

Educate • Build • Inspire



Parent and Student Handbook

Helena Christian School

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MESSAGE FROM ADMINISTRATOR

Dear Parents/Guardians and Students,

We have compiled this handbook to give full expression of our covenant with you as a Christian educational community. It covers everything from academics to dress codes. To be as thorough as possible and to clarify things that might be new to you, we may revise the handbook as needed. Although we make every effort to be precise and clear, there are times when mistakes or misprints happen. We will try to update or revise this handbook as soon as possible should such mistakes occur.

Since this handbook includes most of the general parameters of school life, it is important that every parent/guardian and student read through the entire handbook to become familiar with its content. Students and parents/guardians are responsible for following the procedures and rules outlined in this book. Since our students and parents/guardians will be held accountable to these standards, it is our hope that this handbook will be an invaluable tool to our parents/guardians and students as we partner to facilitate the growth of the students from adolescents into responsible, educated adults.

Information, rules, procedures, and the like are important to help the community operate smoothly and fairly within these boundaries. The spirit of this handbook is to allow HCS to operate in a way that gives glory and honor to Christ and dignity to His people. It is with that explicit and heartfelt sense that we offer this edition of the HCS Parent and Student handbook, hoping that His name will be glorified in all we do.

Sincerely in Christ,

Ted Clark, Administrator

INTRODUCTION

Helena Christian School (HCS) is a private, Christ-centered interdenominational Christian school with teacher-directed classes for preschool through twelfth grade. Helena Christian School, Inc. is a non-profit corporation that is governed by a board of directors made up of Christians from churches throughout the Helena community.

HCS exists to assist Christian parents in their God-given responsibility of training their children according to Biblical principles. We recognize that for Christian parents there is no greater responsibility than the consistent training of their children in the Lordship of Jesus Christ. Our Christ-centered school functions as an extension of the Christian home and church in helping to fulfill parental responsibilities, not only for success in this life but also for life everlasting.

The spiritual program is approached in an interdenominational manner through Bible classes, prayer in the classroom, teacher and administrative counseling, a positive discipline program and weekly chapel services in which many Helena area pastors participate.

NON DISCRIMINATORY POLICY

Helena Christian School values each student as created in God's image. We are committed to giving all our children every opportunity to achieve the highest of standards. Helena Christian School, Inc. admits and does not discriminate against students of any race, color, national or ethnic origin. Helena Christian School, Inc. does not discriminate in administration of its educational policies, admissions policies, financial policies, or athletic policies.

HELENA CHRISTIAN SCHOOL STATEMENT OF FAITH

1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16, 2 Peter 1:21).
2. We believe there is one God, eternally existent in three persons—Father, Son and Holy Spirit (Genesis 1:1, Matthew 28:19, John 10:30).
 3. We believe in the deity of Christ (John 10:33), His virgin birth (Isaiah 7:14, Matthew 1:23, Luke 1:35), His sinless life (Hebrews 4:15, 7:26), His miracles (John 2:11), His vicarious and atoning death (1 Corinthians 15:3, Ephesians 1:7, Hebrews 2:9), His Resurrection (John 11:25, 1 Corinthians 15:4), His Ascension to the right hand of God (Mark 16:19), His personal return in power and glory (Acts 1:11, Revelation 9:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone are we saved (John 3:16-19, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5)
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of condemnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9, 1 Corinthians 2:12-13, Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; 1 Corinthians 3:16, 6:19-20; Ephesians 4:30, 5:18).
8. We believe that the term *marriage* has only one meaning; the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture (Genesis 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other (1 Corinthians 6:18, 7:2-5; Hebrews 13:4). We believe that God's command is that there be no sexual intimacy outside of or apart from marriage between a man and a woman.
9. We believe that God wonderfully foreordained and immutably created each person as either male or female in conformity with their biological sex. These two distinct yet complementary genders together reflect the image and nature of God (Genesis 1:26-27).

Our Statement of Faith is not exhaustive of all our beliefs. The Bible, as the inspired and infallible Word of God, speaks with absolute authority regarding the proper conduct of mankind and is the unchanging foundation for all belief and behavior. The HCS Board of Directors holds the final interpretive authority on biblical meaning and application with regard to faith, doctrine, policy, practice, and discipline.

MISSION STATEMENT

Educate students with academic excellence and biblical training, build Godly character and inspire them to a life of service to their Savior.

VISION STATEMENT

Following Christ's call to impact the world.

MOTTO/TAG LINE

Educate•Build•Inspire

CORE VALUES "CLEAR"

Community of Believers--Being led by God while partnering in unity to accomplish the school's mission. (Eph 4:3)

Leadership by Christ's Example-- Encouraging others in their pursuit of Christ by reflecting Christ's character while fulfilling the roles in which I have been placed. (Heb 10:24)

Excellence in all things-- Achieving my best in the school, the home, the church and the community; to do as unto the Lord. (Col. 3:23)

Accountability on all levels--Answering to God & others for my speech, actions and attitude. (Rom 14:12)

Respect for everyone, everywhere--Being more like Jesus by exhibiting kindness, righteousness and humility. (John 13:34-35)

PHILOSOPHY OF CHRISTIAN EDUCATION

The Christian Philosophy of Education is unique when contrasted to all other philosophies. Most educational philosophies place man at the center with a decidedly humanistic theme. The Christian school philosophy places God at the center and seeks to view life in every dimension from God's perspective. God is the Creator of all things. "In Him we live, move and have our being" (Acts 17:28)

We believe that God is the Creator of all things and is the author of all truth, and that all truth and life are traceable back to God. Hence the educational process must never remove the author of knowledge.

We believe that the Bible is very explicit in its establishment of the family unit. We further believe that parents are responsible to “bring up their children in the fear and admonition of the Lord” (Eph. 6:4). It is our desire to assist parents in their God-given responsibilities to train their children. For the school to truly function in this capacity there must be continuous communication between the school and home in order that each student may receive maximum benefit.

We believe that man was created in God’s own image but has had that image tainted through the sin of Adam. Man is basically sinful and needs to be re-born into a right relationship with God. We believe our primary goal through instruction and counsel is two-fold: to provide a positive atmosphere where academic excellence is expected and where Christ-centered growth is encouraged.

In keeping with these convictions, the educational program at Helena Christian seeks to keep Christ central. This, we believe, is accomplished by following guidelines set down for us in the Word and through the living revelation of His Son “in Whom are hidden all the treasures of wisdom and knowledge” (Col. 2:3).

We further believe that this Biblio-centric view should extend to all areas of the student’s educational experience; therefore, every attempt is made to integrate the principles of faith and learning so that each child will truly develop a Christian world-view and will live a life that brings glory and honor to God.

COMMUNICATION AND CONFLICT RESOLUTION

In Matthew 18:15-17 we are admonished by the Lord to follow certain procedures when we have a disagreement with our brothers and sisters in the Body of Christ. Consequently, we expect parents and students to communicate forthrightly about problems or concerns regarding policies established at Helena Christian. Please follow the proper line of authority in all dealings:

Student
Teacher
Principal
Administrat
or
Board of Directors

Let us not be sowers of discord or ministers of suspicion and criticism, but rather let us follow the Biblical pattern shown us in Phil. 4:8–9, “Finally, brethren, whatsoever things are pure...”

IMMUNIZATION REQUIREMENTS

Complete immunization records shall be required for all preschool through 12th grade students unless an exemption has been filed (Section 20-5-403, MCA). New students entering HCS at any grade level are required to present evidence of up-to-date immunizations before they will be admitted to HCS. In the event of a community outbreak, non-immunized children may be required to remain at home until the outbreak has ceased or until they have received proper immunizations (i.e. Chicken pox, etc.).

SCHOOL HOURS

School begins at 8:10 and releases no later 3:15. Early releases or adjusted hours will be communicated via weekly emailed newsletters. Students will **not** be supervised and the school building is not open before 7:30 a.m. Students need to be picked up from the school by 3:25 p.m. unless enrolled in the after-school care program or attending a team meeting or school function. Parents/guardians must make arrangements for timely drop-off and pick-up of their students.

Students not picked up will automatically be placed in after-school care and related fees will be billed.

School personnel and HCS **are not liable** for students waiting for rides home after classes have concluded for the day. Students are not allowed to wait unsupervised on school property unless permitted by the administrator to do so. We strongly encourage parents/guardians and students to arrange for rides home immediately after classes have ended

ACADEMIC INFORMATION

Academic Achievement and Homework Policy (K-5th Grades)

Because parents are primarily responsible for the training and education of their children, we at HCS expect parents to daily review any homework assignments that, in some cases, may require a parental signature. Completion of homework assignments is the responsibility of both the parent(s) and the student.

We feel that it is vitally important for parents to take an active role in the education of their children, particularly in helping them develop a sense of responsibility and good work habits at home.

The following guidelines for daily homework are intended to achieve a balance between family and church commitments and student academic growth. Teachers attempt to assign homework in a judicious manner with consideration given to Wednesday night church meetings and special family times such as long weekends and holidays.

The times below are an average daily amount of homework for an average student and vary by

individual teacher and student ability.

K/1st Grade: Little routine homework is required. Students are occasionally assigned small projects that require parent involvement or the correction of papers.

2nd Grade: 10-20 minutes daily

3rd Grade: 20-30 minutes daily

4th Grade: 30-40 minutes daily

5th Grade: 40-50 minutes daily

In addition to keeping up with their student's academic progress at home, parents are encouraged to attend all offered meetings and conferences scheduled during the year.

Your participation will indicate to your child the value you place on their education. One of the best ways to show your involvement is to visit the school, volunteer for events, or classroom activities at the school.

In order to further enhance your child's academic success at HCS, we encourage parents to have a reasonable bedtime for their children. We also suggest you daily spend time with your children, read to them, pray with them, and encourage them. Please inform your child's teacher of any problems or changes at home that may affect your child's performance.

Academic Achievement and Homework Policy (6th–12th Grades)

In order to receive maximum benefit from the educational program, an average of 15 minutes of homework will be expected for each class period in the core academic subjects.

The following guidelines for daily homework are intended to achieve a balance between family, church commitments, and student academic growth. Teachers attempt to assign homework in a judicious manner with consideration given to Wednesday night church meetings and special family times such as long weekends and holidays (**Please note:** This does not mean a total prohibition on homework.)

The times below are an average daily amount of homework for an average student and vary by individual teacher and student ability.

6th Grade: 50-60 minutes daily

7-8th Grades: 60-90 minutes daily

9-12th Grades: 90-120 minutes daily

Since the academics at HCS are designed for college preparation, parents/guardians can be of help to their students by providing an atmosphere conducive to study in the evenings and on weekends. It is also important that the students possess a teachable spirit and a desire to learn. Each student needs to cultivate a sense of ownership concerning the learning process, doing all his or her work as unto the Lord. Self-motivation, self-discipline, and responsibility are essential ingredients in the learning process. Mutual respect between teachers, students and

parents/guardians will create an atmosphere in which learning will flourish. Parental/guardian support concerning the purpose of the school is essential. An important part of education is developing the study habits that will allow students to be successful. At HCS all students will be afforded that opportunity.

Late Homework Policy

One of the purposes of homework is to help students develop a personal habit of meeting deadlines. Due dates, from tax returns to bill payments, will follow everyone for the rest of their life. Being able to routinely meet them is a valuable lifetime trait to master.

Late homework refers to assignments that have not been turned in by their clearly-stated deadline. The following academic penalties shall be applied (but are not applicable to work that is late due to excused absence, whose procedures are explained in the Parent/Student Handbook):

Turned in 1 day late – 10% or corresponding points off
Turned in 2 days late – 20% or corresponding points off
Turned in 3 days late – 30% or corresponding points off
Turned in 4 days or more late – zero score

Grading

The standard of excellence for a Christian should always be to continually strive to conform to the image that God has set for us. His standard is to be our sole measuring stick. Since scholastic achievement must be measured, the following grading system will be used:

Preschool does not receive grades and are assessed on milestones and development issues which will be discussed with parents at parent/teacher meetings.

K–1st Grade

O	=	Outstanding
S	=	Satisfactory
N	=	Needs Improvement
U	=	Unsatisfactory

2nd–12th Grades

Students will be graded employing the following numerical scale:

Letter Grade	Grade point average	Numerical Average
A	4.0	93–100
A-	4.0	90-92
B+	3.0	87-89
B	3.0	83–86
B-	3.0	80-82
C+	2.0	77-79

C	2.0	73-76
C-	2.0	70-72
D+	1.0	67-69
D	1.0	63-66
D-	1.0	60-62*
F	0.0	Below 60

*60 and above is passing

Students who do not maintain a GPA of 2.0 may be placed on academic probation and/or expelled from HCS at the discretion of the principal and/or administrator. Parents will be notified by the teacher of any failing grades or concerns.

Graduation Honors

Valedictorian and salutatorian graduate honors are selected by a committee which will include administrative team members and staff. GPA is the primary factor in determining honors however other factors may be considered such as college entrance exam scores, community involvement, involvement in school programs and character. Students must have earned a majority of their high school credits from HCS to be eligible for honors.

Honor Roll (6-12 Grades)

To encourage academic excellence, HCS recognizes 6th -12th grade students who have performed well academically by including on the High Honor Roll students who have achieved a

3.7 or higher GPA and Honor Roll for students who achieve 3.20-3.69 GPA.

Graduation Requirements

Total graduation credits required: **twenty-four (24)**,

including: Bible.....	4 credits*
History.....	4 credits
English/Literature	4 credits
Mathematics.....	3 credits
Science.....	3 credits
Physical Education/Health.....	1 credits
Fine Arts.....	1 credit
Electives.....	4 credits

* Bible credit is based on the number of years that a student attends high school at HCS. A student who does not attend HCS all four years of high school only needs one Bible credit for each year of attendance at HCS high school.

Note: For students who elect to take additional core subjects, those credits will count toward a student's required elective credits.

Transfer Credits

Students with high school credits that transfer into HCS will have their transcripts and records reviewed by the administrative team. HCS reserves the right to refuse transfer credits or exclude them from eligibility for consideration in GPA and honors selection.

Extracurricular Credit Opportunities

Prior to going forward with your plans for your student, the school requires parents to get approval for any MTDA, dual-credit, college, university or outside credits from the administration. Students and parents must sign a contract that allows us to know that you and your student understand that the work in these classes may be outside of our curriculum and religious guidelines, as well as, potentially require more work, different deadlines and may result in lower grades. If a student chooses to take a high school or dual-credit course outside of HCS, the grade for that course will stand and be applied to our transcript at Helena Christian School.

Be aware, this may affect their GPA and academic standing if they get a lower grade. These opportunities offer a great supplement to our curriculum at Helena Christian School. Students wishing to take these classes during school hours and/or receive high school credit on their transcript from Helena Christian School, must receive approval from the administrator before they enroll in any classes.

Foreign Language

Students in 9th-12th grades are allowed to take a foreign language credit through the Montana Digital Academy or other approved educational institution. Students will need to submit an Extracurricular Credit Request Form to the principal before going forward.

PE Credit

Student at HCS can earn PE credit for High School in three different ways. Students are invited to participate in our athletic opportunities during the three different sports seasons (Fall, Winter and Spring). A health class, sports officiating, or similar PE based class may be taken through the MTDA or other approved online educational institution. Students may also request to complete their required 1 credit of Physical Education by completing an approved outside activity or by submitting plans for a regular workout schedule supervised by a non-family member.

Academic Core Classes

Students are now allowed to complete one required core class per year from an outside educational institution with approval from the HCS administration.

Advancement Opportunities

Students who have shown great motivation, faithfully attend school, hold high academic standards and maintain good time management skills may request to be in our advancement program. Parents may request their student be test by the school for consideration to advance in math. Each advancement will be handled on a case-by-case basis and dealt differently between different students based on ability and skills.

If you have any questions about the processes or opportunities discussed above, please reach out to our principal.

Eligibility for Extracurricular Activities

HCS desires for each student to do well academically. Therefore, when a student's grades indicate a need for greater study time, the eligibility system assists the student in keeping a healthy balance between schoolwork and extracurricular activities. Student grades will be reviewed periodically. If a student has below a 2.0 grade point average, one F, or two Ds they are academically ineligible to participate in school-sponsored extracurricular activities until grades are improved and administrative approval is received to resume activities. Ineligible students are not allowed to participate in athletic events, worship team, student council, or any other activity deemed by the administration to be extracurricular for the specified time (i.e. 1 week). The administration will work with students in the SSP (Student Services Program) on guidelines for their specific requirements for eligibility.

Academic Warning

The principal and administrator regularly review student grades. Students are put on Academic Warning if they finish a quarter or a semester with an F as their final grade. If a student finishes a quarter with an F, they will be required to pull up that grade by completing a second quarter in that semester that will average their semester grade to a D or above. If a student finishes a semester with an F they will be required to make up work/credits via an agreed upon program with administrative approval.

Report Cards

Student's current grades are available online at <https://factsmgt.com/>. Parents/guardians can request a report of their student's grades from the HCS office as well.

The purpose of report cards at each quarter helps to indicate to the student and parents/guardians areas of academic strength and weakness shown during the most recent grading period.

Kindergarten through 5th grade parents will receive a report card at Parent/Teacher Conferences in the fall. They may request one sent home in the spring if they do not plan to attend a conference during that time. All parents may request report cards at the end of each semester.

Students in 6th-8th grade will also receive a report card at their Parent/Teacher Conference if their parent elects to have a conference.

Report cards for students in 9th-12th grades are a checkpoint for students to see how they are doing at a halfway point through the semester. Students will only receive semester grades as final grades on their transcript. Student in 9th-12th may also receive a report card at a Parent/Teacher Conference, however, they must request a transcript from the office.

Parent/Teacher Conferences

Parent/teacher conferences will be held twice per academic year. It is vital to the success of our students that the parents and teachers are on the same page and working toward the same goals for their student(s). If you cannot attend on the scheduled date, please email the teacher(s) and/or the office and schedule an alternate time.

ATTENDANCE / TARDIES

Attending school is a critical component of any student's education. Missing class means that a student misses the important instruction given by the teacher and the discussion between other students and the teacher. Therefore, an attendance policy has been established which determines whether credit is earned for coursework.

A student who misses more than eight (8) class meetings of a course during a semester may not receive credit for the course unless the administrator makes an exception to the policy.

Absences

When a student is absent from school, the parent/guardian must call or email the office before 8:30 a.m. to verify the absence. If a call is not received, the office will contact the parent/guardian to confirm their student is absent. Upon returning to school on the same day he or she is reported absent, the student must sign in at the office. If a student needs to be excused for a medical appointment, written or verbal permission from a parent/guardian must be given. We request that, if possible, all medical appointments be made during study hall or after school hours. In order to more effectively communicate it is the important that parents and guardians provide HCS with up-to-date phone numbers and other contact information.

K-5 students who arrive after 10:30 a.m. will be considered absent for a half day. Arrival after 12:00 p.m. will be considered a full day's absence at the discretion of the office. Students in grades 6-12 who miss 4 periods will be considered absent for a half day. Missing 5 or more periods will be considered a full day absence. Students must be signed in and out of the office by a parent or approved adult. The time, reason and signature on the Check In/Out sheet is required to avoid misunderstandings or miscommunications with the school. Senior students who have completed their required classes for the day may sign themselves out at the office without parent signatures.

1. Absences because of personal illness, medical appointments, or a death in the family are excused absences. Make-up work with credit will be given. A student has the same number of days to make up an assignment as the number of days he or she was absent, to a maximum of five (5) days. It is the **student's responsibility** to ask for and make up missed work. These absences, while excused, do still count toward the (8) maximum absences allowed for receiving credit
2. If your child is too sick to come to school, please take him or her to a physician or keep your child home for the day. Students should not be sent to school if they have had a fever or vomited in the 24 hours prior to arriving at school.
3. If a student is hospitalized for a sufficient duration, the parents/guardians must make an appointment with the administrator to discuss their student receiving credit after an extended absence.
4. If a student is absent they must check FACTS SIS (Ren Web) to find assignments and communicate with their teachers as needed. Additionally, middle school and high school students should check Google Classroom for the assignments on the days they are absent.
5. If a student's work was clearly assigned before the absence (ie. planned family vacation) the student should be prepared to turn in homework and/or take tests the day he or she returns. Students are responsible for turning in all assignments missed because of absence from class. This requirement also applies when students are in school, but have missed class because of a special activity. In either case, the student should confer with the teacher and clearly understand the due date of each assignment. **Work assigned before the absence which falls due on the date of absence or the following day should be turned in the day the student returns to school. Tests assigned before the absence which fall due on the date of absence should be taken the day the student returns to school.** This may be done during class or during study hall at the teacher's discretion.

Illness and School Absences

Any student under medical care which requires the student to receive special care while in school, i.e. change in activity, observation of signs and symptoms of worsening condition, special medications or treatments, etc., must bring to school a written letter from their doctor informing the school of the student's condition and instructions for the care of that student while at school. Distribution of over the counter medications (i.e. Tylenol, Ibuprofen, etc) will not be given to students unless a medical emergency; such as Benedryl or EpiPens.

If, in the judgment of the school, a student should be sent home because of illness or injury, parents/guardians are expected to pick up the student as soon as possible. Students may drive themselves home if they are able to do so and their parents/guardians have given the school permission to release them.

Early Releases/Appointments

The school may grant an early dismissal for emergencies and for medical and dental

appointments that cannot be scheduled outside of school hours. All other activities should be scheduled after school hours. Please note:

1. All parents/must sign their student out at the office. Parents should notify the office in advance of an upcoming appointment or need to take their student early.
2. Students who have their own transportation and need an early dismissal must report to the office and sign out before leaving. Those students also need parental permission to sign themselves out.
3. Students excused for a medical or dental appointment are expected to return to school at the end of the appointment, if time permits, and are to check in at the office **immediately** upon returning to campus.

Tardies

Arriving to class late disrupts the classroom. Every effort should be made to be at school on time.

1. Tardies to school – Students that are not in their required classroom when the first bell rings, apart from excused medical or emergency reasons, will be recorded as a tardy.
2. Tardies to class (other than 1st period) – Class tardies and consequences are handled by the teacher.
3. Parents/guardians should not allow students to sleep in and come to school later in the morning. This will count as a tardy to school.
4. The fourth tardy to school/1st period in the same quarter will result in an automatic detention, as will each subsequent tardy.
5. Tardies for K-5th grade students will be handled in cooperation with the teacher and parent. Students in 6th-12th grades will serve after school detention.
6. For excessive tardies, the administrator may intervene. This may include a meeting with the student and parent/guardians to rectify the problem.

BEHAVIOR POLICY

Bullying

Bullying is unwanted, aggressive behavior among school-aged children that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. Both kids who are bullied and who bully others may have serious and lasting problems.

Bullying includes actions such as making threats, spreading rumors, attacking someone physically or verbally, and excluding someone from a group on purpose.

In order to be considered bullying, the behavior must be aggressive and include:

1. **An Imbalance of Power:** kids who bully use their power—such as physical strength, access to embarrassing information or popularity—to control or harm others. Power imbalances can change over time and in different situations, even if they involve the same people.
2. **Repetition:** Bullying behaviors happen more than once or have the potential to happen more than once.

Bullying will not be tolerated. This includes cyber or other electronic bullying or harassment.

Gambling

Gambling of any kind at HCS is not to be tolerated. This is violation of state law for a minor.

Illegal Substances

Students are prohibited from using, possessing, distributing, purchasing or selling alcohol, illegal drugs, tobacco, marijuana, and like substances/devices. This includes on campus, off campus, at school-sponsored events and outside the school parameters (as outlined in the Student Covenant). Students at HCS represent the school and the Lord. Usage of these substances/devices is grounds for dismissal from school. The school reserves the right to search lockers, backpacks, purses, clothing, cars, etc. if the situation warrants.

Plagiarism Defined and Explained

Everyone who submits work to the school must be the author of his/her own work. When a student uses facts or ideas originating with others, he/she must make it clear what is his/hers and what is not.

Failure to make such a distinction is to be guilty of offering as one's own what is in fact someone else's (plagiarism). To misrepresent one's own work knowingly is to defraud the school and, more seriously, the Lord. Plagiarism is a form of cheating and will be dealt with accordingly.

Cheating

On the first offense for cheating on homework, quiz, test, and/or paper, etc. the student will meet with the administrator and at a minimum, may receive a zero on the assignment.

On subsequent offenses, students will meet with the administration to decide consequences.

Cheating offenses apply to any cheating incident before, during or after school in any class and on any assignment. Cheating offenses are cumulative throughout the academic year. This policy will apply to any student who cheats or enables another student to cheat.

Public Displays of Affection (PDAs)

The administration and faculty at HCS recognizes the importance of relationship within the student body. We also recognize that in the teenage years, physical touch can become very hard to interpret for the participants. With that realization, we ask that there be no excessive physical contact between students that could be misconstrued. We are not seeking to eliminate a quick hug of appreciation or a pat on the back for a job well done. We are, however, seeking to eliminate the hand-holding and the type of hugging that would be inappropriate in the school environment. PDAs will result in a request to stop the activity. If the behavior persists it may result in a detention and/or meeting with the principal.

Weapons

NO weapon of any kind—including handguns, rifles, knives or any martial arts weaponry—may be brought onto HCS school grounds unless preauthorization from the administration is granted for a special reason, such as for an assignment or speaker’s visual aid.

BEHAVIORAL CONSEQUENCES

Detention

For all detentions, parents/guardians will be notified via an email and the student will serve an after-school detention. Detention will take precedence over other activities.

Multiple detentions may result in further disciplinary action up to and including removal from the school.

Suspensions

If the administration determines that a student’s infraction(s) is serious enough to warrant a more severe consequence than detention, the student may be placed in in-school suspension or out-of- school suspension. In-school suspension means that the student will be required to be at school, in a pre-determined location, and will work on school work while being removed from the student body. Sleeping and laziness will not be permitted. Suspension out-of-school means that the student will not be permitted on campus during the assigned days, however, their school work will be due as if they were in attendance.

Duration of suspension will be determined by the administration.

Disciplinary Probation

If a students has had several disciplinary issues (i.e. multiple detentions), the administration may place them on disciplinary probation. This simply means that should the student let his/her grades drop (in the case of academic warning) or should he/she be involved in a serious rule infraction (in the case of suspension) during their probation, his/her actions may result in dismissal from the school.

Dismissals

When the administration determines that a student may need to be dismissed from HCS, every effort will be made to work with the parents/guardians and the student to resolve the issue at hand. If a dismissal is enforced the parent/guardians will be informed of that action. Final determination in the matter of dismissal lies with the administrator.

TECHNOLOGY

Electronic Devices

This policy applies to cell phones, tablets, smart watches, computers and any similar electronic devices.

There will be no electronic devices permitted in the morning chapel or in after-school care (unless the student has permission from the staff member in charge).

****9th-12th** students are allowed to be on their electronic devices prior to the beginning of school, 6th-12th may use their phones during lunch (except on no-phone days as determined by administration).

During class time, students must turn off and keep their cell phones in their locker unless approved for use by the administration or their teacher. If they ring during class time, the phone may be removed by an administrator or teacher from the locker and held until the student picks it up. If a student needs to make a phone call at any time during the day, he/she may go to the office and, with permission, use the school phone to make a call. Students in grades 6-12 are allowed to use their phone during lunch except on “No Phone Fridays.”

No Phone Fridays: No Phone Fridays have been implemented to encourage student interaction and socialization.

Use of computers, tablets or other devices during school hours are for purposes of school work ONLY. All student devices (personal or school provided) and the activity on them will be monitored for academic focus and student safety.

Grades K-5th: May use school devices only and with the permission of teachers.

Grades 6th-8th: Will be issued a school monitored device. These will be used during class as the teacher permits.

Grades 9th-12th: May bring a personal computer (no tablets) to class. These will be used during class as the teacher permits.

If a student is caught using an electronic device inappropriately in class or out of class during the school day, the administrator will keep the device for the rest of the school day; the student can pick it up at the end of the school day. Repeated offenses will result in additional disciplinary actions and parent notification.

****All 6th-12th Grade students are required to sign an Acceptable Use Policy each year. These policies will be enforced as an extension of the Parent Student Handbook.**

Student Emails

Every HCS student will be assigned a school email at the appropriate grade level. Students are required to use their school provided email. If a student is found to be using another email without permission, the administrator will provide the appropriate correction/discipline. Also, students must also use their school email to work on school work, access FACTS SIS (Ren Web) and any other school related tasks. Students may contact their teacher's via email to ask questions or discuss school work, however, they must use their school email for that contact.

ATHLETICS

See Helena Christian School Athletic Handbook

STUDENT ACTIVITIES

A strong student activity program is viewed as an important part of the total educational program. HCS is committed to providing opportunities for our students to interact socially, to form lasting friendships, to develop leadership skills, and to learn the value of assuming a responsibility and following it through to completion. Student activities, like all other programs, are governed by the overall philosophy of our school: the result of everything we do should honor our Lord Jesus Christ. Although specific student activities can change from year to year, for the 6th-12th grades they generally include student council, leadership teams, class officers, worship team, retreats, and community service.

Middle School Leadership Team

Students in the 6th-8th grades are invited to submit an application to be part of the MS Leadership Team. This team will spend time learning leadership skills as well as planning MS activities.

This team is overseen by a MS teacher and the principal.

The goal of the MS Leadership Team is to prepare our students for leadership in high school whether it is on Student Council or just as a general leadership with their peers.

Student Council (9th -12th Grades)

At HCS, the student government centers on the Student Council, its representatives and officers. The Student Council is a multipurpose organization that attempts to:

1. develop leadership within the student body;
2. serve as a liaison between the students and the administration and faculty;
3. cooperate with the administration, parents/guardians, and faculty in planning student activities;
4. give the students representation in the decision-making process of the school;
5. provide the students with an officially recognized medium for giving suggestions

- to HCS and registering their concerns with administrators and faculty; and
6. promote spiritual growth among the students.

Note: HCS believes that God has given adults the responsibility to raise and nurture children. As such, we want to know what the students feel and think. However, a student representative will not have a vote in any administrative decision.

National Honor Society

The Helena Christian School Chapter of the National Honor Society (NHS) is composed of eligible juniors and seniors in good standing who meet the following criteria:

- 1) Maintenance of a 3.7 or higher cumulative GPA;
- 2) Showing leadership qualities;
- 3) Having outstanding moral character;
- 4) Performing regular community service.

Once these criteria are met, names are submitted by faculty members to the HCS faculty council (composed of teachers/administrators, but not the principal or chapter advisor) for selection based on proof of the candidate's activities. Students must be full-time status at HCS and, if transferring during high school from another school, show a cumulative GPA that meets the NHS standards. Selection and induction of new members will occur during the first quarter of each school year.

NHS members will perform both individual and group community service projects over and above the time required for attendance at HCS. They will regularly attend monthly meetings and maintain their cumulative GPA. Any action that goes against the tenets of the NHS, including failure to maintain scholastic standards, egregious social behavior, or lack of service completion, are cause for disciplinary action and/or removal from the chapter. Details on the disciplinary process are available in the NHS handbook kept by the chapter faculty advisor.

School Competitions and Extracurricular Academic Events

There are many opportunities for students to be involved in school competitions as well as extracurricular academic events. Those may include, but are not limited to, the Spelling Bee, the Economics Challenge, Science Fairs and the State Music Festival.

CHAPEL

Encouraging our students to draw closer to God is the most important thing we do. Christian education is defined by our desire and ability to apply Biblical precepts to everything we teach. Our goal is to give every student the foundation of a Biblical worldview. If we can accomplish that, our students will make a meaningful difference in a desperately needy world. One avenue of accomplishing this goal is chapel services for our elementary, middle school and high school students.

Since HCS is a Christ-centered, non-denominational Christian school that admits students from diverse denominations, as well as non-Christians who agree to abide by the standards of the

school, we attempt to exclude from our chapels and assemblies:

1. the criticism against specific denominations, Christian traditions, para-church ministries, or Christian leaders
2. infomercials which use chapels to promote organizations, programs, camps, or other ministries unless HCS has invited an organization to do so because it fits our mission and programs
3. emphasis on doctrinal issues or systems that go beyond our own doctrinal statement and which tend to divide rather than unite evangelical believers.

STUDENT CONCERNS

Attitude

Philippians 2:3 instructs us to esteem others as better than ourselves. With this in mind, all students are expected to manifest an attitude of respect towards all administrators, faculty, and helpers, as well as to their fellow students. Boys will be expected to act like young men and girls will be expected to act as young women. All students will address all adults with their appropriate title (i.e., Mr., Mrs., etc.). Students will not be allowed to show disrespect for their fellow students regardless of the age or behavior of the other student. HCS will always stress the importance of acting toward others as we would act toward our Lord Jesus Christ; for he has instructed us to do all things as unto Him.

Announcements/Communication

Communications between HCS faculty and staff and HCS students and parents/guardians will be made via the following outlets:

1. Morning announcements (i.e. The Daily News)
2. A general announcement time at each weekly chapel
3. For 6th through 12th grades, further announcements may be made during class meetings, with teacher permission
4. Announcements posted on the bulletin boards throughout the school. Flyers from students and/or parents/guardians may not be posted without permission from the office
5. Google Calendar on the school website (www.helenachristian.org)
6. Weekly newsletters that are emailed to parents/guardians, students and extended family
7. Through our Learning Software (FACTS SIS/RenWeb)
8. Emails to parents directly
9. Facebook/social media outlets
10. Parent Alerts (via email or text message)

Automobiles (High School)

Student drivers must adhere to the following:

1. Student drivers are to park their cars in the designated parking area
2. The speed limit for the school parking lot is **10 miles per hour**. HCS reserves the right to suspend the privilege of driving to and from school if a student violates the speed limit, drives in a careless or reckless manner, or consistently parks in improper places on school property. This will be done even if the student being disciplined is a car pool driver.
3. Parking spaces designated as “visitor” or “handicap” are off limits to students.
4. With teacher or staff permission, students are permitted to go to their cars; however, they are expected to return immediately; checking out and in with the office.

Visitors

HCS is a closed campus, therefore, all visitors and parents/guardians, upon entering the building, must check in with the office. Parents or guardians who wish to observe classes are welcome after checking in at the office and have scheduled and approved their visitation with the administration prior to their arrival.

MISSION/MINISTRY AND CHRISTIAN COMMUNITY SERVICE

Required Community Service for 6th–12th Grades

HCS students are mature enough to begin taking leadership in activities. Christian community service hours are a way of getting the students to explore on their own the service opportunities in their church and in the community. The hours will be counted as 10% of their quarter grade in the respective Bible class.

6th to 8th:

1. Required to complete 3 hours per quarter
2. Up to 1 1/2 hours may be completed as a class within the school hours, serving on the HCS worship team
3. Completing hours as a class at approved events, or completing projects for the administration
4. Hours can carry over from 1st to 2nd quarter and 3rd to 4th quarter, but not at the semester

9th to 12th:

1. Required to completed 6 hours per quarter
2. Up to 3 hours may be completed as a class within the school hours, serving on the HCS worship team
3. Completing hours as a class at approved events, or completing projects for the administration
4. Hours can carry over from 1st to 2nd quarter and 3rd to 4th quarter, but not at the semester

Service Ideas:

- Complete a project in class and then go out to complete service portion

- Choir – singing at a nursing home, holiday specials, church performances
- Toys for Tots
- Make cards as a class for a nursing home

Community Service Specifications:

1. No work done for pay is acceptable.
2. The service must be approved and supervised by an adult or school staff member.
3. Students may NOT work for parents or parents' companies or relatives.
4. Parents or family members cannot sign off on the forms.
5. Any service done to help a business does not qualify as community service unless it is a non-profit business.
6. All Christian community service hours must be done during the individual quarter and tracked by the student to turn into their Bible teacher at the completion of the quarter.
7. Any exception to this policy must be requested by the student in writing. The administrator may authorize exceptions and must sign their approval.
8. Babysitting, house work, yard work, etc. for a private family will not be counted toward community service unless preapproved by administration. (This does not apply to church nursery or church activity.)

In addition, all students are encouraged to double their required service hours each year (these can include service done the preceding summer). Students reaching this challenge goal will be recognized at the spring award ceremony.

DRESS CODE

As we seek to represent Christ Jesus to others, our dress and grooming standards should reflect that responsibility. Proper attire and general appearance should be above reproach in all areas of modesty. Let us bring glory to God through our appearance and character as we are set apart for Him (2 Corinthians 5:20, Leviticus 20:26, 1 Timothy 3:2)

While we require dress code during school hours, modesty rules still apply at ALL school events and functions. It is very important that parents support and enforce the dress code rules for their student.

Girls:

- Tank top straps must be over the shoulder and at least 2 inches wide with solid fabric (no see-through or lace straps). This rule also applies to sports.
- Shirts, tops and blouses may not be low cut, sheer (unless a dress code appropriate tank top is underneath) or show midriff or bra/bralette straps while performing everyday movements. This rule also applies to sports.
- Jeans may not have rips (this includes rips with a backing material), tears or holes in them. Jeans/pants may be mended to repair rips/tears due to wear and tear, however, the rips/tears may not be visible.
- Jeans and pants may not be excessively tight or low cut (showing off the

backside).

- Sweatpants, athletic, tear away warm-ups, and pajama/flannel pants will not be permitted.
- Dresses and skirts must be no more than 2 inches above the knee, all the way around the hem. This length must remain while performing everyday movements. If there is a sheer overlay to the dress or skirt, the underneath material must be within dress code parameters. Slits on skirts must also fall within dress code length and be no more than 2 inches above the knee.
- Leggings may not be worn unless they are under dress code appropriate length dresses or skirts. Other excessively tight pants fall under this rule.
- Regular shorts (within 2 inches of the knee) are allowed except on chapel days.- Athletic shorts (must be at least mid-thigh length) are only to be worn for P.E. and sports (games and practices), not during the school day.
- Our K-5th grade students may not wear flip flops or sandals without backs (this is a playground safety issue).
- Chapel day and game day dress is intended to look significantly different than everyday dress. Therefore the dress code is a dress, skirt or dress pants and a blouse or nice top (no t-shirts or casual flannels) for girls. Colored jeans that mirror dress pants may be worn, but must be significantly nicer than your everyday jeans.
- Hoodies and outerwear (i.e. jackets and coats) may not be worn during chapel time. The exception to this rule would be denim jackets, cardigans and the like that are part of your chapel day dress.
- See through or sleeveless athletic jerseys will not be allowed
- Shirts, jackets and/or accessories (hats, scarves, water bottles, etc.) must not have offensive logos, images or messages on them.
- Hair color must be a natural color with a modest and conservative haircut.
- Girls may wear earrings and jewelry, however, piercings other than ears or excessive piercings on their ears (more than 2) are not allowed. No ear plug piercings will be allowed.
- Tattoos will not be allowed.
- Hats, stocking caps and other headgear may not be worn inside the school building
- We require all students to keep to a healthy personal hygiene regimen. This means that students are required to come to school with clean hair, clothes and have an appearance of cleanliness.

Boys:

- Jeans may not have rips (this includes rips with a backing material), tears or holes in them. Jeans/pants may be mended to repair rips/tears due to wear and tear, however, the rips/tears may not be visible.
- Jeans and pants may not be excessively tight or low cut (showing off the backside).

- Sweatpants, athletic, tear away warm-ups, and pajama/flannel pants will not be permitted.
- Regular shorts (within 2 inches of the knee) are allowed except on chapel days. Athletic shorts (must be at least mid-thigh length) are only to be worn for P.E. and sports (games and practices), not during the school day.
- Our K-5th grade students may not wear flip flops or sandals without backs (this is a playground safety issue).
- Chapel day and game day dress is intended to look significantly different than everyday dress. Therefore the dress code is dress pants and a polo, button up or other collared shirt (not a t-shirt or casual flannel).
- Hoodies and outerwear (ie jackets and coats) may not be worn during chapel time. The exception to this rule would be denim jackets, cardigans and the like that are part of your chapel day dress.
- See through or sleeveless athletic jerseys will not be allowed.
- Shirts, jackets and/or accessories (hats, scarves, water bottles, etc.) must not have offensive logos, images or messages on them.
- Hair color must be a natural color. It must not be longer than the eyebrows, collar or earlobes. Hair may not be styled in a way that is extreme (ie. Mohawk, dreadlocks). All facial hair must be shaved however, senior boys do have the privilege of growing facial hair as long as it is kept neat, clean and trimmed.
- Tattoos and piercings will not be allowed.
- Hats, stocking caps and other headgear may not be worn inside the school building.
- We require all students to keep to a healthy personal hygiene regimen. This means that students are required to come to school with clean hair, clothes and have an appearance of cleanliness.

MISCELLANEOUS

Cooperation with the School

As stated in the contract of enrollment, HCS believes that a positive and constructive working relationship between the school and a student's parents/guardians is essential to the accomplishment of the school's educational mission. HCS accordingly reserves the right to terminate or not renew a student's enrollment contract if the school reasonably concludes that the actions of a parent or guardian make such a positive and constructive relationship impossible or otherwise seriously interferes with HCS in the accomplishment of its educational purposes.

By placing students in the HCS program parents/guardians agree to cooperate with the administration of HCS in seeing that students attend classes regularly. They agree to have their student(s) on the school premises at the beginning of the school day and to provide transportation from the school premises at the close of the school day. Parents/guardians agree to assist the school in encouraging students to learn and advance in the educational process, to

solve school- related problems, and to aid the teachers in providing the student with a Christian education.

Disaster Drills

Fire drills, earthquake drills, and lockdown (intruder) drills are held at various times during the school year. Instructions and directions for how and when students are to leave each room and the building will be given during orientation at the beginning of each school year.

Inclement Weather

In the event that school is closed because of hazardous traveling conditions, the announcement will be made via the Parent Alert system.

Change of Address/Phone/Email

Any change of address or telephone number for parents/guardians of HCS students should be made by the parent/guardian in FACTS SIS/RenWeb or by letting the office know as soon as the change is made. It is important that the office records contain the correct information at all times.

Fundraising

All proposed fundraising activities by student organizations or parent support organizations must be submitted to the financial director in writing for approval **before implementation**. The school's fundraising policy has been established by the HCS board of directors and is administered by the administrator.

Parent Involvement Program

Each family of K–12th grade students is required to volunteer a minimum of twenty (20) hours per year, per family on behalf of the school. The school recognizes that there may be seasons of life where you are unable to complete the 20 hours. If you cannot fulfill this requirement an additional fee as indicated in the application/enrollment packets will be assessed to your tuition.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian.

May God bless us as together we strive for excellence in the education of His children.