

# **HERMISTON CHRISTIAN SCHOOL**

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Welcome to Hermiston Christian School -- a school whose purpose is to provide your child with an academically sound education based upon the principles of God's Word. This was our primary motivation in establishing the school in 1979 and it remains our purpose today.

Growing up today is not easy. It is our desire to strengthen our children with strong academic, moral, and spiritual training. We are not here to shelter students, but to expose them to a Christ-centered life style. It is our prayer that this school year be one of tremendous growth—both academically and spiritually – for each student.

We provide this handbook for you with the hope that it will clarify the regular procedures and policies of HCS. Please discuss the contents with your family. **Please realize that the handbook does not cover every single aspect of a student's responsibility.** Situations may arise that are not covered in the handbook. When this occurs, we will strive to resolve each situation by following Christ's example.

Christ-centered education recognizes **your responsibility as parents** to "bring up your children in the nurture of the Lord". During school hours, the HCS staff stands in your place in fulfilling that important task. Please pray for us as we do our best for your children.

Yours in Christ,

HCS Staff

## **STAFF**

|                       |                 |
|-----------------------|-----------------|
| Pastor                | Stan Steward    |
| Administrator         | Megan Glanz     |
| Financial Officer     | Stephanie Evans |
| Librarian             | Jane Poole      |
| ULC Instructor (7-12) |                 |
| MLC Instructor (4-6)  | Lisa Blais      |
| LLC Instructor (2-3)  | Vicki Honey     |
| First Grade           |                 |
| Kindergarten          |                 |
| Preschool             | Shari Steward   |
| Aide                  | Holly Pixton    |

### **STAFF RESPONSIBILITIES**

**Administrator** - Responsible for general supervision and administration of the school, dealing with students, parents, and staff of Hermiston Christian School.

**Instructor** - Responsible for progress of each individual student under his or her authority, and for contact with the home.

**Aide** - Responsible to assist instructor in handling of daily classroom activities.

**Volunteer Help** - Responsible to help wherever needed and will receive the same respect as all above.

### **CHAIN OF COMMAND**

To appeal a decision, you must follow the chain-of-command set forth by Hermiston Christian School as follows: Instructor, Principal, Lead Pastor and Board.

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## GENERAL STATEMENT OF PHILOSOPHY

- **We believe that all parents of students in this school must consider that the Word of God is clear in making Christian parents responsible for the education of their children** — education not limited to the counsels of God revealed in His Word, but also in the counsels of God revealed in this world. Our parents should desire their children to be educated at home and at school with the consciousness that all truth is God's truth, and that Jesus Christ is to be central in all living and learning.
- **We support the parents.** We are assuming that there is order in the family, and that the family is faithful in worship together. Students and parents are expected to belong to and to attend regularly a Bible – believing church. Every parent and student is to have a close personal relationship with the Lord Jesus Christ.
- **We emphasize the spiritual life of our school campus.** There is an openness to all gifts of the Holy Spirit with the evidence of spiritual gifts. This is a framework to go on in love unto perfection, striving to become more like the person of Jesus Christ and taking on His nature. We emphasize the fruit of the Spirit (Gal. 5:22,23) as the measure of our being changed to conform to the nature of Jesus.
- **We use a curriculum that is accelerated.** It is not designed as a special education service or for correcting discipline problems that are not being handled at home.
- **We depend on our parents to spend time as a volunteer at school.** Each family is required **30 hours of volunteer time** per year. The degree to which your children achieve is dependent upon your SUPPORT and knowledge about the school.
- **We are concerned about the character of the students.** When obedient in the little things God can expect you to be trusted with the important things. As parents, please support all the school's rules and procedures. Dress and conduct are a part of this process.
- **We want to be united in the purpose of raising responsible children.** Special school programs are planned throughout the year. **All parents are required to be in attendance unless other arrangements have been made.**

## STATEMENT OF FAITH

- **The Scripture Inspired.** The Scriptures, both the Old and New Testaments, are verbally inspired of God and are the revelation of God to man, the infallible, authoritative rule of faith and conduct (II Tim. 3:15-17, I Thess. 2:13, II Peter 1:21).
- **The One True God.** The one true God has revealed Himself as the eternally self-existent "I Am", the Creator of heaven and earth and the Redeemer of mankind. He has further revealed Himself as embodying the principles of relationship and association as Father, Son, and Holy Ghost (Deut. 6:4; Isaiah 43:10-11; Matt. 28:19; Luke 3:22).
- **The Deity of the Lord Jesus Christ.** His pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, and exaltation to the right hand of God (Matt. 1:23; Luke 1:31,35; Heb. 7:26; I Peter 2:22; Acts 2:22, 10:38; I Cor. 15:3; Matt. 28:6; I Cor. 15:4; Acts 1:9,11; 2:33; Phil. 2:9-11, Heb. 1:3).
- **The Fall of Man.** Man was created good and upright; for God said, "Let us make man in our image, after our likeness." However, man by voluntary transgression, fell, and thereby incurred not only physical death but also spiritual death, which is separation from God (Gen. 1:26,27; 2:17; 3:6; Romans 5:12-19).
- **The Salvation of Man.** Man's only hope of redemption is through the shed blood of Jesus Christ the Son of God (Eph. 2:8; Heb. 9:12 & 22; Rom 5:11).
- **The Ordinances of the Church.** The ordinance of *baptism by immersion* is commanded in the Scriptures. All who repent and believe on Christ as Savior are to be baptized (Matt. 28:19, Mark 16:16; Acts. 10:47, 48; Romans 6:4). *The Lord's Supper*, consisting of the elements – bread and the fruit of the vine – is the symbol expressing our sharing the divine nature of our Lord Jesus Christ (I Peter 1:4); a memorial of His suffering and death (II Cor. 11:26); and is enjoyed by all believers.
- **The Baptism in the Holy Ghost.** All believers are entitled to and should ardently expect and earnestly seek the promise of the Father, the baptism in the Holy Ghost and fire, according to the command of our Lord Jesus Christ (Luke 24:49, Acts 1:4,8). This experience is distinct from and subsequent to the experience of the new birth (Acts 8:12-17; 10:44-46; 11:14-16; 15:7-9).
- **The Initial Physical Evidence of the Baptism in the Holy Ghost.** The baptism of believers in the Holy Ghost is witnessed by the initial physical sign of speaking with other tongues as the Spirit of God gives them utterance (Acts. 2:4). The speaking in tongues in this

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- instance is the same in essence as the gift of tongues , but different in purpose and use. (I Cor. 12:4-10,28)
- **Sanctification.** Sanctification is an act of separation from that which is evil, and of dedication unto God. (Romans 12:1,2; I Thess. 5:23; Heb. 13:12). Scriptures teach a life of “holiness without which no man shall see the Lord” (Heb. 12:14).
  - **The Church and Its Mission.** The church is to be: 1) An agency of God for evangelizing the world (Acts 1:8; Matt. 28:19,20; Mark 16:15,16); 2) A corporate body in which man may worship God (I Cor. 12:13); a channel of God’s purpose to build a body of saints being perfected in the image of His Son (Eph. 4:11-16, I Cor. 12:28).
  - **The Ministry.** A divinely called and scriptural ordained ministry has been provided for by our Lord for the three-fold purpose of leading the church in 1) the evangelization of the world (Mark 16:15-20), 2) worship of God (John 4:23-24), and 3) building a body of saints being perfected in the image of His Son (Eph. 4:11-16).
  - **Divine Healing.** Divine healing is an integral part of the Gospel, provided for in the Atonement, and is the privilege of all believers (Isaiah 53:4,5, James 5:14-16).
  - **The Blessed Hope.** The resurrection of those who have fallen asleep in Christ and their translation together with those who are alive and remain unto the coming of the Lord is the imminent and blessed hope of the Church (I Thess. 4:16,17; Rom. 8:23).
  - **The Millennial Reign of Christ.** The second coming of Christ includes the rapture of the saints, which is our blessed hope, followed by the visible return of Christ with his saints to reign on earth for one thousand years (Zech. 14:5; Matt. 24:27,30; Rev. 1:7; 19:11-14; 20:1-6).
  - **The Final Judgment.** There will be a final judgment in which the wicked dead will be raised and judged according to their works. (Matt. 25:46; Mark 9:43-48; Rev. 19:20, 20:11-15; 21:8).
  - **The New Heavens and the New Earth.** “We according to the promise, look for new heavens and a new earth, wherein dwelleth righteousness” (II Peter 3:13; Rev. 21,22).

***As a ministry of Hermiston Christian Center, the preceding statement of faith is consistent with the Sixteen Fundamental Beliefs of the Assemblies of God, our national church affiliation. However, in order to show deference, Bible classes and chapel services shall be comprised of fundamental Biblical truths which are consistent and in agreement with mainstream conservative evangelical teaching. Distinctive doctrines of Hermiston Christian Center will be expounded upon at the request of an individual or a group of students.***

## STANDARD OF CONDUCT

Students are expected to act in an orderly and respectful manner, maintaining Christian standards of courtesy, kindness, language, morality, and honesty. Students of this school are expected to refrain from talking about or engaging in cheating, swearing, lying, sexual conduct, smoking, gambling, drinking alcoholic beverages, and using narcotics. Students who participate in such activities are subject to dismissal. Students must agree to strive toward unquestionable character in dress, conduct, and attitude. "...to him that knoweth to do good, and doeth it not, to him it is sin." James 4:17. **Students and parents are required to sign a "Code of Conduct" form each year. Students using the computers will be required to sign a technology agreement and a computer trespass agreement.**

## PROGRESS REPORT CARDS

Progress Reports are sent home at the end of each quarter to inform parents of their child's achievement. On the Progress Reports, the first number is the number of the subject unit; the second number is the percentage earned on. (Example: MATH 13-96%)

**Desirable Traits and Habits** Explanation of marks are as follows:

|     |  |
|-----|--|
| "N" | Needs to work at improving.                |
| "S" | Is average, there are areas to improve on. |
| "G" | Has strong points in this area.            |
| "E" | Is unusually good.                         |

### Work Habits:

- **Follows Directions.** Follows through with instructions for functioning in the Learning Center: setting goals, raising flags, completing work, etc. Does each unit according to the steps and instructions, does not skip procedures—takes notes, scores well, and when necessary, waits for initials on Checkups and Self Tests, etc.
- **Works Well Independently.** Works with a minimum of supervision, takes initiative to find solutions and to find answers in daily lessons and analyzes examples to learn new procedures on own. Maintains steady work habits and does not waste time.
- **Does Not Disturb Others.** Does not distract others in the Learning Center or disrupt the learning atmosphere by

## UPPER LEARNING CENTER LEVELS 7-12

Personal BIBLE (King James Version)  
Dictionary  
WORKBOOK holder or magazine holder  
Blue or Black Ball-point pen (non-erasable)  
Notebook for each subject for notes, rules and vocabulary  
Graph paper  
#2 pencils  
Eraser (white is best)  
6 or 12" ruler  
As needed, Compass of **high quality (Office Max)**  
and Protractor  
Calculator with ability to do fractions, square roots, sine and cosine  
Tissues (At least one box at all times)  
Notebook for journal and Chapel notes  
**Small** school box , pencil cup or desk organizer  
Dexas slimcase or similar plastic, hardside snap-close portfolio with clipboard top  
Desk mat, if desired

2 Boxes disinfectant wipes for cleaning desk  
2 Boxes of facial tissue  
8 Basic washable markers  
1 Ream white cardstock  
1 Water bottle  
1 large mug or other solid cup to hold pencils

### **LOWER LEARNING CENTER Grades 2-3**

Personal BIBLE King James Version  
Markers (washable)  
Addition & subtraction Flash Cards (2nd grade only)  
Multiplication/Division Flash Cards (3rd & 4th grades)  
Writing tablet (2nd grade)  
College-ruled notebook (3rd)  
Crayons and colored pencils (twistables— reg. colored pencils do not sharpen well)  
Pencils (Dixon Ticonderoga #B2, 24 pack)  
**Small** school box for supplies or desk organizer  
1 Slim-case clipboard  
12" ruler  
2 large white erasers  
1 or 2 highlighters  
2 boxes of tissues  
2 containers disinfectant wipes for cleaning offices (Clorox-type wipes)

### **MIDDLE LEARNING CENTER LEVELS 4-6**

Personal Bible, King James Version  
Webster's Dictionary  
1 Magazine holder  
1 Pee-Chee folder for loose papers  
1 drawing tablet  
5 Wide-ruled composition/spiral books for note-taking and journaling  
2 Blue or black ball point pens (non-erasable)  
Mechanical pencils (extra lead) or 1 pkg. #2 hardwood pencils  
Small package of colored pencils  
2 boxes of tissues  
**Small** school box or desk organizer  
Eraser (white)  
1 or 2 highlighters  
Dexas slimcase or similar plastic, hardside snap-closed portfolio/clipboard  
1 container disinfectant wipes for cleaning offices  
7th grade – calculator able to do fractions & square roots  
7<sup>th</sup> Grade – good quality compass and protractor

talking, turning around in office, tapping pencil, making unnecessary noise, or moving about the Learning Center in other than a quiet, or orderly manner.

- **Take's Care of Materials.** Workbooks, computers, software, books, and reference materials are kept neat and in good repair. Keeps WORKBOOKS free of extraneous marks, writes and erases neatly, assignments are done in neat penmanship without strike-overs and with neat erasure. Keeps a PAPER UNIT carrier for transporting WORKBOOKS between school and home. Does not mar any Learning Center materials, equipment, or furniture. Immediately reports any damaged material that is discovered.
- **Completes Work Required.** Consistently finishes goals, hands in assignments on time, and does what is required to achieve his maximum progress within a given time period. Maintains a notebook for each computer subject.
- **Is Courteous.** Is polite to fellow students and shows proper respect for instructors and aides. Follows common rules of courtesy and etiquette (i.e., opening doors for others, making introductions, etc.)
- **Gets Along Well with Others.** Follows the Biblical admonition to "Love one another." Deals unselfishly with others, works cooperatively, and does not make fun of or tease fellow students. Follows the Biblical way of settling differences by asking for forgiveness.
- **Exhibits Self-control.** Does not "explode" when provoked. Controls temper, passions, and appetites. Does not compulsively mark on things, push students, or name call.
- **Shows Respect for Authority.** Treats adult authorities as those God has placed in that position to care for his soul. Treats them courteously, is obedient, and avoids situations of familiarity or disrespect.
- **Responds Well to Correction.** Does not become rebellious or refuse to accept discipline. Sees discipline as God's method of shaping ones character to conform with Christ's. Does not sulk, pout, or try to "get even" with the authority meting out discipline.

- **Promotes School Spirit.** Supports school programs, but more importantly, supports the school spiritually by prayer and other Christian services. Promotes school spirit other than through activities associated with sporting events helping the school maintain Biblical character.

**Personal Traits:**

- **Ability to Establish Own Goals.** Is able to set reasonable goals that are neither too low, nor too high. (Reasonable goals allow him to achieve the **maximum** he is normally capable of producing each day.) Able to plan long-range as well as daily goals (especially when approaching graduation). Able to set physical and spiritual goals as well as academic goals, and is constantly striving to increase productivity.
- **Successfully Reaches Goals.** Learning to achieve goals despite obstacles. Able to set aside his own desires for leisure activity in order to meet a goal. Is learning not to quit in the face of difficulty
- **Displays Flexibility.** Able to set aside own desires to meet the needs of others. Accepts changes in the routine without grumbling or complaining.
- **Shows Creativity.** Is constantly alert for creative alternatives that enable him to achieve goals at an accelerated rate. Is especially alert to find solutions to difficult situations by using the resources available to him (i.e., dictionary, encyclopedia, maps, handbooks, concordances, etc.) The creative student also demonstrates uniqueness in office decor and oral presentations for privilege status.
- **General Overall Progress.** Deals with attitude toward the school, staff, and fellow students. How does progress compare to the beginning of the academic year or at the last reporting time.

**GRADING SYSTEM**

|           |   |                |        |   |            |
|-----------|---|----------------|--------|---|------------|
| 94-100%   | A | Excellent      | 88-93% | B | Good       |
| 80-87%    | C | Satisfactory   | 74-79% | D | Needs Imp. |
| 73%-below | F | Unsatisfactory |        |   |            |

**SUPPLIES NEEDED**

**PRESCHOOL**

- 8-Basic Color Crayons (regular size) - colors need to include black, orange, yellow, red, brown, green, blue)
- 8-Basic Washable Markers (broad tip) - please be sure these include the basic colors listed above
- 1 Fiskars brand children’s scissors
- 2 Boxes of facial tissue
- 3 Boxes disinfectant wipes for desks
- 2 Glue sticks
- 1 Tub playdough—any color (child’s favorite color?)
- 1 Pack Ticonderoga No. 2 “My First” large pencils
- Pencil box
- 1 Large white eraser

**KINDERGARTEN**

- Personal BIBLE
- Color Crayons (regular size) 24-count
- 2 Doz SHARPENED Dixon or other hardwood pencils
- 4 large white erasers
- Pencil box
- 4 Glue sticks and 1 bottle Elmer’s glue
- Fiskars brand children’s scissors
- 8 Basic washable markers
- 1 12” ruler
- 1 set of water color paints
- 1 ream printer paper
- 2 spiral notebooks
- 3 pocket folders
- 2 Boxes disinfectant wipes
- 2 Boxes of facial tissue
- Water bottle
- Backpack and lunch bag

**1ST GRADE**

- Personal BIBLE - King James Version
- Color Crayons (regular size) 24-count
- 2 Doz Dixon or other hardwood pencils
- 2 large white erasers
- 1 Small** Pencil box
- 4 Glue sticks (no liquid glue, please)
- Fiskars brand children’s scissors
- 1 12-inch ruler

## Parent Volunteers

**We are requiring that parents volunteer 30 hours per year, per family.**

**Here is a list of areas where we need parent volunteers.**

This list does not cover all areas. Please contact the school to volunteer and let us know where your talents might be used.

*Coaching ~ Basketball, Volleyball, Tennis or Flag Football*

*P. E. Instructor*

*Maintenance ~ painting, carpentry skills, plumbing, landscaping, irrigation, mowing, etc*

*Cleaning ~ Summertime or during school year*

*Drive Bus*

*Organize Special Occasions*

*Plan & Supervise Field Trips*

*Parent-Teacher Organization*

*Office Skills ~(Filing, Record keeping, etc.)*

*Supervise during lunch break*

*Tutor a student*

*Help with Scripture memorization*

*Listen to a student read*

*Help with memorizing Math facts*

*Pizza Thursdays Coordinator*

*Auction (volunteer or oversee fundraiser)*

*Yearbook*

*Labels for Education/Boxtops for Education*

*Special Skills:*

|                |                    |                  |
|----------------|--------------------|------------------|
| <i>Spanish</i> | <i>Photography</i> | <i>Academics</i> |
| <i>Music</i>   | <i>Arts</i>        | <i>Crafts</i>    |
| <i>Speech</i>  | <i>Drama</i>       | <i>Athletics</i> |

## GENERAL COMMENTS FOR PARENTS AND STUDENTS

### TUITION AND FEES

The school is operated on funds paid by the parent and is dependent upon these funds being paid in a systematic manner.

**Discounts:** A 5% discount will be given for full tuition payment made by **August 30**, if paid by check, 3% if paid by credit card.

**Refunds:** In the event of withdrawal from the school, the current month's tuition is non-refundable. If you are asked to withdraw your child/children you will be charged to the date of request. The registration fee is nonrefundable.

**Past Due Accounts:** Tuition is paid over either a twelve or a ten-month period.. Payments are due no later than the 20<sup>th</sup> of each month and the account is considered delinquent if not paid in full by the end of the month. If payment is not made, your student will not be allowed to return to school on the first day of the following month.

### SCHOOL HOURS

Preschool hours are:

AM Class: 8:30 am to 12 noon (M,T,W, Th)

Kindergarten through Grade 12 hours are 8:30 a.m. to 4:00 p.m. (M-Th) - except for Fridays designated on the school calendar.

Doors are open at 8:00 a.m. Doors close at 4:30 p.m.

### DROP OFF/PICK UP/BEFORE/AFTER SCHOOL CARE

1. All preschool students must be brought in through the upper level and down to the classroom by a parent (or designee) each morning. Do not park in the lower parking lot in the morning. At noon pickup, preschool parents will use the lower driveway and parking lot.

2. For all other students: Drop off and pick up will be done at the **lower west door (main SCHOOL entrance. Also, please be sure students exit the car from the passenger side!** The only students who will be entering through the front door are those who ride bikes or drive their own cars.

3. **DOORS WILL NOT BE OPENED BEFORE 8:00 AM, AND THE SCHOOL ENTRANCE WILL BE LOCKED AT 8:30 A.M.** A staff member

will be at the door from 8:00-8:30 a.m. When it is time for school to start (8:30 am,) the school entrance door will be locked.

**4. PROCEDURE FOR STUDENTS WHO ARE TARDY: School begins at 8:30 a.m. If you are late getting your student to school, you must enter at the front door and you, the parent, must come down to the school office and sign your student in. The student will also be responsible to make up those minutes at first break.**

If the tardiness is because of an appointment, we need advance notice. If you have an emergency that morning, please call. If not, your student will be losing break time. High school students who drive themselves will sign themselves in at the school office, and will also be losing break time.

**5. BEFORE SCHOOL CARE IS NOW AVAILABLE.** One staff member will be available for before-school care starting at 7:15 a.m. The cost for this is \$30 per month, and will be added to your bill. Sign up for before-school care through the office. If you are needing before-school care for any lesser time between 7:30 and 8:00, the cost will be \$25 per month. You will be given drop-off instructions at the time you sign up for this. All before-school care students will be in the gymnasium until 8:00 a.m.

6. After-school care is available from 4:15 p.m. until 5:30 p.m. at a cost of \$35 per month.

**7. MANDATORY MINUTE-BY-MINUTE AFTER-SCHOOL CARE.**

Students are expected to be picked up at 4:00 p.m., teachers will be outside or in west foyer supervising students until 4:15 p.m.

Students who have not been picked up by 4:15 pm, will automatically go into after-school care, and the parent will be charged \$1 per minute for the care. After-school care will be held in the gymnasium or in the resource room and you will have to come to that room and pick up your student. There will not be anyone at the west entrance to let students know a parent has arrived. You will receive an invoice showing minutes and charge that day. The charges will then be on your next bill.

If you know that you cannot pick your child up before 4:15, please arrange for daily after-school care, which will be at a much-reduced rate. Unless you have arranged in advance for after-school care, however, you will be charged the minute-by-minute rate.

Parents, please understand that by 4:15 pm, our teachers have already put in a full day and most days still have scores to record or other paperwork to complete before going home. Unless the teacher has specifically requested a student stay after school, students will not be allowed in the classrooms. They will be in after school care.

## CHARACTER BUILDING VALUES

|                 |               |
|-----------------|---------------|
| Patient         | Faithful      |
| Committed       | Consistent    |
| Discreet        | Friendly      |
| Honest          | Kind          |
| Secure          | Thrifty       |
| Merciful        | Deferent      |
| Tolerant        | Flexible      |
| Confident       | Forgiving     |
| Optimistic      | Thorough      |
| Peaceful        | Concerned     |
| Self-controlled | Compassionate |
| Truthful        | Gentle        |
| Discerning      | Courageous    |
| Resourceful     | Perseverant   |
| Appreciative    | Considerate   |
| Responsible     | Cooperative   |
| Dependable      | Determined    |
| Purposeful      | Persuasive    |
| Submissive      | Efficient     |
| Decisive        | Meek          |
| Joyful          | Content       |
| Respectful      | Observant     |
| Virtuous        | Diligent      |
| Loyal           | Fair          |
| Humble          | Tactful       |
| Creative        | Fearless      |
| Available       | Punctual      |
| Sincere         | Generous      |
| Attentive       | Equitable     |
| Prudent         | Temperate     |

## PLEDGES

- **THE AMERICAN FLAG:** I pledge allegiance to the flag of the United States of America and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.
- **THE CHRISTIAN FLAG:** I pledge allegiance to the Christian flag, and to the Savior for Whose Kingdom it stands; one Savior, crucified, risen and coming again with life and liberty for all who believe.
- **THE BIBLE:** I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet, and a light unto my path. I will hide its words in my heart, that I might not sin against God.
- **SCHOOL SONG: “*They That Wait Upon the Lord*”**

They that wait upon the Lord  
Shall renew their strength,  
They shall mount up with wings as eagles.  
They shall run and not be weary,  
They shall walk and not faint.  
Teach me, Lord, Teach me, Lord, to wait.

## SCHOOL CLOSURE

In case of school closure, you will be notified by text with the Alert system if you subscribe to it or by announcement on the school website or radio station **KOHU (AM 1360), and KNDU or KERPR TV stations or websites, by 6:00 a.m. If you register with Flash Alert through the school, you can also receive a text message and email. (Notice will be sent out after the start of school.)**

## DRILLS

Fire drills will be conducted regularly.

## TARDINESS

Punctuality is a character quality that God desires of us all. Students are to be **on time** in the morning and for each class during the day. Four or more tardies per quarter disallows perfect attendance. Excessive tardies may result in suspension or dismissal from Hermiston Christian School.

## ABSENCES

In the case of absence, **the parent should call or e-mail the school**, to let us know their student will be absent. Excessive unexcused absences may result in dismissal from Hermiston Christian School.

## WITHDRAWALS

**Withdrawal from school must go through the instructor and the school office.** Please remember this courtesy and help us avoid unnecessary expenses.

## VISITORS

All visiting groups or individuals from other schools are to report to the office. Personal visitors to the classroom are discouraged. All personal visitors of students are to be approved by their teacher at least one day in advance, and must report to the office first. All personal visitors are to recognize behavior patterns and the dress codes of our school and comply with them while visiting.

## ACCREDITATION

Accreditation of a private Christian school is not necessary for its graduates to enroll in a college or university. Registrars of such

institutions are interested in the academic merits of individual students, not in the name of their school of graduation. Thus, they evaluate each applicant's academic aptitude through nationally standardized tests.

## ACHIEVEMENT TESTS

This test is an instrument designed to measure student understanding of concepts, terms and skills at specific grade levels, and is usually administered in April.

The PSAT Test is made available to the 10<sup>th</sup> grade and above who plan to attend college.

- **PSAT: Preliminary Scholastic Aptitude Test/National Merit Scholarship Qualifying Test; tests verbal and mathematical abilities.**

The SAT and ACT are made available to the 11<sup>th</sup> and 12<sup>th</sup> Graders.

- **SAT and ACT: Scholastic Aptitude Test (SAT I) and American College Testing (ACT) are instruments designed to measure a student's academic ability to perform in college work. Either test is required by most colleges and universities.**

## HIGH SCHOOL CURRICULUM

### BIBLE, CHRISTIAN EDUCATION

New Testament Survey (1)  
Old Testament Survey (1)  
Bible Doctrine (1)  
Christian Faith & Living (1)

### LANGUAGE

Spanish I (1)  
Spanish II (1)  
Secondary Spanish (1)

### LANGUAGE ARTS

Speech (1/2)  
Etymology (1)  
Lang. Arts I, II, III, IV (1 ea)  
American Lit. (1/2)

### BUSINESS

Accounting (1)  
Consumer Math (1)  
Economics (1/2)  
Bus. Comp. Inf. Systems (1)  
Business Math (1)

### SOCIAL STUDIES

World History (1)  
U.S. History (1)  
Civics (1/2)  
World Geography (1)  
Oregon History (1/2)  
Civil War (1/2)  
20th Century History (1)  
Vietnam Era History (1)  
Gov. & Economics (1)

### FINE ARTS

Music (1/2)

### GENERAL

Family & Consumer Sci. (1)  
Foundations for Living (1)  
Job Shadowing (1/2)  
Work Experience (1)  
College Planner (1/2)

### MATH

Business Math (1)  
Consumer Math (1)  
Essentials of Math (1/2)

that unacceptable items are present. **Please do not bring valuables to school**, or check them in at the office.

## LANGUAGE

Use only words which glorify the Lord. "Let the words of my mouth, and the meditation of my heart, be acceptable in thy sight, O LORD, my strength, and my redeemer." Psalm 19:14.

## PROPERTY AND P. E. EQUIPMENT

Marked on, defaced, or broken property is to be replaced at the offending student's expense. When a student checks out physical education equipment, he is responsible to return it or pay for its replacement.

## "SIX INCH" RULE

**ALL** students should keep hands off other students (six-inch rule), no hitting, shoving, tripping, pushing, or pulling, etc. Gentlemen and ladies should show their respect for each other by refraining from inappropriate contact. We do not promote couples.

## MUSIC

Christian music - only that which glorifies the Lord - is permitted. Music used at any school-sponsored trip or event must be approved by sponsor or coach. Instruments are to be played only in a supervised area. Use of church instruments is by permission only.

## BOOKS/MAGAZINES/CELL PHONES/CDs/DVD's

Books and magazines must be approved **by parents** and **by instructor** upon student's arrival at school. Electronic devices, cell phones, I-pods, I-pads, etc. are not permitted on campus. Please do not bring these items to school. If student has cell phone at parent's request, it must be turned in to the teacher each morning and will be returned after school hours.

## PARTIES

**Parties are not school sponsored unless parents receive a notification letter from the principal and/or instructor. Parents are encouraged to participate in school-sponsored parties.**

Students may not leave campus during school hours without permission of the instructor and principal. Students must also sign in and out in the office whenever leaving or returning to the campus during school hours.

## HEALTH CARE

Students should eat a good breakfast before coming to school. Do not fill up on sweets, it will only make it harder for you to concentrate on your work.

Lunches should be well-balanced and not include an over-abundance of pastries.

## MEDICATIONS

Prescription medications are to be checked in with the instructor or the office, along with a note from the parent giving instructions on when to administer. Students are not to give other students medication. The school will not administer medication for headaches, colds, etc., without a **Medication Permission Form signed by the parent on file in the school office.**

# STUDENT GUIDELINES & INFO.

## STUDENT BULLETIN BOARDS AND OFFICES

**Only approved items** which have a positive motif are allowed. It is encouraged to make your office a pleasant place to work. Offices should be kept neat, free of waste papers and the like. **Dispose of trash at breaks only.** A clean and neat office provides a proper learning area

## LOCKERS

Each student will be issued a regular locker to use. The student is expected to keep the locker in good condition. The lockers will be inspected periodically and before the student is allowed to check out. If a student has a lock for the locker, the office must have a key or the combination to the locker. **All bags and backpacks** must be kept in the assigned locker. (A small purse may be kept in your office.) Bags or backpacks may be inspected if there is reasonable cause

Algebra I (1)  
Algebra II (1)  
Geometry (1)  
Trigonometry (1/2)  
Pre-Calculus (1)

### SCIENCE

General Science (1)  
Earth Science (1)

Physical Science (1)Biology (1)  
Chemistry (1)  
Physics (1)

### WELLNESS

Health (1/2)  
High School Health (1/2)  
P. E. I, II, III, IV (1/2 each)

- **College Board Achievement Tests (SAT II):** Students planning to attend State colleges need to select three areas to test.

## BASIC GRADUATION REQUIREMENTS

|                        |                   |
|------------------------|-------------------|
| <b>Mathematics</b>     | <b>3 Credits</b>  |
| <b>Language Arts</b>   | <b>4 Credits</b>  |
| <b>Social Science</b>  | <b>3 Credits</b>  |
| <b>Science</b>         | <b>3 Credits</b>  |
| <b>Wellness</b>        | <b>2 Credit s</b> |
| <b>Bible Electives</b> | <b>4 Credits</b>  |
| <b>Applied Arts</b>    | <b>1 Credit</b>   |
| <b>Electives</b>       | <b>4 Credits</b>  |
| <b>Total Credits</b>   | <b>24 Credits</b> |

**1 credit equals 135 clock hours~1/2credit equals 67.5 clock hours**

## HONORS PREP–GRADUATION REQUIREMENTS

|  |                   |
|--|-------------------|
| <b>MATHEMATICS</b><br>Algebra I<br>Algebra II<br>Geometry<br>Trigonometry<br>Pre-Calculus                                    | <b>4 credits</b>  |
| <b>PERSONAL FINANCE</b><br>Consumer Math or Business Math  | <b>1 credit</b>   |
| <b>LANGUAGE ARTS</b>   | <b>4 credits</b>  |
| <b>SOCIAL SCIENCE</b><br>World History, World Geog. (required)<br>American History (required)<br>Economics/Civics (required) | <b>3 credits</b>  |
| <b>SCIENCE</b><br>Biology<br>Physical Science<br>Chemistry<br>Physics  | <b>4 credits</b>  |
| <b>WELLNESS</b><br>Health (1)<br>P. E. (1)   | <b>2 credits</b>  |
| <b>BIBLE</b><br>Levels 9-12  | <b>4 credits</b>  |
| <b>LANGUAGE</b><br>Spanish I, II   | <b>2 credits</b>  |
| <b>CAREER DEVELOPMENT</b><br>College Planner (required)  | <b>2 credits</b>  |
| <b>TOTAL CREDITS</b>   | <b>28 credits</b> |

**ELECTRONIC DEVICES:** If electronic devices are brought to school, they are to be turned in to the student's supervisor. Any device not turned in will be confiscated and returned to the parent.

## STUDENT SAFETY

Guns, knives, or any type of weapon, matches, or lighters are not to be in a student's possession at school or any school function. Any threats of violence will be reported to the police and dealt with accordingly. Acts of violence would constitute immediate dismissal of student from school.

### OFF LIMITS

- Staff work room
- Autos and parking area
- Other students' offices
- Learning Centers other than your own unless permission is granted.
- West or East sides of the building
- Upstairs during the day unless taking a class or with permission of the staff
- Bicycle parking area: bicycles will be parked in a designated area.
- Learning Center when staff is not in attendance.
- P. E. area except under supervised activity

### TRANSPORTATION

Students driving themselves to school must register their vehicle with the school office. **Vehicles used by students for transportation to and from school are off limits during the day.** They are to be parked in designated areas. Students are not to transport other students other than siblings without written permission from both parents.

Bicyclists must wear helmets and obey all rules of the road. **Reminder: Using vehicles is a privilege. Misuse of the privilege will result in loss of the privilege.**

### CLOSED CAMPUS POLICY

Although such off-campus trips are of real enjoyment for the students, they are designed primarily to enrich learning. Instructors may ask students to take notes and complete tests upon returning to school. A natural outgrowth of such trips, which are conducted under the supervision of adults on every occasion, is that students are disciplined in the art of self-control and gracious deportment under various social conditions.

## **LOST AND FOUND**

The school has a lost and found department. **Please mark all items so our lost does not out number our finds. Remember uniforms all look the same unless a name is written on it.** At the end of each quarter, all items which have not been picked up will become the property of the school and will be disposed of accordingly.

## **LUNCH PROCEDURES**

Students are required to bring a lunch, as school lunches are not provided. Milk cards are available in the school office at a cost of \$7.00 each (20 servings per card). During lunch, students must: 1) Eat only at assigned area. (No eating in hallways or restroom.) 2) Put trash in wastebaskets. 3) Clean off table. 4) Go to recreational area **after** receiving permission to be dismissed.

## **BREAKS**

This is time to use the restroom , water fountain, school office business, non-academic questions, sharpening pencils and throwing away trash.

## **TELEPHONE USE**

The school phone is reserved for official school business and emergencies. Students desiring to place personal calls must have permission from their instructor before making calls. **Unless an emergency, phone calls are to be made at breaks only. Student cell phones are not to be used at school.** Calls made to parents may be made through the office or through the instructor's cell phone.

## **COLLEGE PREP – GRADUATION REQUIREMENTS**

|  |                   |
|--|-------------------|
| <b>MATHEMATICS</b>                               | <b>4 credits</b>  |
| Consumer Math or Business Math                   |                   |
| Algebra I  |                   |
| Algebra II                                       |                   |
| Geometry   |                   |
| Trigonometry                                     |                   |
|  |                   |
| <b>LANGUAGE ARTS</b>                             | <b>4 credits</b>  |
|  |                   |
| <b>SOCIAL SCIENCE</b>                            | <b>3 credits</b>  |
| World Geography (required)                       |                   |
| World History                                    |                   |
| American History (required)                      |                   |
| Economics (required)                             |                   |
| Civics (required)                                |                   |
|  |                   |
| <b>SCIENCE</b>                                   | <b>3 credits</b>  |
| Biology (required)                               |                   |
| Physical Science                                 |                   |
| Chemistry  |                   |
| Physics  |                   |
|  |                   |
| <b>WELLNESS</b>                                  | <b>2 credits</b>  |
| Health (1)                                       |                   |
| P. E. (1)  |                   |
|  |                   |
| <b>BIBLE</b>                                     | <b>4 credits</b>  |
| Levels 9-12                                      |                   |
|  |                   |
| <b>FOREIGN LANGUAGE</b>                          | <b>2 credits</b>  |
| Spanish I, II                                    |                   |
|  |                   |
| <b>ELECTIVES</b>                                 | <b>4 credits</b>  |
| Music, Bible, Speech, Yearbook,                  |                   |
| College Planner (required), Additional Academics |                   |
|  |                   |
| <b>TOTAL CREDITS</b>                             | <b>26 credits</b> |

## GENERAL PREP – GRADUATION REQUIREMENTS

|   |                   |
|---|-------------------|
| <b>MATHEMATICS</b>  | <b>3 credits</b>  |
| Algebra I<br>Algebra II<br>Consumer Math or Business Math                                       |                   |
| <b>LANGUAGE ARTS</b>  | <b>4 credits</b>  |
| <b>SOCIAL SCIENCE</b>   | <b>3 credits</b>  |
| World Geography (required)<br>World History<br>American History (required)<br>Civics (required) |                   |
| <b>SCIENCE</b>  | <b>3 credits</b>  |
| Biology (required)<br>Physical Science<br>General Science<br>Earth Science                      |                   |
| <b>WELLNESS</b>   | <b>2 credits</b>  |
| Health (1)<br>P. E. (1)   |                   |
| <b>BIBLE</b>  | <b>4 credits</b>  |
| Bible   |                   |
| <b>FOREIGN LANGUAGE</b>   | <b>1 credit</b>   |
| Spanish I   |                   |
| <b>CAREER DEVELOPMENT/ELECTIVES</b>   | <b>4 credits</b>  |
| College Planner (required)  |                   |
| <b>TOTAL CREDITS</b>  | <b>24 credits</b> |

allowed. Earrings that dangle over ½" or are larger than a quarter in size are not permitted.

**Makeup** for girls should be limited and not excessive. Nail polish, if worn, should be in light color tones. **Makeup and nail polish are to be applied at home, not at school.**

**Perfumes, after shave** and the like should not be at school at all. Many people have allergies and we need to be considerate of their well being.

**Changing Clothes** at school is done by permission only. **Once you are out of uniform you should leave the building and not return to the classroom.** Remember to be modest in your choice of attire or you may lose this privilege.

## CHAPEL AND DEVOTIONS

Chapel will be held once a week as part of our regular spiritual program at Hermiston Christian School. **Attendance is mandatory** with attention being given to the priority of deepening one's relationship with the Lord Jesus Christ. This time will include speakers, singing, worship, and hearing God's Word.

Devotions are held at least twice a week, and will include reading and sharing God's Word and applying it to our lives. Attendance is mandatory.

Students must bring Bibles and notebooks to all Chapel, devotional, and special meetings. **4th Level and above will be required to take notes.** This will have a two-fold purpose which is to help implant Godly principles and to develop quality classroom skills.

## FIELD TRIPS

Field trips provide an educational excursion and work as an incentive to strive academically. Some field trips are taken as a school and academics are not a requirement, while some field trips are provided as a privilege to only those who qualify academically.

initials. Shoes must be solid, sturdy shoes—no sandals—no heels higher than two inches.

**P. E. Uniform shirts** (both boys and girls) are to be purchased from **Pea Ridge T-shirts**. All Levels may wear black sports pants or sweats or black shorts with a minimum inseam of 9". **Leggings or spandex are NOT acceptable unless worn UNDER long shorts.** Any athletic shoe may be worn. The P. E. uniform must be worn in order for student to receive a P. E. credit. Shoes must be worn for safety reasons.

**There are many reasons for uniforms, some of which are listed below:**

1. Christian youth should not be a stumbling block through immodest or sloppy dress.
2. In setting the highest standards, no one can be offended.
3. Uniforms result in higher discipline and higher academics.
4. Uniforms improve the student's self-image.
5. Uniforms eliminate competition in dress between potential social climbers.
6. Uniforms eliminate daily decisions of what to wear.
7. It costs less for a year of clothing for schools with uniforms.
8. It gives identification for the school's "esprit-de-corps" when uniforms are used.

**Shoes** must be worn at all times and must be sturdy dress, casual, or athletic-style. **For safety reasons, no open – toed shoes allowed.** For safety, heels must not be any higher than two inches.

**Hair:** Boys are required to have their hair cut neatly in a tapered cut at all times. Off the collar and out of the eyes is a rule of thumb. No facial hair is permitted. The sideburns can be the length of half the ear. **(Boys and Girls)** Extreme hair styles and/or hair coloring are not permitted.

**Jewelry**( Boys): Watches, rings, and modest neck chains . No other jewelry is allowed.

**Jewelry** Girls): Limited accessories can be worn with uniforms - no heavy, dangling jewelry (beaded necklaces, charm bracelets, belts). Please be conservative when it comes to earrings. No more than 2 earrings per ear will be

**VOCATIONAL PREP-GRADUATION REQUIREMENTS**

|  |                   |
|--|-------------------|
| <b>MATHEMATICS</b>                                     | <b>3 credits</b>  |
| <b>LANGUAGE ARTS</b>                                   | <b>4 credits</b>  |
| <b>SOCIAL SCIENCE</b>                                  | <b>3 credits</b>  |
| Including U. S. History, Civics & W. Geography         |                   |
| <b>SCIENCE</b>   | <b>3 credits</b>  |
| (including Life Science, Earth Science & Gen. Science) |                   |
| <b>BIBLE</b>   | <b>4 credits</b>  |
| <b>WORD BUILDING</b>                                   | <b>1 credit</b>   |
| Word Building/Etymology                                |                   |
| <b>ELECTIVES</b>                                       | <b>4 credits</b>  |
| <b>WELLNESS</b>  | <b>2 credits</b>  |
| Health (1)   |                   |
| P. E. (1)  |                   |
| <b>TOTAL CREDITS</b>                                   | <b>24 credits</b> |

**OFF-CAMPUS CLASSES**

Classes taken at another facility (i.e. public high school) must be classes not offered at HCS, and must not interfere with the student's academic performance at HCS.  
Hermiston High School's rules: All core classes must be taken at the same school: LA, Math, Science, SAS, Health. Students not attending HHS for core classes may take up to two course electives if not offered at their "home" school (HCS): Band, Choir, elective Science, PE, Construction, Metals, Ag, FCS, business, CAD/Robotics, Speech, HE 250—**IF SPACE IS AVAILABLE. IAS classes/offering (Peer Tutor, Work Experience, Juvenile Tutor, internships) are NOT available to outside students.**

**P.E.**

Students are required to participate in P. E. class during school hours. More than three excuses per quarter (unexcused absence, incorrect uniform, no uniform, etc.) will lower grade one level. Excessive unexcused absences will result a failing grade and, for high school students, loss of credit. **Grading is based on participation, attitude and proper uniform for all students.**

**PUBLIC SCHOOL ATHLETIC PARTICIPATION**

HCS is an associate member of OSAA. HCS high school students may elect to participate in athletics at their local public school. **However, academic balance (including memorization of the previous month's Scripture verse), good attendance, and good attitude must be maintained to be eligible.**

## EXTRA-CURRICULAR SPORTS

Extra curricular sports programs are voluntary. To participate in these sports programs students must maintain acceptable spiritual, academic, and behavioral standards and say the previous month's Scripture. Academic balance is a vital part in this privilege of sports. Participation must be approved by the parents, instructor, and coach. A sports award night will be scheduled in the spring. Athletics are available to grades 4-12, providing there is adequate personnel and number of students.

## HONOR ROLL

It is hoped that each student will strive for Honor Roll status. This simply means that the required amount of work for 1/4 or 1/2 of the year has been achieved, and the monthly Scriptures for that period have been memorized. Parents are encouraged to support their child's efforts to reach Honor Roll.

Quarterly notes listing what each student needs for Honor Roll are sent to parents two to three weeks before the end of that quarter.

Each quarter, students who have met the Honor Roll requirements are taken on a special outing. This outing is a reward for academic achievement. **Parents, please remember to show your child how proud you are that they have earned this honor, and encourage them to participate in this activity.**

## SCRIPTURE MEMORY

Each month a new Scripture will be presented for memorization. Selections vary in length, but average about 10 verses. For **Honor Roll and sports participation** these must be recited by the end of the month/quarter. A trophy is awarded at the end of the year if all nine references have been memorized. Students will have a week after the end of each quarter to complete that quarter's Scriptures.

1. Students being transported are under authority of the bus driver.
2. Students are prohibited from horse play, wrestling or any boisterous activity on the bus.
3. Students shall use the emergency door only in case of emergency.
4. Students are not to bring animals or potentially hazardous material on the bus.
5. Students are to remain seated while bus is in motion.
6. Students are to keep their hands, arms, feet or heads inside the bus not extended through bus windows.
7. Students may be assigned seats by the driver.
8. Students are to ask permission of the bus driver and/or instructor to open or close windows.
9. Students are to converse in normal tones—no shouting or loud noise.
10. Students are to keep the bus clean and are to refrain from damaging it.
11. Students shall be courteous to the driver, fellow students and passers-by.
12. Students who refuse to promptly obey the directions of the driver or refuse to obey regulations may forfeit their privilege to ride the bus.
13. Students when boarding the bus are to remain on the sidewalk until the bus has come to a complete stop and the driver has opened the door for boarding.

## DRESS AND APPEARANCE

At all times students are required to be clean and neatly dressed in their uniforms. Uniforms are to fit neatly. **Neither over-sized or tight uniforms will be allowed. T-shirts worn under either boys' or girls' uniform shirts must be plain white and have sleeves that do not hang below uniform shirt.**

**Girls' Uniforms:** Khaki jumper, skirt or slacks with navy, light blue or purple (ULC) polo with school initials. Length for girls' jumpers or skirts must be at knee or lower. Shoes must be closed toed (no sandals) with heels no higher than two inches.

**Boys' Uniforms** will be khaki dress slacks worn with a belt and navy, lt. blue or purple (ULC) polo shirt with school

10. Our trees are for shade and are not to be climbed or have branches broken.
11. During break or lunch, students are to remain on the grassy area, and stay within boundaries designated.

## GYMNASIUM & LUNCHROOM/ FELLOWSHIP HALL

These facilities are off limits to all students except for supervised activities. Any outside use of the facilities must be approved by the church or school office, and must be properly supervised. Any equipment used must be properly stored away after use.

### GYM USE RULES

1. Jump ropes are to be used ONLY for jumping rope.
2. Basketballs are to be used to dribble, pass and shoot, ONLY.
3. Table tennis and foosball for 4th grade and up. NO FOOD or DRINK near or on those tables.
4. Water ONLY in gym area. Food and drinks are to remain in fellowship area.
5. Volleyballs and basketballs are NOT kicked.
6. No hide and seek in the gym. Students are not to be by or in the padded supports.
7. Nets are NOT to be played with. Height changes of the nets by permission ONLY.
8. Storage rooms are not to be entered without permission.
9. Equipment used is to be returned to storage racks at the end of the period. Equipment is NOT to be taken out of the gym without permission.
10. Balls thrown against the wall can only be thrown against the block or wood part of the wall. NOTHING is thrown or hit above that level.
11. Badminton rackets are for badminton ONLY. The same goes for tennis rackets.

We have been blessed with this wonderful gym, so let's be good stewards of it and our equipment.

## BUS RULES

### Monthly Scriptures: (KJV or NIV)

|        |                 |       |
|--------|-----------------|-------|
| Sept.: | Dec.: Matt      | Mar.: |
| Oct.:  | Jan.:           | Apr.: |
| Nov.:  | Feb.: I Cor. 13 | May : |

### ANNUAL AWARDS

Certificates, plaques, sport letters, and trophies highlight the Annual Awards night held each spring. Students strive during the year to attain these awards. **It is requested that all students, parents and staff attend, "giving honor where honor is due."** Please wear modest dress clothes— Girls in dresses/skirts, and Boys in slack & dress shirt – no jeans, no shorts., no tee shirts

Awards are not limited to the list below. This is only a general outline. Different categories may be added to fit the need.

|                      |                        |
|----------------------|------------------------|
| Presidential Awards  | Scripture Memorization |
| Highest GPA          | Citizenship            |
| Dean's List          | Penmanship             |
| Most Units completed | Perfect Attendance     |
| Spiritual Growth     | Good Housekeeping      |

### HOMEWORK

**The responsibility for scholastic achievement is placed on the student.** The goals set by the student and reviewed by the instructor are no more than the student is capable of completing during the school day. Should the student not meet his goals for that day, he will be required, at the discretion of the instructor, to complete the work at home or after school in the Learning Center.

Should the student have homework, a **Homework Slip** giving the pages to be completed will be taken home. The slip is to be **signed by the parent and returned** the following day even if goals are not completed. If circumstances are such that homework cannot be completed please send a note of explanation on back of slip. If goals are not completed because of an absence or busy activity schedule or because of carelessness, it does not take long to fall behind. Incomplete goals must be made up outside of school hours as homework. Parents need to encourage their children to make good choices and habits. Too many after school activities, too much T. V., computer , or phone time, etc., makes the task nearly impossible.

## LIBRARY

The school/church library is upstairs and is open to all students and parents. Students accessing the library during school hours must have their instructor's permission and are responsible for the books they check out. Students will be charged for damaged or lost books.

There may be assignments which require research to be done at the public library. This will be part of the student's learning experience. Please make sure your student has a library card and is able to get to the library as needed.

## PARENT-TEACHER CONFERENCES

Parent-teacher conferences are held at the end of the first, second and third quarters at the school. Schedules for appointments will be sent home. At the end of the fourth quarter, when all financial obligations have been met, Progress cards are handed out at the Awards Program or may be picked up at the school office.

## LOST PRIVILEGES AND DETENTIONS

Rules do have a purpose. They are for personal growth and the good of the community. The **personal aspect** is for personal discipline, for the guidance of the maturing student, and preparation for service. The **community aspect** is for the protection of the rights of other individuals, the well being of the community, and the safeguard of the academic process. Christian principle states: "In honor preferring one another" and "No man lives unto himself." **Always be considerate of others even if at times it requires the forfeiture of your own "rights."**

In order to achieve the highest degree of efficiency in the classroom, we endeavor to maintain a quiet, organized room. Our hope is that we all will have enough self-discipline to preserve a proper atmosphere in the room. However, realizing that at times we need guidelines and standards to follow, a system of lost privileges (demerits) (or in the case of Pre-K/K classes, loss of ducks, apples, frogs-whatever item teacher is using) has been established. Some of the offenses for which privileges can be lost are as follows:

## Testing Procedure:

- ◆ After the paper unit is completed, scored, restudied, and turned in, the test is issued the next morning. (Testing may be done the same day at the instructor's discretion.)`
- ◆ Tests are administered at the assigned testing location.
- ◆ There is to be no talking at the testing table. Test score can be lowered if student is found to be talking. Talking may cause others to make a mistake as well as the tester may make careless errors. If a test is failed the paper unit will be repeated.
- ◆ Ignitia tests are to be taken with the instructor's permission. Notes can be used with the discretion of the supervisor. Certain formulas may be used with instructor's permission. **Talking during test can result in test being erased and/or grade being dropped. Retesting will result in a lower grade. Tests are not to be shown to other students.**

## PLAYGROUND RULES

### General Rules:

1. Students are to respect the rights of others; take turns, learn to share equipment.
2. Students should not attempt stunts or games beyond their ability.
3. Students should not overdo, but know their limitations and stop before they are fatigued.
4. Students should know and practice the proper use of each piece of playground or athletic equipment. HCS has provided state-of-the art playground equipment. The equipment is to be used only for the activities for which it was designed.
5. Students are to play by the rules of the game.
6. Students must not play on apparatus without adult supervision.
7. Students should not throw objects where others are playing.
8. Students are not to wrestle, tackle or dog pile.
9. Students are to immediately report all accidents or potential safety hazards to their instructor.

**turned in to the instructor. They are not to be thrown away.**

- ◆ He should set the **exact page numbers** of the work for that day in **blue or black ink**.
- ◆ He should neatly **cross off daily goals in pencil** after they have been scored and corrected.
- ◆ Goals should then be set for following day

### Scoring Procedures:

- ◆ Instructor Score Strips should be initialed the same day work is completed.
- ◆ Score Keys are to be handled carefully.
- ◆ Do not take Score Keys from the classroom without permission.
- ◆ Put finger on Score Key! Red pen on student's paper unit!
- ◆ Mark red "X" beside number or line of each wrong answer (This indicates to the instructor that you may need help.)
- ◆ Use only red pen supplied at score table (never have at office). Correct wrong answers in pencil at office.
- ◆ Rescore, then circle each red "X" in red when answer is correct. Circle in red each paper unit page number when all answers are correct on that page.
- ◆ Replace pen on scoring table.
- ◆ Replace Score Key in its file. Do not leave on scoring table.

### Test Preparation:

- ◆ Read the paper unit thoroughly and understand the material. Raise your flag if you need help.
- ◆ Re-read computer quizzes—review notes taken
- ◆ Read and understand all vocabulary.
- ◆ Answer all questions completely and correctly.
- ◆ Take the checkups. Review missed questions. Again, ask for help if you don't understand.
- ◆ Finish the paper unit and review for Self Test. Take it without looking back. Write out correct answers to missed questions, work through problems, etc. Put down page number of text where answer is found.
- ◆ The student is responsible to review vocabulary, rules, and formulas, all checkups, quizzes and Self Test.

1. Talking without permission
2. Out of seat without permission
3. Tardy (to school or from breaks)
4. Disturbance in classroom, during Chapel/Devotions at Scoring Table, Testing Table, etc.
5. Dress code violations
6. Turning around from office
7. Messy office
8. 6 " rule
9. Pop/food in class
10. Running in building
11. Irreverence in Chapel
12. Wasting Time
13. Scoring Violations

**The following will result in an AUTOMATIC CORRECTIVE ACTION NOTICE:**

1. **Goals incomplete**
2. **Cheating**
3. **Disrespect**

This list is not inclusive. Situations may arise where the instructor will have to use his/her own judgment.

A **corrective action notice** will be issued after the accumulation of 3 or more offenses, resulting in a detention which will be **served following** school day. Additional assignments may be given during detention time or a conference with the parents may be requested.

A **Corrective Action Notice** (blue or yellow) will be sent home with the student for the parents to sign, and then returned the next day to the Instructor. If the slip is not returned the following day, extra minutes of detention will be added to the detention, and in addition, the Instructor will call the student's parents.

Detentions will be served in a room designated by the instructor. **It is the responsibility of the student to remember a detention.** If the student commits excessive offenses, the student will be called into the office for counseling and/or for further discipline. Parents, please remember that detentions are a learning tool to help the student build Christ-like character. Your response makes a difference in this process.

## CORPORAL CORRECTION

In assisting you in training your child for Christian leadership and to carry out your wishes for total character development, we believe it is necessary to follow Scriptural admonition to correct a child when his/her behavior is in violation of proper or reasonable rules and procedures. When warranted, corporal correction will be exercised only under these strict guidelines:

**(Corporal correction is normally administered to third grade and younger students)**

1. You, the parent, will be called, and asked to come to the school. You will be present at the time Corporal Correction is administered, unless other arrangements have been made.
2. The offense will be clearly discussed with your child.
3. A staff member will discuss Spiritual applications and pray with your child.
4. A reasonable number of firm strokes, not to exceed 3, will be administered by you, the parent or a staff member.
5. A staff witness of the same sex as your child will be present.
6. Your child will not be physically restrained. (If he or she refuses to submit to paddling, you will be asked to discuss the matter, and if it is believed to be in the best interest of the school, the child will be withdrawn from Hermiston Christian School.
7. After administering the strokes, the staff member will pray with your child, assuring him/her of his/her love.
8. A written report will be made of the date, offense, number of strokes, and name of correcting adult (parent or staff member) and witness. A copy will be sent to you.

## LEARNING CENTER RULES

### Learning Center/Building:

- ◆ Students are not permitted to communicate or be walking around the room without permission.
- ◆ Students should not turn sideways or around in their office or tip back their chair.
- ◆ Students are not to sit on student offices or tables in the building.
- ◆ Activities not related to prescribed learning material are not to be conducted in student's assigned place unless privileges have been earned.
- ◆ The American flag should be raised for instructor guidance.

- ◆ The Christian flag should be raised for scoring and/or aide assistance.
- ◆ Both flags are raised for reading.
- ◆ Personal questions should be asked at break time.

### Student Work Areas - Offices & Computer Spaces:

- ◆ Offices and computer spaces are assigned and changed only by the instructor. They must be cared for by the student.
- ◆ **Items must be approved by the instructor to be placed in the work place.** Students are not to lean or sit on office or divider.
- ◆ Electrical outlets are for approved school equipment only.
- ◆ **Goal chart is to be kept where clearly visible to the teacher at all times.**
- ◆ **Place Progress Card in the upper left-hand corner of the bulletin board.** No marks are to be made on it. (There is a \$5.00 charge for duplicates)

### Paper Units & Computer Courses:

- ◆ Paper Units and computer courses are private property and are not to be shared among students. This is a form of cheating. **The computer password given to each student is not to be shared with any other students. Doing so will result in a severe penalty.**
- ◆ Isgnitia Projects and essays need to have a completion date set when they first appear on screen. The completion date is set by the instructor and is written on the student's goal chart.
- ◆ Work in paper units and notebooks is done **in pencil.** **Work must be shown** in Math and Science. Use of **calculators** must be approved by the instructor. After a unit is completed, the student waits until the next morning before receiving the test. He will wait an additional night before receiving results and a new unit.
- ◆ Report lost paper units immediately so a new one can be issued. There will be a \$5.00 charge for replacements.

### Goal Card:

- ◆ The student is to keep his Goal card **in the assigned place.** **At the end of each two week period, the goal card is**