

# Heritage Christian School Handbook 2019-2020



A Ministry of First Baptist Tillman's Corner  
5660 Three Notch Road  
Mobile, AL 36619  
Administrators: Sam & Kassy Wooley

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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 12<sup>th</sup> 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 under this covering. 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 August 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](http://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 child in the basic courses of academic study as stated in the Elementary, Middle or High School criteria presented in this Handbook.
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 15<sup>th</sup>, you will receive 100% of your tuition back. If your child is withdrawn from HCS on or before September 1<sup>st</sup>, you will receive 50% of your tuition back. After September 1<sup>st</sup>, 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 following dates:

1 <sup>st</sup> Qtr. - Oct. 31 <sup>st</sup>
2 <sup>nd</sup> Qtr. - Jan. 31 <sup>st</sup>
3 <sup>rd</sup> Qtr. - April 30 <sup>th</sup>
4 <sup>th</sup> Qtr. - June 30 <sup>th</sup>

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 5<sup>TH</sup> 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 8<sup>th</sup> grade. It is normally done around 4<sup>th</sup> 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 2<sup>nd</sup> semester. Parents and students are required to participate in the planning of this event. A graduation information letter will be sent out in late January with more details.

### **CALIFORNIA ACHIEVEMENT TEST**

We ask that you test your child every 2 years beginning in 3<sup>rd</sup> 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 6<sup>TH</sup> THROUGH 8<sup>TH</sup> 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 8<sup>th</sup> 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 3<sup>rd</sup> 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 9<sup>TH</sup> THROUGH 12<sup>TH</sup> 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 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](http://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 information letter will be sent out in late January with more details.

### **MANDATORY CRITERIA FOR GRADUATING SENIORS**

1. Meet with your family advisor prior to entering high school to create 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

<b>Bible</b>	<b>4</b>
<b>English</b>	<b>4</b>
<b>Math</b>	<b>4</b>
<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>	
<b>Science</b>	<b>4</b>
<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>	
<b>History</b>	<b>4</b>
<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>
<b>Physical Education</b>	<b>1</b>
<b>Health</b>	<b>.5</b>
<b>Career Preparedness Elective</b>	<b>2</b>
<i>(this may include computer Courses &amp; work study experience)</i>	
<b>Other Electives</b>	<b>4.5</b>
<i>(this may include foreign lang., Fine arts classes, special interest classes, etc.)</i>	
<b>Total Credits</b>	<b>28</b>

## Basic Graduation Diploma

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

*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

## 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 quality classes, in a friendly and safe environment.

## POLICIES AND EXPECTATIONS

We need your help to make this an effective and successful program that benefits all of our children. Parents are required to serve in a teacher/helper roll each year that their child is enrolled in co-op. 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's permission.
7. No vulgar or obscene material may be posted on your social media pages.

*If any of the above policies are violated, a student and/or family may be asked to leave the program.*

## DRESS CODE

Parents and students should wear appropriate, modest clothing. If a student or adult wears clothing that is offensive in nature (i.e. immodest/too revealing or offensive language or graphics) they will be asked to change clothes before attending classes.

## ATTENDANCE

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 a student's 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 as soon as possible, and all work must be turned in the following week so teachers can keep their records current.



## **TEACHER RESPONSIBILITY**

1. Commit to the whole year.
2. Turn in supply lists as soon as possible
3. Provide a class syllabus/schedule
4. If a teacher will be absent, he/she must coordinate substitute plans AND notify board members as soon as possible.
5. All teachers must complete a background check.
6. Projects: We ask that you assign no more than 2 projects (to be completed outside of class time) per semester. Students must be given at least 2 weeks to complete projects. A project is any assignment over and above normal homework needed for the class.

## **PARENT/HELPER RESPONSIBILITY**

1. Assume full responsibility for your children at all times while at co-op. (Make sure they are where they are supposed to be, doing what they are supposed to be doing and not disrupting other classes or creating messes for other people to clean up.)
2. Stay on campus the entire time unless you have designated another adult to be responsible for your children.
3. Commit to the whole year.
4. If you must be absent, find another helper to fill in, and notify board members as soon as possible.
5. Do whatever you can to help out in the classroom (i.e. assist students as needed, help put away supplies, and leave a clean and orderly classroom ready for the next class or ministry group)
6. Help the teacher gather supplies, implement lessons, and handle discipline.
7. All parents must complete a background check.

## **STUDENT RESPONSIBILITY**

1. Respect the co-op facilities (i.e. do not damage property, and clean up after yourself)
2. Come to class prepared and be respectful of teachers, helpers and fellow students
3. Follow the discipline and dress policies
5. Commit to the whole school year and put forth your best efforts to learn as much as you can.

## **SPECIAL NEEDS**

If you have a child who has special needs, please be aware that our teachers are parents who are not trained to adequately handle severe learning disorders. If you are not sure if classes are appropriate for your child, please don't hesitate to reach out to our board members.

## **CO-OP REGISTRATION FEES**

- HCS Covering Members: Registration fee will be \$25 per family.
- Non-HCS Covering Members: Registration fee will be \$35 per family.

## **CLASS FEES**

Class fees are determined based on materials and supplies needed for each class. Parents are responsible for purchasing the needed curriculum as well as any additional supplies your teacher may request.

***All co-op fees are due when registering your child, and class fees are non-refundable after classes have started.***

## **PROBLEMS/CONCERNS**

If an issue arises, please go to board members with the problem. Please do not go to a teacher and ask them to change their curriculum, lesson plans, teaching methods, etc. Board Members will then address any issue that may need attention.

**Remember that little ears are always around.  
Please be careful with your conversations and keep them positive☺**

### **HCS Board Members**

Administrators	Sam & Kassy Wooley Email: hcsfbtc@gmail.com	251-610-0450
Board Member/Advisor	Jill Andrews Email: jill.andrews02@gmail.com	251-321-2141
Board Member/Advisor	Cheryl Holladay Email: holladay.cheryl@gmail.com	251-377-4388

For important dates and announcements as well as other helpful information, 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