

Student/ Parent Handbook

2019-2020



HEARTHSTONE CHRISTIAN SCHOOL
5053 Griffin Road
Brooksville, FL 34601
(352) 251-5501

ADMISSIONS POLICY AND PROCEDURES

ACCEPTANCE TO HEARTHSTONE

HCS exists to serve Christian parents who desire to train up their children in godliness, firmly establishing them in the doctrine of Scripture. As such, we desire that any parent(s) with whom the student resides be an active attendee at a local Christian church (unless hindered by their employment) and to sign our Statement of Faith, acknowledging that you have read it and understand that these doctrinal principles are foundational for classroom instruction and curriculum. We require that any parent that resides with the student to sign the Family Contract, stating that they agree to support our behavioral expectation. As a policy, we also require that the family notify HCS if any member of the immediate household has been convicted of a felony crime. At any point after initial application and acceptance of the student, if a felony conviction occurs for any member of the household, HCS must be notified so that we can help safeguard the situation as it relates to our students and campus. Failure to notify HCS of a felony can result in immediate withdrawal of the student from HCS.

In general, we desire that students admitted to HCS possess the following characteristics:

1. A respect for God's Word
2. An attitude of submission and respect for those in authority
3. A teachable spirit
4. An ability to admit and accept responsibility for wrongs committed
5. Courteous and polite behavior
6. A record of good behavior from their previous school
7. A desire to be taught in a manner that acknowledges that Jesus is Lord
8. Not reported to engage in bullying

The school 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 and the school does not discriminate on the basis of race, color, national and ethnic origin in administration of its educational policies, admission policies, scholarship, and loan programs and athletic and other school administered programs.

APPLICATION PROCESS

The application process for acceptance into HCS begins with the initial application and the Family Contract. Once these have been received, HCS will call for an interview with the parent(s) and prospective students. No child will be admitted to HCS without this initial interview. Once these three steps have been completed, HCS will inform the family of its acceptance. Parents are responsible to inform themselves regarding the curriculum choices available to the students. Subjects have been streamlined for the elementary and middle school with limited choices. However, curriculum choices for high school students are more varied. Parents should research the curriculum choices and make a determination regarding the options available, and diagnostic testing should be administered for math and reading proficiency before final curriculum selections are made. The Administrator will work with parents to administer these tests. Some of them may be administered by the parents at home.

CURRICULUM DECLARATION (ACADEMIC CONTRACT)

After parents have had time to consider, further research, and pray over the selection for each child, the Academic Contract should be completed for each high school student. At this time, a meeting with staff is encouraged if there are any specific questions regarding the curriculum choices. Academic Contracts should be signed and returned to HCS by July 1 if possible. Payment for all books needed for the curriculum listed on the contract is included in the Book Fee. Changes made to the curriculum after the beginning of school will be at the Administrator's approval and at the expense of the parents.

ACADEMIC POLICIES AND PROCEDURES

Parents of high school students must choose curriculum from the Master Curriculum List. Administration will consider other courses not specifically designated on the list; however, all core curriculum must be independently-driven courses, with minimum planning and grading required.

Each grade level has specific core classes that **MUST** be fulfilled by the student. These core requirements are listed on the Master Curriculum List and the Academic Contract. No core requirement may go unfulfilled without express permission from the Administrator.

Elementary students are given report cards with a performance rubric designation: Advanced Proficiency, Demonstrates Proficiency, Progressing to Proficiency, or Area of Concern. HCS faculty will monitor the progress of each student carefully. Any assignment which receives a grade that is lower than a C will be completed again. This is to assure that the student has mastered the concept and can proceed.

Middle school students will also be required to redo any assignment that is lower than a C, except on a test or quiz. Middle school students receive grades on their report card.

High school students will progress through each course without re-doing any assignments, unless faculty believe it is necessary for full comprehension. Final credit is based on earned grades. All high school students must fulfill the standard requirements of a Florida 24 credit general diploma, with each academic year at HCS including a Bible elective. No high school course can be dropped after 4 weeks from the beginning of the semester. Any course change from the Academic Contract will require a new contract to be signed for the year.

Dual enrollment will be considered for Juniors and Seniors only. A current GPA must be 3.0 or higher. Online dual enrollment must be fulfilled on the HCS campus for any FTC Scholarship student. Parents of upper level high school students should plan to actively support Administration in our effort to secure dual enrollment opportunities for your child. Students must provide their own transportation to take the PERT exam at PHSC and to attend any on-campus classes.

The high school grading scale is as follows: (This aligns with the Florida public school/ university scale.)

NUMERICAL EQUIVALENT	Reg. Q.P.	H.A. Q.P.	A.P. Q.P.	1/2 Q.P.
A+ 98-100	4.33	4.83	5.33	2.16
A 93-97	4.00	4.50	5.00	2.00
A- 90-92	3.67	4.17	4.67	1.835
B+ 87-89	3.33	3.83	4.33	1.66
B 83-86	3.00	3.50	4.00	1.50
B- 80-82	2.67	3.17	3.67	1.335
C+ 77-79	2.33	2.83	3.33	1.16
C 73-76	2.00	2.50	3.00	1.00
C- 70-72	1.67	2.17	2.67	0.835
D+ 67-69	1.33	1.33	1.33	0.67
D 63-66	1.00	1.00	1.00	0.50
D- 60-62	0.67	0.67	0.67	0.335
F Failing	0.00	0.00	0.00	0.00

Transcripts and Recommendations

When students move to another school, are seeking enrollment in college, or are making application to the NCAA, they will need to have a copy of their transcript prepared. This request should be made in writing to Administration at least 48 hours in advance. Request for recommendation forms and letters should be presented in adequate time for these forms and letters to be prepared. HCS will send up to three (3) official transcripts without a fee. However, because of the amount of time and effort involved, we will assess a minimal fee of \$3.00 for each additional transcript sent.

FINANCIAL POLICY AND PROCEDURES

Registration/ Re-enrollment fees are due with the completed application and must be received before a student is officially enrolled at HCS. The Book Fee is due by July 1 of the preceding summer or immediately upon enrollment after that. The Technology Fee is due with the first monthly tuition payment. Tuition can be paid in one payment with a 5% discount or in 10 monthly installments. All tuition is due on the 15th of each month from August 2018 through May 2019. If payment is not received by the 20th of each month, a late fee of 5% of the monthly tuition payment will be assessed. An additional 5% will be added for each week that payment is late. Payment may be made in cash or check. No other form of payment is available at this time. If your family finds itself in a unexpected financial situation making it impossible to pay your monthly payment on time, please talk to the Administrator ASAP to work out a plan for payment.

Scholarship students should discuss tuition and fees with the Administrator. The FTC (Step Up for Students) scholarship pays for things in a particular order. HCS has attempted to designate our fees so that most expenses are completely covered by a family that is receiving a full scholarship. However, expenses may arise for which families are responsible, such as field trips, etc.

ATTENDANCE POLICIES AND PROCEDURES

Compulsory attendance is required for all students between the ages of 6 and 16 in the state of Florida (FS 1003.21). Any student who has more than 10 unexcused absences in a 90 day school period will be referred to the judicial system for possible truancy. Personal or vacation days are not considered excused absences according to state law. However, if permission has been granted by Administration before an absence which is deemed to be educational in nature and if the student attempts to continue progressing through the assigned curriculum, those days will not be considered as unexcused absences.

Excused Absences

Your child will be excused from school for illness, unavoidable student medical appointments, and urgent family emergencies. To have the absence excused, the parent must present a written excuse to the office which includes the reason for the child's absence, the date, and parent signature. Children absent more than three continuous days due to illness should present a doctor's excuse. HCS will require that some course work be made up at home.

Unexcused Absences

All absences not mentioned above will be counted as unexcused. Students should expect to work at home to make up for missed days.

Pre-Arranged Absences

It may be necessary for a student to miss school for a scheduled family event. Parents may petition the administration for a pre-arranged absence by submitting a written, signed request to the administrator no later than three days in advance of the anticipated absence. Approval is not automatic and is at the discretion of the administration. For each day's pre-arranged absence, a day of course work or other educational endeavor must be completed at home.

Tardies/Late Arrivals

Parents are expected to make sure that their child is on time. Students not in their seats and ready to begin class at 8:30 will be considered tardy. In the morning, late arrivals due to an excused reason (see excused absences and including car problems) are not considered tardy. All late arrival students must present a written excuse. Medical appointments will be excused by a form from the medical provider. All late arrivals will be excused at the Administrator's discretion only. Every 5 unexcused tardies will result in a fee of \$5. Our morning gathering/ devotional time should be considered very important to the students' education, and every effort should be made to be at school on time.

Early Sign-Out:

When a child is dismissed from school before 11:30 AM without returning again, the student will be considered absent for the entire day. Students must be signed out and signed back in if they return the same day. A note would be appreciated to alert the teachers that the child will be leaving early. No child will be dismissed to go with anyone other than the child's parent/guardian unless advanced permission is received in writing from the parent/guardian. Identification will be required at the time of pick-up.

GENERAL POLICIES AND PROCEDURES

Student Drivers

Students who are 16 years old and have valid driver's licenses may drive to and from school. Parking is free. HCS assumes no responsibility for damages done by student drivers either on CBC property or on the drive to and from school. We recommend that a system be in place within the families for student drivers to text or call a parent when they have arrived at school. Student drivers should arrive and leave at the regular school hour times unless written notice is given. (See excused absences and tardies above.)

Transportation

HCS does not provide transportation to and from school at this time; however, we will do our best to help parents connect with each other to solve transportation issues. If you can help provide transportation for another student in your area, please contact Administration. FTC scholarship participants may be eligible for transportation assistance in the form of a transportation service, paying up to \$100 per month. Another family that assists an FTC scholarship student in going to and/or from school can also receive some compensation.

Inclement Weather

HCS may occasionally need to cancel school due to inclement weather. This would be a severe weather event, not a predicted thunderstorm that will pass. In general, HCS will follow the lead of the Hernando County Public School System's decision to cancel schools, which will be announced through local media outlets. Also, if our area of Hernando County is under a tornado **warning** in the morning BEFORE school begins, parents should stay home until the tornado threat has been lifted. Note: this does not include a tornado "watch" (Parents should use their own wisdom about the safety of leaving their homes. Excused tardies will be given to late students in this situation.)

In the event that a tornado watch is posted during a school day, students will be moved from the portable building to the main church building. Should the risk become considerable, students will be moved to the interior hallway away from all windows. HCS asks that parents NOT attempt to pick up a student from school during a tornado warning. If you feel it best to come and be with your child during this time for any reason, you are welcome to do that.

In the event that school is cancelled due to inclement weather, other school days may be added at the end of the year as "make up" days. However, it should be understood that the school calendar is designed for several extra days already that fulfill the legal requirements of 170 academic days, so additional days may not be needed to make up for missed days due to inclement weather.

Pick-up Procedures

At 3:00, a teacher will be placed on duty at the pick-up location, which is at the sidewalk between the HCS classroom portable and the main CBC building. Vehicles can line up to receive their children inside of the extra lane that is separate from the parking lot. Students will be dismissed at 3:00 from the classroom or playground to come to your car. If your child is not ready to leave (for example, has not finished cleaning his area, you will be asked to park until he is ready.) After receiving your child, please proceed all the way around the circle of the parking lot to exit. Any parents who need to speak to the faculty should park and come in. We do not want to hold up other parents for extended conversations.

Children will be allowed to leave with any residential parents/ guardians. However, ANY OTHER adult or licensed driver must have prior authorization to leave with a student in their care. Please let someone on staff know at the beginning of the day if a change in pick up is needed. In the event that arrangements for pick up must be made during the day that were not anticipated before school, a phone call to the school must be made by a residential parent/ guardian AND the driver MUST SHOW photo identification. Parents may be asked to speak to their child at the time of the phone call and inform them that arrangements have changed. This is for the child's peace of mind.

Student Phones

Students (of any age) are not permitted to have their phones on while on campus without specific permission from a staff member. Phones will be collected by the teachers in the morning to be returned at dismissal time. Any phones that are found to be in the possession of a student will be confiscated and returned only to a parent. However, we don't want to discourage communication between a parent and their child. If a parent finds it necessary to contact their child during the day, he/she should use the HCS phone number. Administration will give you immediate access to your child via our school phone. Please keep these communications strictly to important and necessary conversations.

If Administration or the Facilitator feels the student needs to contact his parents for any reason, even if it's just for some emotional support, students will be given access to their phone to call home. This will be preceded by a phone call from a staff member on the HCS line to explain the need to call.

Visits to Campus

Parents/ Guardians and other family members are encouraged to visit the campus during scheduled lunch or enrichment activity times. Please determine a good time from Administration before arriving on campus. Unscheduled visits are discouraged. No non-HCS children are allowed to visit the campus with an HCS student during the school day.

Food Items

At this time, HCS does not prepare or cater snack time or lunch. Food items are brought from home only, with the exception of Fridays when 1 soda option can be purchased as a fundraiser for HCS.

Morning snack items should be nutritional choices (i.e. granola bars, cheese sticks, fruit, nuts, etc.) **Candy/ chocolate/ chips is not an option for morning snack time.** Snacks should not require extensive clean-up. Students will be permitted to carry a no-spill/ leak water bottle with them throughout the day (NOT plastic water bottles, which can only be opened during lunch time – this is to prevent spilling water on important papers or technical equipment).

Lunches should comprise of options that do not require use of a microwave. HCS is not licensed to provide access to a microwave. Lunches should be brought in insulated lunchboxes with a cool pack which should not generally require refrigeration. However, a refrigerator is also provided if absolutely necessary.

Food items that are NOT permitted:

- any food items/ beverages in a glass container for storage
- no soda or energy drink for any student (except what can be purchased on Fridays)
- no excessive snack items in the lunch box

Backpacks and Lunchboxes

Because different families consider the appropriateness of certain television shows and musical groups differently, HCS has determined that no logo or licensed character of a television show, video game, book series, toy, card game, or musical group may be displayed on lunchboxes, water bottles, apparel, or backpacks so as not to offend a brother or sister in Christ. Students who arrive with a lunchbox or backpack that does not follow this policy will have one day to find a new one.

Desk Decorations

Keeping in mind that the students will want to personalize their learning environment, HCS encourages each student to decorate their desk with fun, useful, and engaging items. No decoration can be permanently attached (stickers) to any part of the desk. Students should provide poster putty for any “sticking.” No logo or licensed character of a TV show, movie, video game, book series, toy, card game, or musical group may be displayed. Unattached items must be able to fit on the shelves of their desk so that the desk can completely close and lock. When closed, no decorative items can be shown on the outside of the desk. A combination lock must be used to lock the desk. Combinations must be given to the Facilitator. Students will occasionally be asked to clean their desks.

Care of Furniture, Fixtures, Facilities, and Grounds

Students are expected to share the responsibility of caring for and preserving the school's furniture, fixtures, facilities, and grounds. HCS will not allow students to destroy desks, deface walls, etc. Students who choose to destroy the property of the school or of other students will be given demerits and required to pay for the items destroyed or defaced.

Students are also expected to share in keeping the lunch room, restrooms, classrooms, and outside grounds clean. Daily responsibilities may include wiping counters, tables, and vacuuming. Students are responsible for keeping the area immediately around their desks clean.

Computers/ Laptops/ Tablets/ Other Devices

Please see the *Technology Usage Agreement* for specific policies and procedures regarding most issues concerning technology.

It is required that each student have access to their own laptop for schoolwork. This may not be financially feasible for all families, so HCS is prepared to provide access for all students to a computer for schoolwork. All personal computers should be taken home every night and fully charged in preparation for the next day. This will also diminish the chance that the device is broken or stolen.

Personally owned laptops MUST be available for the Administrator or faculty to access and should, therefore, not contain any sensitive family/ financial information.

Tablets with a screen smaller than 10 inches are used for educational research and games only and the student must have permission to have a tablet on campus. Core curriculum should be completed on a screen that is at least 10 inches (though 12" or bigger is recommended) with an attached keyboard. Student MUST have a keyboard for core curriculum work. A Windows 8/10 laptop/ 2-in-1 is required for core curriculum work. If the chosen curriculum requires a CD/ DVD drive and the student is working on personally owned equipment, it is the responsibility of the parent to provide a device with the needed drives or external components that can be attached. HCS can provide some time on a computer with a CD/DVD drive.

Students who are using electronic devices owned by HCS should be careful to not damage any software or hardware. Group printers will be made available to all students using a standard printer cord or wireless connectivity; however, permission should be granted before using the printer for ANY reason.

Accidents

If a student is injured at any time during the school day or at any school-sponsored event, the following procedure will be utilized:

1. Student should report the accident to the nearest teacher or staff member.
2. Staff will determine if immediate professional medical attention is needed. Emergency medical services will be called if deemed necessary. Parents will be called immediately.
3. Minor accidents will be treated by staff, and an accident report will be filled out and sent home. Any questions about the injury can be addressed with HCS staff.

Medications

No student can be in possession of a prescribed or over-the-counter medication. This includes aspirin or other pain relievers, cough syrup, inhalers, or epi-pens. However, parents can send written permission for an HCS faculty member to administer these medications, including OTC cold, cough, and pain relievers. Faculty will not administer a dosage that is not specifically designated by written direction on the label unless there is a doctor's prescription. HCS cannot be held liable for failure to administer OTC products. Cough drops may be kept in the students' possession.

A Prescription Medication Form should be filled out for regularly prescribed medications that must be taken at school. Any such medication will be administered by staff; however, it should be noted that HCS does not currently employ a nurse.

Illness

Students who are found to have a fever of 100 or above or a student who vomits will be sent home immediately. In addition, any students who are found to have lice will be sent home until the situation is resolved. **HCS requests that no students be sent to school unless they have been without a fever or vomiting for at least 24 hours.**

DRESS CODE POLICY

It is our desire that this dress code will be affordable and convenient for families while at the same time honoring to God and helpful in keeping distractions away from the students.

Applicable to Boys

- Polo style shirts with no writing or pictures (plaids and stripes are acceptable) (logos no bigger than 1 inch)
- Tan, navy blue, gray, or black pants or shorts which are not frayed, have holes, are worn thin, or ragged and sagging. Length should be proper as to not pile up on shoes or drag the floor. Pants should fit properly at the waist.
- Hair must not hang over eyebrows, ears or collars. Haircuts must not cause distraction because of style.
- NO sweatpants or gym shorts.
- No hats or sunglasses may be worn inside
- Lights jackets with NO questionable or offensive writing or pictures may be worn over a collared shirt inside if needed. Solid colored sweatshirts with no writing may be worn also. All shirts worn under jackets or sweatshirts must meet dress code standards.
- No piercings, visible tattoos, or facial hair growth
- No excessive jewelry

Applicable to Girls

- Polo style shirts with no writing or pictures (plaids and stripes are acceptable) (logos no bigger than 1 inch)
- Shirts must not show any skin on stomach or back when both arms are raised above the head or bending over. Must be buttoned appropriately and modestly. All shirts worn under jackets or sweaters must meet dress code standards.
- Tan, navy blue, gray, or black pants, shorts, or skirts. Pants are to be straight cut/ regular fit/ boot-cut fit or slightly flared pant leg. Pants must have the ability to be gently pulled away from the skin. No ankle slits. Length should be proper as to not pile up on shoes or drag the floor. All clothing should fit properly at the waist.
- NO sweatpants, yoga pants, or gym shorts.
- Undergarments are not allowed to be seen through the material or visible at the neckline
- Skirts, dresses and shorts must be no shorter than 3 inches above the top of the knee when standing (even when wearing tights or leggings).
- Clothing may not be excessively tight. No jeggings! If leggings are worn under a skirt, the skirt must still meet the 3" rule.
- Hair must not cause distraction because of style or color (only natural shades acceptable.)
- Girls are not permitted to wear nose jewelry or other facial piercing other than earrings (no more than 2 per ear)

- Jackets or sweaters with NO questionable or offensive writing or pictures may be worn. Sweatshirts in solid colors with no writing may also be worn.
- Girls in the elementary school are not allowed to wear make-up until 6th grade when they may wear it conservatively. Girls in elementary school may not wear dangle earrings due to possible injury.

Applicable to all

- Closed toed shoes only
- No backless shoes
- No heels higher than 1"
- Any color/ style of socks are permitted
- No illuminated clothing or accessories are permitted
- Attire must not be disruptive or distracting to the learning environment
- NO stretchy/ spandex/ form fitting materials

DISCIPLINE POLICY AND PROCEDURES

When parents enroll their student at Hearthstone Christian School they are choosing for their child a higher standard of conduct. Parents and students must accept the responsibility of upholding these high standards while at school and **also in non-school activities**. Regardless of the type of activity or location, our students are representatives of a Christian school, and even more, of the Lord Jesus Christ.

Most children require instruction and discipline – and a lot of love and mercy -- as they grow toward maturity and self-regulation. HCS has developed a demerit system to help children become aware of behaviors that are unacceptable. This system will be utilized for most disciplinary infractions.

Students can expect to be warned of an inappropriate behavior and given the opportunity to change their behavior before receiving a demerit. With the accumulation of 3 demerits, a written essay which examines the student's behavior in light of Scripture will be assigned. This essay must be completed at home before returning to school the next day. Specific requirements for the essay will be given on an individual basis. After two essays have been written (6 demerits accumulated), the student will be required to perform a work service project for HCS, Community Bible Church, or the student's church. This service project must be done at the convenience of the organization and at a time other than school time, perhaps even on a weekend.

Response to Discipline

When students are disciplined, they should never argue the problem with the teacher in front of the other students. If the student feels a misunderstanding exists, he should obey the teacher without protest and take the following steps to rectify the matter:

1. Go to the teacher after class and ask for a time to discuss the matter privately.
2. Talk the problem over with parents and ask parents to contact teacher for discussion and clarification.
3. If the issue cannot be resolved with the teacher, the parent may request assistance from Administrator to discuss the matter privately.

Immediate Suspension or Expulsion

Depending on the significance of any misconduct and its impact on the Christian environment of the school, students engaging in certain misconduct will be in jeopardy of expulsion.

Behaviors worthy of suspension/expulsion:

1. Fighting on school property
2. Flagrantly abusive or obscene language or gestures, bullying, racial disrespect
3. Possession of weapons, including knives.
4. Leaving school without permission
5. Harassment, threats, assault or battery of a teacher or other student in person or through social media avenues.
6. Moral misconduct -- inappropriate sexual conduct or conversations in person or via text or internet, even when the text or internet interaction occurs off campus.

Searches

HCS reserves the right to search individual students and their possessions, including desks, backpacks, and electronics for items which are dangerous or violate other policies addressed in this Handbook. HCS students will never be physically touched in a search. Failure to cooperate with instructions will result in an immediate phone call to the parents. If a situation is reported to be extremely dangerous, the police will be called. Every attempt will be made by Administration and Facilitators to work with parents in helping their child succeed at HCS.

Expected Abuse

All employees of HCS have an affirmative duty to report all actual or suspected cases of child abuse, abandonment, or neglect. Serious abuse usually involves a combination of factors. While a single sign may not be significant, a pattern of physical or behavioral signs is a serious indicator and must be reported.

Reporting Expected Misconduct by HCS Personnel

All employees and administrators have an obligation to report misconduct by instructional personnel and school administrators which affects the health, safety, or welfare of a student. Examples of misconduct include obscene language, drug and alcohol use, disparaging comments, prejudice or bigotry, sexual innuendo, cheating or testing violations, physical aggression, and accepting or offering favors.

Reports of misconduct of employees should be made to the acting Administrator of Hearthstone Christian School. Reports of misconduct committed by the Administrator should be made to the Board of Elders and Deacons at Community Bible Church, Brooksville, FL or appropriate local authorities.

Legally sufficient allegations of misconduct by Florida certified educators will be reported to the Office of Professional Practices Services. Policies and procedures for reporting misconduct by instructional personnel or school administrators which affects the health, safety, or welfare of a student are posted in the Standards of Ethical Conduct, posted on our website at www.hearthstonechristian.org.

EXTRA CURRICULAR POLICIES AND PROCEDURES

Sports

HCS students are permitted by law to participate in competitive sports at their locally zoned public school. (Sideline cheerleading requires approval by each specific school.) A simple notarized form is all that is required to be handed in. Parents are responsible for arranging for their child to participate in a sport.

Students may miss school for a game, but prior written notice is required. A copy of the season's game schedule will serve as written notice.

Students may leave up to one hour early for practice. However, if any core curriculum has not been completed for that day, it must be completed at home for homework.

Music Lessons

HCS will attempt to arrange a student's schedule so that s/he can be given private (or group) music lessons during the school day. Parents must arrange for private instruction on their own, and an appropriate time must be agreed upon by the Administrator. Parents must coordinate the instructor's schedule with the student's schedule of daily activities.

We will attempt to arrange for a 20-30 minute practice time every day, as well. It should be understood that these practices are not under an adult's direction. The child will be supervised and safe, but the adult is not responsible for directing the practice.

HCS is not responsible for arranging payment between the two parties. However, we will be glad to pass payment from the parent to the instructor so that the child does not lose it.

Student Employment

Juniors and Seniors have permission to leave school several hours early for scheduled hours of employment. Parents and students should prioritize fulfilling the general diploma requirements before attempting to add employment to the student's schedule.

A "work study" can serve as 1 full elective credit (two semesters), and while the student can continue to leave school to work after two semesters, they will not receive any more credit.

COMMUNICATION POLICY

Administration and faculty will primarily utilize the SchoolWorx software (app and parent dashboard) for communication of important information, including but not limited to calendar events, discipline, attendance, academic progress, and limited lesson plan information. Parents **MUST** have access to their SchoolWorx account on a regular basis. HCS can not be held liable for information that is not received by the parents in any other way, although we will try to pass on important announcements using other methods, as well. Any technical problems with your Schoolworx account should be addressed with SchoolWorx directly, including password reset and account information.

PHYSICIAN EVALUATION FORMS

HCS faculty and administration is happy to help physicians and therapists evaluate your child using their specific evaluation forms. Important to the process of these evaluations is the idea that your child may behave in a different way in different places and situations; therefore, it is important that the evaluating physician have information from HCS that has not been influenced by the parent. To insure this happens appropriately, physician forms will be mailed directly to the evaluating physician upon completion. Parents will **NOT** be allowed access to these. An addressed envelope would be appreciated in these cases.

Hearthstone Christian School reserves the right to change the contents of this Parent/ Student Handbook at any time in regards to legal, financial, or practical purposes. Changes will be immediately effective and posted at www.hearthstonechristian.org