

INDEX

Information—Summary	2
Harlan Christian School—Close Up from the Principal	3
A Word from the School Board to the Students & Parents	4
Philosophy and Purpose of Christian Education	5
Doctrinal Position/Confession of Faith	6
Testing	7
Admissions	7
Student Information:	8
1. Attendance	8
2. Bible, Chapel Services and Programs	10
3. Before and After School	10
4. Boy-Girl Relationships	10
5. Change on Personal Information	11
6. Early Dismissal	11
7. Electronic Devices	11
8. Photography Policy for Students	11
9. Extracurricular Activities	11
10. Fire Drills, Tornado Drills and Lockdown Drills	12
11. Grades and Report Cards	12
12. Homework	12
13. Honor Roll	12
14. Injuries and Illnesses	12
15. Lockers	12
16. Lost and Found	12
17. Lunchroom	13
18. Maintenance of School Property	13
19. Medication	13
20. Promotion Policy	13
21. Social Media	14
22. Student Conduct and Discipline	14
23. Student Drivers	16
24. Student Items Brought from Home	16
25. Telephone	16
26. Weapons	16
27. Conclusion	16
Parent Information:	
1. A Parent's Role	17
2. Emergency Closing or Delay	17
3. Field Trip Policies	17
4. No Smoking on Property, Parking Lot or Field Trips	18
5. Parent-Teacher Conferences	18
6. Textbooks	18
7. Transportation	18
8. What You Can Do to Help Your Child Learn	19
The Cost of Harlan Christian School	20
Dress Code	21

HARLAN CHRISTIAN SCHOOL

INFORMATION--SUMMARY

In operation:	Since 1978
Grades offered:	Pre-Kindergarten through twelfth
Christian curriculum:	A Beka Book Publications (core curriculum supplemented by others when necessary for Bible, Accounting, Keyboarding, etc.)
Memberships:	Allen County Non-Public Association
Affiliation:	Church of Christ Independent, Nondenominational
Facilities:	7200 square feet with eight classrooms 14,000 square feet with gymnasium, restrooms, offices, etc. Three classrooms in church building Two classrooms and lunchroom in church basement
Service Area:	Allen County (primarily East Allen), DeKalb County, Paulding County, and Defiance County of Ohio
Transportation:	Car pools by parents
Location:	10 miles east of Fort Wayne 17108 State Road 37 Harlan, IN
Accreditation:	The school is <u>not</u> accredited and because of state restrictions, we are not seeking accreditation
Faculty:	Fifteen teachers, who may or may not be state certified. Christians who know their material and are dedicated to Godly instruction.
Principal:	Joshua Burton
Asst. Principal:	David Atchley, Jr.
School Board:	Elders, Deacons, and Evangelist at Harlan Church of Christ and the Principal at Harlan Christian School

HARLAN CHRISTIAN SCHOOL--CLOSE UP

**“The fear of the Lord is the beginning of wisdom:
and the knowledge of the Holy One is understanding.”
Proverbs 9:10**

Our goal at Harlan Christian is for every student to develop wisdom (application) as well as knowledge (information). Unlike secular schools, the foundation for all activities at Harlan Christian School is the Word of God. This allows each class to provide a Christian perspective, using biblical principles, to secular studies.

The school will strive to develop in each student positive commitments to their: family, church, school, peers, and community by developing social behaviors, such as:

- * Responsibility
- * Good judgment
- * Self-discipline
- * Patience
- * Servant's attitude
- * Saying "NO" to alcohol, tobacco and other drugs

We are dedicated to laying the framework for students to grow in their studies. We are blessed with a strong commitment to education from the school board's biblical perspective, dedicated teachers and administrators, enthusiastic parents, and an exceptional group of students. Harlan Christian School offers families a superior, Christian education for their children.

Joshua Burton
Principal

A WORD FROM THE SCHOOL BOARD AND THE STAFF TO NEW STUDENTS (AND PARENTS)

We at the Harlan Christian School welcome you and are pleased that you have chosen our school to help prepare you for your future. We are a Christ-centered institution that stresses the development of a well-rounded individual with special emphasis on academic excellence. It is our belief that America is at a crisis, and that the only solution to that crisis is to prepare a new generation of leaders who will once again place achievement above mediocrity and accept God's divine guidance in all decisions.

We encourage all new students at Harlan Christian School to strive to achieve their full potential. Some of our new students may have met with little academic success to date. We hope you will use your admission to Harlan Christian School as a new beginning in your school life. Our staff is committed to the concept that Christian education is of the utmost importance in the lives of all individuals. 2 Timothy 2:15 tells us, "*Study to show thyself approved unto God; a workman that needeth not be ashamed, rightly dividing the word of Truth.*" (KJV) This verse points out a need to understand the book of ultimate truth, the Bible, and practical academics if we are to be good stewards of God's earth and positive citizens of America.

By enrolling you at Harlan Christian School, your parents have shown a willingness to invest a great deal of money into your future. Do not allow any of this to be wasted. Do your best in all areas of your academic work. Do not be satisfied with society's new standard of mediocrity. Work for excellence and accomplishment. Be successful in all areas of your life. "*Commit to the Lord whatever you do, and your plans will succeed.*" (Proverbs 16:3)

At Harlan Christian School, emphasis is on educational basics, in particular, reading and verbal expression, as well as fundamental mathematics. Our curriculum makes use of dedicated Christian teachers providing individual attention, Christian inspiration and motivation, and the Bible with its emphasis upon individual responsibility and the individuality of God's special creation, man.

Harlan Christian School provides an environment conducive to the spiritual growth and development of young people. In this atmosphere of definite and positive Christian standards of conduct, good scholastic planning and genuine personal interest between faculty and student, there is a fine opportunity for development of strong Christian character.

Harlan Christian School was founded in 1978. The school operates under the direction of Harlan Church of Christ and the administrative personnel of the school. Although the school is an integral ministry of the Harlan Church of Christ, it operates as a private Christian school where your children are trained through traditionally sound education.

As a ministry of the Church of Christ at Harlan, the evangelist is in charge of the Bible instruction. He personally teaches the Bible for grades Junior High-High School and Friday's chapel messages. He also oversees the Bible teaching of grades first-sixth grades. The Bible teaching is non-denominational. This does not mean that all religious views are taught. The Bible curriculum used will be from various Church of Christ sources. The non-denominational teaching means that the Bible is used to answer all questions, thus eliminating the need for doctrinal creeds and personal opinions.

PHILOSOPHY AND PURPOSE OF CHRISTIAN EDUCATION

The philosophy of Christian education locally and nationwide has been to provide a school in which conditions exist that allow students the opportunity to learn the truth. Jesus told His disciples in John 8:32, *“And ye shall know the truth and the truth shall make you free.”* (KJV) The Bible must be accepted as the basis of all truth, and thus all knowledge. Harlan Christian School takes the position that the Bible is God’s Word, and that the scriptures are a revelation of God’s will and providence in a literal sense. Therefore, all teachings must be in harmony with the Bible.

Christian education has been growing at an incredible rate in recent years. Students are fleeing unorganized and undisciplined public schools. Public schools have turned from God’s wisdom and embraced the foolishness of man’s teachings. As these young people arrive, the responsibility falls on the Christian school to provide the best possible education.

The vital areas of life: the Bible, quality education, patriotism, discipline, and morality must be strongly imparted to each student during their years of training.

DOCTRINAL POSITION CONFESSION OF FAITH

We believe in the verbal inspiration and authority of the scriptures. We believe that the Bible reveals God, the fall of man, the way of salvation, and God's plan and purpose in the ages.

We believe in God the Father, God the Son, and God the Holy Spirit.

We believe in the Deity and Virgin Birth of Christ.

We believe that salvation is by grace, plus nothing and minus nothing. The conditions to salvation are: faith, repentance, confession of Jesus as God's Son, and baptism into Christ for the forgiveness of sins.

We believe that men are justified by faith and are accounted righteous before God only through the merit of our Lord Jesus Christ.

We believe in the everlasting conscious blessedness of the saved and the everlasting conscious punishment of the lost.

We believe that the Bible is the final authority in the governing of our lives; 2 Timothy 3:16 and 2 Peter 1:3.

We believe in the New Testament Plan of Salvation.

The Bible says we must...

- ...have faith in God (Hebrews 11:6 and Romans 10:17).
- ...believe in Christ and the words He spoke (Mark 16:16 and John 3:18).
- ...repent of our sins (Acts 3:19, Luke 13:3 and Acts 17:30).
- ...confess Jesus as the Christ Matthew 10:32 and Romans (10:9-10).
- ...then be immersed into Christ for the forgiveness of sin and to receive the gift of the Holy Spirit (Acts 2:38, Acts 8:38-39 and Romans 6:3-11).
- ...live their life faithfully for Christ until death (Revelation 2:10).
- ...that Christians today should follow the example of the first century Church

that:

- Met together to share in some basic principles for the spiritual growth of the Church (Acts 2:41-42).
- To hear the word of God proclaimed for our instruction in righteousness (2 Timothy 4:2-3).
- To assemble together to encourage and edify one another (Hebrews 10:24-25).
- To partake of The Lord's Supper (breaking of bread) on the First Day of the week (Acts 20:7).
- To pray (James 5:16).

We believe that the Church belongs to Christ, We are "His" bride and "He" is returning for her (the church) one day (Ephesians 5:25-27).

We believe that we are here to serve our Lord and Savior Jesus Christ, while taking the gospel to a lost and dying world that so desperately needs Christ in their lives. Jesus came to seek and to save the lost, so we need to preach and spread the gospel. (Luke 19:10 and Romans 1:16)

TESTING

The placement testing program of Harlan Christian School has been adopted for the following reasons:

1. To inform the teacher of the child's educational requirements.
2. To inform the parents and student(s) of the student's educational abilities.
3. To assure appropriate placement in the grade for which the student is qualified.
4. To enable the school to maintain high educational standards.
5. To avoid enrollment of students having problems with which Harlan Christian School is unable to instruct.
6. Other information:
 - a. All students may be given Achievement Tests periodically to measure their progress.
 - b. Juniors and seniors are encouraged to take the SAT and/or ACT, depending on which college they plan to attend.
 - c. The costs of SAT, ACT and Achievement Tests will be paid by the parents.

ADMISSIONS

Procedures for those wishing to enroll their children at Harlan Christian School are as follows:

1. Each new applicant, after kindergarten, must be interviewed with at least one parent or guardian present.
2. The application must be completed and all necessary fees paid before admission.
3. Qualified students will be accepted regardless of race, religion, or national origin.
4. Kindergarten students must be five years old before August 1st of the school year, or as required by the state of Indiana.
5. Pre-Kindergarten students must be four years old before August 1st of the school year.
6. Kindergarten - 6th grade must have all medical shots up to date as required by the Indiana State Department of Health or the waiver form must be turned into the office by the first week of school.
7. Grade school students must be of suitable age and maturity level for the grade assigned.
8. Students currently under suspension or expulsion in another school **cannot** be admitted.
9. Withdrawal from Harlan Christian School for any reason **must be** transacted through the school office. All tuition will continue until withdrawal is completed.
10. A student may withdraw from Harlan Christian School and return a maximum of **one time**.

STUDENT INFORMATION

All students are expected to be courteous and respectful to others at all times. This is exhibited by quietness, orderliness, cooperation, polite conversation and proper response to correction. In the event of a misunderstanding of any part of this handbook, **the principal will have the last word.**

1. ATTENDANCE

Ohio defines “habitual truant” as missing more than four consecutive school days, more than six school days in a month, or more than eleven schools day in a year. They define “chronic truant” as missing more than six days consecutive school days, more than nine school days in a month, or more than fourteen days in a year.

The state of Indiana defines “habitual truant” as having more than ten unexcused absences in one year. Students are allowed up to nine excused absences.

In order for a student to progress in school, he or she must be regular in their attendance. Any absence not absolutely necessary will be regarded as unexcused. Assignments must be completed and turned in, but the child will receive a zero for each class missed. If a student has four unexcused absences per semester, Harlan Christian School reserves the right to retain the student at the same grade level or dismiss the student. In high school, multiple unexcused absences will reduce the credit toward graduation for courses taken and grades are likely to be lowered.

We simply cannot educate a child that is not present.

ANTICIPATED ABSENCES- will be dealt with individually with the following guidelines:

- A. Vacations- student's absence is approved at least one week in advance by principal. Please make the request in writing.
- B. College Visitations- two days per year during the junior and senior year. This must have prior approval by the principal. Campus supervision is at the discretion of the parents, and HCS will not be held accountable.
- C. Student is not presently, or has not been on academic probation during the last grading period.
- D. Students agree to make prior arrangements with their teacher(s) regarding work that will be completed within the **same number** of days for which they were absent. Work made up during the vacation or in advance is best.
- E. No student will be granted excused absence for family vacation which would cause him/her to miss mid-term or final examinations.
- F. When possible, make the request in writing at least two days prior to the start of the absence.

MAXIMUM ABSENCES:

Students will be allowed a maximum of four counted absences in a row, six in a four week period, and ten in a year. All counted absences after this limit has been reached will be unexcused absences.

Tardiness also counts toward unexcused absences. **When a student is tardy three times, it counts as one unexcused absence.** In high school, this will reduce the credit toward graduation for courses taken and grades are likely to be lowered.

TARDY AND HALF DAY:

- A. Tardy is defined as arrival to class (not the building) after the 8:00 a.m. buzzer but prior to 10:00 a.m..
- B. Arrival after 10:00 a.m. but before 12:00 p.m. (noon) will count as a half day absence.
- C. Arrival after 12:00 p.m. (noon) will count as a full day absence.
- D. Departure prior to 12:00 p.m. (noon) without returning but after 10:00 a.m. will count as half day absence.
- E. Departure prior to 10:00 a.m. (without returning) will count as a full day absence.
- F. If a student leaves and returns after more than two hours it will count as a half day absence.
- G. If a student departs the school because of sickness, they are not allowed to participate in any school related activity for that day and evening.
- H. If a student departs the school for any other reason, they are not allowed to participate in any school related activity for that day unless it is for a special circumstance like a doctor's visit or other deemed appropriate by the office.
 - a. Doctor's notes must be turned into the office to validate the visit.
- I. On delay days, tardiness will be considered until 10:30 a.m. after 10:30 a.m. above rules will be enforced.

TYPES OF UNANTICIPATED ABSENCES/TARDIES:

Excused absences – absences for which the student may make up the work they missed. These may or may not be counted absences (see below).

- A. Personal illness
- C. Death or serious illness in the immediate family
- D. Special circumstances approved by the principal.
- E. On the day that a student misses school, parents must call the school office by 8:45 a.m. to explain the reason for the absence. This will enable us to make sure no student is ever absent without parental knowledge.
- F. Returning from any absence, the student is required to bring a signed statement from home indicating the date, or dates absent and the reason for the absence.
- G. A student who has had an absence must make up all work that has been missed. Make up work is the responsibility of the student, not the staff. **THE WORK MUST BE MADE UP WITHIN THE SAME NUMBER OF DAYS ABSENT.**

Unexcused absences: absences for which the student may not make up the work they missed. They will be given a zero for any homework due that day or any quizzes or tests taken that day. **All unexcused absences will be counted absences.**

Counted absences / tardies – absences / tardies that count towards the maximum allowed.

Uncounted absences / tardies – absences / tardies that do not count towards the maximum allowed. These are listed below:

- A. Personal illness which is excused by a written note from a physician. If multiple days are missed, the note must specify a return to school date.
- B. Death in the family
- C. College visitation days as specified above
- D. Absences due to weather (in the parent's judgment and approved by the principal).
- E. Planned family vacations – limited to five consecutive school days, once per school year. This must be approved at least one week in advance by the principal.

This policy will put us more in line with that of other schools in the area. However, this policy is still more lenient than that of many area school districts. For example, family vacations are specifically designated as unexcused absences in some of these districts. Also, in some area districts, the parents may be fined and given community service for truancy infractions.

In the past, most parents and students have cooperated quite well with our absentee policy. We appreciate your continued cooperation in this crucial matter.

2. BIBLE, ASSEMBLIES, AND CHAPEL SERVICES

Students **must** participate and pass Bible class (each nine week period). Students are to bring Bibles to every Bible and chapel service. During the course of the year, Harlan Christian School will have assemblies and special chapel services including kindergarten and high school graduation. Every student **must** attend these functions. Our speakers and guests should be well received. Students should always be courteous.

3. BEFORE AND AFTER SCHOOL

School doors are not opened until 7:30 a.m. Students will leave the building by 3:00 p.m. This will take place Monday through Friday of the school week. For every 15 minutes, five dollars will be charged to your account. This will be done in increments of 15 minutes. That is, nothing will be charged to your account until the first 15 minutes have elapsed. Again, there will be no charge unless you are more than 15 minutes late picking up your child. Also, there will only be one charge per family. You will not be charged double if you have two children at the school. The doors of the school are kept locked after hours for security reasons. Call if you will be late picking up your child.

4. BOY-GIRL RELATIONSHIPS

Harlan Christian School is a co-educational school operating on the premise that it is wholesome for boys and girls to develop many friendships in the course of their school years. These friendships will and should be with members of both sexes. It is recognized that some of the friendships between boys and girls will develop into special relationships. These relationships, as all relationships, should be governed by a Christian attitude.

Public displays of affection such as: holding hands, having arms around one another, kissing, and other like displays are prohibited in the school, on the school grounds, and during extracurricular activities. A genuine Christian behavior toward the opposite sex is manifested in discreet manner and will shun the practice of the world. All students will observe a "two inch" rule between themselves and others, regardless of sex, at all times. **Homosexual relationships will not be tolerated in any form.**

5. CHANGE ON PERSONAL INFORMATION

Parents of the student(s) are to report to the office any change in their home address or telephone number. Please do not forget to update emergency numbers, cell phone numbers, and work numbers.

6. EARLY DISMISSAL

Students who need to leave school for a doctor's appointment or other necessary business **MUST bring a note from home**. This note must be approved in the office before first period. Parents who come to school to pick up a student should always check and sign-in with the office before taking their child. (See Student Information/Attendance, Tardies/Half Days page 9 for more information.)

7. ELECTRONIC DEVICES

The Harlan Christian School values the use of technology in developing a child's education and meeting their educational goals. However, technology can be a distraction to a student's education as well. With this in mind, iPod devices are not to be used at school. Tablets or iPad devices are at the discretion of the teacher. All devices are **not to be** connected the school's internet. This will help us to monitor internet use. Failure to comply with the rules may/will lead to loss of device use or suspension.

8. PHOTOGRAPHY POLICY FOR STUDENTS

Photographs may not be taken during school hours without permission from the office. Failure to comply may/will result in punishment

9. EXTRACURRICULAR ACTIVITIES

We believe that participation in extracurricular activities is an integral part of a student's, total Christian school experience. **Participation is a privilege and a responsibility**. All athletes are to maintain a good Christian testimony and attitude as well as meet the scholastic eligibility requirements. The school dress code is required for all events unless prior consent is given by the teacher in charge, coach, or principal. On Friday night basketball games, girls are not required to wear dresses. The Monday through Thursday dress code is used for most athletic activities on Friday nights.

Eligibility in school sponsored athletics and certain extracurricular activities are:

- A. Only students with a 5.5 GPA or above will be allowed to participate.
- B. Students will also be ineligible if they are unable to maintain acceptable conduct and behavior in the classroom, athletic event, or field trip.
- C. It is expected that Christian behavior will be manifested at all Harlan Christian School functions on or off campus.
- D. Late fees will also apply to unpaid sports fees. After the sports fee is on an invoice for longer than one month, it will accrue a late fee for the following billing period.
- E. The Athletic Handbook is to be checked for additional policies, and it carries as much weight as this handbook.

School-sponsored extracurricular activities: plays, programs, musical performances, and etc.:

- A. Students are **required** to participate in all scheduled programs such as Grandparent's Day, fall program, choir/bell concerts and activities.
- B. Failure to participate unless otherwise excused by the office will impact the students' grades or participation in other activities.

The school encourages students to participate in other secular and church-sponsored activities.

10. FIRE DRILLS, TORNADO DRILLS AND LOCKDOWN DRILLS

At the beginning of the school year, each student will receive the needed information concerning fire drills. During the drills, every student and teacher is to leave the building in SILENCE and go to their designated area where a head count will be taken. At the signal, the student body will return to class. There will be no running, pushing, or talking when leaving or returning to the building.

Tornado drills will be conducted each year before tornado season. Each class will go to their designated hall area and conduct themselves accordingly.

Lockdown drills will be conducted each nine weeks. Each class has lockdown protocol and will resume class as normal unless otherwise noted.

11. GRADES AND REPORT CARDS

A report card of a student's accumulated averages will be sent home at the end of each grading period. Those reports will contain the student's average in each subject. Parents are urged to seek a conference with the teacher at any time it is deemed necessary. Our teachers welcome the opportunity to talk with the parents, however, appointments should be made not to conflict with the regular teaching schedule. (See Parent's Information/Parent-Teacher Conferences, page 18 for more information.)

12. HOMEWORK

We at Harlan Christian School are convinced that homework is an important part of the school's learning program. **Therefore, each teacher is at liberty to assign homework to aid the students in advancing their studies.**

13. HONOR ROLL

Harlan Christian School encourages academic excellence. Those excelling academically will be recognized by qualifying for placement on the honor roll or high honor roll. Honor roll qualifications require an average of a B or better in each academic subject. High honor will be reserved for students who show superior skills and have an A in each academic subject.

Valedictorian and Salutatorian for each graduating class must have a minimum of an A-average (cumulative GPA of 9.50). Students must also be in attendance of HCS for at least six semesters to be considered; the type of diploma being earned will be taken into account as well.

14. INJURIES AND ILLNESSES

All students must report any injury to their teacher or principal as soon as possible. This must be done before the student goes to the doctor. Students with fever or vomiting will be sent home. Students out sick should be fever, diarrhea and flu free for 24 hours before returning to school.

15. LOCKERS

Locker space is provided for students in grades 3-12 for storage of books, supplies, coats, etc. Students are asked to keep their lockers neat and clean. The administration reserves the right to inspect lockers, book bags, purses or anything stored at school at any time. Posters or pictures that contradict the philosophy of Harlan Christian School are not permitted.

16. LOST AND FOUND

Articles left on floors, desktops, coat racks, restrooms, and lockers will be placed in the lost and found. Any article left after June 15 will be disposed of.

17. LUNCHROOM

Harlan Christian School does not provide a school lunch. Students may bring their own lunch in suitable containers. Refrigerators and microwaves are available. Milk, juice, pizza and a variety of sandwiches are also available for purchase. Food, candy or beverages are not to be taken out of the lunchroom, except by permission. Students are to leave tables neat and clean. High school and Junior High students will clean the cafeteria on a rotating basis. Failure to comply with rules associated with the lunchroom or lunch staff will be dealt with on a case-by-case basis.

18. MAINTENANCE OF SCHOOL PROPERTY

Classrooms, restrooms, lunchroom, and the school grounds are to be kept clean and neat at all times. This is a matter of school pride at Harlan Christian School. The responsibility for maintaining our facilities falls upon staff, help, and students alike. Any littering on school grounds or defacing of school property will be cause for disciplinary action.

19. MEDICATION

In order to protect the health and welfare of the student and the staff alike, Indiana laws require that parents/guardians consent, in writing, the administration of medication. **In order for the staff member to administer medications to your student, a medication form must be filled out and signed.** Please ask for a copy of this form if your child will need to take prescriptions or over the counter medications (example: Advil, cough drops, etc.) during the school hours.

20. PROMOTION POLICY

The following applies to all students except high school students. In high school each class is considered separately. Class status, (freshman, sophomore, junior, or senior), is based on the number of credits completed. However, certain classes are required for graduation regardless of the number of credits completed.

The following are the minimum requirements for considering promotion of a student to the next grade:

- A. As stated in the handbook, "Students must participate in and pass* Bible class."
(page 10, Bible Assemblies, Chapel Services and Programs.) (Passing for each semester the student must have maintained at least a 4.0 average on a 12.0 scale; this is a C-.)*
- B. Elementary students must maintain an overall C- average for the year to be considered for promotion.
- C. For the second semester they may not have more than two grades of D or less.
No more than one of these may be an F.
- C. **Meeting the above requirements is not a guarantee of promotion, however, these must be met before promotion may be considered.**
- E. If a student is not promoted, it will require the permission of the board to retain them another year at Harlan Christian School.

21. **SOCIAL MEDIA**

With the rapid growth of social media, social media has become a commonplace part of people's lives. Nevertheless, with social media, responsible use is a necessity. To keep Harlan Christian School (HCS) in line with other policies and in accordance with our expressed desire for students to be good examples of Harlan Christian School, HCS will be implementing a social media waiver. Students that engage in social media applications such as: Facebook, Twitter, YouTube, and etc...will be held accountable for the content that appears on their personal media tools. Content including: profanity, defamatory content, harassing material, and otherwise comments regarding the school, faculty, or other students will result in disciplinary actions up to and including expulsion. Also, all students with a Facebook must like the HCS Administration Facebook page in order for HCS to help monitor student's conduct. Failure to do so will bring non-admission.

22. **STUDENT CONDUCT AND DISCIPLINE**

While discipline is basically positive training in the right direction, (Proverbs 22:6), there is the negative side of correction and adherence to rules.

Parents and teachers must cooperate fully with one another. Anything said or done which breaks down respect and confidence for either will harm the child. When there is a misunderstanding, a student should quickly take it to the teacher. Often a conference or even a note can clear up the difficulty. Should the problem remain, the student should then feel free to consult the principal.

Maintaining a Christian atmosphere at the school is everybody's responsibility. If parents or students are aware of serious infractions, it is important that they inform the staff of this. Often it is assumed that the staff is aware of behavior when they may not be. Improper behavior cannot be corrected if we are unaware of it. Meanwhile, it may be adversely affecting any number of students. Therefore, we consider it an offense not to inform the staff of serious infractions by other students. While we do not want students to become "tattle tales", there are some things that need to be told and we expect them to do so.

Disciplinary measures that are considered reasonable by the teacher or principal will be meted out to the offending student. This will include: loss of recess time, extra work, suspension, corporal punishment, or expulsion from the school.

It would be impossible to make rules to cover every type of infraction. Good behavior must come from the heart and not be the mere conformity to man-made regulations. The following items will be expected to be strictly observed:

- A. **Respect:** disrespect towards administration or staff will not be tolerated.
- B. **Language:** improper speech, vulgarity, profanity, and lying will not be tolerated.
- C. **Horseplay:** Running, shoving, yelling, and undue boisterousness shall be considered out of order at all times inside the building.
- D. **Property:** Mutilation or destruction of property shall be severely dealt with. Students must pay for any damage done.
- E. **School-Grounds:** Off limits shall be observed for all areas so designated. Being off the school grounds or away from class without an excuse shall be considered off limits.
- F. **Stealing, lying and cheating are considered very serious and may subject the student to immediate dismissal.**
- G. **Other:** Conduct unbecoming a Christian: smoking, drinking, drugs, fighting, etc. is forbidden to all Harlan Christian School students on or off school grounds. Students' conduct is always a reflection on the school.

- H. The world judges the Christian school by the product it puts forth. In a world sometimes hostile to Christian education, it is imperative that our students be above reproach and to maintain Christian standards in courtesy, kindness, morality and honesty.
- I. Harlan Christian School promotes citizenship in its education. Therefore all students must abide by the laws of the United States of America and the states in which they reside.

CORPORAL DISCIPLINE

Corporal discipline at Harlan Christian School is only used in extreme cases.

Spanking is allowed in all grades. The procedure for paddling a student is as follows:

- A. The student must clearly understand the reason for the discipline.
- B. The discipline is followed by prayer.
- C. The discipline must be carried out in the principal's office or place of privacy, not in the presence of other students.
- D. A witness must be present.
- E. The parents will be notified of the problem, and corrective measures.

PROBATION/SUSPENSION/DISMISSAL

- A. All Students each school year will be on behavior and academic probation for period of four weeks. At any time the Principal may take appropriate measures to correct a behavioral or academic problem(s) up to and including suspension or dismissal.
- B. All new students entering Harlan Christian School are also on the same probation beginning with the student's first day at school.
- C. A student may be suspended at any time for reasons deemed applicable by the principal.
- D. The length of the suspension will be determined by the principal suitable to the problem.
- E. If a student is suspended from school, all work is to be completed that is missed; however, since it is an unexcused absence(s), zeroes will be given for the work.

If a student does not complete all of their work while on suspension, they will not be allowed to return until all work is completed.

- a. Students that come to school will promptly call their parents for pick-up until all work is completed.
- b. Any missed work during this time will be unexcused and zeroes will be given.

EXPULSION

The expulsion of a student from school is a serious matter. For this reason, much consideration is given to all circumstances before the student is expelled. Expulsion may come about as a result of repeated offenses of any of the school's policies. It also may come about as a result of a constant poor and non-Christian attitude or from one serious breach of behavior either on or off school grounds.

Harlan Christian School expects that its students live above reproach showing respect to God, country, family, faculty and fellow students. Therefore, lying, cheating, stealing and profanity will not be tolerated and disciplinary measures will be taken. Anyone who will not cooperate spiritually, morally, and scholastically will be dismissed. Any student who refuses to participate in Bible class or does not try to learn the memory work or seatwork will be dismissed. Likewise, a student who is unable or unwilling to participate in non-Bible classes or complete homework will be dismissed.

CLASSROOM BEHAVIOR

These three fundamental rules for classroom conduct must be followed:

- A. No student will be out of his/her seat without permission. High school students must be in their seats on time; schedules are posted on the wall.
- B. No student will speak out in class without permission.
- C. Students will always address and reply to authority with the utmost respect. Your conduct at all times will be that which is becoming a Christian young person.

23. STUDENT DRIVERS

Student drivers are to park their cars in the school parking lot in the designated area by the principal. No student is to be near the cars during school hours without office approval. Drivers are to drive SLOWLY. Those desiring to drive MUST receive prior permission from the principal and register their car in the office along with proof of current liability insurance and a valid driver's license. Any recklessness shall be just cause for removing driving privileges.

24. STUDENT'S ITEMS BROUGHT FROM HOME

Students will not be permitted to keep any personal belongings at their desks, except those necessary for school work. Any personal belongings brought from home must be left at the coat rack or locker. Student's name should be on the articles. The school cannot be responsible for personal articles that become lost or broken.

25. TELEPHONE

Students are only permitted to use the telephone with permission from the teacher or the office. Cell phones and pagers must be stored in vehicles or lockers. Those stored in lockers must have ringers turned off and may only be checked after school. If students are caught with a phone in class, it will be an automatic one day suspension for the following day of school. This means that they will receive a zero for any homework, tests, or quizzes that day. If we have repeat offenders, we may need to enact even tougher penalties. If an emergency requires contact with a student, please call the school office. Parents should limit calls to students to emergencies as they interrupt the entire class, not just the student being called.

26. WEAPONS

For the students' safety, pocket knives, firearms, or other devices deemed as a physical threat are not permitted on the school property. This includes the automobile driven by the student.

27. CONCLUSION

Upon enrolling in Harlan Christian School, you agree that you will cooperate in every way possible to see that the policies of the school are carried out.

Over the years some of the rules at Harlan Christian School have changed. For example, the dress code has been revised and updated and changed several times. There are times when there may be additions or deletions to this set of guidelines for the school.

Although each teacher is using the same guidelines of moral standards, the applications may not be the same. Kindergartners are not expected to behave like seniors and vice versa.

As stated previously, in all matters, the school board will have last the word, with the principal being their daily presence.

PARENTS' INFORMATION

1. A PARENT'S ROLE at HCS

Harlan Christian School is here to assist parents in carrying out God's mandate to teach their children. Thus, it is of imperative importance that parents take an active part in the education of their respective children. Teachers will say nothing to tear down the parents. Parents should not say anything that tears down the teacher or the school.

2. EMERGENCY CLOSING OR DELAY

If Harlan Christian School closes or delays due to inclement weather or other school emergencies, television channels 15, 21, and 33 and radio stations WBCL and WOWO will be asked to announce the closing.

3. FIELD TRIP POLICIES

- A. Prior to the outing, the teacher(s) involved will determine how many drivers/chaperones they need for this trip. The drivers/chaperones selected for each trip will be the only persons going besides Harlan Christian School staff and students.
- B. Any adult family member is eligible to be a driver/chaperone, but preference will be given to parents over grandparents, aunts, uncles, etc.
- C. Any chaperone must be willing to drive with additional passengers besides students they are associated with if needed.
- D. Drivers/chaperones must not bring anyone along on the trip including siblings of Harlan Christian School students. Spouses of the driver/chaperones are allowed if approved in advance.
- E. Drivers/chaperones will be used on a rotating basis. Once you have served or been asked and declined to serve, you will move to the bottom of the list. This is to ensure that all get a chance to help in this way.
- F. Drivers/chaperones must understand and remember that they are there to help transport and supervise students. It is imperative that they make things flow more smoothly, not add to the burdens of the staff.
- G. Drivers/chaperones must remember that we are a Christian school and that they are a reflection of this on field trips. They must abide by our dress code for the day (for example no shorts, sweat pants, etc.) Also they are not to use coarse language or engage in activities like smoking, etc.
- H. Any drivers/chaperones who violate the rules will be removed from consideration for other trips for the rest of the year.
- I. Any parents or relatives who try to join the group without prior approval will lose their opportunity to serve as driver/chaperones for the rest of the year.
- J. With the growth of the school comes the need to refine certain policies to better meet the needs of the students. Therefore, Harlan Christian will be administering a background check to all people that desire to help out in any capacity at the school. For example: parents wishing to assist in on-school activities or field trips must submit to a background check. Students safety is important to HCS; and our goal is to protect students as best as possible. Remember, background checks are only required for those who wish to help at the school.

4. NO SMOKING IN THE PARKING LOT

Smoking is not permitted on the church or school property by parents, relatives, or visitors. This includes dropping off or picking up children at school or before and after school programs or field trips. There is no "smoking allowed area."

5. PARENT-TEACHER CONFERENCES

Conferences will be scheduled at the end of the 1st nine weeks. Parent-Teacher Conferences at the end of the 3rd nine weeks will be scheduled only if necessary. Attendance at these meetings by parents is necessary if we are to do the best possible job in educating your student. We welcome your requests for meetings at other times of the year. It is very important that you know what is going on with your child at school.

BEFORE THE CONFERENCE

Decide what you want to ask the teacher. Discuss the forthcoming conference with your child to see if there is anything he/she would like you to talk about with the teacher. Discuss concerns with your spouse. To make certain all concerns are addressed, parents are encouraged to bring personal notes relating to the conference. Attempt to get the facts about a school situation before reacting to it.

Determine what you can tell the teacher about your child. The teacher sees only one side of your child and there may be things you know that could help the teacher better understand certain behaviors or problems.

The teacher may have other appointments after yours so it is imperative that you arrive on time. If the conference during Parent-Teacher Meeting is going to take more time than the 20 schedule minutes, the teacher may ask that another appointment be made on another date to help keep the parents with appointments after yours on time.

DURING THE CONFERENCE

Remember, the teachers may also be nervous about the conferences so listen to what the teacher has to say. State your concerns and ask your questions in a polite, calm manner.

AFTER THE CONFERENCE

Discuss the conference with your child. Be positive. Point out these before discussing areas that may have been identified for improvement.

6. TEXTBOOKS

The parents purchase most textbooks and readers. Students are encouraged to highlight in them. Some books such as readers, history and science are easily handed down to younger siblings or may be sold to upcoming students. Parents must erase answers written in these books before they can be used in the classroom.

7. TRANSPORTATION

Drivers are to drive SLOWLY through the parking lot. The safety of every student depends on each driver keeping an eye on the pedestrian traffic and being able to stop in time to avoid an accident. The burden of transportation falls upon the parents of each student. Whenever possible the office will assist in helping parents know who may live close by to form carpools.

The office must be given a list of people authorized to pick up your child from school. If any changes are made to this list, please do so as soon as possible.

8. WHAT YOU CAN DO TO HELP YOUR CHILD LEARN

- A. Start each day right; a calm beginning at home makes the school day much better. Prayer is the perfect way to start each morning.
- B. Encourage your child to have a good breakfast and lunch. Make sure your child sleeps at least eight hours each night.
- C. Praise your child each day for something he/she has done. Have a special place to put school work or things brought home.
- D. Laugh and talk with your child about school experiences and listen to what is said about your child's school day experiences.
- E. Stress attendance. If the child is ill, home is the best place; otherwise, your child needs to be at school every school day.
- F. Keep the lines of communication open between yourself and your child's teacher. Inform the teacher of any family situation which could influence your child's behavior. Also, if he/she is reluctant to go to school, let the teacher know so that together you can find the reason.
- G. Take your child to the library and encourage reading for pleasure. Bible studies can be used for educational and spiritual growth.
- H. Stress organization of school notebooks, materials, planners, etc.
- I. Provide pencils, pens, paper, folders and all other required school supplies for your child to use. Check during the school year to see if replacements are needed.
- J. Work at home with skills taught at school.
- K. At home have a time and place that homework is to be done.
- L. Teach your child how to manage his/her time wisely.

THE COST OF HARLAN CHRISTIAN SCHOOL

How much does it cost to send your child to Harlan Christian School? We do not receive one penny of government aid. Therefore, the Church of Christ at Harlan and the parents must bear all the expenses of the school. At the school, we do everything to keep that cost at a minimum. The Harlan Church of Christ (through those who tithe) pays the administrative, capital outlay, and building costs. Tuition payments cover primarily the teachers and instruction costs.

If you have looked at the tuition of other Christian or private schools, you will know how much we have held our costs down. Coming up with the extra money presents a real challenge for most parents; but if you are convinced that Christian education is a biblical necessity, and you are doing what God asks in other areas of your life, you can claim His promise in Philippians 4:19, "But my God shall supply all your need according to His riches in glory by Christ Jesus."

Not giving your child a good Christian education will eventually be far more costly than the sacrifice it takes to give him/her one now. Harlan Christian School does cost, but when most people really think about it, they would rather sacrifice conveniences than to sacrifice the heart, mind, and future of a child. Children have only one chance to be raised in the way they should go.

DRESS CODE POLICY

PHILOSOPHY

It is a generally recognized principle in the world of work that dress is important. Standards for work attire are set in literally hundreds of occupations. Businesses have long recognized that the clothing one wears has an effect on both employees and customers. For employees, a uniform or dress code establishes a sense of unity or "esprit de corps." It provides a visible and ongoing reminder that each one is part of a larger group or team. The limits on individual freedoms are considered a worthwhile sacrifice in order to emphasize the importance of the company and its work. For customers, the clothing symbolizes professionalism, pride, and dedication. Clothing both attracts them initially and leads to confidence in the company.

These principles also apply in a school setting. Clothing can contribute to a sense of pride and professionalism in the students' workplace. It can contribute to a sense that school is important business. It emphasizes the importance of the mission of the school and the success of the entire body as opposed to the individual. (In fact, some educators argue that a dress code can be a tool to reduce violence and gang behavior.) It also serves to attract those who visit the school and give them confidence in the dedication of those who work there, students and staff alike.

It is also evident, particularly in our day, that clothing has become a means of calling attention to, and exalting, oneself. Immodest clothing, particularly on the part of girls, is a major stumbling block to young men. The time and attention given to dress by both sexes attests to the importance placed by all on how one looks. Something which plays such a vital role in our culture needs to be addressed by Harlan Christian School.

The difficulty lies in establishing the specific set of standards. Feelings about clothing run high, even among Christians. In any Christian school, few issues generate more debate than the dress code. In part this is due to the fact that the Bible, while it does give general principles about how one should dress, does not give specific details. This means that any dress code will have certain arbitrary elements to it. On the other hand, the alternative (not having a code) results in dress which may violate Biblical principles and/or is offensive to some. It was God, after all, who replaced the clothing designed by Adam and Eve with one of His own design. It should also be noted that while there is no such thing as a "Christian" dress code, there are Christian principles, which take precedence when deciding any dress code adopted by Harlan Christian School.

The goal of the HCS Dress Code is to help create an atmosphere which is conducive to education. This means that students come to school prepared to work effectively with their classmates. They should appear well groomed and in properly fitted clothing that is appropriate to the situation. They should dress modestly so as not to call attention to themselves. The Principal or the teacher has the right to warn students who are not following the Dress Code (or the spirit of the code) and to take appropriate disciplinary measures including, in the case of serious offenses, sending students home to change. Our standards for dress and grooming are in keeping with the high Christian ideals, which we seek to establish in those who attend our school. The code does not attempt to embrace every conceivable situation in the realm of dress but is meant to provide a reasonable standard for parents, faculty and students. The Scriptural support for a dress code may be found in 1 Timothy 2:9-10; 1 Timothy 4:12; 1 Peter 3:3, 4 and 1 Corinthians 6:19-20.

PRINCIPLES

1. The Bible instructs us to dress modestly, and live not for ourselves but for others. Modesty refers not only to avoiding that which is sensual but also to avoiding that which calls attention to oneself.
2. The Bible teaches that we should recognize and honor the God-ordained distinctions between male and female; thus different dress code requirements.
3. Clothing should be appropriate for promoting the goal of academic excellence. It should therefore be comfortable for the wearer and not a distraction for others.
4. Good stewardship requires that clothing be practical and affordable.
5. A good dress code will be easily interpreted by parents, students and teachers.
6. Clothing for school or work should be distinct from clothing for play or recreation.

ACCOUNTABILITY

1. Parents are to ensure that their children understand and abide by the Dress Code.
2. Teachers are to check during morning attendance that students are dressed properly and inform the office of those who are not.
3. The Principal will ensure that this policy is distributed to parents, students and teachers and will take appropriate disciplinary measures for repeat offenders. In the case of a dress code violation, the administration may send an offender home or require that a change of clothes be from home. A student may not be allowed to go to class while waiting to change clothes. Any class time missed will be considered unexcused, and no credit will be given for class work missed. Parents will be contacted and advised as to what corrective actions must be taken.
4. The Board will review this policy at least annually. Changes may occur during the school year, when necessary to address new fashion trends.

DRESS CODE-YOUNG LADIES AND YOUNG GENTLEMEN

1. All aspects of dress should be neat, clean, respectable and modest. Styles of hair, clothing, makeup and jewelry should be such as are generally acceptable. No offensive printing or offensive pictures are allowed.
2. Body piercing or tattoos, which are visible when a student is wearing school dress, are not permitted (with exception of girls' pierced ears).
3. **Dress code for sporting events is the same as the school dress code.**
4. Field trip dress code will be as specified by the teachers in charge. On all activities, we must remember that we represent the school and Christ to the outside world; therefore, the whole group is expected to be in dress code.
5. Students are encouraged to dress appropriately for School Spirit days.
6. Students may be asked to dress more formally for certain events such as field trips, guest speakers, game day for sports teams, banquets, etc.
7. Athletic attire is appropriate during school hours only in physical education classes. Athletic attire includes clothing with sports logos or patterns that cannot be covered by the student's hand. Ties with sports logos or patterns are permitted. Shorts or cutoffs are not allowed.
8. **Hooded sweatshirts may not be worn as classroom attire.**
9. Flip-flops may not be worn to school (footwear with a flat sole held on by a single strap between the toes A.K.A sandal thongs).
10. Monday through Thursday ladies may wear slacks. However, on Fridays, because of chapel, ladies will wear dresses or skirts and dress shoes. Gentlemen will wear collared shirts, dress pants (no blue jeans) and dress shoes. Male student scheduled to lead the songs for chapel will wear a tie.

DRESS CODE-YOUNG LADIES

1. No jeans, shorts, pajamas or skorts are permitted as classroom dress.
2. Slacks must be modest fitting and loose enough that fabric would “pinch” at least one inch of material from the thigh/leg without snapping back. They must be regular fit (no extra-wide legs, skinny-style, or bell bottoms) proper length, no frayed bottoms or intentional bunching, no elastic cuffs, no parachute pants, sweat pants, cargo, carpenter or painter pants. Pants must fit properly at the waist, no low-riders or hip huggers. Pants should fit so that undergarments or bare skin are not evident.
3. Capri pants must be no shorter than **below the knee cap when standing up straight** but otherwise must pass the same requirements as pants. They must pass pinch test and the material must not snap back to a tight fit on the legs/thigh.
4. The dress or skirt length of the girls, teachers, and personnel in the school **will be below the knee-cap at all times (Please remember that skirts can “ride-up” when sitting, this must be taken into account.) Slits in skirts and dresses must be below the knee-cap. The lining underneath a sheer dress must be below the knee-cap. Simply, the knee-cap must be covered. If there is ever any doubt, please ask before wearing.** Parents must pay particular attention to growing girls so that dresses will not become too tight or too short during the school year.
5. Tops must fit properly with a modest, well-fitting neckline. **Sheer or see-through shawls/wraps/shirts are impermissible if the garments underneath are not dress code.** All tops must cover the shoulder and shoulder blade. Tube tops, spaghetti straps, or bare midribs are not allowed. Shirts must overlap the waistband by three inches. Front button blouses will be buttoned, except for the top collar button. Tight fitting or low cut tops, and imprinted T-shirts are not permitted. Printed shirts must be appropriate. Shirts with tails are to be tucked in. Shirts with straight hems may be worn out if desired.

DRESS CODE-YOUNG MEN

1. Young men’s attire is to be distinctly masculine. Sleeveless shirts, T-shirts, football jerseys, army fatigues, and mod apparel are not permitted. **All sweaters and sweatshirts must have a shirt underneath.** The shirt worn underneath must be an appropriate school shirt in case the student is asked to remove the outer garment. Shirts must be kept tucked in at all times unless it is a sweatshirt or sweater. Oxford collars, buttoned crew collars, and turtlenecks are permitted. Dress shirts with crew collars are allowed. T-shirts are not allowed except as undergarments. Avoid imprinted T-shirts when the imprinting can be read through top shirts.
2. Hairstyles are to be masculine. Hair should be cut so that it is above the eyebrows in front and should not touch the collar in back as well as no longer than the middle of the ear. Designs shaved in hair are not permitted. Mustaches or beards must be groomed.
3. Blue jeans are permitted, but must be appropriate and in good repair; **no skinny jeans.** Sweat pants are not for classroom dress; however, sweat pants may be worn for gym class. Shorts and cutoffs are never permitted. Pants must be modest fitting and regular fit.
4. No earrings are allowed. Only one necklace or chain allowed at one time.
5. Socks must be worn and shoes will be tied or Velcro.
6. Pants must be worn at the waist and not allowed to sag. Students with a problem with low pants may be required to always wear a belt.

RECOURSE FOR DRESS CODE INFRACTIONS

1. First infraction: a verbal warning will be issued and an email or phone call will be made to the parents.
2. Second infraction: student will be sent home to change.
3. Third infraction: student will be suspended.
4. Fourth or more infractions: student may/will be suspended or expelled for repeated offenses.

REMEMBER, THE SPIRIT OF THE DRESS CODE IS TO PROMOTE MODESTY, NOT TO CREATE CONFLICT.

COATS AND JACKETS IN CLASSROOM GUIDELINES

Up to this point we have avoided making a universal policy regarding the wearing of coats or jackets in the classroom. The reason for this is that the temperature can differ so much from room to room. Also within a particular room the temperature can change quite a bit with the season or time of day. Further, each individual is different regarding what they consider warm or cool. This can change from day to day for each individual as well. For these reasons we have generally left it up to each teacher to decide what is allowed in their particular room. However, there are some guidelines that we would like to set for all rooms. We are leaving each teacher free to make specific decisions within these guidelines. These guidelines are not changes to our current policy as much as a clarification of it.

1. Hooded sweatshirts are not to be worn as classroom attire. If a student is prone to getting cold, the best thing is to have a sweater or something of that nature in their locker to wear at those times. Also, those prone to getting cold should generally wear warmer clothes to begin with, long sleeves, etc. A teacher may allow a student to wear a hooded sweatshirt on occasion if their room is cold, but this should not be the everyday norm.
2. We recognize that some outfits do have hoods built into them. Such outfits are allowed as classroom attire. However, if the same hooded outfit is worn day after day, it is obvious that it is not part of an outfit. Instead, it is a hooded jacket. This is what is not to be worn in the classroom.
3. If the student feels the need to wear a sweater or fleece every day, they should not wear the same one each day. We wouldn't want them wearing the same outfit every day. For the same reason, we don't want them to wear the same sweater or fleece every day. They should either wear warmer tops or wear different sweaters each day.
4. It is clear that some jackets and coats are meant for outdoor use only. On the other hand, some sweaters and fleeces are meant for both indoor and outdoor attire. We would like to avoid students wearing outdoor only attire in the classroom. Attire that is for both indoors and outdoors can be worn in the classroom provided that the same article of clothing is not worn every day. We realize that there is some ambiguity as to what is meant strictly for outdoors and what is considered dual purpose. Any questions about this should be directed to the principal.

We request the cooperation of both students and parents in maintaining the school's dress code. It is our recommendation that any uncertainty concerning dress be clarified in advance. In areas of question, the school administration is the final authority regarding acceptable dress and has the authority to determine compliance.