, and headmaster must approve any schedule change. If approved, a schedule change will be issued. **Students may not drop a class after the first week of school; this includes ATHLETICS. Parents and students must carefully consider any negative outcomes of a particular class before the end of this first week of school. After the deadline for dropping a class, any request to drop a class will be denied, without strong justification to the headmaster.**

VISITORS

No visitors are allowed on campus without permission from school officials. This includes friends, relatives, etc. All visitors must go directly to the office. Violators are subject to prosecution. **Former students are not allowed to freely visit teachers or students during the school day.**

At times we have students from other schools requesting to spend the day, or a portion of the day, with a particular class. Permission for this type of visit must be obtained **at least one day** in advance from the headmaster.

STUDENT DRIVERS AND PARKING

Each student who drives his/her car to school will be assessed a \$10.00 per year parking fee. Students wishing to drive to school at any time during the year must submit the following in order to receive a permit: (1) a valid driver's license, (2) proof of insurance, (3) and a parental note. Students are not permitted on the parking lot without a pass until their school day ends. All students entering or leaving campus in a personal vehicle must drive in a slow, safe, and courteous manner, or lose the privilege of driving their vehicle to school. The school is not responsible for damage to vehicles while parked on campus.

Students who bring their automobile to school are permitted to park only in the student parking lot. When student drivers arrive at school, they are expected to immediately enter the school building. When students are dismissed at the end of the school day, they are expected to get in their vehicles and leave the school premises. **Sitting in**

vehicles parked on the school premises will not be tolerated. Students may not stand around in the parking lot and visit.

CAFETERIA, LUNCH, AND BREAK

The cafeteria area of the gym is the designated eating area. Food and drink are not allowed in any other area except for special occasions approved by the headmaster. Please do your part to keep the school building and school grounds neat and clean. **Our junior high school and high school have a closed lunch policy.**

Morning break and lunch orders are placed during homeroom. Students will pay for any orders at the time they receive their food.

MUSIC AT SCHOOL

Only Christian music will be allowed at school and school events. All music must be approved by the Headmaster or his designee at least one day prior to the event.

TELEPHONE

Students are allowed to have cell phones in their possession during the school day. See the cell phone policy at the end of the handbook. Individual teachers decide whether or not students may have them in their classroom.

TEXTBOOKS

Textbooks will be issued to the student at the beginning of the school year. Some textbooks will become the property of the student, while others are issued to the student for use but are returned at the end of the school year. We ask that all textbooks be well cared for and not abused in any way. Students are responsible for lost or damaged books.

If a student loses a book, the student is responsible for the purchase of a new one. If a lost book is found, a refund will not be given. The student simply owns the book. **Books left in the hallways, gym, and other unacceptable locations will be collected, and students will be responsible for checking in the lost and found. The student must pay a collection fee of \$1.00 to retrieve the lost school item. This fee may not be charged.**

PARENT CONFERENCES

Parents are encouraged to talk with individual teachers, the counselor, or the headmaster about any question(s) they may have about their child or the school. Conferences may be scheduled by calling the school office.

COURTING

Physical contact between students is not permitted on campus. Improper conduct of this nature will subject students involved to disciplinary action by the administrative staff. Proper decorum is expected at all times.

A "Standard of Conduct Code for Hebron Christian Junior High School and High School" may be found at the back of this handbook on page 39. All students are expected to abide by this code of conduct with regard to all matters.

IF AT ANY TIME THE SCHOOL FEELS THAT THE COOPERATION OF THE PARENTS IS LACKING, THE STUDENT MAY BE ASKED TO TRANSFER OUT OF HEBRON CHRISTIAN SCHOOL. ALSO, IF THE STUDENT'S BEHAVIOR OR ATTITUDE INDICATES AN UNCOOPERATIVE SPIRIT OR ONE THAT IS NOT IN HARMONY WITH THE SPIRIT AND STANDARDS OF HEBRON CHRISTIAN SCHOOL, WHETHER OR NOT THERE IS ANY DEFINITE BREACH OF CONDUCT, THE STUDENT MAY BE REQUIRED TO TRANSFER OUT OF THE SCHOOL.

RULES AND REGULATIONS

Hebron Christian School assumes that students enter with a feeling of responsibility to self and school. The school can function only when mutual trust and respect exist among all members of the community. There are few formal rules. The rules we have are clear and non-negotiable.

ATTENDANCE REGULATIONS

Regular and punctual attendance is expected of all students and is necessary for successful accomplishment in school. It is, therefore, important that students be in school every day.

Attendance Policy for Students in Grades 7 and 8:

Students absent for any reason other than school-related activities for more than ten (10) days per semester course, twenty (20) days per year-long course, **will be retained in that grade. Exceptions concerning illness will be open to review by the headmaster and school board.**

Attendance Policy for Students in Grades 9-12:

Students absent for any reason other than school-related activities for more than ten (10) days per semester course, twenty (20) days per year-long course, **will not receive academic credit for courses in which the absences have occurred. Exceptions concerning illness will be open to review by the headmaster and school board.**

No student is to be excused for piano/voice lessons or for work responsibilities.

ABSENCES FROM SCHOOL

Hebron Christian School classifies absenteeism in two (2) categories: excused and unexcused. All homework must be completed whether the absence is excused or unexcused. However, if a student is unexcused and has missed a test or quiz, he/she will not be permitted to take a make-up test or quiz.

When a student is absent from school, a written excuse from the parent(s) is required. This excuse shall include the following information: date of absence, reason for absence, and parent's signature. The excuse should be turned in to the school office as soon as the student arrives on campus, so that office personnel may issue an excuse for teacher signature.

Students not in attendance at school for at least one-half (1/2) day, will not be permitted to participate in extracurricular activities on that date. A one-half day is defined as one where the student attends at least three classes. This policy applies to athletes, cheerleaders, band members, etc. Any students who attend extracurricular activities but did not attend classes that day will automatically place their excuses in jeopardy.

A. Excused Absences are classified as follows:

1. Unavoidable – Absences due to personal illness, family illness, or death in family.

2. Avoidable but justifiable – Absences for such reasons as doctor or dentist appointments, trips with family, or other reasons that might be justified but which involve a decision on the part of the student and his/her parents that he will miss school. The student will be permitted to make up class work to the extent that no additional planning will be required of the teacher. All such absences should be cleared in advance.

B. Unexcused absences are classified as follows:

1. The following are examples of unexcused absences: (1) shopping, (2) working on car, (3) sleeping late, (4) studying for a test, (5) beauty parlor (6) completing school work, (7) preparation for parties, homecoming, etc., (8) leaving before designated departure time for school related trips
An unexcused absentee will not be allowed to make up work. If a parent writes a note without giving a reason for the absence, this absence will be unexcused. Any tests or quizzes missed due to an unexcused absence will be marked as zero. A student returning from an unexcused absence will be expected to take any tests, quizzes, or do any work due the day the student returns.
2. Truancy is defined as an absence for one or more periods without prior parental permission of parents. A conference will be held with the parent(s) and a student who cuts all or part of a day before that student may be reinstated into his classes. The student is also subject to disciplinary measures to be determined by the administration.

POLICY PERTAINING TO MAKE-UP WORK

When a student has an excused absence(s), all assigned work including homework, class work, tests and quizzes must be made up. The student will be given the number of days wherein he/she was absent to complete this make-up work. For example, if a student is absent two days, he has two days to make-up the work required. After that, all teachers will record “0” grades. It will be the responsibility of the **student** to make arrangements with the teacher to get make-up work completed.

TARDINESS

Punctuality is expected of all students. HCS believes it is the **RESPONSIBILITY OF PARENTS** to see that students arrive at school on time, and it is the student’s responsibility to arrive in class on time. If a student is tardy to class, the teacher will determine if the tardiness is excused or unexcused. The teacher will record any unexcused tardies. Three (3) unexcused tardies within a nine weeks grading period will result in a deduction of 1 point for the fourth unexcused tardy and a deduction of 1 point for every tardy thereafter within that nine weeks grading period from the grading period average.

Procedure:

1. Tardiness to school: A student is tardy if he/she is not seated in the first period class by 8:15 a.m. Any student who is tardy should report to the office for a tardy slip immediately upon his/her arrival at school.
2. Tardiness to class: Junior high and high school students are allowed **four (4)** minutes to pass from one class to the next.
3. **Upon the issuance of a fourth tardy, excused or unexcused, the student will be assigned a detention. For each tardy after four, additional detentions will be assigned.**

CHANGING OF CLASSES

There will be two bells between each class period. The first bell will be for the dismissal of class. **Four** minutes later the second bell will ring. When that bell rings, everyone should be in his or her desk ready to go to work. When moving in the hallway, always move along the right side of the hall. Courtesy is the best policy.

CHECKING OUT

1. Students should bring a parental note to the office prior to the 8:15 a.m. bell. Students will be allowed to check out early with a written note signed by a parent. Parents must write a **specific** reason that the student will be checking out early. If not, the absence from any class will be considered unexcused and the student will face the consequences of an unexcused absence. If the parent does give a reason for the student to check out early and this reason does not fall under “unavoidable” or “avoidable but justifiable” reasons for being absent from any classes, the absence will be considered unexcused and the student will face the consequences of an unexcused absence.
2. See each teacher to sign the note and to obtain homework in each subject missed.
3. Leave the note in the office and sign the check-out sheet in the office. Checking out early is subject to the policy on excused absences.

DISCIPLINE POLICY

Attendance at Hebron Christian School is a privilege. The school exists for the purpose of providing a complete and wholesome education with emphasis in moral and Christian training. Effective instruction in these areas requires good order and discipline, which may be described as the absence of distractions, friction, and disturbances which interfere with the effective functioning of the student, class, and school. Therefore, the following policy and procedures will be supported in order to maintain such discipline.

A. Policy

It is the policy of Hebron Christian School that each student enrolled in the school has a basic right to the best education and training afforded by the school. However, when a student interferes in any way with a teacher’s right to teach, or a fellow student’s right to learn, that student forfeits his/her basic educational right and will be subject to those penalties imposed by the Administration or School Board until being reinstated in good standing. The first line of discipline lies with the classroom teacher. Students are to be subordinate to teachers at all times during school hours, whether in or out of class, or at any school sponsored event whether at home, away, or en-route to or from the event. Insubordination in any form will not be tolerated.

B. Process and Procedures

Due to repetition or magnitude of misbehavior, discipline problems may be referred to the Dean or designee.

1. Any student referred for immediate attention must be accompanied by the teacher or by a written explanation as to the situation prompting the referral. The teacher will receive a copy of the student discipline referral with a description of the action taken by the office when the situation has been resolved.
2. Before teachers refer students to the office for minor classroom behavior problems, the teacher will have contacted the student’s parents to gain assistance in correcting the misbehavior. If this avenue of assistance does not correct the problem, the teacher will then refer the student to the office.

C. General Procedures

When the teacher’s attempt to deal with the problem has not been effective, the Dean or the designee will weigh each offense and consider the offense on its own merit. The Dean or the designee will discipline students on an individual basis after considering all the facts of the incident. The Dean will also take into consideration the nature as well as the intent of the offense. However, there are certain violations that will merit immediate expulsion from Hebron Christian School. These will be noted in this book.

D. Disciplinary Actions

1. Detention

All detention will be served on Thursday morning at 7:00 a.m. under the supervision of the Dean or the designee. Failure to attend detention will result in one day of In-School-Suspension. Detention is **not for the convenience of the student or parent**; therefore, students who are assigned detention must serve it on the day it is scheduled.

2. Out-of-School Suspension

Out-of-School Suspension may take place for Class II and Class III offenses as described in this section. The Dean or the designee has the authority to evoke student suspension after examining and evaluating all pertinent facts. Students will be readmitted only after both parents have conferred with the Dean of Students, and/or appropriate others.

3. In-School Suspension

In-School suspension may be assigned for a variety of issues related to misconduct. The following rules apply to ISS:

- a. Students must report to the Dean of Student's Office by 8:15. No Later. Dismissal will be at the end of the school day.
- b. Students will eat lunch in the ISS room.
- c. Students will be responsible for bringing all books and supplies each day to successfully complete their assignments.
- d. Restroom breaks will be scheduled at appropriate intervals.
- e. Students assigned to ISS will be allowed to participate in extracurricular activities after school.

4. Disciplinary Probation

Due to misbehavior or misconduct, students may be placed on probation. Students on probation may be prohibited from participating in any extracurricular activities (some elective courses may be included) for a designated time or indefinitely.

5. Expulsion

Expulsion procedures will be carried out following state law and guidelines as closely as possible. Anytime a referral is submitted that warrants formal disciplinary action, a reasonable effort will be made by the school to either contact the parent(s) or guardian(s) by written note delivered by the student, by making a telephone call during school hours, e- mail, or by use of the U.S. mail.

The following are general, not all inclusive groups of conduct violations which will be dealt with at the appropriate level.

E. Class I Offenses

(These offenses may warrant a detention or in-school-suspension)

- 1.01 Excessive distraction of other students - any conduct or behavior which is disruptive to the orderly educational process in the classroom or any similar grouping for instruction.
- 1.02 Violations of rules concerning use of candy, gum, or other food items.

- 1.03 Gambling - Any participation in games of chance for money and/or things of value.
- 1.04 Excessive Tardiness - Repeatedly reporting late to school or class.
- 1.05 Non-conformity to dress code. (Also see page 30 for additional instruction.)
- 1.06 Inappropriate public display of affection.
- 1.07 Unauthorized possession of radios, tape players, or other electronic devices (includes tapes, CD's, etc.).
- 1.08 Refusal to complete classwork/homework assignments.
- 1.09 Possession of matches, lighters, or similar devices.
- 1.10 Any other violation which the Dean or Dean of Student Development may reasonably deem to fall within this category.

F. Class II Offenses

(These offenses may warrant corporal punishment or suspension from school from 1-10 days.)

- 2.01 Defiance of authority - any verbal or non-verbal refusal to comply with a lawful directive or order of a school board employee.
- 2.02 Intentionally providing false information to a school board employee including, but not limited to, student information data, and the concealment of information directly leading to school business. **Forgery of a parent or teacher's signature.**
- 2.03 Possession or use of tobacco products - any possession on the person, in his/her locker, or other effect of a student.
- 2.04 Assault, assault and battery, fighting, or threatening behavior among students.
- 2.05 Loitering in restrooms, hallways, or other areas during the changing of classes.
- 2.06 Disrespectful comments, gestures, or body language to faculty or staff members.
- 2.07 Unjustified activation of a fire extinguisher or fire alarm system.
- 2.08 Possession and/or igniting fireworks or fire crackers.
- 2.09 Disruption on a school bus.
- 2.10 Use of obscene manifestations (verbal, written, gesture).
- 2.11 Inciting student disorder, excessive noise in the hallways or cafeteria.
- 2.12 Malicious mischief, rough housing, or horseplay.
- 2.13 Unauthorized absence from school or class (truancy).
- 2.15 Use of profane or obscene language.
- 2.16 Leaving class or school without permission.
- 2.17 The deliberate act of going through a faculty member's private or school property
- 2.18 Disrespectful behavior during morning devotional time**

G. Class III Offenses

(These offenses may warrant expulsion from Hebron Christian School without warning.)

- 3.01 Drugs - Unauthorized possession, transfer, use or sale of drugs or alcoholic beverages. This includes counterfeit drugs, diet pills, etc.
- 3.02 Arson - Intentional setting of fire to any school property. (Includes setting fire in a trash can.)
- 3.03 Directing obscene or profane language to a school employee.
- 3.04 Assault or assault and battery upon school employee.
- 3.05 Threatening a school employee.
- 3.06 Possession of a weapon or ammunition (includes air guns, paint guns and ammo).
- 3.07 Arrested
- 3.08 Theft of property.
- 3.09 Possession of stolen property with the knowledge that it is stolen.
- 3.10 Sexual acts.
- 3.11 Refractory conduct.
- 3.12 Vandalism.

3.13 Any other offense which the Dean or Headmaster may reasonably deem to fall within this category.

H. Cheating

A. Cheating is a serious offense. It involves taking information from some source other than the student's own mind and presenting it as if it came from his/her own mind. Thus, it involves both the components of stealing and lying. Adults are prosecuted and sent to prison for this kind of crime. Therefore, students must come to understand the seriousness of an act of cheating. If it is determined that a student has indeed cheated, the following actions will be taken:

1. The student will receive a zero on the assignment/test.
2. The respective Dean will be notified.
3. The parents will be called.
4. If the student holds any sort of leadership position in a class, club, or athletic team, he may lose his position. Cheating is a violation of honor, and leadership is a matter of honor. Cheating and leadership do not go hand in hand.
5. Cheating, in any form, properly established, may make the student ineligible for all academic honors or awards in all subjects.
6. A second offense in any class will cause the student to automatically fail the grading period in the class where the second offense occurred. A conference with parent, student, teacher, and dean will be held.
7. A third offense will result in expulsion.

B. Cheating on an assignment (homework). If a student is copying the work of another student, the teacher is to collect both assignments from each student. They are to be given to the Dean with a note stating his/her reason for such action. The teacher is expected to inform the parent.

C. Cheating on a classroom test. The use or possession of cheat notes or comparable material on a quiz, test or major exam (including a verbal exchange between students, looking on another student's paper, or offering his own to another student). Certainly included is obtaining or passing advance copies of test items/information.

D. Cheating on a final exam. The student will receive an automatic "F" for the subject and summer school will be required.

E. Plagiarism is also a form of cheating. It may include repeating another's sentences as your own; adopting a particular phrase as your own; or expressing someone else's line of thinking in the development of a thesis as though it were your own. In short, to plagiarize is to give the impression that you have written or thought something that you have in fact borrowed from another. In this case a student will receive a zero for the term paper or essay with no opportunity to change or remove the failing grade with another make-up assignment.

JUNIOR HIGH AND HIGH SCHOOL DRESS CODE

The purpose of a dress code at Hebron Christian School is to establish an atmosphere of reasonable conservative dress. The school realizes that students desire to dress with comfort and individuality, but their appearance should reflect good taste and neatness. Students must always give the appearance of striving for neat, clean, modest, good looks, with no indication of an attempt to look sloppy, extreme, or immodest.

If there is any doubt about a style of dress, it is advised that it not be worn until a ruling has been obtained from the administration. Should a question arise concerning appropriate dress and appearance, a conference will be held with the student. In any case of disagreement, the judgment of the school administration will prevail. **Hebron Christian School feels that the responsibility for appropriate appearance and adherence to the dress code lies primarily with the parents and the students. Upon first offense of any student out of dress code, he/she will report to the office and a parent will be contacted about the infraction. The student will be given a copy of the dress code and shown where the dress code has been violated. Any subsequent dress code violations will result in the student's parent being contacted and being required to bring appropriate clothing for the child.**

Should an undesirable pattern continue, an administration-parent conference will be held with the student and parents. Class time missed for dress code violation will be considered unexcused.

Dress and grooming regulations shall include but shall not be limited to the following:

***Male or female students may not wear camouflage clothing, with the exception of jackets.**

***Male or female students should not have a Gothic appearance.**

***Male or female students are not allowed to wear pajamas or any article of clothing that resembles pajamas.**

GIRLS:

1. **No shorts, except during athletic practices.** (See Athletic/Cheerleading Dress Code, pg. 30).
 2. **Dress/skirt length must be touching the knee when standing or sitting. Splits in dresses or skirts must not be higher than one inch above the knee.**
 3. **Tops:**
 - (a) No tight fitting shirts or sweaters
 - (b) No cleavage may be revealed when student is standing, sitting, or bending over.
 - (c) No bare midriff may be revealed when student is standing, sitting, bending over, or raising arms.
 - (d) No suggestive or inappropriate writing or pictures.
 - (e) No sleeveless tops or tops with the shoulders cut out.
 - (f) No off the shoulder tops.
 - (g) No tops which show the back are allowed.
 - (h) Shirts may be worn on the outside as long as the length is no longer than the middle of the back pocket or mid-hip when the length of the shirt is extended to its full length. Otherwise, the shirt must be tucked inside trousers.
 4. **Jeans/Pants:**
 - (a) Properly fitting jeans, khakis, and pants made of cotton fabrics are allowed. All trousers must be neatly hemmed. No frayed hemlines. No split seams. **No holes of any kind.** Hemlines may not touch the floor.
 - (b) No tight fitting pants/trousers.
 - (c) No **knit** pants, sweat pants, or wind suit pants.
 - (d) Cropped pants or capris with a mid-calf hemline may be worn.
- *The school's definition of tightness: The student must be able to gather fabric in her hand in the upper thigh area just below the hips. If the student can only pinch fabric in this area with her fingers, then the pants are too tight.**
5. **Hair is to be clean, properly groomed, and shall not obstruct vision.**
 6. **No tattoos or body piercing.**
 7. **No excessive make-up or jewelry.**

BOYS:

1. **No shorts, except for athletic practices.**
2. **Jeans/Pants:**

- (a) No frayed hemlines and no holes
- (b) No splits in hemlines (inside or outside)
- (c) Hemline of jeans/pants must not touch the floor
- (d) No tight fitting jeans/pants
- (e) No low-slung, baggy pants. Pants must be worn above the top of hipbones with a belt.
- (f) A belt must be worn at all times.

3. **Shirts:**

- (a) No undershirts or tank type shirts may be worn as an outer garment.
 - (b) Shirts may not have unacceptable advertising, language, or pictures.
 - (c) **Shirts with a collar must be worn inside trousers. Shirts without a collar may be worn on the outside of the pants as long as the length is no longer than the middle of the back pocket**
 - (d) Sweatshirts/sweaters may be worn outside the trousers.
4. Must be clean shaven.
5. Boys must cut and groom their hair in such a way that it is above the ears, off the eyebrows, and off the collar. Facial hair is not permitted. Side burns may not extend below the earlobe.
6. No earrings, tattoos, body piercing, or nail polish.
7. **Caps may not be worn on campus during the school day. Caps cannot be brought into the school building to store in the lockers.**

ATHLETIC ELIGIBILITY

Hebron Christian School will use the Mississippi Association of Independent Schools eligibility rule that states a student must pass a minimum of 4 major subjects the previous year. The school adds an additional rule to this which states that athletes may not miss class to leave early on athletic trips if they are failing a course or if they fail to make up work within 3 days after returning from a trip. Students who are failing a class may come early to school and make up classes and still go on trips, if arrangements can be made with the teacher. When tests are scheduled on the day of a trip the test must be taken before a student can leave. Tests may be taken before school or during a free period at the discretion of the teacher. However, the student may not miss another teacher's class to take a test or quiz. When tests are scheduled on the day of a trip, the test must be taken before a student can leave. If an athlete has two F's, he/she is ineligible until at least one of those is brought up to a passing grade.

MAIS does not allow a ½ credit for cheerleading. However, cheerleaders fall under the same eligibility rules as an athlete.

Athletic/Cheerleading Dress Code

Girls may wear shorts no higher than four (4) inches above the knee. Shirts must have sleeves, except in cases where dress has been approved by the administration. Clothing may not have unacceptable writing or pictures. Students will not be allowed to participate in practice if the shorts do not adhere to the proper length or if an unacceptable top is worn.

Boys may wear shorts no higher than three (3) inches above the knee. Shirts must have sleeves, except in cases where dress has been approved by the administration. Clothing may not have unacceptable writing or pictures. Students will not be allowed to participate in practice if the practice dress does not adhere to this standard.

Cheerleading Policies

- (1) Cheerleaders may practice and perform approved cheers, chants, and stunts. **There will be no dance routines with or without music.**

- (2) Any camps that cheerleaders may wish to attend must be approved by the school board.
- (3) When paying for camp, uniforms, etc. all cheerleaders must pay in advance and in cash if they wish to deposit the money in the school account. If this policy is followed, the school will deposit the money and then issue a check to the appropriate camp for payment.
- (4) To participate in cheerleading practice, all cheerleaders must abide by the approved dress code.
- (5) Cheerleaders are expected to follow the code of ethics and behavior standards as set forth in the cheerleading policy manual.
- (6) **All pep rallies must be scripted for pre approval by the Dean of Students at least 2 hours before the pep rally begins. There are to be no surprises.**

Student and Patron Conduct at MAIS Sanctioned Contests:

Mississippi Association of Independent Schools rules regulate player, student, and fan conduct at all games and athletic contests sanctioned by MAIS, and misconduct toward opposing players and coaches, game officials, or fans from the opposing team will lead to sanctions against the offending school, players, and/or fans. These sanctions may be in the form of monetary fines and/or removal of the team(s) from playoff competition.

Any HCS fans exhibiting inappropriate behavior or behavior that is unbecoming to a Christian will be asked to control their behavior or leave the premises. Our fans are expected to cheer and build up our players/cheerleaders, not tear down other teams or the referees/umpires.

ACADEMICS

Homework and Study Habits

Success in the academic field is directly related to efficient study habits. We realize students need more than just the classroom instruction in order to really learn. They also need time in independent thinking and concentration.

We would like to instill in the student a desire to achieve to the best of his/her ability. Parents can help in this effort by taking the position that school is of major importance, that its schedule must be observed, and outside activities must not be so time-consuming or numerous as to infringe on the time necessary for schoolwork.

We offer these suggestions to help:

- 1. Have a regular time and place free from distractions to study each night.
- 2. Keep your assignment pad neat and up to date.
- 3. Strive to do your work “heartily as unto the Lord and not unto men...”

Academic Evaluation

Progress reports showing grades in each subject will be sent home on the fourth and seventh Wednesday of each nine-week grading period. The reports must be signed by a parent and returned by the Friday of the week issued.

Report cards will be issued to students on the Wednesday immediately following the end of the nine weeks grading period. Final report cards will be mailed to the student address of record. Report cards must be signed by a parent and returned by the Friday of the week issued.

Grading Standards

A+	99-100
A	94-98
A-	90-93
B+	88-89
B	84-87
B-	80-83
C+	79

Conduct

S	– Satisfactory
N	– Needs Improvement
U	– Unsatisfactory

C	76-78
C-	75
D+	74
D	71-73
D-	70
F	69 and below

Incomplete grades must be completed. Failure to do so warrants an “F”.

STUDENT CLASSIFICATION

Promotion for students in grades 7 and 8 depends on the achievement of satisfactory grades on a majority of major academic subjects taken.

To be promoted to the 10th grade, a student must have earned 6 units; to be promoted to the 11th grade, a student must have earned 11 units; to be promoted to the 12th grade, a student must have earned 17 units.

ACT SCORE REPORT

Seniors must have a national ACT score report on file with Hebron Christian School before a diploma can be issued. The school’s ACT code is 252-337.

SENIOR ENGLISH

Senior English must be taken at Hebron Christian School.

SENIOR ACADEMIC POLICY

If a senior can earn the required credits for graduation by taking (4) academic courses the first four periods of the school day, the senior may leave at the end of fourth period (12:10 p.m.) as long as he/she does not return to the school premises before 3:20 p.m.

If a senior plans to be on the school premises during the afternoon school hours, he/she may not leave at 12:10 p.m. In this case, the senior must stay during the high school lunch shift, and the senior must be enrolled in a class as long as he/she is at school.

Each year the schedule may change and seniors may be unable to take the required classes the first four periods of the school day. In this case, seniors may be required to stay through fifth period to get necessary courses for graduation.

CORRESPONDENCE STUDY

A maximum of one unit of on-line coursework and one unit of correspondence coursework will be accepted toward graduation. Courses must be recommended by the Guidance Counselor and approved by the headmaster prior to the student’s enrollment in the course(s).

SUMMER SCHOOL REGULATIONS

Work done in summer school shall be equal in quality and quantity to that of the regular session. Extended term is identified as remediation of course objectives not met by participating students during the school year. Unless the extended term remediation is offered at Hebron Christian School, this kind of work will not be accepted for credit. A student may earn a maximum of four new units of credit in summer terms toward meeting graduation requirements during his high school career. A maximum of two units (courses) may be earned during one summer.

SECONDARY CURRICULUM

Hebron Christian School operates on a seven period class day, and students in 9th grade are required to choose six (6) subjects which they wish to take. If they wish to participate in athletics, band, or chorus, either of these may serve as one of the six requirements.

Varsity athletes (grades 10-11) are required to choose six subjects in which they wish to participate due to athletic or cheerleading practice scheduled after school. ALL seniors are required to choose at least four (4) subjects in which they wish to participate whether or not they are athletes. Seniors may not have a study hall if they leave at noon.

GRADUATION REQUIREMENTS

Twenty-two (22) credits are required for graduation. Of this number, a minimum of twenty (20) academic credits are required and a maximum of two (2) credits may be non-academic.

Required Courses:

English	4 credits
Mathematics	4 credits* (one of which must be Algebra I)
Science	4 credits* (one of which must be Biology)
Social Studies	4 credits* (to include U.S. History & American Government)

Bible must be taken to graduate from Hebron Christian School. Seniors who have met all other graduation requirements have the option to take Bible or another approved course to meet their minimum number of four (4) required courses for their senior year.

Hebron Christian School offers two college preparatory tracks of study for students in grades 9-12.

Track I requires 22 credits and meets all requirements of the institutions of Higher Learning for admission to a four year university.

Required Courses:

4 English courses – English I, II, III, IV
4 Math courses – Algebra I, Geometry, Algebra II, Pre-Calculus*
4 Science courses – Biology, A&P or Biology II, Chemistry, Physics I*
4 Social Studies – MS History, Geography, World History, U.S. History, Gov/Econ
Spanish I & II, or Spanish I and a 5th credit in math, science, or English
Keyboarding/Word Processing/Computer Applications
Bible

Track II required 22 credits for graduation and meets all requirements for admission to a Junior College.

4 English courses – English I, II, III, IV
4 Math courses – Pre-Algebra, Algebra I*, Consumer Math, General Math, or higher
4 Science courses – Physical Science, Environmental Science, Biology,* A&P, or higher
4 Social Studies – MS History, Geography, World History, U.S. History, Gov/Econ
Keyboarding/Word Processing, Computer Applications
Bible

*Algebra I and Biology I are required courses.

Approved Electives for Both Tracks:

Non-academic Electives:

Spanish I and Spanish II
Creative Writing (1/2 credit)
Speech/Debate (1/2 credit)
Drama (1/2 credit)
Creative Writing (1/2 credit)
Web Page (1/2 credit)
Art I (1 credit)
Others TBA

Two non-academic credits may be used to meet graduation requirements

Athletics	½ credit
Band	½ credit
Yearbook	½ credit

(Full year course equals ½ credit)

TESTING

All students are required to take the ACT. Juniors are required to take the PSAT and the respectively.

HCS GRADUATION POLICY

Juniors preparing to graduate from Hebron Christian School will not be allowed to take correspondence courses or summer school courses to graduate early.

HCS reserves the right to withhold the privilege of participating in the graduation ceremony from any graduate whose conduct in or out of school at the time of graduation does not warrant public honor. HCS students must have completed all graduation requirements and must have paid all fees/tuition in order to participate in the graduation ceremonies.

VALEDICTORIAN AND SALUTATORIAN

To be eligible for the honor of Valedictorian or Salutatorian, the student must have attended HCS their entire junior and senior years. To be eligible for the honor of Valedictorian and Salutatorian, the student must be enrolled in all the college preparatory courses offered at Hebron Christian School. **To qualify as an honor graduate**, the student must be enrolled in **Track I** and have at least an overall 3.0 GPA for their high school career.

HONOR SOCIETY

Students who are in the 10th, 11th, or 12th grades may be eligible to become members of the Honor Society. Students who have an overall average of 90 or above in all subjects with no grades lower than an 86. Students considered for the Honor Society must be enrolled in **Track I**, which meets all requirements of the Institutions of Higher Learning for senior college admissions.

EXEMPTION FROM EXAMS

Seniors may be exempt from semester and/or final exams, and freshmen, sophomores, and juniors may be exempted from final examinations only, according to the following criteria:

1. Grades of 90 – 100 must have no more than **four** excused absences for the semester.
Grades of 80 – 89 must have no more than **three** excused absences for the semester.
2. Any unexcused absence will disqualify the exemption.
3. Exclusions for absences include college days (for seniors – two days per semester), field trips, athletic trips, and missionary trips sponsored by church group.
4. No more than two morning detentions during the semester preceding exemption sought. This will be verified by the Dean of Students.
5. No ISS or suspension on record.

6. Each teacher must turn in a list of candidates for exemption at least two days prior to the exam for approval by the office.

ASBESTOS HAZARD EMERGENCY RESPONSE ACT

Hebron Christian School's Operation and Management Plan, including results of building inspections, is available for inspection in the school office as required under the Asbestos Hazard Response Act of 1986.

The only asbestos-containing building material in the facility, vinyl asbestos floor tile, was removed by a certified contractor during the 1992 renovation of the school.

CHANGES IN POLICIES OR PROCEDURES

Hebron Christian School reserves the right to make changes in this handbook as deemed necessary.

RACIAL NON-DISCRIMINATORY STATEMENT

Hebron Christian School admits students of any race, color, and national origin.

Revised July, 2008

Standard of Conduct Code for Hebron Christian Junior High School and High School

Hebron Christian School holds that the Bible is the infallible, divine Word of God and that salvation by faith in Christ is the initial step in the Christian life. There is adequate Biblical basis for the idea of spiritual growth into the image of Christ (Romans 8:29), which is the work of the Holy Spirit (II Corinthians 3:18). This growth begins with the initial act of saving faith and continues throughout life. The Holy Spirit makes the Christian conscious of the Biblical demands for a holy law of love (Matthew 22:37-39; Romans 13:8-10; Galatians 15:14). The result is a life consecrated unto God and separated from the world.

Hebron Christian School must, therefore, provide an environment conducive to the spiritual growth and development of young people who are not yet mature Christians. A standard of conduct based on the following biblical imperatives is necessary to provide such an environment. All of the activities of the Christian must be subordinated to the glory of God who indwells us (I Corinthians 8:9, 12-13; 10-32). The Christian will endeavor to avoid practices that cause the loss of sensitivity to the spiritual needs of the world and loss of the Christian's physical, mental, or spiritual well-being. (I Corinthians 9:27).

A sense of the need for spiritual growth in the light of these principles has led Hebron Christian School to adopt the following standards which we believe are conducive to the environment that will best promote the spiritual welfare of the student. **The school, therefore, requests each student – whether at home, school, or elsewhere –**

- 1. to refrain from swearing, indecent, language (written or verbal), smoking, or using any tobacco products, drinking alcoholic beverages, the abuse of drugs, involvement in sexual activity, stealing, gambling, gossiping, listening to music with vulgar or suggestive language, vandalism**
- 2. to maintain Christian standards of courtesy, kindness, morality, and honesty**
- 3. to show a spirit of respect and submission for all authority**

Hebron Christian School believes that the restrictions listed above are particular types of conduct which are detrimental to the standards established as the school's objectives. Students found to be out of harmony with the

Hebron Christian School ideals of work and life may be invited to withdraw whenever the general welfare demands it, even though there may be no special breach of conduct.

If a faculty member or administrator determines that a student is involved in any of the aforementioned restricted activities listed in Item #1, this student is subject to out-of-school suspension, probation, or expulsion.

Hebron Christian School has a devotion time every morning over the intercom. During this time we have student lead prayer, a pledge of allegiance to the American flag, the Christian flag, and the Bible. We expect every student and faculty member to participate daily in these honorable expressions of allegiance to God and Country. Any disrespect or inappropriate behavior will be dealt with appropriately.

Cell Phones

Cell phones have become a very important part of parent and student lives, but they can be a nuisance in the educational environment. The use of cell phones through many of its functions (calls, pictures, texting, etc...) is disruptive and interferes with the educational process. Therefore, the use of cell phones is not permitted on school campus during school hours without permission from a school official. Cell phones should remain in the student's vehicle or turned off in the backpacks or lockers. If a cell phone is visible and/or in use, it is subject to be taken up. First offense: The phone will be taken up and held in the office for three school days. The phone may be retrieved only by a parent.

Second Offense: The phone will be taken up and held in the office for five school days. The phone may be retrieved only by a parent.

Third Offense: The phone will be taken up and held in the office for the remainder of the semester.

Electronic Devices on Campus

Laptops, radios, CD/DVD players, iPods, iPads, Kindle type devices, pagers, headsets, cameras and other electronic devices are not to be used or visible on campus during school hours unless authorized by administration. Violations of this policy will result in the same penalties as described above for cell phones.

If an electronic device is necessary for an educational activity, permission must be obtained from a school administrator.

Technology Resources/ Social Media Policy for Students and Parents