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“The goal of education is the preparation for life!”



“But beyond this my son, be warned: the writing of many books is endless, and excessive devotion to books is wearying to the body. The conclusion, when all has been heard, is: fear God and keep His commandments, because this applies to every person.”

Ecclesiastes 12:12-13

# To Be Educated

If I learn my ABC's, can read 600 words per minute, and can write perfect penmanship, but have not shown to communicate with the Designer of all language,

**I have not been educated.**

If I can deliver an eloquent speech and persuade you with my stunning logic, but have not been instructed by God's wisdom,

**I have not been educated.**

If I read Shakespeare and John Locke and can discuss their writings with keen insight, but have not read the greatest of all books – the Bible – and have not knowledge of its personal importance,

**I have not been educated.**

If I have memorized addition facts, multiplication tables, and chemical formulas, but have never been disciplined to hide God's Word in my heart,

**I have not been educated.**

If I can explain the law of gravity and Einstein's theory of relativity, but have never been instructed in the unchangeable laws of the One Who orders our universe,

**I have not been educated.**

If I can classify animals by their family, genus, and species, and can write a lengthy scientific paper that wins an award, but have not been introduced to the Maker's purpose for all creation,

**I have not been educated.**

If I can recite the Gettysburg Address and the Preamble to the Constitution, but have not been informed of the hand of God in the history of our country,

**I have not been educated.**

If I can play the piano, the violin, six other instruments, and can write music that moves men to tears, but have not been taught to listen to the Director of the universe and worship Him,

**I have not been educated.**

If I can run cross-country races, star in basketball and do 100 push-ups without stopping, but have never been shown how to bend my spirit to do God's will,

**I have not been educated.**

If I can identify a Picasso, describe the style of da Vinci, and even paint a portrait that earns an A+, but have not learned that all harmony and beauty comes from a relationship with God,

**I have not been educated.**

If I graduate with a perfect 4.0 and am accepted at the best university with a full scholarship, but have not been guided into a career of God's choosing for me,

**I have not been educated.**

If I become a good citizen, voting at each election and fighting for what is moral and right, but have not been told of the sinfulness of man and his hopelessness without God,

**I have not been educated.**

However, if one day I see the world as God sees it, and come to know Him, Whom to know is life eternal, and glorify God by fulfilling His purpose for me,

**Then, I have been educated!**

# Purpose of HCHC

## Serving Parents in the Education of Their Students

Heartland Christian Homeschool Center, Inc. (HCHC) is here to assist parents in their responsibility to educate their children. The staff of Heartland Christian Homeschool Center is here to equip you as parents to take an active role in your student's education. We will work with you to insure a highly rewarding experience for both you and your student(s).

We do this by providing education to both the student and the parent and striving for standards of excellence in accordance with the requirements of the State of California. We work with the students for 2 to 5 days of the week, and assist the parents in educating their students on the days they stay home.



The system that we have relieves the parents from the pressures of lesson planning and record keeping (this is provided by HCHC), and provides a Christian outlet for the social needs of the students.

## HCHC's Responsibilities

- Keep Records.
- Provide educational support for students and parents.
- Provide accountability for students and parents.
- Praise and encourage students and parents.
- Communicate with parents regarding concerns and suggestions.
- Hold high the Kingdom of God and moral excellence.

# Parent's Responsibilities

- Provide spiritual guidance by the example of regularly gathering with others of the Christian faith in order to build them up to love and good works. (Hebrews 10)
- Pray faithfully for your children and those assisting you with their education at HCHC.
- Support the school discipline plans as listed in this handbook.
- Faithfully support the supervisors, administrators, and school policies in front of your students.
- Handle any concerns you have quietly and only with the students and personnel at HCHC who are involved.
- Attend the two mandatory meetings each year. The first is parent orientation, held at the opening of school. The second is parent/supervisor conferences which are scheduled during the first quarter. Individual parent conferences are scheduled as needed. Parents may request an appointment whenever they feel it is necessary.
- Make sure your child attends HCHC as scheduled and on time.
- Check homework *daily* to see that it is complete and accurate and on time. Oversee the students on the days they are not at HCHC but have scheduled assignments.
- Oversee the quality of your student's work.
- Pay tuition promptly.
- Pre-K Students must be four by September 1<sup>st</sup> and fully potted trained.



## Student's Responsibilities

- Complete prescribed work daily.
- Obey parents and HCHC rules.
- Be kind to one another.
- Guard your tongue from swearing or gossiping.
- Respect those in authority.
- Come to school on time ready to begin work.
- Stay tobacco, alcohol, and drug free.

## Attendance

- Students are expected to attend school between the hours of 8:30 a.m. and 2:30 p.m.
- If a student is absent due to illness, please call the school or send a note.
- The student is always responsible to maintain his assignments and stay on track, if he/she is absent for any reason.
- If a parent chooses to keep a student at home, the parent needs to keep a school attendance record for that day. Completed daily lessons show completed schooling.



## Tardiness

Students are expected to arrive on time. One demerit will be issued regardless of the reason for the tardiness. It is our goal to teach our students that promptness demonstrates consideration of other people's time.

# Student Required Supplies

This is a list of supplies that are needed in addition to their books. *Please put the students name on all supplies whenever possible.*

## Pre-Kindergarten/Kindergarten

1. Pencil box for school
2. #2 Pencils
3. Large Eraser
4. Box of 24 crayons
5. 4 glue sticks
6. 1 bottle of glue
7. 2 boxes of tissue
8. 1 pocket folder
9. Box of markers – basic colors
10. 10 Heartland t-shirt (required for field trips). May be purchased at HCHC
11. Backpack or school bag
12. Lunch box/bag
13. Change of clothes in large Ziploc bag

## First / Second

1. Pencil box for school
2. Box of #2 pencils
3. Large eraser
4. Colored pencils (Room 13 only)
5. 4 glue sticks
6. Two boxes of tissues (one each semester)
7. Heartland t-shirt (Required for field trips.) May be purchased at HCHC.
8. Backpack or school bag\*
9. 12" ruler
10. Loose-leaf notebook paper, wide rule

## Third / Fourth / Fifth/Sixth

1. Pencil box/organizer – large enough to hold school supplies and opens easily
2. Package of #2 pencils
3. Large eraser
4. Scissors
5. Crayons
6. Glue and glue stick
7. Two boxes of tissues (one each semester)
8. Backpack or school bag\*

9. 12" ruler
10. 2 spiral notebooks
11. Blue or black ballpoint pens for setting goals
12. Standard notebook paper--college-ruled + 1" binder to hold paper
13. Personal Bible--recommend KJV for PACEs
14. Graph paper
15. Index card holder
16. Blank 3x5 cards for flash cards
17. 3<sup>rd</sup> & 4<sup>th</sup> Grades – 100 flash cards
18. 5<sup>th</sup> and 6<sup>th</sup> Grade – 600 flash cards for the year

### **Middle School and High School**

**Includes everything for 3<sup>rd</sup>- 5<sup>th</sup> plus the following:**

1. Compass
2. Protractor
3. Calculator\*\*
4. Flashdrive for reports
5. Colored pencils for maps
6. White out tape (optional)
7. Crayons and glue not necessary
8. PE Uniforms
9. Blank 3x5 cards for flash cards (600 for the year)

Calculators allowed in Kindergarten through 6<sup>th</sup> grade by specific permission only. We do not recommend the use of calculators before the student has mastered his basic facts.

Earthquake Kit – 1-gallon Ziploc bag containing the following: 1 16-oz bottle of water, 3 granola bars of your choice, 1 candy bar or energy bar, 2 fruit roll-ups, 1 package of trail mix.

\*(The school reserves the right to examine the contents of the backpacks at any time. If a Supervisor or one of HCHC staff asks to see the contents of a student's backpack, the student must comply immediately. Refusal will mean that the parent must come and resolve any problems before the student may return to class.)

# Our Methods of Education

## Facility

We have a campus with classrooms, which resembles a traditional school. Students from Pre-Kindergarten through High School attend the center.

Students Pre-K through 8<sup>th</sup> grade are provided with a work space, called an office. The offices are cubicles set up around the perimeter of the classroom, which are designed to cut down on distractions from peers and other activities. This permits us to have more than one grade level in a classroom when possible.

## Curriculum

We use Accelerated Christian Education's (A.C.E.) School of Tomorrow's model, with some adaptations, as our primary curriculum. We also use some Alpha Omega and A Beka Books curricula.

We feel we can meet the needs and challenges of students ranging from those with learning difficulties to gifted children needing intellectual challenges. However, we are not equipped to handle "Special Education."

Other curriculum questions may be addressed to the principal.

## Student Placement

When a child is enrolled, he or she is given diagnostic tests, which enable HCHC to determine his learning level. HCHC's supervisors will then assign each student a series of self-contained workbooks from ACE called "PACes." Though students are placed with other students at their chronological age, we have the ability to place students at their learning level. Thus, the students are challenged, yet not overwhelmed or discouraged. This method eliminates many problems, including inappropriate comparisons.

## Staying on Track

The PACEs can be compared to taking a large textbook and broken down into 10-12 smaller books. These are given to the student one at a time. This is a mastery program. After the student has completed each PACE, he is tested at school. If he has completed his assignments each day and scored his work properly, he will almost always score above our minimum required test score of 80%. If he does not score at this level, he will be required to redo the book.

This testing process insures him not being advanced before he is ready. The student must complete a minimum number of books in each subject (this varies by grade level and subject) in order that we may confidently advance him or her to the next PACE level and/or grade level.

Placement at their learning levels results in every student being properly challenged to do their best without being bored. HCHC has found that once a student begins to experience success, he consistently advances.

The vast majority of our students will be able to complete 12 PACEs a school year in their core subjects. 8<sup>th</sup> grade students must complete their requirements in order to participate in the 8<sup>th</sup> grade graduation activities.

# PACE PROCEDURES

1. Student receives new Paces. Please put name and date issued on the front of each new PACE.
2. Set goals for the day (in pen) on goal card or planner, before beginning work: Each Classroom Supervisor will advise you of the age-appropriate goals for each child.
3. Student must correct previous day's work before starting new pages.
  - A. Wrong answers receive a red "X".
  - B. They are then corrected.
    1. Go back to the scoring table and score the corrected answers
    2. Circle the red "X" when correct.
    3. Circle the page number to indicate all answers are correct for studying.
4. No Check-up or Self-Test can be taken without the following:
  - A. All previous pages being corrected and initialed.
  - B. Verbally know the answers to the check-up, self-test, and Bible verse.
  - C. All check-ups signed.
    1. If Check-up or self-test is taken without the above guidelines completed, it is erased and retaken when above is complete.
    2. Any check-up or self-test receiving less than 80% grade is erased. Student must study and retake test.

Only parent or supervisor can make changes on a goal card/planner with a signature. The student will be held to what was originally written on his or her goal card if there is no signature.

Parents and students set goals in blue or black ink.

Students use blue or black pen to correct goals at home, red pen is used only at school.

# Alpha Omega Procedures

1. Student receives new Life Pac.
2. Set goals for the day (in pen) on goal card or planner, before beginning work: Take the total number of pages in the book and divide by the number of school days to determine the number of pages the student should do per day.
3. Student must correct previous day's work before starting new pages.
  - A. Wrong answers receive a red "X" in the Learning Center. Parents are to use a blue or black pen to score at home.
  - B. They are then corrected.
  - C. Page # is circled when page is 100% corrected. (If you, the parent, score your student's work, please initial the circled page number. This prevents students being credited with parental error.)
4. No Self Test can be taken without the following:
  - A. All previous pages being corrected.
  - B. All vocabulary recited for that section.
  - C. All projects complete.
  - D. Objectives studied and completed.
  - E. For Language Arts, Spelling test completed, scored, and signed by parent or supervisor.
  - F. Parent or Supervisor has initialed that the above is complete.
    - I. If Self Test is taken without the above guidelines completed, it is erased and retaken when above are complete.
    - II. Self Tests receiving less than 80% are corrected and studied before moving on.
5. All projects are due when the page on which they are written is due, unless otherwise stated. These projects earn points toward the Life Pac grade.
6. Only parent or supervisor can make changes on a goal card or planner. Parents, please initial if you make changes, or the student will be held to what was originally written on his goal card or planner.
7. For the Life Pac test, the student must study the Objectives. If a Life Pac is not passed with 80% or higher, an alternate test is given and that will be the student's grade for that Life Pac.

## Goal Checking List

- Is the student setting acceptable goals on his goal card? (Goals of read, hold, help, or hand in are not acceptable without a Supervisor or Parent initial.)
- Is the student completing all his goals for each day before moving to the next day's goals in any subject?
- Are the pages completed and scored and marked off the goal card as complete? Goals are not completed until they are scored and re-scored -- exception for homework.
- Have the goals been set in ink?
- Have the goals been crossed off neatly with a diagonal line when complete?
- Is the student working evenly in all subjects to maintain academic balance?
- Has the student adjusted his goals without the supervisor's permission? (The students must ask the supervisor for permission before goals are changed, and the supervisor must initial on the Goal Card indicating permission.)
- Is the student wasting time and defacing materials by doodling, drawing, or scribbling on his PACE, Goal Card, or Progress Chart?

## Physical Education



P.E. will be offered to each student K through 8<sup>th</sup> on the days that they attend HCHC. It is the policy at HCHC that all students participate in P.E. unless a note from the parents or doctors is given to the Supervisor prior to class. Students must have appropriate shoes for P.E. All students in grades 6-12 will be required to purchase and wear PE uniforms during PE class.

## Supervisors and Monitors

The teachers at Heartland Christian Homeschool Center are called Supervisors. We also employ some parents and or students to work in the classrooms. These parents/students are called Monitors. In addition, we are very dependent on parent volunteers for classroom help. All Supervisors have completed an extensive training program through ACE, and are qualified, upon completion to assist students in their classrooms.



## Supervisors

The Supervisors at HCHC need not have California Teaching Credentials although some do. They are all proven, experienced, talented, and able to teach students in areas where they need help so that the student can move quickly through the learning they will need to accomplish.

All of the information needed to master the subject matter is contained in the PACES and/or LifePacs. The Supervisor, monitor, or parent is able to help the student find the answers they need for themselves in the student assigned PACES. This will enable the student to complete the core requirements to advance at the end of the year. The Supervisors do some lecturing in class, as in traditional classrooms, targeting things such as listening skills, cooperation, and other areas of interest and need.

## Iowa Assessment Testing

An important part of our method here at HCHC is to test our students in April to see how they are progressing as compared to students across the nation. This is not required by law but is a tool for the parents and teachers to help the student in the areas of weakness and give encouragement in areas of strength. This is a voluntary testing. These results are available by the end of the year to the parents only.



# Financial Information



## Registration

A per student \$100 non-refundable fee is required with the submission of the application. Upon acceptance the balance of the registration fees are due July 1<sup>st</sup> for students entering in the fall. Transfer students must pay the registration in full before attending classes. These fees are published yearly.

Because the Registration includes diagnostic testing, supplies, some curriculum, record keeping fees, student file maintenance, testing fees, etc. *after the first day of class, none of the registration fee is refundable.* If HCHC is not able to receive your student, the \$100 initial fee is refundable. Once your student is accepted, the \$100 initial fee is not refundable. There is a charge for extra PACES, lost or repeated, and for score keys that you order.

Students who dis-enroll mid-year do not receive the curriculum they have not used or a refund for that curriculum. This is the property of HCHC. Any student wishing to change curriculum mid-year will incur a curriculum change fee of approximately \$35.

- **Score Key Lending Library**

For a fee per family per school year, HCHC maintains a lending library of Score Keys for those parents who wish to be able to score their students PACES at home. This entitles those subscribing to borrow any score key that is available in the library. Supply is limited; however, any keys unavailable may be purchased. Our library is built through donations. Any key not returned will be added to that parent's bill.

A.C.E. is an honor system and it is very important that we never "lead our children in the way of temptation" by allowing them unsupervised access to score keys.

No student may check out a score key. The score key should never be given to the student at home. The parent should do all scoring at home. *In class score keys may not be loaned to the parents or the students for any reason.*

- **Score Keys**

Score Keys may be purchased from our bookstore. We do not sell them with the Final Test answer keys included.

- **Special Discount -- Returning Students**

Parents of returning students will receive a 3% discount on their tuition if they register and pay the full fee for registration by May 31<sup>st</sup>, a month before the normal July due date. *This entire registration for these returning students is non-refundable.* Be sure you are going to be with HCHC next year if you choose to qualify for this special discount.

Note: These fees are explained in detail on the application, which you fill out to enroll your student.

## **Tuition**

Particular tuition fees for school year are explained on each application for enrollment. Tuition is an annual charge that HCHC receives to assist you with the task of educating your student for the entire school year. The student is expected to be taught by either the parent/guardian or a Supervisor from HCHC five days a week. The tuition fees vary according to the frequency with which your student will be attending HCHC.

We have set up our tuition financing so that the full tuition is paid by May 1<sup>st</sup>. Most parents, whose students will be with us the entire year, choose to pay this over ten (10) months beginning August 1<sup>st</sup>. Transfer students will have their fees calculated so that their portion of the school year will be paid for by May 1<sup>st</sup>.

- **Tuition Discounts**

### **Annual Payment**

Should any parent wish to pay for their student's tuition on an annual basis before classes begin, they will receive a 3% discount from HCHC. This must be paid in full before the semester begins.

- **Multi-student Discounts**

Any parent enrolling three or more students will receive a 3% discount on whatever payment plan they select.

# Additional Fees

- **Late Fees**

Monthly tuition is due the 1<sup>st</sup> of each month beginning August 1<sup>st</sup> or on the 1<sup>st</sup> day of the month after your student transfers to HCHC. A 10% late fee will be applied to your account if your funds are not received in our office by the 5<sup>th</sup> of the month.

- **Non Sufficient Funds**

Sometimes a mistake is made in your personal checking account. If you pay your fees with a check that is returned to us for any reason, HCHC will charge you an increased fee for handling the matter.

# Tuition No Pay Policy

## Tuition

Monthly Tuition is due on the first of each month and payable from August to May of the school year. Tuition is divided into 10 equal payments unless other arrangements are made.

Any Tuition not received in our office by the 5<sup>th</sup> of the month will be charged a late fee of 10%.

## Stay at Home Policy

If your monthly tuition is not paid by the 15<sup>th</sup> of the month you will be asked by letter and a phone call to keep your child home until you are current financially. Please keep your student on track with the rest of the class so he/she can be reinstated as soon as possible without falling behind.

## Student Suspension / Financial Suspension

The Student will receive a financial suspension when the tuition becomes one month late. At this time future monthly billings are stopped. Reinstatement is according to the policy below. This financial suspension prevents the bill from accumulating and becoming unmanageable. The purpose of this suspension policy is to prevent buildup of debt for our parents.

### **Reinstatement Policy**

Your student may be reinstated at Heartland Christian Homeschool, Inc. when your tuition is made current. If your financial suspension exceeds six weeks, the reinstatement is subject to classroom availability. The position in the Heartland class may be given to another applicant. Reenrollment may be accomplished on an individual basis as room is available.

### **Scholarships**

Heartland Christian Homeschool Center, Inc. is a non-profit organization. We do solicit funds in order to provide scholarships to pay for tuition. If you wish a scholarship, please obtain "Request for Scholarship" form from the office. Scholarships are granted on the basis of need and/or special circumstance. Only a limited amount of scholarships are awarded. Scholarships are not automatically renewed and will have to be applied for annually.

# HCHC's Statement of Faith

## The Scriptures

The Old and the New Testaments of the Holy Bible are inerrant and inspired by God Himself. They are the only rule for Christian faith and practice.

## One God

There is one God, existing eternally in three Persons: God the Father, God the Son, and God the Holy Spirit.

## Jesus Christ

Jesus Christ, the Son of God, is truly God and truly man. He was conceived by the Holy Spirit, and born of the Virgin Mary. He died on the cross as a substitution sacrifice, so that all who believe on Him and call to Him in faith may be justified because of His shed blood. He rose from the dead according to the Scriptures, and will come again with His angels and His saints to defeat finally His enemies.

## Sin & Salvation

Sin has separated man from God, resulting in both physical and spiritual death. Man can only be saved through the atoning work of the Lord Jesus Christ. Salvation has been provided through Jesus Christ for all who want to be born again. They must repent, believe in Him, become baptized in water, receive the Holy Spirit, and become a vital part of His holy community.

## The Holy Spirit

Each believer is to receive the Holy Spirit at conversion, but we also believe in the baptism of the Holy Spirit, which brings power to the believer for daily, sanctified living and the manifestations of the spiritual gifts. This infilling of the Holy Spirit is not a one-time event, but it is repeatable through the believer's life.

## **The Church**

The church consists of all those who believe in the Lord Jesus Christ, are redeemed through His blood, and are born again of the Holy Spirit.

## **American Christians**

We believe and teach that we are first Christians and second Americans. However, as Americans we place emphasis on America's heritage and sacrifices of her heroes. America's Constitution guarantees liberties to educate in order to preserve freedom. We unashamedly teach the Biblical doctrines of self-discipline, respect for valid authority, and obedience to laws, and love of God, flag, and country.

## **Christian Devotions at HCHC**

The Supervisor in each classroom will lead his or her students in Christian Devotions and prayer. At times we assemble the school for chapel and worship.

## **Pledge of Allegiance to the American Flag**

*I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.*



## **Pledge of Allegiance to the Christian Flag**

*I pledge allegiance to the Christian flag, and to the Savior for whose kingdom it stands, one Savior, crucified, risen, and coming again, with life and liberty for all who believe.*

## **Pledge of Allegiance to the Bible**

*I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart that I might not sin against God.*



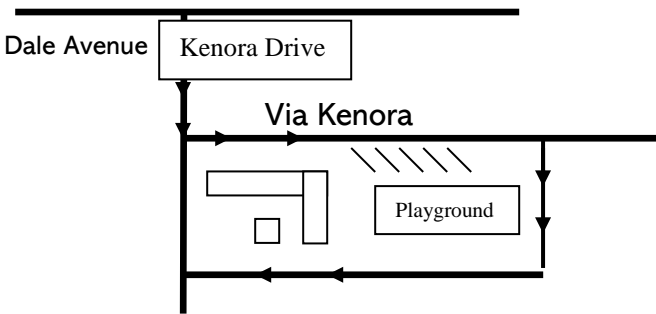


# Student Safety

## Student Drop Off and Pick-Up Procedures

In order to insure student safety and traffic safety we have developed the following procedures.

Enter on Via Kenora, pull into the school playground lot and drop off or pick up your student, pull through and exit on Kenora Lane. **Please do not block Via Kenora or turn around in neighbors' driveways. Please do not drop off or pick-up your student in the upper office parking lot unless the parent has office business.**



Each supervisor will accompany her class to the playground. The students will sit in a shaded area to wait for their rides. Students may play with small toys, read, or visit with their friends in their classroom. Pre-K students will sit in the tunnel/grass area (the fenced sand area). Students will not be allowed to roam free in the fenced sand area.

Tina will use the walkie-talkies to collect students. You may park your car and collect your student if you wish.

The gates will close promptly at 2:45. Please pick up any remaining students from the office.

Please adhere to the procedures we have put in place for dropping off and picking up your students. We have developed these procedures in an effort to consider everyone involved and have agreed with the county and the neighbors to follow them.



## Fire Drills

HCHC practices fire drills several times during the school year. Instructions for Fire Drills are kept along with a map explaining Fire Drill Procedure in each classroom. Supervisors will teach your students what to do in the case of a fire.

## Earthquake Preparedness

Each year, students and staff are instructed in earthquake education. HCHC has a building disaster plan in place and drop procedure practices are done quarterly. Drop Procedure means an activity whereby each student and staff member takes cover under a table or desk, dropping to his or her knees, with the head protected by the arms, and the back to the windows.

## Medical Guidelines

**No staff member will be allowed to administer any medicines *without specific written parental authorization* sent to HCHC with the medication. This includes Aspirin and Tylenol.**

***Please note on your Medical Emergency card if we can give your student aspirin or something similar at our discretion.***

If a child becomes ill at school, the office will contact the parent. Arrangements must be made to pick up the child from school immediately.

If a child contracts a communicable disease such as chicken pox, he or she will not be allowed to return to school until the doctor releases him or her. A note will be sent to all parents informing them that their child has been exposed to a communicable disease.

If your student has a fever, is contagious, or has disruptive symptoms such as coughing, please keep him or her home for twenty-four hours.

# Some General Policies

## Admissions and Nondiscrimination Policy

HCHC admits students of any race, color, and national and ethnic origin to all the rights, privileges, programs, and activities generally accorded to our students. We at HCHC believe that all men are made in the image of God. Therefore, HCHC does not discriminate on the basis of race, color, national and ethnic origin, age, sex or physical disability in the administration of its educational policies, admission policies, scholarship and loan programs, and other school administered programs.

## Admissions Procedures

- Parents obtain an enrollment package with application. This gives our basic policies and costs and determines if there are openings.
- Application is submitted to the school with a deposit and a copy of his or her most recent report card. If the student is accepted, this fee is non-refundable.
- Parents are notified of acceptance.
- Full registration and 1<sup>st</sup> month's tuition are due before student begins classes. Medical History form and Medical Emergency cards are returned to HCHC.
- All students must have diphtheria, polio, measles, rubella, and Hepatitis "B" immunizations. Each student entering the 1<sup>st</sup> grade must have a medical examination from his doctor. This is a state required standard exam. Take the green medical exam form obtained from the HCHC office to your doctor and he will complete it for you to return to HCHC.
- All 7<sup>th</sup> graders must receive a Hepatitis "B" shot from the doctor before starting their 7<sup>th</sup> grade year. Again, the doctor will supply you with a form, which you must return to HCHC before your student begins classes in the fall.

## **Transfer Students**

Students who either transfer in or out of HCHC must maintain their grade point average for one full semester in their new school in order for their credits and G.P.A. to be accepted at the school to which they are transferring. The final decision is up to the school receiving the transfer student.

## **Lost & Found**

Any items left at school at the close of the day will be sent to HCHC's office and stored in the lost and found box for two weeks. At the end of each year any items remaining will be donated to charity.

Parents and Guardians should check the lost and found box regularly to avoid disappointment. Please remember to mark all you child's things with a permanent marker.

## **Dress Regulations**

Each student's appearance must be modest, clean, and safe. For the most part we have left this to the parents' discretion. However, if a student wears attire that is offensive to other students or faculty and staff, HCHC reserves the right of the final decision of acceptability. We will handle each situation on an individual basis. We do have school t- shirts that the student will wear during the day to cover any offensive outfits. If the dress continues the parent will be notified. Please be modest.

If you allow your student to wear sandals, please send tennis shoes for P.E.

If our students attend an off campus school sponsored activity, we expect them to keep the same standards as on campus.

## **Electronic Devices & Cell Phones**

Students may not have electronic devices or cell phones in class or on the playground during school hours of 8:30-2:30.

They may be used before school and after school. Each teacher will have a basket to collect electronic devices at the beginning of class. It is the sole responsibility of the student to place the devices in the basket at the beginning of the day and collect them at the end of the day. If a student is caught using an electronic device in any manner, it will be confiscated by the teacher, sent to the office, and may only be collected by a parent. If a student chronically violates this rule, the student may lose the privilege of having these devices at school. All music and electronic devices must be used appropriately. As with all personal items, Heartland assumes no responsibility; they are brought to school at your risk.

There will be exceptions for use of iPads and cell phones. This will be at the supervisor's discretion and for school work only.

## **Items not allowed at school**

Weapons of any kind.

Heartland reserves the right to confiscate and/or restrict items that represent evil, darkness, idol worship and the occult. These sorts of items are not allowed at school whether it be a book, image, game, etc.

## **Closed Campus**

Heartland is a closed campus. Students may leave the campus during the school day only if a parent's permission is given to the office.

## **Fundraisers**

Heartland Christian Homeschool Center is a non-profit organization recognized by the State of California and the Internal Revenue Service. We solicit funds to benefit our students.

Fundraisers are a very important part of our school year. This is one of the most significant methods of keeping our tuition costs at a minimum. We ask the families of HCHC to participate in fundraisers. We find that it lightens the burden on all of our families when we all work together.

## **Drop-In Monday/Friday School Available**

Any parent/guardian who feels that his or her student would benefit from this supervised study time with a qualified teacher, may voluntarily place that student in Monday/Friday school as long as there is room. There is a 5-day teaching option available for those interested; however, parents must still be responsible and involved in their child/ren's schooling requirements.

## **Extracurricular Activities**

Field trips and other activities are designed for Heartland students. Once a student withdraws from Heartland that student is no longer entitled to attend Heartland extracurricular activities.

## **The Right to Change Policies**

We reserve the right to alter or drop or add any policy in this Parent/Student Handbook without notice, if we deem it to be in the best interest of HCHC.

# Discipline & Rewards



# Student Discipline

## General Information

This entire handbook is designed to provide clarity to the reader about how HCHC intends to discipline and train their student(s). However, the Administration reserves the right to discipline every case based on its unique and specific nature. HCHC reserves the right to dismiss at any time any student, whom they determine is out of harmony with the school goals and statement of purpose.

## Law & Grace

Law was given to mankind to show us that the only relationship we can have with the Father is by His grace. The Law points to the need of Jesus Christ. Every one of us failed under the law, and every one of us deserves the penalty, death: the end of relationship with God and each other. Only through the grace of God can Christ re-establish a relationship with mankind.

## Mercy

However, while we were yet sinners, Christ died for us. If we accept a relationship with Him on the terms of mercy and grace, we have an immediate, intimate relationship with God. This relationship is not dependent upon our obedience, but rather it is fully dependent on the sure Blood of Christ. His Blood alone never fails, and will provide us with access to the Father at any time. This is Mercy. This is how God establishes a relationship with His people even though they have failed Him.

## Discipline

Grace establishes a relationship as sure as the blood of Christ, but God still wants to *disciple* us to walk in a way that honors Him. We know that “whom the Lord loves, He disciplines.” We at HCHC wish to serve as a tool of God by disciplining the HCHC students in a loving manner to bring about God’s desired changes.



Discipline is done *for* the student not *to* the student. Discipline is *not* getting even; it is educational. By nature, the student rebels against controls that suppress carnal nature. Unchecked by discipline these desires will lead to a life of heartache and negative consequences. With discipline your student will experience productive achievement.

### **Discipline Definition:**

*Discipline brings into the present a consequence for our actions because the student cannot see the implication and true, eventual consequences of his or her actions.*

*No Discipline seems pleasant for the moment.*

*Discipline is the process or making it more uncomfortable to do things wrong than to do them right.*

*We discipline until the student acts in our absence as if we were present.*

For example, we may choose to discipline a small child, if he/she refuses to stop trying to stick a knife into an electrical socket. The discipline assigned associates an immediate, sometimes painful consequence with the appropriate bad action that could have a distant, painful, and unacceptable consequence. In this way we hope the child will never have to experience the distant, painful consequence of a potentially lethal electrical shock.

In addition, the severity of the discipline is related to the seriousness of the consequences that would eventually be reaped. Disciplining for playing with a knife would be naturally much more severe than the discipline for interrupting a conversation.

## **Reasons for Expulsion**

Drugs, alcohol, and/or violence. While we reserve the right to expel any student at any time for any reason, it is our hope that negative behaviors will be corrected. If a student is not correctable, he or she will be expelled.

## **Students with Discipline Problems**

Disciplining students is a major part of the education process. HCHC is not, however, a corrective institution; consequently, we ask that your student not be enrolled with the idea that he or she will be reformed. If a student does not adhere to the policies mentioned above, he or she will be placed on Probation. If behavior continues, it could lead to Suspension, and if the student is not correctable, it will lead to Expulsion.

## **New Student Probation**

All new students are admitted on probation for the first six weeks. The student must demonstrate he or she is willing to work with HCHC, and that he or she wishes to be here.

## **Student Attitude**

The students must at all times conduct themselves as is becoming of ladies or gentleman. We expect the students to respect their parents, their Supervisors, and the school staff. They learn better if they are appreciative of the authority that God has placed in their lives to oversee their development as His children.

# HCHC School Rules & Consequences

- Students must eat and drink in the lunch court only.
- Possible consequence: Yard duty will confiscate any food or drink eaten outside food court.
- No throwing food or drinks.
- Possible consequence: Pick up 20 pieces of trash.
- Students should respect the building. No feet on walls, no touching the windows, or writing on the walls.
- Poss. Consequence: Washing walls and windows.
- Please respect the grounds and landscaping. Do not hide in or trample on bushes, flowers, or plants. Students are not to climb the trees or fences.
- Poss. Consequence: Sweeping the grounds or pulling weeds.
- No Rock Policy: Rocks of any size are never to be thrown. This is very dangerous!
- Poss. Consequence: Cleaning playground to possible suspension.
- No Gum Policy: Chewing gum at school is not allowed due its destructive nature.
- Poss. Consequence: The student will use a scraping tool to scrape 10 pieces of gum from the campus.
- Practice good bathroom manners. No standing on the toilets, urinals or sinks. Wipe your feet before entering restrooms to keep mud out. Never put anything into the sinks or toilets that does not belong there. Always flush toilets and wash your hands. Pick up any paper towels and throw them in the trash can. \*\*A good rule of thumb: Leave it nicer than you found it!
- Poss. Consequence: Cleaning the restrooms.
- Balls and Play equipment must be checked out and brought back by the same person. Students must be careful not to let the balls go up on the roof. They will only be removed from the roof once a week. Chasing balls off of school property or leaving without permission is forbidden.
- Classroom care: All student offices will be cleaned before dismissal. Students are expected to care for offices, scoring tables, testing tables, chairs, bulletin boards, or any teacher papers by not writing or scratching on them. Students are not to be in classrooms without a Supervisor/Monitor present.

- HCHC does not encourage boyfriend/girlfriend relationships. Please refrain from behavior related to this type of relationship while at school.
- Student's flags are to be respected. If a student's flag is broken or defaced, his/her parents will be charged a fee to replace it. We recommend the charge is passed on to the student.
- Skateboards/scooters are only allowed on blacktop on lower campus. Skateboards/scooters are to be carried when the student is anywhere else on campus. Do not ride on the concrete area by the High School Rooms out of respect for the classes that are in session. Helmets must be worn while riding skateboards on campus.
- Poss. Consequence: Skateboard will be confiscated!
- Students are to refrain from using tobacco, alcohol, and drugs.
- Poss. Consequence: Suspension.

We believe that children learn from Godly correction. We strive to make sure that the consequence is appropriate to the offense.

## ANTI-BULLYING POLICY

### I. PURPOSE

Heartland Christian School recognizes that a safe and civil environment in school is necessary for students to learn and achieve high academic standards. Heartland Christian finds that bullying, like other disruptive or violent behavior, is conduct that disrupts both a student's ability to learn and a school's ability to educate its students in a safe environment.

### II. DEFINITIONS

A. "Bullying" means systematic, repeated, or recurrent conduct committed by a student or group of students against another student that causes measurable physical harm or emotional distress. Verbal expressions, whether oral, written, or electronic, is included within the definition of "bullying" only to the extent that (1) such expression is lewd, indecent, obscene, advocating for illegal conduct, intended to incite injury; or (2) School administrators or officials reasonably believe that such expression will cause an actual, material disruption of schoolwork.

B. "School Premises" means any building, structure, athletic field, sports stadium or other real property owned, operated, leased or rented by the School, including, but not limited to, any kindergarten, elementary, secondary, or vocational-technical school.

C. "School-Sponsored Functions or Activities" means a field trip, sporting event, or any other function or activity that is officially sponsored by the School.

D. "School-Sponsored Transportation" means a motor vehicle owned, operated, leased, rented or subcontracted by the School.

### III. PROHIBITION

The School prohibits all bullying on school premises, at school-sponsored functions or activities, or on school-sponsored transportation.

### IV. REPORTING

Any student who believes he or she has been or is currently the victim of bullying should immediately report the situation to the school principal or assistant principal. The student may also report concerns to a teacher or monitor who will be responsible for notifying the appropriate school administrator.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for extreme bullying or lack of the student being correctable; the final decision will be at the principal's discretion. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of School policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

## V. INTERPRETATION

This policy shall not be interpreted to infringe upon the First Amendment rights of students, and is not intended to prohibit expression of religious, philosophical, or political views, provided that such expression does not cause an actual, material disruption of the work of the School.

# Procedures for the Learning Center

The A.C.E. model places students in individual work areas where they set their goals for the day on their goal card or planner and then proceed to accomplish those goals. When a student needs academic assistance, they put up their Christian Flag. In order to prevent wasting time, they then move on to another area until a supervisor or monitor is available to answer the flag.

When a student needs permission for something, such as to score, sharpen a pencil, or leave the room, they put up their American Flag. The American flags are answered quickly as supervisors and monitors know that they will require a brief answer. In the event a student does not follow procedures, a demerit is issued.

Three demerits earned in the classroom in one day will cause a detention to be issued. The detention will be served the following day, during lunch period.

**A. One demerit given for each violation unless permission is received.**

1. Getting up out of your chair.
2. Sharpening pencil or pencils.
3. Going to scoring table.
4. Doing a check-up or self-test.
5. Leaving the testing table.
6. Going to the restroom.
7. TALKING IN LEARNING CENTER.

**B. One demerit given for each violation.**

1. Causing a Disturbance in Learning Center.
2. Leaning back in chair.
3. Bringing food or drink into the learning center. (Rainy day lunch time & recess time excepted)
4. Taking red pen to office. (Red pens are for scoring only and should never be in students' possession.)
5. Not replacing score key.
6. Carrying a pencil to score table.
7. Arguing with Supervisor or Monitor over answers on check-up, self-tests, PACE test, detention or demerits.
8. Incomplete goals. (One demerit per subject.)
9. Tardiness.



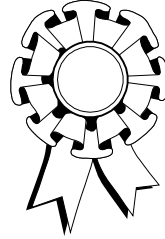
**C. Automatic detention is earned for the following violations.**

1. Scoring Violations.
2. Cheating
3. No planner or Goal Card.
4. Throwing Objects in Learning Center

Detention is defined as a 15-minute time-out period which will be served during lunch.

# Jr. High School Attitude of Excellence

Jr. High school students in particular – because of their influence on younger students – are expected to adhere to the school’s philosophy and biblically based program. Such adherence includes abstinence from smoking, use of alcoholic beverages, use of narcotics, swearing, viewing or discussing pornographic materials, and other questionable practices. Their actions away from school must reflect the same attitude.



## We will be disciplining for the following.

1. Homework not regularly attempted with clear effort for excellence.
2. Serious scoring violations on homework or tests.
3. Any integrity violation by the student.
4. Cheating on test or homework.
5. Allowing someone else to copy homework or test.
6. Lying about anything.
7. Chronic tardiness.
8. Lack of respect toward teachers or fellow students.
9. Excessive detentions.
10. Not following school rules/procedures.

# Off Track Students School Discipline

## Monday/Friday School/Tutoring

Any student chronically behind in his or her work, or who is regularly receiving detentions as discipline, will be assigned to attend Monday/Friday School. These extra days of school assume that the student needs more direct concentrated help than was expected under our Homeschool Plan. These extra days of supervised school will be a study hall or a test day with a Supervisor. It will last from 8:00 a.m. until 1:00 p.m.

*Unless your child is a 5-day student, we will need to charge for each day of school. This is to pay the cost of the teacher and the facility. We recommend that you have your student work off this cost.*

## Students Receiving Monday/Friday School Must:

1. Arrive at school and be in class by 8:00 a.m.  
Don't be late!!
2. Attend with books and supplies. Parents will be called if the student needs to go home and get supplies to complete his studies.
3. Remain until 1:00 p.m.
4. Take 2 10-minute breaks each hour.
5. Work on schoolwork during the entire school day. No outside material.

Serious infractions, i.e. cheating, hitting, chronic negative behavior, will be handled in conjunction with the parent.

# Rewards

Each child in 1<sup>st</sup> through 8<sup>th</sup> will have the opportunity to earn rewards for doing his work the right way. Awards are given at the end of each school year for citizenship, academic excellence, honor roll, 1000's club (scoring 100% on 10 tests) and Christ-like character.

Merits are earned which can be spent at the Merit store once each month. Here is a sampling of the Merits that a Student can earn.

*Note: Kindergarten has a modified merit and demerit system using Super Behavior Awards and a grab box.*

- a. No demerits per day. (20)
- b. Spot-checked perfectly scored at check-up. (10)
- c. Fourth week academic balance. Not for Pre-K. (200)
- d. Return parent correspondence next day. Not for Pre-K. (25)
- e. A caring deed done spontaneously. (25)
- f. Perfect goal check daily. (25)
- g. Monthly Scripture memory (prorated by week of month). (100, 75, 50, 25)
- h. Drawing for merits as goals are finished that day. (50)
- i. Saying multiplication facts in a specified time period. (25)
- j. Birthdays (June, July, and August in September) (100)
- k. Tidying up Scoring Station. (25)
- l. Emptying the trash. (10)
- m. Demonstration of weekly character trait. (20)
- n. Ink cartridges. (50)

# Privilege Status

In addition to merits, we use a privilege status system in the Jr. High. By meeting certain requirements such as: scripture, no detentions, academic balance, or community service - the student may earn a level of status that allows them certain privileges such as: scoring without permission, working outside of their office, or extended breaks. Refer to each Supervisor for specifics.

Privilege Status is given to those who earn, through their responsible behavior, extra rights. We have adapted ACE's privilege status to fit our schooling system.

Status	Privilege	Requirement	Loss
<b>"A"</b>	Score without Flag	Current on Scripture No Detentions Academic Balance	Detention, Disturbance in P.E. Disrespect to Any Adult
<b>"C"</b>	Score without Flag 5 minute longer Break	Current on Scripture No Detentions Academic Balance Oral Report	Detention, Disturbance in P.E. Disrespect to Any Adult
<b>"E"</b>	Score without Flag 5 minute longer Break Work Outside Office	Current on Scripture No Detentions Academic Balance Oral Report 2 Hours Christian Service (i.e. aide in another classroom is allowed)	Detention, Disturbance in P.E. Disrespect to Any Adult

## Quarterly Requirements Field Trips

Each Supervisor schedules a "fun" field trip at the end of each quarter as a reward for those who have met their quarterly requirements. The student/parent will be notified in advance of the cost and details of this event.

# Additional Information

## Heartland also offers the following opportunities:

- Participate in Assemblies – We periodically have special assemblies featuring guest speakers for our students.
- Attend Field Trips – Each Supervisor plans a quarterly requirement field trip each quarter and three to four educational field trips per year. Often an extra fee will apply.
- Purchase a Yearbook – A volunteer committee does our yearbook.
- Participate in Spirit Days – We try to schedule one Spirit Day each quarter to promote school spirit and enthusiasm. Pajama Day, Backwards Day, Crazy Hair Day, 100's Day, and Crazy Hat Day are some we've had in the past.
- Celebrate Birthdays with class. – This is optional, check with your Supervisor if you wish to celebrate a birthday.
- Celebrate special occasions with your class – Supervisors depend on room mothers to help organize celebrations! Any volunteers?

## Extracurricular Activities

Field trips and other activities are designed for Heartland students. Once a student withdraws from Heartland that student is no longer entitled to attend Heartland extracurricular activities.

# Schedule

School Hours: 8:30-2:30

Break and Recess:

Pre-K – 3<sup>rd</sup> 9:45-10:05

4<sup>th</sup>-8<sup>th</sup> 10:00-10:20

Lunch:

Pre-K – 3<sup>rd</sup> 11:45-12:15

4<sup>th</sup>-8<sup>th</sup> 12:00-12:30

PE (T-TH):

1<sup>st</sup>—2<sup>nd</sup> (Rm 11) 12:25-10:45

1<sup>st</sup>—2<sup>nd</sup> (Rm 13) 12:45-11:05

2<sup>nd</sup>—3<sup>rd</sup> (Rm 8) 11:05-11:25

2<sup>nd</sup>—3<sup>rd</sup> (Rm 9) 11:25-11:45

7<sup>th</sup>-8<sup>th</sup> (Rm 6) 12:30-12:55

6<sup>th</sup>-7<sup>th</sup> (Rm 5) 12:55-1:20

4<sup>th</sup>-5<sup>th</sup> (Rm 4) 1:20-1:45

4<sup>th</sup>-5<sup>th</sup> (Rm 3) 1:45-2:05

Pick up Pre-K – 3<sup>rd</sup> 2:20

## Jr. High Schedule

	8:30-8:35	Pledges
Period 1	8:35-9:15	Science
Period 2	9:15-10:00	7 <sup>th</sup> Math/8 <sup>th</sup> English
BREAK	10:00-10:20	
Period 3	10:20-11:15	8 <sup>th</sup> Math/7 <sup>th</sup> English
Period 4	11:15-12:00	Social Studies
LUNCH	12:00-12:30	
Period 5	12:35-12:55	PE -Room 6
	12:55-1:20	PE -Room 5
Period 6	1:00-1:30	Bible
Period 7	1:30-2:30	Wrap up, go home

# Declaration Page

Dear Students and Parents,

When you have completely read the handbook, please sign this page and return it to the office.

We reserve the right to alter or drop any policy in this Parent/Student Handbook without notice, if we deem it to be in the best interest of HCHC.

Thank you for your support.

Student signature: \_\_\_\_\_

Date: \_\_\_\_\_

AND

Parent or Guardian Signature

\_\_\_\_\_

Date: \_\_\_\_\_