



# **PARENT AND STUDENT HANDBOOK**

*A Ministry of Heritage Baptist Church*

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## **SCHOOL PROFILE**

### **Established**

2022

### **Grades**

Kindergarten – 8<sup>th</sup> Grade

### **School Type**

Christian School

### **School Mascot**

Defenders

### **School Colors**

Purple and Yellow

### **School Verse**

“Trust in the LORD with all thine heart; and lean not unto thine own understanding. In all thy ways acknowledge him, and he shall direct thy paths.” ~Proverbs 3:5-6

## **AFFILIATION**

Faith Heritage Christian School is a ministry of Heritage Baptist Church, which teaches the Bible as God’s authoritative Word. All important social and cultural issues will be governed by the teachings and doctrine of Heritage Baptist Church.

## **STATEMENT OF FAITH**

We believe that the Bible, both Old and New Testaments, was given by inspiration of God, and is our only rule in matters of faith and practice. We believe God has preserved His Word for us today. Heritage Baptist Church uses only the King James Version for all preaching and teaching. We maintain a very firm conviction that the King James Version is God’s preserved Word for us today in the English language. We believe in creation, not evolution; that man was created by the direct act of God and in the image of God. We believe that Adam and Eve, in yielding to the temptation of Sana, became fallen creatures. We believe that all men are born in sin. We believe that our statement of faith is a basis for Christian fellowship, and that all born-again men and women who sincerely accept it can and should live together in peace, and that it is their Christian duty to promote harmony among the members of the Body of Christ, who are walking separately from the world both in theory and in practice. We believe in the incarnation, the virgin birth, and the Deity of our Lord and Savior, Jesus Christ. We believe in His vicarious and substitutional atonement for the sins of mankind by the shedding of His blood on the cross. We believe in the resurrection of His body from the tome, His ascension into Heaven, and that He is now our Advocate. We believe that He is personally coming again. We believe in His power to save men from sin. We believe in the necessity of being born again, and that this birth is through the

regeneration by the Holy Spirit. We believe that salvation is by grace through faith alone, in the atoning blood of Lord and Savior, Jesus Christ.

We believe that God created man and woman in His image and instituted marriage between one who is genetically male and one who is genetically female (Gen. 2:18–24). Marriage is a sacred, exclusive union between a man and a woman and serves as a picture of Christ’s relationship with the church (Matt. 19:3–12; Eph. 5:22–33). We believe that God has commanded that sexual activity be exclusively reserved to a man and a woman who are legally married to each other, and that Scripture forbids any form of sexual immorality, including adultery, fornication, homosexuality, bestiality, incest, and use of pornography (Matt. 5:27–28, 15:18–20; 1 Cor. 6:9–11 & 18, 7:1–5; Heb. 13:4).

The Statement of Faith contains those doctrines to which Faith Heritage Christian School unreservedly adheres and teaches. Although Faith Heritage Christian School is a ministry of Heritage Baptist Church, students are not required to believe our denominational distinctives as set forth herein. However, these matters may arise in classes and chapel services and may be a part of the curriculum.

### **OUR MISSION, VISION, AND VALUES**

We seek to provide an excellent educational experience which supports spiritual, moral, intellectual, social, and cultural development in a distinctively Christian environment. We are committed to producing servants of Jesus Christ who are highly skilled and qualified to contribute to society, and who can influence the world by modeling Christ-like behavior. We strive to train students to love and respect the Word of God. Every student is taught by born-again Christian teachers and facilitators who incorporate Biblical worldview throughout all aspects of learning and activity. We seek to instill Biblical character and standards for living which are noble and pure, and which include a love for God and country, self-discipline and hard work, and respect for others. We are dedicated to providing the finest in academic training with up-to-date teaching facilities, methods, and materials. Individual instruction and close supervision are provided for each student. Appropriately high standards of excellence, mastery of subject matter, and practical application of academic principles are expected of all students.

### **OUR SUPPORT TEAM**

Understanding that each student’s academic success is directly related to the cooperative influence of parents and teachers, the administrative team is available to facilitate communication, address individual needs, and guide the overall learning environment. Please do not hesitate to contact us so that we may better serve you.

## **GETTING STARTED**

We are thankful and thrilled that you have chosen Faith Heritage Christian School for your child's education. Please review the steps below to familiarize yourself with our application process.

**Pre-Registration.** Upon filling out your pre-registration form, the school office will reach out to you to schedule an interview. Please obtain a copy of the Pre-Registration Form from the school office or on our website, fill out and drop off or mail in the form along with the registration payment to Faith Heritage Christian School, 1613 Pollack Avenue, Evansville, Indiana 47714. Once a classroom is full, any pre-registration forms received shall be placed on a waiting list. If the deadline is not met, the student's reservation will be canceled to make room for those on waiting lists.

**Interview.** Your first step after completing the Pre-Registration Form will be setting up a family interview. Our personal interviews with the Pastor and School Administrator are an essential part of the admissions process, during which all parties will have the opportunity to learn if FHCS is the best place for your child's educational goals. The interview includes a tour of the school.

**Application.** After visiting us during your family interview, you will receive an application to gather the remaining information about your child and your family. Any additional requirements will be communicated to you after receiving your application. Please obtain a copy of the Application Form from the school office or on our website, fill out and drop off or mail in the form to Faith Heritage Christian School, 1613 Pollack Avenue, Evansville, Indiana 47714.

**Decision and Contract.** After reviewing your application, you will receive an enrollment decision from the school office via e-mail, as well as an enrollment agreement upon acceptance. Any remaining requirements such as health examination forms, immunization records, birth certificates, and verification of legal guardianship will be sent to you prior to the start of the school year.

## **NEW/TRANSFER STUDENTS**

**Entrance Test.** Students who are transferring from other schools will be expected to take an entrance examination. Should the student's accomplishments (as shown by the test) be on the grade level to which he or she has been promoted, then the student will be admitted to that grade. However, should the student's accomplishments (as shown by the test) be on a lower level, then he or she will be placed in the grade best suited for said achievement.

**SPECIAL NEEDS CHILDREN**

FHCS desires to help all students. However, due to the fact that FHCS does not have a special needs program, the school is not able to accommodate students who may require additional services. Students who have been diagnosed with a special need, or those struggling due to circumstances yet undiagnosed, may not be able to achieve at FHCS. Special needs students who, by FHCS definition, are able to meet educational and behavioral goals in a mainstreamed classroom without resource services will be considered for enrollment.

**BEGINNING OF SCHOOL**

**Orientation.** Orientation will be offered in-person. Completion of Orientation is required to begin class. Orientation will meet on August 10, 2022, for students with last names beginning with A-J, and on August 11, 2022, for students with last names beginning with K-Z, for one hour according to the following schedule:

K5.....	8:00 a.m.
First Grade .....	9:00 a.m.
Second Grade .....	9:00 a.m.
Third Grade.....	10:00 a.m.
Fourth Grade .....	10:00 a.m.
Fifth Grade .....	11:00 p.m.
Sixth Grade .....	11:00 p.m.
Seventh Grade.....	12:00 p.m.
Eighth Grade .....	12:00 p.m.

Important classroom information will be given. It is also a “get acquainted” time for students, parents, and facilitators. It is vital that each student be represented at this time. All students in attendance at Orientation will be expected to comply with the regular school dress standards.

**First Day of School.**

First Full Day of School.....	August 12, 2022
First Bell.....	7:55 a.m.
Tardy Bell .....	8:00 a.m.

For building security, children will need to enter the building without being accompanied by parents starting the first day of school. Helpers are posted in the halls to direct children to finding their classrooms.

**ARRIVAL AND DISMISSAL**

**Arrival.** When stopping along the curb, drop your children off and move as quickly as possible so others can drop their children off expeditiously. Do not leave your car unattended along the curb where students are dropped off. When going to the Office at any time during the day, park in available parking spaces on the left side of the school. Both of the front doors will be open at 7:30 a.m. for children to enter the building. Children may go directly to their classrooms.

Note: For building security, children will need to enter the building without being accompanied by parents starting the first day of school.

**Regular Dismissal.**

K5.....	12:45 p.m.
First Grade .....	2:40 p.m.
Second Grade .....	2:45 p.m.
Third Grade.....	2:50 p.m.
Fourth-Eighth.....	3:00 p.m.

Students going home by car must be picked up at the dismissal times listed above in order to avoid undue congestion. Parents who have students dismissed at more than one time should come at the latest time to pick up all the students. After 3:15 p.m., parents will have to come to the front doors to pick up their children.

All students must be picked up within 15 minutes of dismissal. Students needing to be picked up later must enroll in After-School Care (ASC). Students not enrolled in ASC who are picked up late will be charged using the following schedule:

After 3:15 p.m.....	\$5
After 4:00 p.m.....	\$10
After 4:30 p.m.....	\$15

In order to provide for the safety of our students and to expedite the flow of traffic, we ask that you follow the directs of those directing traffic. Please use your vehicle’s turn signal to indicate when turning.

**Restriction of Child Pickup.** If parents are divorced or separated and one parent is not allowed to see or pick up the child, we must have on file at the Office a certified copy of the Court Order or Final Judgment reflecting such restriction.

**BEFORE/AFTER SCHOOL CARE**

**After-School Care.** After-School Care (ASC) is available for students until 5:30 p.m. at the rate of an additional \$40 per week. ASC charges should be paid in advance along with the

monthly tuition. Parents interested in the ASC program should enroll and pay the first installment on or before July 15. **Identification (driver's license) is checked of the person picking up the child.** Although ASC is not available on school holidays, it is available on early dismissal days. Faith Heritage Christian School expects full cooperation from both student and parent. **Children must be picked up by 5:30 p.m.** A surcharge (per child) will be made if a child is not picked up by 5:30 p.m.

After 5:30 p.m. - \$10                      after 5:45 p.m. - \$15                      after 6:00 p.m. - \$20

A student who shows repeated behavioral problems or who is continually picked up late will not be permitted to remain in ASC.

**Before-School Care.** Before-School Care (BSC) is available for students between 7:00 – 7:30 a.m. The charge is an additional \$15 per week. BSC charges should be paid in advance along with the monthly tuition. Parents interested in the BSC program should enroll and pay the first installment on or before July 15.

### LUNCH

Because FHCS does not have a lunch program, students must bring their own lunches to school for consumption. Refrigerators and microwaves are not provided. FHCS does provide à la carte items available for purchase at the school office which varies month to month. A menu of availability and cost of such à la carte items will be sent home with each student on a monthly basis.

Parents are encouraged to provide an additional snack for any child that is enrolled in the After-School Care program.

### ACADEMICS

**Report Cards.** At the end of each grading period (Grades 1-3: 6 weeks; Grades 4-8: 9 weeks), report cards will be issued. Final grades will be distributed on May 24, 2023, if the account is clear.

**Parent/Facilitator Meetings.** Parent/Facilitator Meetings are schedule at 7:00 p.m. on the same day report cards are issued. Said meetings will take place in the child's classroom. Every parent is requested to attend each meeting for the benefit of the child and to obtain pertinent information concerning the school program. Parent/Facilitator Meetings are listed on the School Calendar. **IMPORTANT:** Children are not to attend the Parent/Facilitator Meetings and should not be brought to school on these evenings.

**Conferences.** Please feel free at any point throughout the year to consult with the Office regarding any problems or questions that concern your child. It is the desire of the administration

and faculty to be of service to both parent and student, and each facilitator welcomes a visit from the parents. We do urge, however, that such conferences be made by appointment outside regular class time.

**Parent/Guardian Involvement.** There might be times throughout the school year when a parent/guardian may be asked to serve as a chaperone or helper in some activity. The school asks parents/guardians to dress modestly and appropriately when they visit our school or attend any school function.

**Special Events.** Special events that happen throughout the year, such as School Spirit Day, Field trips, and other events are listed on the School Calendar. Any additions made thereto will be announced prior to said event. Classroom parties will be held at various times throughout the year. Parents/Guardians who are interested in assisting with parties may contact the student's teacher. Birthday celebrations are permitted only during lunch. No personal party invitations may be distributed on the school premises that exclude some students in the class. Field trips are an important part of the educational experience. A small fee is usually charged, depending on the field trip. Permission slips are required to be on file prior to the trip. Parents/Guardians must indicate on the slip if they do not wish their child to attend. Information will be sent home prior to the trip and will include the details of the trip. The use of alcohol, tobacco, and illicit drugs are strictly prohibited on the church/school property and at any school-related event.

We regret that we are unable to distribute advertisements or solicitations for any business, church, or event.

**Visiting the Classroom.** Parents/Guardians who come to school during normal school hours for any reason must go directly to the school office and sign in. Any visitor to a classroom must make an appointment with the office and teacher in advance. Please remember that signing in does not constitute permission for an unplanned meeting with a teacher.

**Textbooks.** Abeka curriculum and textbooks, written from a Christian perspective, are used. Each student must furnish his own supplies pursuant to the supply list provided prior to the start of school. Books are included in tuition and will be distributed to the students at Orientation.

**Supplies.** Supply lists for each grade will be available on our website at [www.FaithHeritageChristianSchool.com](http://www.FaithHeritageChristianSchool.com) Students are expected to bring all necessary class supplies to class.

**Grading Scale:** Students in K5 will be graded using the Outstanding (O), Satisfactory (S), or Needs Improvement (N) scale. FHCS uses the following grading scale for grades 1-8:

A+: 98-100	B+: 87-89	C+: 77-79	D+: 67-69
A: 93-97	B: 83-86	C: 73-76	D: 60-66
A-: 90-92	B-: 80-82	C-: 70-72	F: 0-59

**Homework.** Believing that homework is an integral part of the school program, each teacher/facilitator is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework is given for several reasons.

- **For reinforcement:** We believe that most students require adequate review to master material essential to their educational process.
- **For practice:** Following classroom explanation, illustration, and review of new work, homework is given so that the material will be mastered.
- **For remedial activity:** As instruction progresses, various weak points in a student's grasp of a subject become evident. Homework following instruction is given to overcome such difficulties.
- **For special projects.** Book reports, compositions, special research assignments, and projects are some of the activities that are frequently the subject of homework attention.

We do request parents' full cooperation in seeing that the assignments are completed. Failure to complete homework will affect the student's grade. Repeated delinquent homework could result in a student's suspension.

**Bible Class.** Bible study is recognized here as of fundamental importance and is a required subject. It augments the study of English, history, geography, arithmetic, and science. Without a knowledge of biblical truth, a student cannot be considered educated. The Bible gives direction for this life and the only hope for the life to come. No other book can so enrich the minds and hearts of men as "The Book of Books." A knowledge of the Bible is one of the greatest educational assets anyone can have in addition to the moral and spiritual values resulting from the study. Character development is the most important work of a school. No other course offered in the school affords greater opportunities for laying the foundation for Christian character.

**Courses.** A detailed list of all grades and courses can be found on our website at [www.FaithHeritageChristianSchool.com](http://www.FaithHeritageChristianSchool.com).

**Physical Education.** Our Grade 7-8 P.E. program consists of basketball, volleyball, soccer or track. The sport for the year is determined by the administration based on faculty availability. Students are required to wear P.E. attire which consists of running shorts (no shorter than 2 inches above the kneecap), plain purple or yellow crew-neck t-shirts, white socks and tennis shoes.

**Academic Probation.** A student showing substantial academic deficiency may be placed on probation. If sufficient effort or improvement is not seen, students on probation may not be permitted to continue at FHCS.

**K5 Graduation.** In May, K5 students participate in a formal evening graduation ceremony. The \$50 graduation fee covers gown rental, and each child keeps his or her own tassel and diploma. The date for your child's graduation will be announced in the spring.

### **ATTENDANCE**

Good attendance has been proven to be a strong foundation for quality education.

**Absences.** In case of absence, the parent must send a dated note or e-mail to the Office explaining the reason for the absence. This note must be sent the day the student returns from an absence. There are no excused absences except for student illness, death in the immediate family, or doctor and dentist appointments. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absence. Unexcused absentees will not be able to make up any work unless satisfactory arrangements were made with the administration before the absence occurred. Unexcused absences during final exams will result in an academic penalty. Any student who is absent 40 days or more may not pay the school year.

Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be necessary for a student to miss school for personal reasons, **please procure permission from the administration several days in advance.**

A student must attend school the day of any activity (class party, program, etc.) in order to participate in that particular event. A student who must leave school with less than 2 hours in attendance will be counted absent for the entire school day. Students who remain at school for at least 2 hours, but leave before the regular dismissal time, will be counted absent one-half day.

**Tardiness.** Students arriving late to school should be signed in at the Office by a parent. Tardiness is disruptive to the classroom and has an adverse effect on your child's educational progress. Three unexcused tardies in any grading period will carry the penalty of an unexcused absence, and the student may be asked to make up work. Additional unexcused tardies within a grading period will lead to a \$5 tardy fee and academic penalties. Tardiness because of traffic will be counted as a "traffic tardy." An unexcused tardy will be given when a student accumulates three or more "traffic tardies" in any grading period.

**Incomplete work.** Incomplete work not made up within 20 school days after the absence will automatically receive an "F."

**What to Do.** On each day of your child's absence, call the school by 8:00 a.m. When appropriate, request classwork to be picked up at the end of the day.

### **STUDENT HEALTH**

**Illness.** For the welfare of your child and others in the school, all children who exhibit symptoms of illness (e.g., cough, sore throat, fever, etc.) must be kept at home. When the child is well enough to participate in a normal school day, please send hat, coat, etc., as an aid to prevention of future illness. The class does participate in outdoor activities each day, weather permitting. If your child requires medication during school hours and we do not have signed authorization, it will be necessary for you to stop by and personally give it to him. Facilitators cannot be held responsible for carrying out these duties.

**Medication.** If a student is to take any medication while at school, he must have on file in the Office the Authorization for Administration form. This form is available at the Office. Prescription medication must have a physician's signature; nonprescription medication may be signed by a parent or legal guardian. (This is to be completed each school year.) Each medication must have its own Authorization for Administration form. The medication to be dispensed will be kept in the First Aid Clinic and dispensed by the school administration or faculty according to directions. Medicine must be properly labeled and in its original container.

**First Aid.** Though FHCS does not have a school nurse on staff at all times, first aid will be administered by the school staff. Should the school staff consider an injury to be serious, parents/guardians will be contacted. Parents/Guardians who have special instructions regarding health issues should notify both the child's facilitator and the school office in writing. Every attempt will be made to ensure the safety and well-being of students. In case of serious injuries or illnesses, as determined by the school staff, professional medical help will be called immediately.

**Head-Lice Management.** Students with a live louse and/or nits will not be permitted to be at school. Before returning to class, students must have their heads checked by administration or faculty.

**Communicable Diseases.** Faith Heritage Christian School desires to maintain a healthful school environment by instituting controls designed to prevent the spread of communicable diseases. The term "communicable diseases" shall mean an illness which arises as a result of a specific infectious agent which may be transmitted either directly or indirectly by a susceptible host or an infected person or animal to other persons.

A facilitator who reasonably suspects that a student or faculty member has a communicable disease shall immediately notify the administration. See list of communicable diseases below. Any

student or faculty member with a communicable disease for which immunization is required by law or is available shall be temporarily excluded from school while ill and during recognized periods of communicability. Students and faculty with communicable diseases for which immunization is not available shall be excluded from school while ill. If the nature of the disease and circumstances warrant, an independent physician's examination of the student or faculty to verify the diagnosis of the communicable disease may be required. FHCS reserves the right to make all final decisions necessary to enforce its communicable disease policy and to take all necessary action to control the spread of communicable diseases within the school.

**Reportable Communicable Diseases:**

Acquired Immune Deficiency Syndrome (AIDS)	Hemorrhagic Fevers	Relapsing Fever
AIDS-Related Complex (ARC)	Hepatitis	Ringworm
Amebiasis	Histoplasmosis	Rocky Mt. Spotted Fever (Rickettsia)
Anthrax	Human Immunodeficiency Virus (HIV)	Rubella, including congenital
Bite by a potentially rabid animal	Legionnaires' Disease	Salmonellosis
Botulism	Leptospirosis	Scabies
Brucellosis	Lymphogranuloma Venereum	Schistosomiasis
Campylobacteriosis	Malaria	Shigellosis
Chancroid	Measles (rubeola)	Smallpox
Chicken pox	Meningitis	Syphilis
COVID-19	Meningococcal Disease	Tetanus
Dengue	Mumps	Toxoplasmosis acute
Diphtheria	Paralytic Shellfish Poisoning	Trichinosis
Encephalitis	Pertussis	Tuberculosis
Enterovirus D68	Pesticide Poisoning	Tularemia
Giardiasis (acute)	Pink Eye	Typhoid Fever
Gonorrhea	Plague	Typhus
Granuloma Inguinale	Poliomyelitis	Vibrio Cholera
Hansen's Disease (Leprosy)	Psittacosis	Vibrio Infections
	Rabies	Yellow Fever

**Immunization Requirements.** When a student enrolls in a school corporation for the first time, or any subsequent time and at any level, the parents/guardians must show either that the student has been immunized or that a current religious or medical objection, as shown below, is on file. Parents/Guardians must provide the school with complete immunization records prior to the beginning of the school year. See the Enrollment Packet for complete immunization requirements.

**Policy of Religious Exemption to Immunization for School Children.** Indiana Code 20-8.1-7-2 as amended by the 1993 General Assembly states:

“Except as otherwise provided, a school child may not be required to undergo any testing, examination, immunization, or treatment required under this chapter when the child's parent objects on religious grounds. A religious exemption does not exempt a child from any testing, examination, immunization, or treatment required under this chapter unless the objection is:

1. made in writing;
2. signed by the child's parent; and
3. delivered to the child's teacher or to the individual who might order a test, an exam, an immunization, or treatment absent the objection."

The written document, signed by the parent/guardian, must state that the objection to immunize is based on religious grounds. There is no requirement that the statement must be from the pastor of a church, appear on church letterhead, or provide proof that they are members of a religious organization. The Indiana State Department of Health policy requires that the written statement be verified by the parent/guardian each year.

For your convenience, an Immunization Waiver Form is provided for you and located in the enrollment packet. You may also request this form from the school office.

### **STUDENT RESPONSIBILITIES**

To encourage a successful school experience, parents are expected to review the following information with their student.

**Biblical Principals.** Faith Heritage Christian School is a Christian institution in both philosophy and practice. We believe that the Bible is the infallible Word of God (*2 Tim. 3:16-17*). After hearing the truths of Scripture, our desire is that each student will know what it means to be a Christian (*Eph. 2:8-9; Isa. 45:21-22; 1 Tim. 2:4*) and then continue to grow spiritually through the internal work of the Holy Spirit (*1 Cor. 6:19-20*). The result is a life committed to God and separated from activities that hinder spiritual growth.

**Conduct.** Each student is expected to act in a manner that reflects godly character traits and self-discipline. Students are to emulate the Biblical idea to "love thy neighbor as thyself" (*Gal. 5:14*) and to practice courtesy, kindness, honesty, morality, respect, modesty, responsibility, and diligence.

To promote an environment that is conducive for growth, students are expected to avoid association with or participation in activities that are contrary to Biblical principles. The following is not a complete list but is representative of unacceptable conversation and behavior: bullying, fighting, disrespecting, lying; stealing; swearing or indecent language (verbal, written or electronic); forging another's name; cheating; possession or use of alcoholic beverages, drugs, tobacco, or related products; pornography; promoting or participating in premarital sex, homosexual or transgender lifestyles, or other lifestyles contrary to Scripture; inappropriate online or social media content; and involvement in any music that includes or encourages the aforementioned activities.

Students are to avoid association with or participation in activities that cause dissension whether in person or through any online presence. Each student is fully responsible for the reputation he builds for himself, including online and through social media. Accordingly, it is unacceptable to engage in activities such as deliberately damaging school's or another's property, bullying, fighting, violence, threats of any kind, public disruptions, and promoting division or a divisive spirit through symbols, pictures, writing, flags, banners, slogans, or any divisive activism. Students may not possess anything that could be used as a weapon.

FHCS has adopted a "zero tolerance" policy toward violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat.

**Accountability.** FHCS desires for each student to grow academically and socially. In order for learning to occur, it is necessary for the facilitator to effectively manage the classroom.

When misconduct occurs, corrective measures will be used to help the student change his behavior and attitude. Typical corrective measures include time-out, parent/facilitator conference, detention, a student/administrator conference, and a parent/administrator conference. A student charged with detention for multiple homework offenses, lack of responsibility, or behavior will be given a note to inform the parent. This note must be signed and returned the next school day. Failure to return the signed note will result in an additional day of detention. Should a student not stay after school, this will result in a conference with the administrator and additional disciplinary action. Students can be suspended for an accumulation of detentions. Parents may also be asked to come to school during the day to assist with major behavioral problems. When FHCS feels that student/parent cooperation is lacking, the student may be expelled. A student's uncooperative spirit may also be grounds for expulsion.

Students' desks, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. Students may be expelled for association with illegal activity, as well as for any action or statement associated with violent behavior, including a joke which could be interpreted as a threat. Students may be withdrawn or refused enrollment at the discretion of the administration for a divisive spirit or promoting division. Students who do not report wrongdoing may be subject to disciplinary action.

Faith Heritage Christian School has the reputation of providing an excellent education with every student treated equally and fairly regardless of nationality, race, or background. Whether or not a student has made a personal decision to be a Christian, each student will be expected to abide

by the standards of conduct. A student's conduct or attitude that is not in alignment with Faith Heritage Christian School may result in disciplinary action which could include detention, loss of privilege, suspension, or transfer out. FHCS expects full cooperation from both student and parent. When the school feels that student/facilitator cooperation is lacking, the student may be requested to transfer out.

Attendance at FHCS is a privilege. Students forfeit this privilege if they do not conform to the standards and ideals of work and life at FHCS.

### **DRESS CODE**

Faith Heritage Christian School does not have regulations concerning uniform clothing; however, FHCS does have a dress code. All students who attend school, as well as faculty and staff, will be required to dress with cleanliness, neatness, and modesty. Everything we do should encourage learning: the appearance of both staff and students is no exception. Dress Code is intended to help avoid the attitude regarding outward appearance that has saturated our culture. We do not believe that God's requirement of His people is uniformity. We do, however, understand that appearance influences conduct and conduct influences learning, and learning is at the core of our mission. On FHCS property and at all school functions, students shall not wear clothing imprinted with questionable messages, symbols, pictures, or camouflage. Students may not wear casual, beach-style flip-flops or strapless shoes to school. Tattoos and body piercings are not permissible.

We ask that students refrain from wearing current trends in fashion which set a very casual environment that often carries over into the learning atmosphere. The school administration reserves the right to initiate policies on new fads and changes in style during the school year.

#### **GIRLS ATTIRE:**

**Shirts.** Girls may not wear spaghetti straps. Long or short sleeved polo shirts or cotton shirts of any color/pattern may be worn. All shirts must fit properly—not too tight or too big. Shirts must not be “V” or scoop neck. No cleavage should be visible at any time.

**Pants/Shorts.** Pants and shorts may be of any color, leggings **UNDER** skirts/dresses **only**. Leggings may NOT be worn as pants. No pants, capris or shorts may be skin tights. Cargo shorts and pants are permissible. Shorts must be knee length or below. No exposed midriffs, high-slit skirts, or miniskirts are permissible. Denim should not be tattered, torn or extremely faded. No skinny or skin-tight jeans, cutoffs or frayed hems are permitted. Skirts and dresses should be long enough to come to no more than two inches above the kneecap when standing or sitting.

**Sweatshirts/Sweaters.** Students must wear a shirt under their sweatshirt or sweater. No hoodies may be worn, unless they are FHCS hoodies. Any color non-hooded sweatshirts/sweaters may be worn but must not have any pictures or words.

**Shoes.** All shoes must be non-marking shoes. No house shoes. Elementary students may not wear open-toed or open-heeled shoes.

**Other.** Sock hats or any other type of head covering may not be worn at school within the building. When arriving or departing in accordance with weather conditions, head gear must be removed after entering the building, or may be donned just before exiting the building. No headphones/ear buds may be utilized on school property. All other hair accessories/coverings will be at faculty/administration discretion. No visible tattoos. Hair may not be colored an abnormal color (i.e., pink, blue, green, bozo red, etc.), except during spirit week. Girls may not wear more than two sets of earrings.

#### **BOYS ATTIRE:**

**Shirts.** Long or short sleeved polo shirts of any color/pattern may be worn. Button front collar shirt may be worn; however, no oversized shirts will be allowed.

**Pants/Shorts.** Pants and shorts may be of any color but must be boys/men pants/shorts. No sagging of the pants/shorts, no sweatpants/sweatpants-style pants/pajamas allowed. Cargo shorts or pants are permissible. Denim should not be tattered, torn or extremely faded. No skinny or skin-tight jeans, cutoffs or frayed hems are permitted.

**Belts.** Students must wear belts with pants that would otherwise drop or sag below the waistline. No sagging of pants.

**Sweatshirts/Sweaters.** Students must wear a shirt under their sweatshirt or sweater. No hoodies may be worn, unless they are FHCS hoodies. Any color non-hooded sweatshirts/sweaters may be worn but must not have any pictures or words.

**Shoes.** All shoes must be non-marking shoes. No athletic slip-on shoes allowed. No house shoes. Elementary students may not wear open-toes or open-heeled shoes.

**Other.** Boy's hair should be of moderate length or shorter (i.e., above the eyebrows, mid-ears and collar). Sock hats or any other type of head covering may not be worn at school within the building. When arriving or departing in accordance with weather conditions, head gear must be removed after entering the building, or may be donned just before exiting the building. No headphones/ear buds may be utilized on school property. No visible tattoos. Hair may not be colored an abnormal color (i.e., pink, blue, green, bozo red, etc.), except during spirit week. No piercings are permissible.

## **GENERAL SCHOOL REGULATIONS**

1. Fighting and roughhousing on school property is prohibited.
2. Students should not litter (drop papers, wrappers, bottles, or other trash) on school property.
3. Students are required to keep their classrooms and halls neat and orderly at all times.
4. A student should not enter a classroom other than his/her own without the express permission of the facilitator in that room.
5. For safety reasons, skipping, running, or jumping in the halls or classrooms is strictly prohibited.
6. Criticism of the teachers, facilitators, administration, or rules of the school is not permitted. Continued violation of this policy will not be tolerated. The administration reserves the right to dismiss any student who is found out of agreement with the school and its rules.
7. Objects left in the classrooms and on school property should be turned into the school office. Students may redeem items from the Lost and Found at the rate of \$.25 per item.
8. No gum chewing will be permitted on school property—before, during, or after school. Food, including candy, is not to be eaten in the halls or the classrooms without permission of the supervising facilitator.
9. Students must follow the directions of all facilitators and administration promptly without complaint, arguments, or facial expressions of disagreement. Disrespect, disobedience, and insolence will not be tolerated.
10. Kissing, handholding, and other displays of affection between students are not permitted on school property, in its buildings, or at any school function.
11. No student will remain at FHCS who experiments with tobacco, alcohol, or unlawful drugs of any form. Students are reminded that state regulations permit a student's desk or other storage areas to be subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects.
12. Students who are found abusing school equipment or property may be dismissed. Damage must be paid for by the student.
13. No media players, CD players, iPods, DVD players, cell phones, or non-Christian music will be permitted on school property without the permission of the supervising facilitator or administrator.

## **SAFETY AND SECURITY**

Since the health and safety of our students is extremely important to us, HFCS has established safety protocols. We are consistently evaluating our policies and procedures to provide the best environment for our students.

**Property.** HFCS maintains a property that is modern, clean and safe. To set the proper example for our students, we request that adults refrain from the possession or use of alcohol, drugs, tobacco, and similar products on the property. Pets should not be brought on school property.

**Identification.** Enrollments, payments, student check-in/check-out, and general inquiries are all handled at the Office. For conferences or other occasions that necessitate additional interaction, all adults will be required to supply photo identification before being admitted beyond the Office. Leave large purses and bags in your vehicle.

**Security.** We encourage parents and students to report any suspicious activity (even from social media) to the administration. We have established security protocols and our limited-access building with continual video surveillance aids in keeping students and faculty safe.

## **FINANCIAL INFORMATION**

The \$80 Pre-Registration Fee must be paid at the time of pre-registration and is nonrefundable and non-transferrable. This pre-registration fee secures a position in a class and must be paid in advance no later than July 15. If the deadline is not met, the student's reservation will be canceled to make room for those on waiting lists. If Pre-Registration is not completed until after the July 15 deadline, the Pre-Registration fee is increased to \$100.

The tuition and fees for books, BSC and ASC have been divided into 10 equal payments. Each payment covers approximately one-tenth of the total number of school days. Payment is due by the first of each month and is late if received after 4:30 p.m. on the 10<sup>th</sup> day of the month. If the 10<sup>th</sup> falls on a weekend, the deadline is extended through Monday.

### **Payment Schedule.**

<b>Payment Dates</b>	<b>Late after 4:30 p.m. on</b>
July 15	July 15
September 1	September 10
October 1	October 10
November 1	November 10
December 1	December 10
January 3	January 10

February 1	February 10
March 1	March 10
April 1	April 10
May 1	May 10

**Note:** Any student whose account is not paid in full by May 10, will not be admitted to class on the following Monday.

**Financial Policies.** Prior to each payment date, the account holder will receive e-mail notifications that his statement is ready to view. (If a family is not signed up for electronic billing notifications, statements will be sent home with the oldest child in that family.) Payments can be made online at [www.FaithHeritageChristianSchool.com](http://www.FaithHeritageChristianSchool.com) by using Visa, Mastercard, Discover, or American Express. If mailing payment, include account number on check and send to:

Faith Heritage Christian School  
1613 Pollack Avenue  
Evansville, IN 47714

A late fee of \$15 will be charged on any school account showing a balance of \$10 or more after the close of Office hours on the tenth of the month. (When the tenth falls on a weekend, tuition payment may be made on the following Monday without paying the penalty.) Students will not be admitted to class and no schoolwork given if payments are one month in arrears. Students enrolled one day or more of any period will owe the full period’s tuition. There is a \$25 charge for all checks returned to us by your bank for any reason. If two checks are returned, the account will be changed to a cash-only basis. We are unable to accept post-dated checks.

Faith Heritage Christian School endeavors to keep low tuition rates for the benefit of each parent. For this reason, we conduct an annual fundraising program and anticipate each child’s and/or parent’s participation in helping raise additional funds needed for the designated school projects. Participation is voluntary and door-to-door sales are not required or recommended. The school receives no state or federal assistance other than a tax-exemption status—neither is it endowed or supported by any other organization.

No school records, transcript, or graduation diploma will be released for any student when there is a balance owed on the student’s account.

All monthly Before-School Care and After-School Care service fees are payable with the tuition payments and should be included in the same payment. It is our policy not to prorate charges if any of these services are dropped or added after a new period has begun. All prices are subject to change.

**Multiple-Child Discount.** Families with multiple children enrolled will receive the following discount each pay period\*:

Second child\* ..... 10% off tuition

Third child\* ..... 25% off tuition

Fourth child and each additional child\* ..... 50% off tuition

*\*Discount applies only to brothers/sisters and does not apply for pre-registration or book fees.*

**Sending Money to School.** Cash payments should be made directly and not sent through the mail. Money should always be sent in a sealed envelope with the following information on the outside:

- Child’s name
- Amount (and purpose)
- Grade and Name of Facilitator

**Tax-Exemption Status/Funding.** Faith Heritage Christian School operates as an educational non-profit tax-exempt institution and does not participate in any state/federal scholarship or voucher program.

### **GENERAL INFORMATION**

**Library.** FHCS has an on-site school library available to the students. Students regularly visit the school library and may check out any books they intend to read and/or utilize for book reports. Books not returned by the due date are charged a fine of 25¢ per school day. Students are responsible for lost and damaged books.

**Lost and Found.** Articles are taken to Lost and Found and may be redeemed for 25¢. This policy has been established to teach our students personal responsibility. Unclaimed Lost and Found articles will be sold to students at periodic Lost and Found sales. Lost and Found is open daily before and after school. HFCS is not responsible for lost or stolen items.

**Electronic Devices and Personal Materials.** Cell phones, electronic games, tablets, and music devices are not permitted for student use on school property. If a student is seen having or using a cell phone for any reason during school hours without specific permission from the administration, the cell phone will be confiscated and placed in the administration office for parent/guardian pick up. The student will also receive disciplinary action for this offense. Students are not permitted to use the school telephone except in cases of emergency. Additionally, all illegal items, such as weapons, knives, and immoral or questionable reading material are not to be brought on school property. Supplemental reading material must be school-appropriate and must be approved by the student’s teacher/facilitator.

**Food and Drink.** Students may have water bottles. They must be clear bottles and they may ONLY have WATER in the bottles.

**Patriotism.** Believing that Scripture teaches Christians to honor, give thanks for, and pray for government leaders, HFCS seeks to foster a spirit of patriotism in the hearts of students. While the United States is imperfect, it is nevertheless blessed by God with liberties and opportunities seen few other places in the world. Students who are United States citizens are expected to respectfully participate in activities that promote the spirit of patriotism. This includes, but is not limited to, reciting the Pledge of Allegiance. Students who are not citizens of the United States are expected to show respect by quietly standing while others participate.

**School Closures/Emergency Procedures.** FHCS efficiently handles prompt communication from the school to the parents. Emergency notifications will be sent via voicemail, e-mail, and text messages to inform parents of pertinent information. In the event of severe weather conditions, school closing announcements will be made over WFIE (channel 14), as well as the emergency notification methods above.

**Reenrollment.** Faith Heritage Christian School admits students of any race, color, and national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, and school-administered programs. During the month of April, presently enrolled students may enroll for the fall term on a first-come, first-served basis.

**Withdrawals.** All withdrawals from school must go through the Office. Students having attended one day or more of any period will owe the full period's tuition and fees. In the event that the account is showing a credit balance at the time of withdrawal, this amount will be refunded. No school records will be released for any student when there is a balance owed on the student's account.

**APPENDIX**  
**(Fee Overview)**

*Enrollment*

Pre-Registration Fee .....\$80

*Tuition*

K5 ..... \$\$

Elementary ..... \$\$

Middle School ..... \$\$

*Tuition Discounts*

2<sup>nd</sup> Student .....-\$30

3<sup>rd</sup>/additional student .....-\$50

*Late Car Pickup*

After 3:15 p.m. ....\$5

After 4:00 p.m. ....\$10

After 4:30 p.m. ....\$15

*Before/After School Care*

BSC .....\$15

ASC .....\$40

*Late BSC/ASC Pickup*

After 5:30 p.m. ....\$10

After 5:45 p.m. ....\$15

After 6:00 p.m. ....\$20

*Miscellaneous*

Late Payment.....\$15

Lost and Found.....\$.25

*(per item)*

Returned Check .....\$25

Overdue Library Book.....\$.25

*(per book/day)*



1900 S. Lodge Ave  
Evansville, IN 47714

**Schedule of Services**

**Sunday:**

9:00 a.m. Adult Sunday School

10:15 a.m. Morning Service

6:00 p.m. Evening Service

**Wednesday:**

6:30 p.m. Adult Bible Study

6:30 p.m. A.W.A.N.A. Program

*(children ages 4-18)*

**For more information, visit us online:**

[www.hbcfevansville.com](http://www.hbcfevansville.com)