

**Heritage  
Baptist  
Christian  
School**

**2026**

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**Handbook**

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## **HISTORY AND PURPOSE**

Heritage Baptist Christian School was founded in the fall of 2005 as a ministry of Heritage Baptist Church—an independent, fundamental Baptist church striving to build families according to the principles of God’s Word. Though founded specifically to help parents of Heritage Baptist Church meet their God-given mandate to train their children in the light of Scripture, Heritage Baptist Christian School desires to serve students throughout the Henry County and surrounding areas.

For those children entrusted to HBCS, the school’s express purpose is to provide the following:

- A spiritual foundation for all learning—education based upon the absolutes of God’s Word, the King James Version of the Bible;
- To adhere and teach traditional Baptist doctrine;
- Emphasis on the “basics”—beginning with a strong phonics program in kindergarten;
- Character training designed to shape right moral values—teaching obedience, respect for authority, and patriotism;
- A faculty committed to instilling respect for self and others and modeling separated, self-disciplined Christian living;
- A well-rounded program to meet student needs in the spiritual, intellectual, social, and physical areas of life.

## **DOCTRINAL STATEMENT**

We believe the Bible (King James Version) is the inspired, inerrant, infallible, and preserved Word of God. Therefore, it is our sole norm of faith and practice.

We believe that God is Spirit, infinite, personal, eternal, and unchangeable in His being, wisdom, power, justice, grace, goodness, and truth.

We believe that Jesus Christ was conceived of the Holy Spirit, born of a virgin, lived a sinless life, and died on the cross to pay the penalty for our sins.

We believe that Jesus was physically resurrected to purchase a place in Heaven for us, which He offers as a free gift, providing the only way of salvation for all men.

We believe in the Trinity consisting of three persons—Father, Son, and Holy Spirit in one God.

We believe that God created man in His own image and in a state of innocence, but that through temptation man willfully transgressed. As a result, all human beings are born with a sinful nature and the wages for this sin are death.

We believe in the church, the body of Christ, whose mission is to preach the gospel to the entire world.

We believe that a true believer is secure in Christ forever and is called to live a holy life.

We believe that the ordinances of the church are believer’s baptism by immersion and the Lord’s Supper.

We believe in the personal, pre-millennial return of our Lord Jesus Christ, prior to the establishment of His kingdom.

We believe that those who are believers shall be forever in the presence of God and those who have rejected Christ will be separated from God forever.

We believe that God has created two genders: male and female. We do not believe in and will not recognize or condone transsexuality.

We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and a woman. We believe that any form of homosexuality, lesbianism, bisexuality, transgenderism, bestiality, incest, fornication, adultery, pornography, and any other sexual practices contrary to God's Word are sinful and perversions of God's gift of sex. We believe that God disapproves of and forbids any attempt to alter one's gender by surgery or appearance.

We believe that Christians are prohibited from bringing civil lawsuits against other Christians or Christian Organizations to resolve personal disputes.

(Please refer to our Church By-Laws for a more in-depth look at our Doctrinal Statement. The school adheres to and adopts all church by-laws, as this school is a ministry of Heritage Baptist Church.)

## **GENERAL INFORMATION**

### **Admissions**

**Academic/Behavioral Standards:** HBCS insists upon a high standard of performance from its students. Each student will be expected to produce to the best of his ability. Applicants selected must give evidence of possessing the intellectual capacity, the aptitude, the emotional stability, and behavioral standards characterized by the program offered. Disruptive behavior is not tolerated in the classroom. Parents will be notified. Consistent monopolizing of the teacher's time due to continued academic or behavioral disruptions will result in the expulsion of a student from the program.

**Closed/Open School:** HBCS is not a "closed" school, for church members or like-denominations only, nor is HBCS an "open" school to accept any student regardless of past or current academic or behavioral history. HBCS is a "close" school, meaning we operate in a close atmosphere and accept students that we as a school may be able to help academically, socially, and spiritually, based on our present staffing and facility, and a student's ability and willingness to learn and obey.

**Gender/Sexual Orientation:** As afore mentioned in the Doctrinal Statement, HBCS recognizes two genders only: male and female. In addition, students will not be referred to by "preferred pronouns" and will be recognized by their birth gender only. HBCS expects and requires high moral character of its students, aligning with Scripture. In relying on the teachings of Scripture, Heritage Baptist Christian School believes that the Bible prohibits sexual immorality of any type, including but not limited to pornography, fornication, homosexuality, or any other sexual activity outside the marriage of one man and one woman. On those occasions in which a particular home or student is acting counter to or in opposition to the Biblical beliefs and lifestyle that the school teaches, the school reserves the right, in its sole discretion, to refuse admission to an applicant or to discontinue enrollment of a current student. This includes, but is not limited to, living in, condoning, or supporting any form of sexual immorality; practicing or promoting a homosexual/bisexual lifestyle or alternative gender identity, either by admitting

themselves, to someone else personally, or via note, letter, or posting on social media; or otherwise having the inability to support the moral principles of the school as stated throughout this handbook. If a student has already been admitted to HBCS, but has mentioned the desire to, acted upon, or expressed their agreement with/condoning of these immoral practices currently or previously, as mentioned in the prior sentence, the family of the child must realize that it is in Christian love, yet without apology, in which HBCS will enforce the above mentioned Biblical principles of morality in its teachings, policies, and procedures, and the student's enrollment at HBCS will be revoked immediately.

**Kindergarten Requirements:** Students seeking enrollment in our kindergarten program must be five years before or on August 31<sup>st</sup>. Previously enrolled and/or newly enrolled kindergarten students will not be allowed to graduate from the kindergarten program or admitted into first grade without meeting the appropriate age requirements. Students seeking enrollment to our first grade must be six years old on or before August 31<sup>st</sup>.

**Medical Records:** All students entering kindergarten or higher are required to have the following forms on file: copy of certified birth certificate and certificate of immunization (**Form 3231**). All students entering first grade or higher must also have a certificate of eye, ear and dental examination. These forms must be submitted with the application papers. The certificate of immunization (**Form 3231**) must be marked "Complete for School Attendance" or have an expiration date noted. If the form has an expiration date, a new certificate must be submitted within 30 days after the expiration date or the student will be excluded from attendance until an updated certificate is submitted. According to the state law, students in K5 and 7<sup>th</sup> grade must have an up to date immunization form submitted to the school office no later than the first day of school to be submitted to the Henry County Health Dept. Failure to comply to this regulation in the allotted time may result in suspension from the school until the required forms have been submitted.

**Non-Discrimination:** HBCS admits students of any race, color, national, and ethnic origin to all the rights, privileges, programs and activities afforded by the school. It does not discriminate on the basis of its educational policies, discipline procedures, admission policies, or school-administered program.

**Special Needs:** HBCS does not have the capability to accept students with special needs at this time. HBCS cannot accept funding from the state for children with IEP's. Children with IEP's can be admitted to HBCS after academic testing, with the parental acceptance and understanding that their child will be given the normal daily workload as other HBCS students, no exceptions. If while enrolled at HBCS, a child has noticeable learning disabilities or behavioral problems that would suggest the possibility of special needs testing, HBCS reserves the right to dismiss and refer the student to be tested before he or she can be admitted back into HBCS if possible. If a child has pre-existing psychological or medical conditions- or is tested while currently enrolled at HBCS for these conditions- which causes academic/learning hindrances or behavioral problems where the child is disruptive, disobedient, or violent, the child may be denied, dismissed, or referred to another learning establishment by HBCS.

**Transferring Students:** New or transferring students will be required to provide all academic, medical, and behavioral reports from their previous school. The school office will send a request to the former school upon enrollment, and their admissions department will send HBCS the records directly. All records will be reviewed by our administrative offices. HBCS reserves the right to deny or dismiss a student if said records include a history of disruptive, disobedient, or violent behavior. HBCS also reserves the right to dismiss a currently enrolled student for continual disruptive, disobedient, or violent behavior, especially if that student has been expelled or dismissed from a previous school for behavioral reasons, and that behavior is repeated whilst attending HBCS. We are not a reform school.

A student is admitted to HBCS on the basis of a personal interview, examination of the student's past school records- both behavioral and academic, and approval of the administration. New students enrolling in 7<sup>th</sup>-12<sup>th</sup> grades are required to have a personal interview with the Administrator. The school reserves the privilege of accepting or rejecting a student's application to HBCS as it deems advisable.

### **Arrival and Dismissal Hours**

**The school day begins promptly at 8:20 a.m. for all students on campus.** Half-day K4 kindergarten program will operate from 8:20 a.m. until 12:00 p.m. K5 kindergarten is full day\* and will operate from 8:20 a.m. until 3:00 p.m. All other grades will operate from 8:20 a.m. until 3:10 p.m.

Each child enrolled in the K4 program will attend HBCS no more than four hours per day, not to exceed twenty hours per week. Each child enrolled in the K5-12<sup>th</sup> grade program will attend HBCS no more than 7.5 hours per day, not to exceed 37.5 hours per week.

**Car Line (Drop-off and Pick-up)** is available daily. Carline drop-off is from 8:00-8:20 a.m. for all students, and carline pick-up is from 12:00-12:30 for K4 students, 3:00-3:50 p.m. for K5 students, and 3:10-3:50 p.m. for 1<sup>st</sup>-12<sup>th</sup> grade students. All students will enter the school thru the rear entrance. Vehicles will need to enter the school at the lower entrance nearest Burg Road, turn left, drive thru the front parking lot and drop children off at the rear double-door entrance. The afternoon car line procedure will vary slightly in that, while the 3<sup>rd</sup>-6<sup>th</sup> grade students are to be picked up at the same rear, double-door entrance as drop off, the K4-2<sup>nd</sup> grade students are to be picked up at the front entrance of the school building, and the 7<sup>th</sup>-12<sup>th</sup> grade students are to be picked up at the front, playground entrance. All vehicles in the 3<sup>rd</sup>-6<sup>th</sup> car line must use the lower exit near Burg Road. The K4-2<sup>nd</sup> & 7<sup>th</sup>-12<sup>th</sup> car line must use the top exit closest to the mailbox. The top exit is never to be used as an entrance at any time.

All students are required to have the Carline Release form completed, signed, and submitted to the school office by the first day of school. This will list all persons to whom your child may or may not be released to. Students will not be released to any persons who are not listed on this form. Proper identification will need to be shown before students are released to anyone other than the parent/guardian. Please inform the school office if someone other than you will be picking up your child.

**HBCS closes at 3:50 p.m.** Though we are in the process of receiving state licensure to begin an extended care or after-school program, as of right now, do not offer an extended care or after-school program. On the rare occasion that a student is not picked up in carline by 3:50 p.m., the family will be fined \$5.00 per minute thereafter until the child is picked up. *If this policy is violated more than three times in a school year, it may jeopardize the student's enrollment at HBCS.*

(Note: In Locust Grove, there are daycare programs open later than HBCS offering shuttle services to pick up students and take them to their daycare for you to pick them up at a later time. You as a parent would be responsible for arranging this. Please contact the school office for more information.)

\*All K5 students will have nap time and will be required to purchase a napmat from the school office. The cost is \$15.00. K5 students will be asked to bring their own blanket and pillow to nap with.

### **Articles Prohibited**

Cigarettes, vapes, alcoholic beverages, any narcotics, dice, playing cards, knives, guns (of any kind), explosives, radios, portable CD/DVD players, MP3 devices, iPods, iPads, tablets, DVD's or magazines and books not related to class work are not permitted on school property. Only for the exception of special, pre-announced days, students may not bring toys to school. This includes, but is not limited to,

hand-held electronic or video games. If a student brings any of these devices to school, the device will be confiscated to the school office and returned only to the parent. Cell phone and/or smart watch usage is also prohibited on school property, during school activities, or during any supervised care. (For more information, please see the “Telephone” section).

### **Asbestos**

HBCS is free from asbestos or any other carcinogenic building materials, complying with OSHA regulation for public health.

### **Attendance Requirements**

Regular school attendance is critical to a successful education. Students missing more than 15 days in a semester may jeopardize promotion to the next grade level and may force the school to report the child’s lack of school attendance to child services. Following an absence, parents must submit to the office a dated, written note of explanation or doctor’s excuse; in return, an excused/unexcused form will be issued for the student. If the child does not have a written excuse, his absence will be considered unexcused. He will have one extra day upon returning to bring in an excuse; after that, it will automatically be considered an unexcused absence. **Unexcused absences result in zeros for all tests, quizzes, and homework assignments on the day of the absence.** Junior high/Senior high attendance is taken per class. If a Jr./Sr. high student is absent from a class, the same policy of attendance applies.

Absences, tardies, and early checkouts will be excused for the following reasons:

1. Student illness that would endanger the student’s health or the health of others (a doctor’s excuse is required in order for sickness related absences to be excused).
2. Serious illness or death in the student’s immediate family which would reasonably necessitate absence from school in the determination of the principal or his/her designee.
3. A scheduled medical, dental or eye examination.
4. Unavoidable traffic en route to the school (excused tardy only).
5. Special and recognized religious holidays observed by the student’s faith.
6. An order of a governmental agency, such as a court order or a pre-induction physical exam for military service.
7. An inability to attend school due to weather or other conditions making school attendance impossible or unreasonably hazardous.
8. Attendance upon a trip or event having significant educational value, provided the principal is notified of the absence in advance and he/she determines the trip or event has significant educational value.
9. Unusual or urgent circumstances requiring the student’s parents to be outside of Henry County overnight, and where the parents determine that it would be in the student’s best interest to accompany them. If prior notice cannot be given, a written explanation is to be provided no later than the first day the student returns to school after the absence.
10. Take Your Child to Work Day. Students who participate in this event will be excused but will be counted absent.
11. To visit with a parent serving in the armed forces of the United States or the National Guard. If such parent has been called to duty for or is on leave from overseas deployment to a combat zone or combat support posting, a student shall be granted excused absences, up to five (5) school days per school year, for the purpose of visiting with his/her parent.

All other absences may be unexcused unless **prior** arrangements have been made. If you would like your child’s work for the day they are absent, please call the school office so that the teacher can get the assignments together for you to pick up from the school office. All parents coming during class time to

pick up students for appointments, or other excused absences should go to the school office to check out their student. **DO NOT go to the classroom.**

### **Checking Out Early**

HBCS asks that students not leave school early unless there is an emergency, or for doctor appointments. If a student must leave school early, a written note or phone call stating the reason is requested. **We ask that parents do not enter the building to check out their child from class.** Please call the school office at least 30 minutes before the check-out time, and upon arrival to the school, and park your vehicle in one of the parking spots near the office entrance. One of the office staff will walk the student from the office to your parked vehicle, and have you sign the student out. Any early, unexcused checkouts will result in a tardy placed on the student's record. If a student accrues more than three unexcused checkouts during a month, a \$5.00 charge will be applied to the student's account. Scholastic achievement attained by any student is directly related to his pattern of attendance at school. It is imperative for the student's well-being that he miss school only when necessary.

### **Communicable Disease Policy Statement**

While it is not the desire of HBCS to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our care. Our purpose is to protect our students from exposure to mortal illness. We recognize also that HBCS with its limited facility is not equipped to physically care for the needs of very ill students or any student with a serious, continuing, or chronic communicable disease.

Therefore, because we are deeply concerned with the welfare of both the sick and the well child, it will be our policy to deny admission or to require dismissal from the school for a child with a serious and communicable disease. The concern is two-fold: that other students not be infected and that the ill student not become infected with other diseases transmitted by fellow students or others within the school family.

Children who enroll or who seek to enroll who are diagnosed to be carrying any serious and continuing communicable disease or any potentially lethal disease will be denied admission or be dismissed from school. They will not be permitted to enroll or re-enroll in regular classes until they have been medically diagnosed as no longer carrying the communicable disease.

This policy is to apply to diseases such as, but not limited to, and including syphilis, gonorrhea, Acquired Immune Deficiency syndrome (AIDS), etc. Students who test positive for antibodies of HIV (Human Immunodeficiency Virus) are included in the policy.

It is the responsibility of the parent or guardian of a student to inform the school of the student's infection by any serious and continuing communicable disease upon application for enrollment (of a new student) or at the time of diagnosis (for a current student). HBCS is required by law to report any suspected case of notifiable communicable disease to the Henry County Health Department.

In adopting this policy, HBCS recognizes that the state of medical knowledge about AIDS and other serious communicable diseases is rapidly changing. The school will, therefore, update the policy statement in light of significant new information on such diseases.



### Contacting Teachers

Parents are requested to contact their child's teacher either by writing a note and having the child bring it to school, messaging the teacher through the online portal, or by contacting the office. If the teacher is not available at the time of calling, the secretary will leave a message for that teacher to return the call. Parents should call the office if they need to set up an appointment with a teacher.

**Parents are not permitted to go to the child's classroom in the morning; meetings may be scheduled at another time when class is not in session. Teachers must give their full attention to the students. Parents are not admitted into a classroom, or on school grounds (carline, recess, PE, lunchroom, etc) without a scheduled visitation appointment. Parents/Guardians are welcome to schedule a time to observe a classroom period. While observing that class period, parents are not permitted to address teachers and/or students; they must allow the class to be conducted in the normal manner.** (Please understand that the presence of another adult in the class will change your child's behavior, and the behavior of the class as a whole.) If a conference is needed, the teacher will be glad to schedule a time to meet. Parents who are members of Heritage Baptist Church should not use church services as opportunities to talk to the teachers about their children unless a faculty member initiates such a discussion. The teachers of HBCS need to know that when they attend church services they can relax and receive what they need spiritually without "business" being conducted through informal contacts before or after services.

### Emergency Events

In case of emergency events that would affect the safety and well-being of HBCS students, such as catastrophic weather-related emergencies (tornado, flood, etc. striking the school), fire on property, imminent threat of life, live shooter on campus, etc. HBCS will follow the following procedures:

- 1) First, emergency services/local authorities will be contacted immediately.
- 2) Secondly, parents will be notified of the emergency and be informed of procedures of how and when students will be released to parents, following instructions by local authorities.

### Field Trips

Educational field trips are taken at various times during the school year. The Atlanta area abounds in places of special interest and academic benefit. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment in various public settings. Parents will be notified in advance of the trips. Parents are welcome to chaperone on their child's field trip. **Please make arrangements for other siblings.** Parents/adults chaperoning must provide their own transportation. Unless otherwise noted by HBCS, students are required to ride the bus to the field trip and cannot ride with parents. Students are required to attend scheduled field trips except in the event of sickness or family emergency. **Failure to attend a field trip for reasons other than these will result in an unexcused absence.**

Remember that all school dress codes will be in effect for students. **Any school parent chaperoning or attending a field trip is required to observe the school dress code as well. (Ladies should wear modest dresses/skirts. The hemline should fall below the knee even when sitting. Blouses should be modest, and loose fitting with no cleavage showing. Men should wear slacks and collared shirts. Sweat pants, nylon wind pants, jeans, shorts and cargo pants are not appropriate.) Those failing to do so will be asked to comply before participating.** If you are uncertain if an item of clothing is within the dress code boundaries, please check with the school office before-hand.

### Insurance

HBCS does provide student accident insurance only in cases of proven negligence for injuries suffered at HBCS during school hours. HBCS is not responsible for injuries suffered at school except in a case of proven negligence. Other medical requirements for injuries will be the responsibility of the parent. All students should be covered under some type of health insurance plan.

### Lice

In the event a child should have lice: That child will be immediately quarantined and parents will be called for immediate pick-up of the child. The child will not be eligible to return to school until there are no nits present in the child's hair. Parents of children in contact with that child will be notified by letter or by a phone call from the school.

### Lost and Found

Articles with no name will be sent to the lost and found. **Please be sure to label all clothing and personal items.** Lost and found may be checked at any time by parents. Students in 7<sup>th</sup>-12<sup>th</sup> grades will be charged \$1.00 to retrieve lost and found items from the office. Items not claimed will be disposed of quarterly.

### Lunches/Snacks

Lunch will be held in the school cafeteria daily. Students are required to bring and eat their own lunches and encouraged (for good stewardship sake) to finish their lunch/snack each day. Eating healthy foods is encouraged. Refrigerators will not be available for students. Microwaves will be available for students to heat their lunches. K4-K5 students will have a daily snack time. Snacks will be available for students to purchase for \$1.00. Full snacks (snack and drink) are \$2.00 each. Snack cards are available to purchase in the office at a cost of \$10.00 for 10 snacks. Snack cards will be given to the students' teacher and they will maintain control of the card. A notice will be sent when the snack card has been used. If students have forgotten or do not have a snack, drink, or lunch, one will be provided, and a charge will be added to their account. The cost is \$6.00 per lunch. The cost reflects entrée, side(s), and drink.

### Medical Guidelines

All students are required to have the Medical Release form completed, signed, and submitted to the school office by the first day of school. This will inform the office staff of student allergies and accepted or prohibited medications. Medication will not be administered to a child unless listed on the form.

Due to the COVID-19 pandemic, HBCS has implemented guidelines in accordance with the CDC and Georgia DPH to keep the student and staff safety a top priority. These new protocols are as follows:

- 1) Do not send your child to school if they are showing symptoms of or have been exposed to someone who has contracted COVID-19.
- 2) Students will have temperatures taken as needed in the classroom or office. Children will not be admitted to the school with a temperature of 100 degrees or higher under any circumstances, and will be sent home if showing other persistent symptoms of COVID-19, such as coughing, sneezing, congestion, and loss senses of taste/smell.
- 3) If a student contracts COVID-19 during the school year, he or she, as well as his or her classmates, will be required to self-quarantine and be fever free for 48 hours without medication before returning to school. If someone in a student's household contracts COVID-19 during the school year, the student will be required to self-quarantine and will not be re-admitted to school

until the household member (and all others in the household) have been fever free without medication for 48 hours.

- 4) Visitor policies will be altered for the safety and well-being of the parents, staff, and students. Please refer to the “Visitor Policy” on page 11 for further information.

Sufficient rest and proper diet help children to learn efficiently and behave properly. A child’s classroom experience will be more profitable if his teacher is informed about any special physical conditions affecting the child or about regular medication he needs. Children showing signs of illness (sneezing, coughing, runny nose, sore throat) must be isolated for the benefit of the child, the class, and the family. Illnesses most frequently found in school are colds, flu, three-day measles, pink eye, mumps, chicken pox, and strep throat. **A child who has a temperature of 100 degrees or higher is not allowed to come to school, and parents will be contacted directly to take their child home if the child’s temperature rises to 100 degrees while on school property, or if a child vomits while on school property.** When necessary, parents will be asked to take their child home to prevent or reduce the spread of illnesses. **If a child is absent or has been sent home due to a temperature of 100 degrees and higher, or vomiting while at home or on school property, it is the policy of the school to not allow him or her return to class until the child has been fever free without medication for 24 hours and has not vomited in a 24 hour period.** Since recess and outdoor activities are scheduled daily for the physical benefit of the students, requests for children to be excused from outdoor play during recovery from an illness should be avoided—and may indicate that the child is not healthy enough to return to school. When a child becomes ill at school, his parents will be contacted. If no one can be reached, the student will be quarantined as much as possible until a parent or emergency contact can be reached.

HBCS is required by law to report any suspected child abuse, neglect, exploitation, or deprivation to the Department of Family and Children Services.

### **Off-Limit Areas**

All church and school equipment is off-limits except when specifically authorized to be otherwise. Teachers’ desks, files, other students’ desks or personal belongings, and vehicles in the parking lot are also off-limit areas. **Children are not allowed access in their classroom after school hours.**

### **Parent Teacher Meetings and Conferences**

The school is a delegated extension of the home. HBCS recognizes the importance of the home and the school working together to achieve spiritual and academic growth in each child. Parent Teacher Fellowships and meetings are held periodically throughout the year and are designed to help meet these goals and benefit the parents, teachers, and students. A parent is required to attend these meetings to obtain pertinent information concerning the school program.

If you would like to meet with your child’s teacher, please call the school office to arrange a private conference. Do not attempt to meet with the teacher before or during school, or during the carline, as this will detain the teacher from his or her responsibilities. Teachers will be glad to arrange conferences with parents at scheduled times. HBCS does not allow any parent at any time to correct or berate a teacher, a student, a staff member, or another parent. If a problem arises with a teacher, student, staff member, or another parent, please notify the office, who will in turn notify the administration. Administration will address any problem according to school policy.

### **Patriotism/Pledges**

Students will be required to stand and recites pledges daily to the American flag, the Christian flag, and the Bible, and stand in respect during our national anthem. We unapologetically teach the value of self-discipline, respect for those in authority, obedience to the law, and a love for God and country.

### **School Office**

When visiting the school for any reason, please use the single-door office entrance, gain admittance by using the “Ring” doorbell, and go by the office first to sign in and receive a visitor badge. **Do not go directly to the classroom.** Parents are asked and expected to come to the school office window for assistance. If you need to leave books, lunches, or other items for your child, you may leave them in the school office to be delivered. Please see the “Visitors” section for more information.

### **Spiritual Emphasis**

Our Christian school will implement a spiritual emphasis on everything. We use Bible-centered curriculum, have daily Bible reading and prayer, and a weekly chapel service. A Christian atmosphere as well as Christian attitudes will be exhibited by all HBCS faculty and students at all times.

### **Social Graces**

All students will be required to respond to adults with respect. They are expected to say “Yes, Sir” and “Yes, Ma’am,” “Please,” and “Thank you.” Each student is to be willing to hold door for others, allow ladies and adults to go first, stand when an adult enters the room. Students will address all adults as Mr., Mrs., or Miss plus the last name, and acknowledge their presence by standing when they enter a room. Older students will be required to acknowledge adults by speaking to them cordially when passing.

### **Tardiness**

All children not in their classroom by or arriving after 8:20 a.m. must go to the school office to be marked tardy (excused or unexcused) for the day before going to class. Please refer to the “Attendance Requirements” section on page 6 for the approved list of excused tardies and absences. Any student arriving after 10:00 a.m. will be considered ½ day absent. Any student arriving after 11:00 a.m. will be considered absent. Any student leaving school before 1:00 p.m. will be considered absent ½ day.

**Students will not be allowed more than three unexcused tardies per month. Beginning with the fourth unexcused tardy and for each consecutive unexcused tardy, the parent will be charged \$5.00. Students must have a written excuse approved in the office in order for their tardy to be excused (no exceptions). Please refer to the Attendance Requirements section for a list of approved excuses.**

### **Telephone/Cell Phones**

Teachers and students are not allowed to take telephone calls or respond to text messages during school hours, but messages may be forwarded to the teacher/student through the office. Students are not allowed usage of the telephones. If the office feels a phone call needs to be made, the office will contact the parent. Students are allowed to bring cell phones and/or smart watches, but are not allowed to have the cell phone on from the time the student arrives on the property until they leave the property unless an emergency occurs. If a cell phone is on or out, or a smart watch is being used to send messages, it will be confiscated and returned only to the parent. If a student repeatedly violates this policy, the student will be

required to turn in and retrieve his or her phone/watch from the office on a daily basis. In case of emergency, a supervised phone call may be made in the office according to the discretion of the teacher.

The HBCS office utilizes an instant notification program named the Call-Em-All system. The Call-Em-All system contacts at least one parent from each family with class or school announcements through phone call and/or text. HBCS teachers will also use the *MySchoolWorx* app to update parents on upcoming assignments, projects, etc.

### **Visitors**

For the safety of our church and school staff and students, all visitors must enter at the single door office entrance by using the Ring doorbell and showing ID before checking in with the school office and receiving a “Visitor Pass”. Visitors are not permitted inside a classroom without a previously scheduled appointment with the teacher.

### **Weather**

In the event of inclement weather HBCS will be listed on WSB (AM750) radio station or WSB (Channel 2 News) and Fox 5 news channel for any closing announcements. The Call-Em-All system will also be used in case of emergency school closings. Always have an emergency back up plan for your children.

### **Withdrawal/Dismissal**

Withdrawal or dismissal from school must be processed through the office. Students attending one day or more of any payment period will owe the full period’s tuition. Report cards will not be issued nor transcripts forwarded for any student whose account is not current. Tuition will be due in full for each calendar month a student attends class, including the withdrawal month, based on the 10-month school year, August through May. Withdrawals made during the school year will be billed a withdrawal fee of \$200.00 for all students K4-12<sup>th</sup> grades, and is due at time of withdrawal. Students that are transferring after the school year is completed will not be charged a withdrawal fee, but academic records cannot be sent until the close of the current school year and final billing statements are paid. Refunds will not be given for enrollment/books, cookie cards, and snack cards. Students may be permitted to take their books purchased from the portion designated from the enrollment fee. This should include workbooks, paperback textbooks, and their reading books.

In the event that a child’s needs and/or behavior monopolize the teacher’s time to the extent that he/she is unable to give the rest of the class adequate attention, *we reserve the right to remove the child from the program*. After the first quarter of attending HBCS, if a child has shown consistent struggles with academics or behavioral policies in so much that the administration must recommend special needs testing, and the child is determined to have special needs, *HBCS will be forced to recommend the child attend a school that is more equipped to meet the child’s needs*. Registration fees and any monthly tuition fees are non-refundable in the event of removal, but the withdrawal fee will not be charged. We ask that you inform us promptly of any concerns you have about your child’s development.

## **ACADEMIC INFORMATION**

### **Accreditation**

Accreditation by a state government agency is an administrative mechanism designed to ascertain uniform education for all children in secular schools. It was established as a governmental means of

causing local public school districts to provide what the state educational agencies determined as minimum academic and facility standards for all schools. State accreditation teams, therefore, investigate and approve or disapprove facilities and curriculum in educational institutions according to the criteria developed by secular education administrators who may or may not be Christians. Secular writers who reject our Lord Jesus Christ, and in fact, extol concepts contrary to the teachings of the Bible often develop state textbooks. It is unreasonable to expect parents to withdraw their child from a government school with academic and moral ills and place him in a private institution with the same curriculum, methods and objectives. For these reasons, HBCS does not have state accreditation. HBCS is not a state-licensed or state-funded program.

Accreditation of a private Christian school is not necessary for acceptance to a college or university. Registrars of such institutions review student transcripts and standardized testing scores, and perform individual testing (SAT, ACT) to assess the academic standings of individual students. HBCS is also a member of the Georgia Association of Christian Schools (GACS) and the American Association of Christian Schools (AACS), following the required guidelines of each association. Thus, while attending HBCS, students will receive a high academic training in a Christian atmosphere.

Having the status of “Master School” with Abeka Book and the Abeka Academy, HBCS students in 9<sup>th</sup>-12<sup>th</sup> grades have the option to enroll in Abeka’s Accredited Enrollment Plan. While enrolled at HBCS, for an additional \$200 per year, those students who participate in the plan will receive the benefits of an accredited transcript and diploma from Abeka Academy, as well as from HBCS. Students in 11<sup>th</sup>-12<sup>th</sup> grades also have the option enroll in a dual enrollment program through the GAFutures program to earn college credits while still enrolled in high school. Please contact the school office for more information.

### **Curriculum**

HBCS uses the A Beka curriculum. The textbooks and curriculum materials are specifically designed for students attending a Christian school and are considered college preparatory in their academic results. These materials honor God and His Word, and while providing excellent academic material, they also relate academic truth to the supreme truth of the Scriptures.

### **Grading**

All students will receive report cards after each 9-week period. Progress reports will go out for 1<sup>st</sup>-12<sup>th</sup> grades every 3-week period. Grades are updated weekly in our *Headmaster* program online. Both parents and students may access this program through links on the school website, and usernames and passwords available in the school office. When report cards/progress reports are distributed, parents should sign them and return them to the school **the following day**.

### **Grading Scale**

The following grading scale is used in the school:

A	100-90	D	73-70
B	89-80	F	Below 70
C	79-74		

At the close of the school year, if an elementary student has failed two or more core classes (math, grammar, science, or history), he or she must be retained in the current grade level and will not be promoted to the next grade level for the upcoming school year. If passing all core classes with a 3.0 GPA (All A’s and B’s) or higher during the first nine weeks of the following school year, the failed elementary student may opt to test out of the current grade level, and be promoted to the next grade level. If an

elementary student fails a grade level twice, it is evident that the student is in need of a different academic environment and curriculum than HBCS can offer, and the student will not be allowed to re-enroll at HBCS. If a student in 9<sup>th</sup>-12<sup>th</sup> grades fails to pass a semester course, he or she must retake the course in order for credits to be applied towards graduation.

### **Homework**

Homework is an essential element of HBCS academic structure. **Homework is 25% of a student's overall grade**, per subject that applies. Homework is to be done neatly, accurately, and on time. Homework is not considered "busy work"; each assignment serves a specific purpose. Each student will be expected to complete his own homework. Parents please do not do your child's homework for them. Students who frequently do not complete assigned homework may be disciplined, lose playtime, or write sentences.

1<sup>st</sup> – 6<sup>th</sup> grade student's test will be sent home weekly to the parents. If there is a question regarding a grade, parents may come to view the graded paper(s) with advance notice to the teacher. Students will also bring home daily class work. Class work papers are for students to keep and do not need to be returned.

In order for the students to learn good study habits and responsibility their homework is expected to be done at home. Homeroom is 8:00 a.m.-8:20 a.m. During this time we are doing pledges, ordering snacks/drinks, and preparing for the day. Doing homework during this time is not permitted.

### **Honor Roll**

Honor rolls will be posted each grading period in an effort to recognize the students who have maintained good grades and exhibited good character. There are two academic honor rolls. The "A" HONOR ROLL is a list of students who have an "A" for the grading period in all academic subjects including Bible. The "A/B" HONOR ROLL is a list of students who have either an "A" or "B" in all academic subjects including Bible.

### **IOWA Testing**

The national IOWA Tests will be given each year to Grades K5 through 12<sup>th</sup>. These tests will give the administration, the teachers, the students, and the parent's insight into the child's achievement compared to the national average. Scores assessed from the IOWA Tests do not determine or influence a student's academic average or advancement to the next grade level.

### **Make-Up Work**

Students who are absent must check with classroom teachers immediately upon returning to school to get all assignments missed. Students are allowed one day to make up work for each missed school day. Work not made up will result in a zero for those assignments. Parents may call and request a list of missed assignments.

Teachers must be given two weeks' prior notice of a child missing school for **a family vacation**. Students will be given any tests and quizzes prior to leaving. If an absence is preauthorized, the student must have all assignments completed the first day they return to school. All school work and test/quizzes must be completed before authorized vacation days are taken, or students may be given the option to watch the online class lessons during vacation, and take any tests or quizzes upon the first day they return.

## **CONDUCT, DISCIPLINE, AND DEMERITS**

### **Conduct of Behavior**

A well-organized and well-disciplined school setting is a requirement for the achievement of good learning. The following guidelines should be consistently followed:

1. Students should enter the classroom quietly, unpack their book-bags, and take a seat. Daily assignments should be started immediately.
2. No student shall speak out unless called upon. Students should raise their hands and wait to be recognized before speaking.
3. The student may touch their personal property and no one else's.
4. Students may not touch a teacher's property or go behind the teacher's desk.
5. A student must maintain a proper tone while addressing the teacher and others. Disrespect will not be allowed. (No mocking/mimicking anyone, back-talking, or laughing when it is not appropriate.)
6. Regardless of age, ill behavior of a student will not be tolerated, including tantrums.
7. Writing or passing notes during class is not allowed.
8. Students should knock before entering a class and wait to be recognized by the teacher before entering the classroom.
9. Class will be dismissed by the teacher only. Students will not get out of their desks until properly dismissed by the teacher.
10. Name-calling is not allowed.
11. Students must keep their hands to themselves at all times.
12. No rough-play is allowed in the building, or on the school grounds.
13. Fighting among the students will not be tolerated. Students who are involved in fighting will be sent to the office and suspended. Students will be given unexcused absences for any suspended days missed.
14. Profane, abusive, or slang language is not permitted at any time.
15. No gum is allowed in the building.

### **Discipline**

Because Heritage Baptist Christian School promises to maintain an atmosphere that is conducive to learning, we would do parents a great disservice if we did not correct wrong behavior. For this reason, the conduct and courtesies previously stated will be enforced as well as any other rules or policies that may be added as needed. A variety of disciplinary methods shall be utilized, which provide both positive and negative incentives. Each decision shall be handled individually and prayerfully. Normal means of discipline for K4-4<sup>th</sup> grade students are as follows: receiving verbal warnings or written behavioral reports, writing sentences, loss of "extra" play time in class, loss of recess time, movement of the student in class closer to the teacher and away from other students, being sent to the school office to talk to administration, or parental phone calls including requested early pick-up will be used as discipline for violation of the rules. HBCS does not administer corporal punishment.

HBCS reserves the right to dismiss and deny re-admission to students for reasons the administration deems necessary. This right may be exercised for the following offenses: lack of parental cooperation; nonconformity to standards of conduct or grooming; chronic unexcused absences or tardiness; excessive demerits; uncooperative spirit; rebellion towards discipline; continued uncontrollable or violent behavior towards another student or teacher; repeated "bullying"; viable threat of death/violence towards another student, staff, or school specifically; student posing an imminent threat of danger or violence.



The expelling of a student from HBCS will be at the discretion of the school administrator. Any action or attitude by the student or the parent that does not adhere to the teachings of the Scriptures or the guidelines presented in this handbook can be grounds for a student to be expelled. We have implemented a demerit system for the 5<sup>th</sup> – 12<sup>th</sup> grades, as described below, but the same action of discipline listed on the following page can be administered to students in K4-4<sup>th</sup> grades, if needed.

### **Demerits**

Demerits are separated in two categories: academic and behavioral. Students will have separate detention and suspension times for both academic and behavioral demerits.

#### ACADEMIC RELATED DEMERITS:

##### 1-3 Demerits

No textbook  
Incomplete homework  
Failure to follow instructions  
Sloppy/Messy homework  
No PE clothes/participation

##### 3-10 Demerits

No Homework

##### 5-25 Demerits

Plagiarism

#### BEHAVIORAL RELATED DEMERITS:

##### 1-3 Demerits

Hall Violation  
Trash/Litter  
Unsigned Papers  
Talking in class  
Unsigned Demerits

##### 3-10 Demerits

Inappropriate conduct  
Dress/Hair Code  
Gum/food/candy  
Skipping/late for detention  
Lying

##### 5-25 Demerits

Defacing school property  
Disobedience  
Disrespect  
Skipping Class  
Horseplay  
Lewd behavior

##### 15-35 Demerits

Profanity/ Slang/  
“Gang” Talk  
Vulgarity  
Cheating  
Forging  
Physical Contact

##### 35-50 Demerits

Fighting  
Stealing  
Vandalism\*  
Threats\*  
Bullying\*  
Inflammatory Speech\*  
(such as sex, suicide,  
racial, shootings, etc.)

##### 50 Demerits (At or Away From School)\*

Smoking (including “vaping”)  
Attendance at any worldly concert  
Alcohol/Drug usage  
Involvement in criminal/gang activity  
Involvement in any sexual perversions (such as  
fornication, bi/homosexuality, pornography, etc.)  
as mentioned in the doctrinal statement on page 3

*\*The noted demerit-worthy actions at or away from school include but are not limited to the following: proof of action via social media, text, email, direct message, video, photo, etc. Proof of these actions will result in immediate detention and/or suspension from HBCS. Based on the severity of the above noted actions (by students or parents), HBCS reserves the right to expel the student immediately and to report the incident to the local police department.*

#### PUNISHMENT FOR DEMERITS:

Students accumulating fifteen (15) demerits in one semester for either behavioral or academic will have detention during school hours. Depending on the age of the student, detentions are held during study hall or recess/P.E./Study Hall. Failure to report for detention may result in an out-of-school suspension. A student accumulating twenty-five (25) demerits in one semester for either behavioral or academic will

receive detention again and be placed on probation. This means the student cannot participate in any school activities or hold any class or student body office. Any student accumulating thirty (30) demerits in one semester for either academic or behavioral will receive one day of in-school-suspension. Any student accumulating forty (40) demerits in one semester for either academic or behavioral will be suspended from school for three days. **Students suspended from school will receive zeros for quizzes, tests, or homework missed during the times of suspension.** If a student accumulates fifty (50) or more demerits in one semester, the student will be expelled from HBCS for the remainder of the school year. Students expelled from HBCS may not reapply until at least 2 years has passed since the expulsion and given approval by the school administrator. If the administration feels that demerits are not changing a student's behavior, the administration may use other means in lieu of demerits. The administration reserves the right to alter demerit values.

### **Positive Incentives**

Our goal is to praise the students whenever possible. A daily behavior chart will be given to each student in grades K4-4<sup>th</sup>. It will let you know how their behavior was at school that day. **The behavior chart should be signed each night by one parent, and returned to the school daily.** Rewards will be given at the end of each week from your child's teacher if he/she kept all "smiley faces" for that week. If a student receives "smiley faces" for a whole month, then they will be awarded another prize. Our goal for students is not just good behavior, but Christ-like, God honoring behavior. Students will be assigned weekly jobs (office helper, classroom helper, classroom monitor, etc.) for their classroom. This will teach them responsibility and self-worth.

### **DRESS CODE**

A person's outward appearance is a reflection of the condition of his heart and mind. Clothing, makeup, and even hairstyles reflect a person's modesty or immodesty, their submission or rebellion to authority. Students, even while young, should be encouraged to think and act like ladies and gentlemen. The following four principles will be taught and enforced at HBCS:

1. Modesty of both boys and girls (I Tim. 2:9; I Pet. 3:2-4).
2. Distinction between boys and girls (Deut. 22:5, I Cor. 11:14-15).
3. Identification with the Lord and not with the world (I Tim. 4:12; Rom. 12:1-2; John 15:16).
4. Appropriateness for the time/activity.

Research has demonstrated that a correlation exists between a student's dress and his behavior. When a student dresses in a very casual manner, he tends to be more uninhibited in his behavior. Since the intensity of the teaching/learning transaction requires a seriousness of purpose, it is most conducive to learning when a student's dress reflects the classroom atmosphere. A proper dress code encourages uniformity between students and structure in the classroom atmosphere. Because of these reasons, HBCS requires a dress code for all students and uniforms for students in K4-12<sup>th</sup> grades.

### **Izod/French Toast Uniforms**

Students K4 and up are required to wear a **specified uniform shirt** on Monday through Friday. This year, we are only requiring uniform shirts. These can be purchased at in person at JCPenny or online at JCPenny.com (**Boys** IZOD polo shirts) or Frenchtoast.com (pique polo or interlocking knit polo) and entering 'school uniforms' under search. Both short sleeve and long sleeve are available. **Male and female students will wear the same male polo shirts.** This makes it possible to exchange/sell shirts to others once your child outgrows their size. The shirts are neat, two-button placket, ribbed-knit collar and

cuffs, soft, breathable knit that keeps children cool (**feminine fit or dry-fit material is not acceptable**). You may choose from our color scheme any of these shirts. **The color choices are: red, white, or navy.** No other colors will be allowed. One button must be buttoned at all times. Monograms are not allowed on uniform shirts. Undershirts may be worn but are required to be solid red, white, or navy. Shoes, backpacks, book bags, school supplies, folders, pencil boxes or lunch bags **cannot** have TV cartoon characters of any kind on them.

#### **K4 thru 12<sup>th</sup> Dress Code Requirements:**

##### **A. GIRLS:**

**Skirts and Jumpers:** may be navy or dark khaki (no denim/no green khaki). Skirt length (including slits) must come at least to the bottom of the knee (even while sitting) and touch the floor in a kneeling position. In an effort to help parents save money, HBCS allows the skirt brand to be chosen by the parent. K4-6<sup>th</sup> grade students may wear shorts under skirts for recreational activities such as recess; the shorts' length must not come below the skirt. (No shorts or pants on female students at any time on the school property, at a school field trip, or any school function.)

**Shirts:** red, white, or navy BOYS IZOD polo shirts: two-button placket, ribbed-knit collar and cuffs. **Shirts must be tucked in at all times.** Please help to make sure all clothing is loose and non-conforming. (On Friday's, the Izod uniform shirts or the school logo t-shirt must still be worn, but school culottes or traditional blue denim skirts will be allowed for female students. The denim cannot be faded or frayed. The length must still be to the bottom of the knee, even while sitting/kneeling.)

**Shoes:** students may wear casual shoes as long as they are neat. Solid black/brown/navy shoes are required. No clogs, slip-ons, sandals, or wheelies (shoes with wheels on them). Shoes must have toe and heel. True saddle oxfords (navy/white or black/white) are permissible. Play shoes or tennis shoes may be put on for recess. No cartoon logos, on shoes, book bags or lunch bags.

**Jackets:** can be worn in school during cooler weather. Jackets must be button up or zip up to be worn in the classroom. Pullovers can be worn during recess. School logo hoodies are acceptable any day and can be worn in the classroom.

**Socks:** must be worn everyday. Crew or knee length is appropriate, as well as tights/hosiery. Ankle/no-show socks are not allowed. No large logos or prints. Socks must be solid in color. The color choices are: white, red, navy, or neutral.

**Jewelry:** should be worn in moderation. Girls are only allowed two pair of earrings in the lower earlobe, no other piercings are to be worn at school.

**Hairstyle:** for girls should be feminine and not similar to boys. Shaved hairstyles are not acceptable. No unnatural coloring. (No pink, purple, etc. dyed hair or hairpieces)

##### **B. BOYS:**

**Pants:** may be navy or dark khaki (no denim/no green khaki). In an effort to help parents save money, HBCS allows the brand of pants to be chosen by the parent. Please allow growing room in length. (No shorts of any kind at any time on the school property or at a school field trip, or any school function.) No Cargo/Jogger pants are allowed.

**Shirts:** red, white, or navy BOYS IZOD polo shirts (two-button placket, ribbed-knit collar and cuffs). **Shirts must be tucked in at all times.** Please help to make sure all clothing is loose and

non-conforming. (On Fridays, the Izod uniform shirts or the school logo t-shirts must still be worn, but traditional blue denim pants will be allowed for male students. The denim cannot be faded, frayed, have holes, have side pockets, loops, or be baggy. Pants must be worn at the acceptable position and cannot be too tight. Overalls are not permitted.)

**Belts:** must be worn at all times. If not worn, one can be rented daily for \$1.00, and will be charged to your account. Belt buckles may not have symbols, logos, etc. on them.

**Shoes:** Students may wear casual shoes as long as they are neat. Solid black/brown shoes are best. No clogs, slip-ons, sandals, or wheelies (shoes with wheels on them). Shoes must have toe and heel. Play shoes or tennis shoes may be put on for recess. No cartoon logos, please.

**Jackets:** can be worn in school during cooler weather. Jackets must be button up or zip up. Pullovers can be worn during recess. School logo hoodies are acceptable any day and can be worn in the classroom.

**Socks:** must be worn everyday. Crew or knee length is appropriate. Ankle socks are not allowed. No logos or prints. Socks must be solid in color. The color choices are: white, black, navy, or neutral.

**Jewelry:** is not permitted, including any piercings, earrings, bracelets or necklaces (unless medical).

**Hair:** for boys is to be worn in a short, tapered, uniform style. We understand some children's hair is naturally straight, some curly, some kinky, and some parents style the child's hair with a comb over, some with a perm, some with dreads, etc. Regardless of texture, male students' hair must be combed or styled appropriately, kept neat, closely trimmed, and cannot overlap ears, eyebrow, or shirt collars **when combed straight down** toward ears, eyebrow, or shirt collars. Male students are not permitted to wear their hair in styles such as mullets, pony tails, pigtails, or mohawks, nor styled in bunches, buns, braids, or with bands/beads/accessories. If styled in dreadlocks or spiking, the length of the hair after styling must still not exceed the ears, eyebrows, or shirt collars. No bleaching or dying of hair is allowed. The administration ultimately determines what is an acceptable hairstyle for students at the Christian school. Boys are expected to be clean shaven while attending HBCS. Facial hair of any kind is not allowed.

### **Volunteer Dress Code Requirements**

Parents and friends that will be remaining at the school during the day to volunteer will adhere to the same standard of modest apparel. This applies to parents volunteering to help in a classroom or at any other school function in which you are helping our staff. Any school parent chaperoning a field trip is required to observe the school dress code as well. **(Ladies should wear modest dresses/skirts. The hemline should fall below the knee even when sitting. Blouses should be modest, and loose fitting with no cleavage showing. Men should wear slacks and collared shirts. Sweat pants, nylon wind pants, jeans, shorts and cargo pants are not appropriate. Those failing to do so will be asked to comply before participating.** If you are uncertain if an item of clothing is within the dress code boundaries, please check it with the school office before hand.

## **FINANCIAL INFORMATION**

HBCS neither solicits nor accepts government funds of any type. (Funding often precipitates unacceptable government controls.) Therefore, to meet school financial obligations, it is necessary that fees and tuition be paid promptly so that HBCS can continue to operate.

### **Billing & Tuition**

All snacks, lunches, other charges, and tuition are billed monthly. Account statements will be mailed the last week of the month and is due no later than the 10<sup>th</sup> of the following month. Each family is asked to take the responsibility to keep their account up-to-date.

Billing/Account information will not be discussed or given to any persons other than the parent/legal guardian responsible for paying tuition.

**Tuition** is assessed on a yearly basis. For the convenience of our school family, tuition may be paid by the year (10% discount), or on a 10-month payment plan from August through May.

A late fee of \$35 will be added to accounts not paid in full by the 10<sup>th</sup> of the month. Partial payment does not exempt an account from late fees; however, there will be no late fee for balances of \$25 or less. Any student whose account is not current on or before the last day of the month will not be allowed to attend HBCS until the account is paid in full or financial arrangements are **made in writing**. Partial payments will not be accepted in lieu of full payments to allow a student to return to class after an account is past due. Payments on past due accounts must be paid in full in order for the child to continue to be enrolled at HBCS. Records will not be released until all accounts are settled. A \$25 service charge will be made for each returned check. After three returned checks in one school year, the school may opt to refuse personal checks for payment. **Please note:** HBCS will not accept post-dated checks.

Students attending one day or more of any payment period will owe the full period's tuition. This includes students that are expelled or suspended.

If a student is expelled, transfers to another school during the current school year, or transfers to another school the following school year, transcripts will not be sent, and other items such as books, classroom materials, or items purchased from HBCS will not be released until all financial obligations have been met. Final report cards will also not be issued until all financial obligations are met.

### **Discounts for Tuition**

Families requesting discounts below must request a Discount Application Form from the school office.

**Active Military/First Responder Tuition Discount** will be applied to students whose immediate family members, such as parent or legal guardian, are involved in active military or first responder (EMT, fire department, police department) duty. Proof of active duty will be requested in the form of paperwork by the school office.

**Faithful Family Discount** is exclusively for students who have attended HBCS for five years or more and will apply a discount towards tuition.

**Full-Time and Part-Time Ministry Discount** applies only for pastors, missionaries, assistant pastors, etc. who are involved in full-time or part-time Christian service at their designated church facility. A written letter for proof of ministry service is required from the church in order for the school to apply either of these discounts.

**Multiple Child Discounts** are as follows: second child receives 10% off tuition, third child receives 25% off tuition, and the fourth+ child receives free tuition. Children must be from the same family and enrolled at the same time in order for the multiple child discounts to apply.

**Paid in Full Tuition Discount** receives 10% off the total annual tuition amount. Paid in Full annual tuition must be paid by October 31<sup>st</sup> to receive the 10% discount.

**Referral Discounts** are eligible for any enrolled family of HBCS. New families must mention the family who referred them on their enrollment paperwork in order for the referral discounts to be applied.

**Tithing Member Discount** is only applied to families who are tithing members of Heritage Baptist Church. A tithing member is defined as a member who tithes faithfully at least once per month. The tithing record is monitored frequently by the church secretary and pastor. Any church member who does not abide by this guideline will forfeit their discount privilege.

Please request information from the school office for more details about these discounts.

### **Fees: Activity, Enrollment, Graduation, & Matriculation**

**The Registration Fee (combined Enrollment, Matriculation, and Activity Fees) is due when the enrollment application is submitted to HBCS.** This fee is used as follows:

**Enrollment** (*non-refundable*) secures a student's place in his or her class. Re-enrollment begins January 1<sup>st</sup> for all active students and open enrollment begins February 1<sup>st</sup>. Students will be placed on the class roll when the fee is paid. When the class roll is full, the students will be placed on a waiting list in the order that they enroll. A \$50.00 refundable fee will be charged to secure the waiting list. If an opening becomes available on the class roll, students will be placed on the roll from the waiting list.

**Matriculation** includes a student's textbooks, workbooks, and all related items. Student books are not ordered until a student is enrolled and the fee has been paid. If the fee is paid late, the student accounts will be charged the expedited shipping price, and students risk not being admitted to class at HBCS until the books arrive.

**Activity** includes expenses such as the GACS/AACS membership fees, field trips (K4-6<sup>th</sup>), holiday crafts, holiday party snacks or meals, program meals, field day, elective costs (7<sup>th</sup>-12<sup>th</sup>), and banquets (7<sup>th</sup>-12<sup>th</sup>).

The **K5/12<sup>th</sup> Grade Graduation Fee of \$100.00 is due by March 1<sup>st</sup>.** This fee includes the following:

<b>Cap, gown, tassel, diploma</b>	<b>Picture Package</b>
<b>Graduation Gifts</b>	<b>Cost of costumes/props for Graduation</b>
<b>Graduation Field Trip (K5)</b>	<b>Graduation Party (Ceremony Night)</b>

### **Methods of Payment**

HBCS accepts cash payments, check payments, and credit/debit card payments during normal office hours. Each family account is automatically billed on the 1<sup>st</sup> of each month through *MySchoolWorx*. Online payments may be made at any time through the *MySchoolWorx* online portal; the link for this program may be found at the bottom of the home page on our school website, [www.hbcsga.com](http://www.hbcsga.com). Usernames and passwords are set up by the parent upon completing the online enrollment link emailed from HBCS upon enrollment. More information may be requested from the school office.

Please note that neither billing statements or payment receipts will not be sent home with a student unless specifically requested by the parent/guardian.

## **MISCELLANEOUS INFORMATION**

### **Holidays**

HBCS chooses to recognize certain events or holidays throughout the year to celebrate together as a school with special parties, programs, free snack/lunches, etc. HBCS reserves the right to choose which holidays are emphasized at the school. Parents will be informed of these special days with individual class letters or by calendar announcements. Students are encouraged to and informed of but not required to participate in all parties, programs, or free lunches.

### **Movies/Television/Music Guidelines**

Due to the anti-God approach of modern-day music, movies, and television programs, we will only allow pre-approved movies, Christian videos, and Christian music (no contemporary or Christian rock) to be played in the school.

### **Private Music Lessons**

Piano lessons are available before, during and after school. Voice lessons are available during and after school. Guitar lessons are available during school, only. Prices vary by instructor and lesson type. Please refer to the school office for more information.

## **PARENT ACCEPTANCE AND ARBITRATION AGREEMENT**

Heritage Baptist Christian School is a Christian school for families who have a desire to provide an educational environment for their children where God, the Bible, and prayer are given their rightful place. Families are expected to pray daily for their school and to provide support for the staff and administration. Most small differences or misunderstandings can be resolved in a parent teacher conference that is scheduled according to the handbook. If the matter cannot be resolved with the teacher, then a meeting will be scheduled with the parent, teacher, and the school administrator. If the matter still cannot be resolved, the parent will exercise scriptural arbitration.

The Bible states that it is displeasing to God for a Christian to handle differences through courts of law (Matthew 18:15, I Corinthians 6). A condition of admission is that families agree that they will not utilize the courts to settle differences with the school. Because this ministry is composed of Christian individuals, we must follow the course prescribed in Matthew 18 and I Corinthians 6. When a dispute or conflict arises between an individual and this ministry or individuals within this ministry, the member taking offense shall follow these steps after first examining his own life and conscience:

1. Personally talk to the individual by whom he was offended.
2. If reconciliation is still not reached, a second Christian is to accompany the one seeking to resolve the matter.
3. If the matter is still unresolved after the steps outlined above, the parties involved will submit the issue to arbitration. The arbitration shall be conducted according to the following guidelines:
  - a. The decision made by the arbitrators shall be binding on both parties.
  - b. The formal rules for discovery and evidence shall be agreed to prior to the arbitration.

- c. The arbitration shall be handled by a panel of three Christian arbitrators, none of whom are close friends with either party or have knowledge of the facts leading to the dispute.
- d. Each side shall select one Christian arbitrator, who is not an attorney, with the other party having absolute veto power over the selection on up to three occasions.
- e. The two arbitrators selected by the parties shall mutually select a third arbitrator who is not an attorney and has no knowledge of the facts leading up to the dispute.
- f. The arbitrators shall, subject to the provisions of these procedures, arbitrate the dispute according to the terms of these procedures, the Bible as interpreted by the school's statement of faith, and any applicable school documents.
- g. The arbitrators shall hold the arbitration hearing as soon as possible, but no later than 30 days after the selection of the third arbitrator.
- h. There shall be no stenographic record of the proceedings, and all proceedings shall be closed to the media and other individuals not directly involved in the proceedings.
- i. Normally, the hearings shall be completed within three hours. The arbitrators at their discretion, however, may extend the length of the hearing. An additional hearing may be scheduled by the arbitrators to be held promptly.
- j. The arbitrators are to make and publish their award, in writing. It is to be signed by each of them concerning the matters referred, delivered to the parties no later than 48 hours from the conclusion of the hearing, unless otherwise agreed by the parties. The arbitrators may, in their discretion, furnish an opinion.
- k. It is preferred that the arbitrators reach a unanimous decision, but if a unanimous decision cannot be obtained, a majority decision will be accepted. The written decision of a majority of the arbitrators shall be final and binding on all parties, and judgment upon the award rendered by the arbitrators may be entered in any court having jurisdiction thereof. There is no appeal from the decision of the arbitrators.
- l. The decision of the arbitrators is to be kept confidential by all parties for a period of one year.
- m. Should any party commence legal proceedings against another party with respect to the agreed scope of the dispute or the binding decision of the arbitrators, with the exception of an action to enforce the decision of the arbitrators, that party shall pay to the other party all expenses of said proceedings, including reasonable fees. In the event it becomes necessary for one party to commence legal proceedings to enforce the decision of the arbitrators, the on-prevailing party must bear all the costs of said proceedings, including reasonable attorneys' fees.
- n. Each party shall have the privilege of having an attorney present at the party's own expense.
- o. Both Heritage Baptist Christian School and all parties involved in its ministry waive all rights to civil litigation involving any part of Heritage Baptist Christian School.
- p. No party shall unreasonably delay or otherwise prevent or impede the arbitration proceedings. No party will involve the news media in the dispute in any way. No party shall publicize the dispute in any way to anyone not a



party to the proceedings, except as permitted by the arbitrators and except that a party may disclose the proceedings of this arbitration to his or her spouse, legal counsel, insurance carrier, and as otherwise required by law.

- q.** Each party shall pay his or her own costs and expenses related to presenting the party's case to the arbitrators. The cost of the arbitration, including any fees for the arbitrators is to be shared equally by both parties.

### **ADOPTION OF HANDBOOK**

This handbook has been approved by the: Pastor, Secretary, and School Supervisor. They reserve the right to amend, change, and interpret the content of the handbook to comply with all church and school policies.