

Heritage Christian School Handbook 2017-2018



A Ministry of First Baptist Tillman's Corner
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Mobile, AL 36619
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ABOUT US

Heritage Christian School (H.C.S.) is a ministry of First Baptist Tillman's Corner in Mobile, Alabama. We have been in existence since 1998. HCS covers K5 through 12th Grade. We are a ministry in support of Christian parents who have been called of God to educate their children at home.

HCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, and admissions policies.

STATEMENT OF FAITH

- We believe the Bible is the inspired & only infallible & authoritative Word of God. (II Timothy 3:16)
- We believe that God speaks by His Holy Spirit through men, and when He does so, the message will agree with the Holy Bible. (I Corinthians 2:9-16, Acts 17:11)
- We believe there is one God, eternally existent in three persons; God the Father, God the Son (Jesus Christ) and God the Holy Spirit. (I John 5:7; II Corinthians 13:14)
- We believe in the deity of the Lord Jesus Christ. He was God come in human flesh, being fully God & fully man, except without sin.
- We believe in Jesus Christ's virgin birth, sinless life, miracles, vicarious and atoning death, bodily resurrection & ascension to the right hand of the Father, and His personal future return to this earth in power and glory to rule and reign.
- We believe the only means of being cleansed from sin is through repentance and faith in the precious blood of Christ. (I Peter 1:18-20, Acts 4:12)
- We believe being born again by the Holy Spirit is absolutely essential for personal salvation and will be evidenced by the fruit of good works. (John 3, Matthew 25:34-40)
- We believe in the resurrection of believers in Christ to everlasting life, and unbelievers to everlasting condemnation. (John 5:28-29)
- We believe in the creation of man by the direct act of God. (Genesis 1:26-28, Genesis 5:1-2)

ENROLLMENT AGREEMENT

Heritage Christian School only accepts new students from May to September of each year.

In order to join Heritage Christian School parents must agree to the following:

1. Meet with the school administrator and board members for an interview.
2. Fill out all paperwork completely, correctly, and truthfully.
3. Become a member of Home School Legal Defense Association under the Heritage Christian School Group Membership plan and provide proof of membership.
4. Must attend the Kick-Off Meeting at the beginning of the school year.
5. Must maintain Attendance and Grade Records for each child using www.HomeschoolReporting.com.
6. Must maintain lesson plans for each child.
7. Must enter grades and attendance records at each of the four required times during the school year.
8. Fulfill the days required in the school term set by Heritage Christian School of 175 days.
9. Instruct their K5-8th grade students in the basic courses of academic study including but not limited to: Bible, English, Math, Science, U.S. History, Alabama History (before high school), Social Studies, Reading, Spelling, Writing, Health, and Physical Education, 9th - 12th grade students must follow the criteria for the diploma chosen.
10. At parents' expense, children must take standardized tests in accordance with the HCS handbook guidelines. Parents must provide a copy of test results to the school to be kept on file.
11. Provide the school with a copy of a birth certificate for each child enrolled.
12. Commit to serve or assist with at least one HCS activity per year.
13. Pay tuition, turn in all paperwork, and pay all applicable fees by the annual Kick-Off Meeting.
14. Both parents must fill out and pass background checks.
15. Parents must be able to teach their own children.
16. HCS reserves the right to approve or deny anyone membership.

FAILURE TO COMPLY WITH THE ENROLLMENT AGREEMENT WILL RESULT IN DISMISSAL FROM HCS.

PARENTS MUST CLEARLY UNDERSTAND

1. Applications may be denied or enrollment terminated if teachers or students fail to exhibit Biblically moral conduct.
2. Any missed deadlines or failure to comply with the above Enrollment Requirements will result in a notice of delinquency. If the situation is not remedied in 10 days from that notice, enrollment will be terminated, and the Mobile County Public School System will be notified that you are no longer enrolled at HCS.
3. HCS will send copies of transcripts, permanent records and standardized test scores, as provided by the parents, to other schools at the parents' request.
4. HCS, the Administrators and Board, First Baptist Tillman's Corner church, its Senior Pastor and Associate Pastors and Board, are in no way financially responsible for legal action that may be taken against your family; nor are they responsible for any physical conditions or accidents that may occur during school activities.
5. HCS will notify the Public School System that your child is enrolled under our school covering AFTER all enrollment forms are completed and all fees are paid. If you leave HCS or are dismissed for any reason, the Public School System will immediately be notified.

HERITAGE CHRISTIAN SCHOOL POLICIES & PROCEDURES

TUITION AND REGISTRATION

Registration: There is a \$25 non-refundable fee for new families enrolling with HCS.

Tuition: Early Bird tuition is \$125 per family. This must be paid by the last day of July. Beginning in August, tuition is \$150.00 per family. If tuition is not paid in full at the Kick-Off Meeting in August, application for enrollment in HCS will be declined.

WITHDRAWAL AND REFUND POLICY

If your child is withdrawn from HCS on or before August 15th, you will receive 100% of your tuition back. If your child is withdrawn from HCS on or before September 1st, you will receive 50% of your tuition back. After September 1st, tuition is non-refundable.

ATTENDANCE

Each student must have 175 days of school instruction per 365 school year. Teacher work days and field trips count as school days. Sick days are at the discretion of the teacher. We recommend you get a doctor's excuse for long-term illness causing your child to miss school.

GRADES AND ATTENDANCE RECORDS

All grade and attendance records should be submitted by the dates listed on the school calendar. An advisor will be assigned to your family to help with lesson plans, record-keeping and any other questions you may have regarding your child's home education. You as the parent are legally responsible for retaining any and all paperwork that proves your child has completed the work as stated on the grade reports submitted.

Failure to submit grades and attendance records as stated above is grounds for dismissal from HCS.

LESSON PLANS

A plan of each day's lessons should be kept by the parent. You should include enough details in your plans that an outsider could clearly see your child's progression through their curriculum. A good rule of thumb is to make your plans 2-6 weeks in advance, making daily adjustments as needed. Curriculums on CD that generate lesson plans for the teacher should be printed out. We recommend that you keep lesson plans on file for a minimum of two years. This documentation of instruction is very important for the credibility of your home school.

HOME SCHOOL LEGAL DEFENSE (HSLDA)

Every family is required to join HSLDA in order to be enrolled with HCS. A copy of your membership card must be kept on file with HCS. Failure to join HSLDA is grounds for dismissal from HCS.

MANDATORY KICK-OFF MEETING

All HCS parents must attend this meeting scheduled at the beginning of the year. All required documents and fees must be submitted at this meeting. Field trip dates and other important information will also be available at this time.

TRANSCRIPTS

Official transcripts will be provided for any HCS student upon receipt of a signed request from another school. The first three requests per student are free. Each additional request above three will cost \$5.00 per transcript. Please allow two weeks to process a transcript.

CO-OP CLASSES

HCS offers co-op classes once a week during the school year. Co-Op is optional, and costs are not covered in membership fees. See more detailed information about Co-Op in the back of the handbook.

SOCIAL MEDIA

Please be mindful that you are a representative of HCS. Please make sure your posts and your children's posts are God-honoring in all ways. If any vulgar or obscene posts are made by you or your children, it may result in dismissal from HCS.

FIELD TRIPS

The school will make every effort to schedule a minimum of one field trip per quarter. All of these events are optional, but we encourage all families to join in the fun whenever possible.

Field Trip Etiquette

1. Respect the facility's rules. Observe the guidelines given for eating, drinking, smoking, petting and/or feeding animals, and remaining in authorized areas.
2. Respect the age restrictions. These are given to enhance the learning for all children.
3. Be on time for events. This usually means 30 minutes before scheduled time of event to allow for gathering the students together, taking roll, and purchasing tickets. Anyone arriving after the group has been checked in will forfeit their event fee and be on their own to check in.
4. Be respectful and courteous to the speakers, tour guides, and employees of the facility. It is possible that they are volunteering their time. We want to make a good impression.
5. Keep comments positive during the event. Avoid critical comments. Use pleasant friendly language.
6. Parents, watch your students at all times. They should never be left unattended. You are responsible for your child's actions. Remember that we represent Jesus Christ, and everything should honor and glorify Him. If you must discipline your student, please do so in a positive and private manner. If anyone is misbehaving or being disruptive, it is at the discretion of the coordinator to ask that person to leave, and the cost of the field trip will not be refunded.
6. Prepare your student in advance for the event. Let him/her know as much as possible about what they will encounter. This will help your student to know what is expected of him/her and the day in general.
8. A thank you note is always appreciated by places we visit.
9. Families are responsible for their own transportation to the event. Parents are welcome to carpool among themselves, but the school will not be responsible for coordinating these arrangements.
10. Remember that we are setting an example for our children. Please refrain from smoking, drinking alcohol, and using vulgar, abusive or inappropriate language.
11. Parents, please remember that these field trips are planned with the students' interests in mind. Questions are encouraged, but allow the children to do the majority of interaction with tour guides and instructors. Adults should quietly encourage participation by students rather than monopolize their time.

ELEMENTARY INFORMATION KINDERGARTEN THROUGH 5TH GRADE

REQUIRED SUBJECTS

Bible, Language Arts (Reading, Spelling, Grammar, Writing, Phonics), Math, History, Science, and Physical Education (P.E. activity times must be logged onto Lesson Plans showing a minimum of 120 minutes per week). Alabama History is required by the 8th grade. It is normally done around 4th grade.

You must use an actual curriculum to teach these subjects. Workbooks found in local stores may be used to supplement curriculum or provide additional review for particular skills, but should never be a substitute for an organized, cohesive curriculum. This helps to ensure that no important concepts will be skipped or omitted.

GRADING SCALE

A= 100-90	C= 79-70	F= 59-0
B= 89-80	D= 69-60	

KINDERGARTEN GRADUATION

Kindergarten graduation takes place in May of each school year on the same day as the High School graduation. Graduation fees will be no more than \$100.00. Fees are due at the beginning of the 2nd semester. Parents and students are required to participate in the planning of this event. A graduation planning meeting will be scheduled in late January.

CALIFORNIA ACHIEVEMENT TEST

We ask that you test your child every 2 years beginning in 3rd grade to gauge academic progress and determine where additional instruction may be needed. In some cases, it may be necessary to test more often to monitor any special areas of need. This test may be administered in your home. A copy of test results should be kept on file with HCS, and will be held in strictest confidence. Your family advisor can help with this if you have any questions. (See CAT ordering information below)

MIDDLE SCHOOL INFORMATION 6TH THROUGH 8TH GRADES

REQUIRED SUBJECTS

Bible, Language Arts (Reading, Spelling, Grammar, Writing), Math, History (United States and Alabama), Science, and Physical Education (P.E. activity times must be logged onto Lesson Plans showing a minimum of 120 minutes per week). Alabama History is required by the 8th grade if not taken during elementary grades.

You must use an actual curriculum to teach these subjects. Workbooks found in local stores may be used to supplement curriculum or provide additional review for particular skills, but should never be a substitute for an organized, cohesive curriculum. This helps to ensure that no important concepts will be skipped or omitted.

GRADING SCALE

A= 100-90	C= 79-70	F= 59-0
B= 89-80	D= 69-60	

CALIFORNIA ACHIEVEMENT TEST

We ask that you test your child every 2 years beginning in 3rd grade to gauge academic progress and determine where additional instruction may be needed. In some cases, it may be necessary to test more often to monitor any special areas of need. This test may be administered in your home. A copy of test results should be kept on file with HCS, and will be held in strictest confidence. Your family advisor can help with this if you have any questions. (See CAT ordering information below)

ORDERING THE CAT TEST

www.ChristianLibertyPress.com

Once you are on their website, you will have 2 options:

1. Online Test with immediate results for students in grades 2-12.
2. Paper Test with mailed results for students in grades 2-12.

You can also order the CAT online from Academic Excellence Educational Resources. They offer timed and un-timed versions of this test, and often publish coupons on their website.

HIGH SCHOOL INFORMATION 9TH THROUGH 12TH GRADES

FOUR YEAR PLAN

We recommend that you schedule a meeting with your advisor prior to entering high school to create a 4-year-plan for your child. This will be a tentative schedule of classes to take during their high school years to make sure all necessary courses and credits are fulfilled. Changes and updates can be made to this plan each year as needed. Likewise, all new students entering HCS during their high school years should meet with an advisor to establish a plan.

GRADING SCALE

A= 100-90

B= 89-80

C= 79-70

D= 69-60

F= 59-0

***This is the grading scale used on
all HCS transcripts***

REQUIRED SUBJECTS

See High School Diploma Programs for required subjects. You must use a curriculum for these subjects, not a book of worksheets, etc.

You must use an actual curriculum to teach these subjects. Workbooks found in local stores may be used to supplement curriculum or provide additional review for particular skills, but should never be a substitute for an organized, cohesive curriculum. This helps to ensure that no important concepts will be skipped or omitted.

REQUIRED TESTING

Students in High School are advised to take the ACT at least once before graduation. If your child plans to attend college after graduation, please check with that college for minimum ACT score requirements. You can register for this test at www.actstudent.org. A copy of the results should be turned in to the school administrator to keep on file. Students who will not be taking the ACT are encouraged to take the CAT test during the course of their High School years to gauge academic progress and determine where additional instruction may be needed

GRADUATION

A graduation ceremony will take place in May of each school year on the same day as the Kindergarten graduation. Graduation fees will be no more than \$135.00 and will be due in February. Seniors must have met the school's minimum requirements for graduation and have approval from the school administrator prior to graduation day to receive their diploma and participate in the ceremony. Parents and students are required to participate in the planning of the event. A graduation planning meeting will be scheduled in late January.

MANDATORY CRITERIA FOR GRADUATING SENIORS

1. Meet with your family advisor prior to entering high school to devise a 4-Year-Plan of courses
2. You must be in good standing with HCS. (records, attendance, tuition and fees paid, etc.)
3. Students must meet the course and credit requirements for one of the Diploma Plans offered: "Academic Diploma" or "Graduation Diploma"
4. Students must have ACT or CAT test results taken during their high school years
5. All graduation fees must be paid by the deadline if students want to participate in the graduation ceremony.

HIGH SCHOOL DIPLOMA PLANS

1 Carnegie Credit = 175 hours of Academic Study

Courses listed are recommendations based on AL requirements. Substitutions can be made with school approval.

If your child is planning to attend college, it is your responsibility to make sure the courses they take during High School meet the minimum standard requirements for enrollment to that university.

Academic Diploma

Bible	4
English	4
Math	4
<i>Algebra I</i>	<i>1</i>
<i>Geometry</i>	<i>1</i>
<i>Electives</i>	<i>2</i>
<i>(This may include Alg. 2, Trigonometry, Pre-Calculus, Consumer Math, etc.)</i>	
Science	4
<i>Physical Sci.</i>	<i>1</i>
<i>Biology</i>	<i>1</i>
<i>Chemistry</i>	<i>1</i>
<i>Elective</i>	<i>1</i>
<i>(This may include Forensics, Physics, Astronomy, Botany, Anatomy, etc.)</i>	
History	4
<i>World History</i>	<i>1</i>
<i>US History</i>	<i>2</i>
<i>Government</i>	<i>.5</i>
<i>Economics</i>	<i>.5</i>
Physical Education	1
Health	.5
Career Preparedness Elective	2
<i>(this may include computer Courses & work study experience)</i>	
Other Electives	4.5
<i>(this may include foreign lang., Fine arts classes, special interest classes, etc.)</i>	
Total Credits	28

Basic Graduation Diploma

Bible	4
English	4
Math	4
Science	4
History	4
Physical Education	1
Health	.5
Electives	2.5
 Total Credits	 24

Work for this diploma is completed at the student's current ability level. This plan does not meet the specific criteria for the AL academic diploma.

If you need help deciding which courses your child should take, please see your advisor.

HCS CO-OP CLASSES POLICIES & PROCEDURES

All families are welcome, no matter what their religious background. However, we want all families to know up front that as a Christian co-op, and we will strive to include a Biblical worldview in our courses. All classes are Christian, Biblical, and Creation-based.

PURPOSE

HCS is an educational and social network for Christian home-schooling families, providing an opportunity for parents to come together to share their talents and resources for the mutual benefit of all participants. Our Co-op is decidedly Christian, with Christian, Biblical, and Creation-based classes. Our goal and mission is to offer very high quality classes, in a friendly and safe environment.

POLICIES AND EXPECTATIONS

As the old saying goes, many hands make light work. We need your help in making things run smoothly for your children. Parents are required to serve in a teacher/ facilitator roll each year their child is enrolled in co-op. Parents are given at least 1 class period for personal/fellowship time. Since we are a true co-op and not a drop-off educational program, a child **may not** participate in co-op unless a parent/guardian is on site.

DISCIPLINE POLICY

1. Students and parents should conduct themselves, so as to reflect the virtues of Christ. Children should honor the Lord's house, and respect authority. Parents are ultimately responsible for their children's behavior. It is the parents' responsibility to handle misbehavior.
2. No weapons, alcohol, or illegal drugs will be permitted.
3. No fighting, bullying, defiant, or deceitful behavior.
4. No foul language or obscenities.
5. No un-approved electrical devices permitted
6. Students may not leave campus without a parent/guardian.
7. No vulgar, obscene material may be posted on your social media pages.

DRESS CODE

Parents and students should wear appropriate, modest clothing. As in every area of our lives, we desire the way we dress honor the Lord. It is not our desire to decide for a parent what is best for your child to wear. We hope that you will make a wise decision at home. If a student wears clothing deemed inappropriate by the HCS Administrative Board, a conference will be immediately called with parent and the Administrative Board.

ATTENDANCE

We really want for you to be here. Attendance and punctuality are crucial to the success of co-op. By enrolling, you are committing for the entire year. For record-keeping purposes, three (3) absences will result in an "Incomplete" on grade report. A late arrival of 15 minutes or more is equivalent to one absence. It is your responsibility to contact the teacher about missed assignments, and all work must be turned in the following week so teachers can keep their records current.

***After the 1st week of class you may not add/drop or change a class.
The class fees are non-refundable and parents must pay for new class.***

TEACHER RESPONSIBILITY

1. I agree to commit to the whole year unless previously specified.
2. Four weeks prior to registration, I will turn in class description, book requirements, supply list, and min. fees.
3. Two weeks prior to class, I will turn in an outline or course of study of my class to the co-op coordinator.
4. If I HAVE to be absent, the class won't cancel. I'll find my own replacement to the best of my ability. In case of emergency, I'll contact a board member.
5. To protect myself and the children, I will have 2 adults in the classroom at all times.
6. All teachers must complete a background check.
7. Projects: You are only allowed to assign 2 projects (to be completed outside of class time) per semester. Students must be given at least 2 weeks to complete project. A project is any assignment over and above normal homework needed for the class.

PARENT/HELPER RESPONSIBILITY

1. I assume full responsibility of my children at all times while at co-op.
2. I will stay on campus at all times or unless I have designated adult in charge of my children.
3. I will be glad to help out when needed.
4. I agree to commit to the whole year unless previously specified.
5. If I HAVE to be absent, I will find another helper to fill in.
6. I will do what I can to help out in the classroom. I will fill in and teach in case the teacher is absent. I will help put away supplies, and leave a clean classroom.
7. I will help the teacher gather supplies, implement lessons, and handle discipline.
8. I will be glad to help students who need extra help.
9. If I am not helping in the classroom, I will sign up for other jobs on the sign-up sheet.
10. If you are there 3 or more periods you must sign up to help for 2 periods.
11. All parents must complete a background check.

STUDENT RESPONSIBILITY

1. I will remember that I am in a House of Worship and respect it as such. I will only go in areas assigned for co-op use.
2. I will come to class prepared. I will be respectful of my teachers and helpers.
3. I will follow the discipline and dress policy.
4. I will eat lunch in the designated area of the co-op building, and clean up after myself.
5. I will commit to the whole school year.

SPECIAL NEEDS

If you have a child who has special needs, please note that our teachers are parents who volunteer their time to help. They are not trained to handle severe learning disorders. Our co-op classes may not be in the best interest of your child. The core subject classes are fast paced and very intensive.

CO-OP REGISTRATION FEES

HCS Covering Members: Registration fee will be \$30 per family. There is a discount for being the lead teacher in 1, 2 or 3 classes. Teachers will receive a separate invoice to pay for registration. Do not use the link on the website. It is set up for regular registration fees.

Non-HCS Covering Members: Registration fee will be \$40 per family.

CLASS FEES

Class fees are set by each teacher as well as a list of supplies needed for the class. You are responsible for purchasing any supplies your teacher has listed on their syllabus.

***After the 1st week of class you may not add/drop or change a class.
The class fees are non-refundable and parents must pay for new class.
All co-op fees are due when registering your child.***

DONATIONS

If there is anything that you would like to donate to our co-op that we could use, we would love it(some ideas, measuring spoons or cups, mixing bowls, arts and craft items, science items (beakers, microscopes). Thanks!

PROBLEMS/CONCERNS

If you have any questions or concerns, please contact our co-op director immediately. Please do not sow seeds of discord among the other members of the co-op. We are here for the children and what is best for him/her. Any time an issue arises please come to the co-op director with the problem and a possible solution to the problem. Please do not go to a teacher and ask them to change their curriculum, lesson plans, teaching methods, etc. If you have a concern, please go to the co-op director. She will address any issue that may need attention.

**Remember that little ears are always around,
please watch your conversations and keep them positive!**

WORK PERMITS & CHILD LABOR LAWS

For information go to the State of Alabama Department of Labor's Website: www.alabor.state.al.us/index

DRIVER'S LICENSE & PERMIT INFORMATION

You can find information and necessary forms about getting a license or permit on our school website:
www.eheritagechristian.net

CHOOSING A CURRICULUM & OTHER HELPFUL RESOURCES

There are many resources listed on our website under the "links" side folder. Your family advisor may also be able to help you with in choosing curriculum. The HSLDA website has many resources and articles available to members.

HCS Board Members

Administrators	Sam & Kassy Wooley Email: hcsfbtc@gmail.com	251-610-0450
Co-Op Administrator	Amber Shirley Email: anshirley@aol.com	251-366-7253
Advisor	Cheryl Holladay Email: holladay.cheryl@gmail.com	251-377-4388
Advisor	Jill Andrews Email: jill.andrews02@gmail.com	251-321-2141

For important dates and announcements, please visit our website:
eheritagechristian.net

All HCS Members receive a weekly e-mail with reminders of important dates, deadlines and announcements. If you are not receiving these weekly e-mails, please contact us at
hcsfbtc@gmail.com