



PARENT & STUDENT HANDBOOK

2019-2020

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Mission Statement

The mission of Helderberg Christian School is to provide a program of academic excellence integrated with a view of the world from a Christian perspective. The school shall serve as an extension of the Christian home, established to train each student in the knowledge of God and the Christian way of life based upon the Bible.

Statement of Faith

1. We believe the Bible to be inspired, the only infallible, authoritative, inerrant Word of God (2 Timothy 3:16; 2 Peter 1:21).
2. We believe that there is one God, eternally existent in three persons -- Father, Son, and Holy Spirit (Genesis 1:1; Matthew 28:19; John 10:30).
3. We believe in the deity of Christ (John 10:33); His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35); His sinless life (Hebrews 4:15; Hebrews 7:26); His miracles (John 2:11); His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9); His resurrection (John 11:25; 1 Corinthians 15:4); His ascension to the right hand of the Father (Mark 16:19); and His personal return in power and glory (Acts 1:11; Revelation 19:11).
4. We believe in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that people are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith are we saved (John 3:16-21; John 5:24; Romans 3:23; 5:8-9; Ephesians 2:8-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:3-14; 1 Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

Statement of Philosophy

The philosophy of Helderberg Christian School is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and only infallible authoritative Word of God that contains this truth. God created all things and sustains all things. Therefore, the universe and humanity are dynamically related to God and have the purpose of glorifying Him. Because humans are sinners by nature and choice, they cannot glorify or know God. A person can do this only by choosing God's free gift of salvation through His Son, thereby committing his or her life to the Lordship of Jesus Christ.

PARENT

At Helderberg Christian School (HCS), we believe that parents are held accountable to God for the education of their children and that the purpose of our school is to assist the parents in meeting their educational goals for their children.

STUDENT

The child is a special creation of God, whom God loved so much that He sent His only Son Jesus, to die for each one. A sinner by nature and choice, each child needs to be reconciled to God in order to serve God and to be with Him forever. Each child, created in the image of God, is worthy of consideration and respect. All students differ in talents and abilities.

TEACHER

It is the responsibility of the Christian teacher to recognize the differences in each child, to challenge them to do their best and to teach them at a level appropriate to their ability. The teacher through example, structure, and order, assists the parents and the church, in preparing students to live in the society where God has placed them, both now and in the future.

CURRICULUM

All truth is God's truth. The Bible, which is the written Word of God, and God's creation which is the natural world, should be the major emphases and will be integrated into all areas of education. We strive to integrate a Christian viewpoint into all classroom instruction. The purpose of education is to prepare people to think and live like Christ in our world.

Statement of Purpose

The purpose of Helderberg Christian School (HCS) is to help Christian parents carry out their responsibility to educate their children with a Christian worldview. The school seeks to provide a quality academic program, which is founded upon biblical principles.

The Bible clearly directs parents to educate their children in the knowledge of God (Deuteronomy 6:4-7). This responsibility covers not only religious education, but also the entire learning process. To enable parents to fulfill this God-given responsibility, HCS seeks to complement the instruction, faith, and knowledge which a child receives at home and in their local church. HCS is not a substitute for parental education, but is an extension of it. The school is also not a substitute for the local church, but seeks to reinforce the instruction and nurturing the church provides the child. We teach basic biblical truths and doctrines while acknowledging that it is the responsibility of parents and church to teach the distinctives of the faith.

Each child will be encouraged to grow: **spiritually** by trusting God the Creator, knowing the love of Jesus Christ, obeying the Word of God and by fostering a love for world missions; **intellectually** by learning skills for effective communication, comprehension, computation and aiding students in recognizing in every area of study the revelation of God in creation and in the scriptures; **emotionally** by having a sense of personal worth as a unique creation of God and a recipient of His love, by feeling accepted and secure as well as developing self-discipline, self-control and self-confidence; **socially** by working and playing cooperatively, showing concern, love and respect for

others, assuming responsibility for personal actions, and practicing good citizenship; and **physically** by participating in activities that promote health, fitness, coordination, physical skills and encouraging good sportsmanship.

School Verse

All scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness, so that the man of God may be thoroughly equipped for every good work. (2 Timothy 3:16-17).

Statement of Non-Discrimination

Helderberg Christian 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. The school does not discriminate on the basis of race, color, gender, national and ethnic origin in the administration of its educational policies, admissions policies, or other school-administered programs.

The services and programs implemented and overseen by Helderberg Christian School and all its component undertakings shall reflect the non-discriminatory policy of the corporation. In delivering educational, religious or charitable services to the community and individuals, the school shall not discriminate on the basis of race, sex, color, national or ethnic origin, marital status, education, pregnancy or disability, subject however at all times:

- A. To the continuing right to offer, conduct and implement any services and programs, or define the standards for participation in the educational institution, its programs and activities, according and pursuant to the protocols, guidelines, support services criteria, strategies and techniques established by the Trustees or the School Board to adhere to and remain consistent with the Christian education mission and exempt purposes of the corporation, statement of faith, mission statement, philosophy of education and the by-laws, or for which there exists a bona fide participation qualifications which does not otherwise violate the law, or by reason of exceptions available under the law of the First Amendment of the United States Constitution permitting discrimination on the basis of religious beliefs; and
- B. The continuing right to offer, conduct and implement any services and programs in a manner that exclusively seeks to foster a Christian and biblical response to the delivery of educational services to remain consistent with the mission statement, philosophy of education and purposes of the corporation; and
- C. The continuing right to enjoy exceptions available under federal and/or state law and the First Amendment of the United States Constitution permitting discrimination with respect to the employment or staffing of individuals on the basis of bona fide occupational qualifications and/or on the basis of religious beliefs to uphold the religious values espoused and animated by the Christian faith and Holy Scriptures [the Bible] to remain consistent with the Christian education mission and purposes of the corporation.

The Ministry of Teaching

Teachers and school administrators are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught such conviction and truth that the many who heard him were astonished, saying, "Where did this man get all this? What is the wisdom given to him? What mighty works are wrought by his hand?"(Mark 6:2). His apostles, likewise, were teachers and gave witness "with great power", through their words and their deeds, and "gave their testimony to the resurrection of the Lord Jesus, and great peace was upon them all." (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics, but how the order and discipline of mathematics or physics reveals the mind of God. It obligates one not only to instruct in geography and history, but to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them, and to learn the human discoveries, empires, empires, conflicts, social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skill in spelling, reading grammar, and writing, but to understand that human language is a primary means by which a student might explore the wonders of poetry and narrative and Sacred Scripture itself-all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul's admonition.

"Finally brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do; and the God of peace will be with you."(Phil. 4:8-9).

ACADEMIC CONCERNS

Curriculum

Since Helderberg Christian School (HCS), is a Christian school, the goal of its education is to teach a Christian worldview by integrating faith and learning. Integration of faith and learning is more than Bible curriculum and daily prayer. Integration involves seeing all truth and all of life from God's perspective while interacting with ideas. The process of integration occurs in the classroom as the teacher utilizes the curriculum to meet the educational objectives established for each particular grade.

Our staff continually reviews our academic goals and objectives, and pursues the best possible curriculum and textbooks available. Some of these are published by companies with a distinctively Christian worldview. In other cases, they are from major publishing companies. After these texts are screened, the teachers integrate a Christian worldview into both the concepts and content that is expressed in the textbooks. Our foundational educational objectives are to teach information, to demonstrate methods of learning and application, to foster reasoning abilities on the part of the students, and to prepare students to live Christian lives in a secular world. This means that the

child needs to recognize non-Christian ideas and practices, while developing Christian responses and alternatives.

In light of this, an important part of the curriculum is the textbook, which is chosen by the following guidelines:

- It must be academically sound, both in content and methodology;
- The curriculum should represent the best available material for each subject, not limited to only one publisher in all the subject areas;
- The curriculum will be evaluated on a rotating basis;
- When using textbooks from non-Christian publishers, the teachers must exercise special care in teaching the material, seeking to carefully and clearly integrate biblical truth and behavior with the material where necessary.

Teachers

The teachers are one of the keys to the health of the Christian school. The teachers at HCS must demonstrate prerequisite teaching skills, love for children and a keen ability to apply the truths of Scripture to the academic disciplines and the students' lives. Our teachers are Christian educators with an active faith, which is demonstrated in their classroom, church, and community. All are dedicated, experienced, qualified, and state certified or working toward their certification. HCS is a member of the Association of Christian Schools International.

Textbook Loan

Section 701 of the Education Law of New York State requires all school boards to purchase and to loan textbooks on an equitable basis to all pupils residing in the school district who are attending grades K-12 in any non-public school. This apportionment is \$58.25 (updated 7-2012) per student in the district. By law, parents of children in HCS must submit written requests for textbooks to the public school district in which they reside. Although HCS will provide the specific information required to complete the forms, it is the parent's responsibility to complete and submit the request forms as well as to ensure their child receives all necessary textbooks from the district and that they are returned, as required, at the end of the school year. The Administrator will communicate the textbook needs to the parents to ensure the parents can meet the June 1st deadline.

Doctrinal Issues

During the course of the school year, children may raise questions regarding theological issues. The most common issues to be raised include baptism and supernatural spiritual gifts. It is the teacher's responsibility not to teach on distinctives such as those but rather to refer the child to his parents or pastor for particular guidance in these areas.

Standardized Tests

Each year, in the spring, we administer standardized tests to the students. These scores are helpful to us in monitoring our program and keeping us at an appropriate academic level.

Special Education

Helderberg Christian School is not equipped at this time to provide for the needs of most students with physical or emotional special needs. We do not have specially trained staff to meet the specific needs of these students. Each family who has questions about special education may discuss them with the school Administrator. Each case will be evaluated on an individual basis. In

order for HCS to meet the special needs of students, there must be diligent and consistent parent involvement.

1. HCS is willing to attend CSE (Committee of Special Education) meetings with the parents to gain all the information needed for a complete evaluation of the student with special education needs.
2. A written plan must accompany the student explaining his/her specific needs and requirements to meet those needs.
3. HCS staff must evaluate the diagnosed concerns of a potential or returning student as stated in a written plan (IEP etc.) and determine whether HCS can meet those needs within our classroom setting.
4. Quarterly evaluations will be done to determine whether the student's needs are adequately being met within the confines of HCS.
5. Regular parent conferences are required to discuss progress of the student and to form strategies for implementing special needs.
6. An annual review of the student will determine whether he/she is going to be able to fit within our school community for the following year.

Throughout the academic year at HCS, if a teacher or parent feels a student is struggling and may need remediation, an out of school evaluation may be recommended. This recommendation will usually fall during the third grade year.

STUDENT LIFE

Daily Schedule

Regular school hours (Kindergarten through 12th grade) are 8:05 a.m. to 2:55 p.m., Monday through Friday

- Students are requested to arrive no sooner than 10 minutes before school begins and should be picked up promptly when school ends. Special drop off arrangements can be made on an individual basis.
- Our school year closely follows the calendar of the Berne-Knox-Westerlo school district.

Snow Day Policy

1. HCS has our own cancellation code via internet, television, or radio for snow day delays and cancellations.
2. If other school districts are delayed and HCS is not delayed, the students in the other school districts are encouraged to find alternative transportation to HCS to arrive for the start time. However, if this is not possible, the students will be allowed to arrive late at whatever time and it will not be considered a tardy against the child. Parents must contact their local bus garage to inform them of alternative transportation arrangements.

Attendance and Absence

HCS values consistent school attendance for the complete education of a child. Therefore, every effort should be made for your child to attend school whenever possible. The following policies apply:

- If a student is absent due to illness, a parent should make an effort to call the school office between 7:30 and 8:00am.
- Any time a student comes to school after an absence, a note from a parent is required.
- If a student is going to be absent from school for an extended period of time, parents should give the teacher as much advance notice as possible.
- Students planning to leave school before the dismissal time must bring a permission slip from their parents specifying the reason.
- The adult who is picking the student up must speak with the teacher before leaving the school. Under no circumstances are students to leave the building without first notifying their teacher.
- The teacher must be notified in writing by the parent if a student is leaving with someone other than his/her parent or by bus.
- A student may leave school with an established car pool that has been approved by the school Administrator.

Dress Code

The stated purpose of Helderberg Christian School is to help Christian parents carry out their responsibility to educate their children with a Christian worldview. While attending Helderberg

Christian School, we challenge parents to embrace our philosophy on dress code which is based on 1 Corinthians 10:31, 1 Peter 3:3, 1 Timothy 2:9, Philippians 4:5.

Philosophy:

The School Board, Administrator, Teachers, and Staff recognize the impact of student dress on the learning environment. We understand that in every area, including our dress, we bring honor or dishonor to God. We embrace our identity as a Christian school, and realize that how we dress impacts our witness for Christ to the world. The following principles define our dress code philosophy:

1. Our love and respect for God. The way we choose to dress can either reflect the humility and modesty that honors God or shroud His image in us. We affirm that we are all created in the Image of God (Genesis 1:27). In the grand design of our Creator we reflect the One who made us and are crowned with glory, honor, dignity, humility, compassion, and mercy. In our actions, words, and attitudes we have the capacity to radiate or deny God's nature in us. By dressing in a way that befits sons and daughters of the King, we demonstrate our submission to His authority in our lives.

2. Our desire to be witnesses for God in our community and agents of change in our culture. As an ambassador of God (2 Corinthians 5:20), we embrace humility and modesty in our dress whether it is in the classroom, on the playing field, on stage, at a banquet, in a performance or practice, in public or in private. We do not dress in a way that will call attention to ourselves or reflect negatively on our God or community. We will not be conformed to the pattern of this world, but we will be transformed by the renewing of our mind in God's Word (Romans 12:1-2). Our world is sinful; we ourselves are sinners (Romans 8:22, 3:23). The marks of sin are everywhere including the fashion industry, our own insecurities, and our desire for acceptance at all cost. While our culture's fashion trends reflect a basic ignorance or denial of our God-given identity, we will go on setting ourselves apart in a way that will continue to bring honor to God.

3. Our love and respect for others. Recognizing God's image fosters a profound love for each other. We will not dress in a way that would be a stumbling block or temptation for others (Romans 14:13). We will not dress in a way that distracts from the very important work of learning to be a follower of Jesus Christ in all areas of life. We want to allow students the opportunity to express individuality without sacrificing conformity to Biblical teaching.

4. Our desire to provide an education of the highest quality. We desire to be holy. We recognize that our dress is merely a reflection of a much deeper heart-matter. As we mature our dress will reflect that heart commitment. So, in dress as in all areas of our lives we will encourage all members of the HCS community to a greater awareness, depth, growth, and maturity in Christ. We commit ourselves to loving the Lord our God, with all of our heart, with all of our soul, and with all of our might (Matthew 22:37).

Based on HCS' established dress code philosophy, the following guidelines will assist parents in using discretion in determining appropriate dress in varying situations:

- Students are to be dressed in a neat, clean and modest manner and with an attitude that reflects obedience and cooperation, rather than rebellion.

- On days when Chapel is scheduled, students are required to dress up. Girls are required to wear a dress and boys are required to wear slacks and a collared shirt or sweater. Students are to remain in chapel dress for the entire day with the only exception of having a change of clothes for gym class.
- When wearing skirts or dresses, the length should be appropriate and around the height of the knees.
- Collared shirts or sweaters are preferred but if a t-shirt is worn, it should not have offensive language, logos or pictures on it.
- Dress slacks are preferred but if jeans are worn, they should not be ripped, baggy, or excessively faded.
- Short shorts, mini skirts, tight pants, bare midriffs, tank tops, spaghetti straps and muscle shirts are not permitted.
- Gym clothes are welcome during gym class and can include shorts of modest length, sweat pants, loose fitting t-shirts, and sneakers.
- Sweat pants are only to be worn during gym class.
- Shoes must be worn at all times and must be tied.

During Winter Months:

- Students are to have outdoor winter play clothes for outdoor recess which includes: snow pants, jacket, hat, gloves and boots.
- These winter clothes are welcome to stay at school during the school week and can be taken home on Fridays.
- Names or initials are to be put inside all winter clothes.

Consequences for breaking dress code:

1. For minor infractions, a verbal reprimand will be given to the student and a written notice will be sent home to the parents.
2. In the case of offensive defiance to the dress code, a call home will be made and all extra curricular activities will be removed for that day.
3. In extreme acts of defiance against the dress code, student will be suspended from all school activities for that day. Parents will be called and required to come and pick the student up from school. The student will be removed from class and remain in the Administrator's office until parents arrive.

The administrator, teachers and staff will make judgments regarding dress. Parents have the primary responsibility to make sure their children meet the HCS dress code standards.

Student Conduct

Students at HCS are expected to conduct themselves according to the highest Christian standards of honesty, integrity, responsibility, and love for one another. Our classrooms must promote an orderly and safe environment that glorifies the Lord and is conducive to learning. We need parents to cooperate with the school in the enforcement of these standards.

General School Rules - In effect inside and outside the school building, on all field trips and school activities:

1. Show respect for God and His provisions.
2. Show respect for authority.

3. Show respect for others.

Classroom Rules - Teachers may also have additional rules that are in effect in their classrooms.

Be obedient (Romans 1:31)

- Obey and follow directions the first time.
- Obey school rules at playtime, lunch, and snack.
- Obey the adult in charge (substitutes, music, gym, art teachers, lunch room helpers, and librarian) as you would your classroom teacher.

Be kind and respectful (Ephesians 4:32)

- Keep hands, feet, and objects to yourself.
- No unkind words, teasing, or name calling (Ephesians 5:4).
- No disruptive sound effects.

Be courteous (Philippines 2: 3 &4)

- Raise your hand.
- Only one person may speak at a time.
- Listen carefully.
- Respect the personal property of others.

Be responsible (Colossians 3:23)

- Be prepared at the beginning of the day (pencils, paper, and books).
- Complete all assignments independently and on time.
- A written note from parents must come to the teacher in order to excuse any lack of preparedness.

In the interest of safety, no student is permitted to use or have in his possession any object that is or can be used as a weapon or looks like a weapon.

Gum chewing is not permitted during school.

Throwing of snowballs, rocks, and any other object that could cause injury or damage is not permitted.

Defiant behavior, willful disobedience, lying, cheating, swearing, fighting, and destruction of property will result in disciplinary action.

Disciplinary Procedure

HCS seeks to have rules for behavior that promote self-control, character and an environment conducive to learning. Students are expected to behave in a manner that demonstrates a respect for self and others, displaying the fruit of the Holy Spirit: love, joy, peace, patience, kindness, goodness, faithfulness, gentleness and self-control (Galatians 5:22). Discipline is used when this

character is not evidenced in a student's behavior or attitude. The purpose of discipline is to effect a positive change in students.

The cooperation and support of parents are essential to help students grow in good behavior and to accomplish classroom success.

Classroom Discipline: Our discipline system establishes rules for the classroom that are communicated clearly by the teacher, who keeps parents informed if any problems arise. Normal classroom discipline measures may include one or a combination of the following:

1. Verbal reprimand
2. Time out (removal from the other students)
3. Removal from the classroom
4. Loss of privilege
5. Loss of recess time
6. Writing assignment
7. Parent - teacher conference

Administrator Discipline: If the classroom problem continues after parental involvement in the discipline process, repeat offenses are directed to the administrator. At the administrator level, there are normally two steps:

Step 1 - Administrator – student and/or an Administrator – parent conference.

Step 2 - Administrator discipline. After the Administrator conference, the student receives the discipline that the Administrator feels most appropriate, and/or the discipline most likely to change the behavior.

Administrator Discipline may include one or a combination of the following:

1. **Loss of privilege** for designated time.
2. **Detention:** Student is put in isolation and/or assigned work detail.
3. **One week character quality project** with written assignments, due dates and parent involvement.
4. **Suspension or Expulsion**

Our staff seeks to:

- Provide a balance of love and discipline by establishing procedures that motivate positive behavior and deter poor behavior.
- Establish scriptural-based rules and expectations modeled by living a holy and disciplined lifestyle as instructed in God's Word.
- Influence the development of Christian character by teaching independence, sound judgment, love of God and others, respect for authority, personal responsibility, self-discipline, and self-respect.
- Develop a sense of security and stability in the classroom by setting rules and guidelines that are clearly defined, implemented and consistently enforced.
- Create a pleasant, safe, and challenging school atmosphere by making expectations and limitations realistic, and meeting the social, emotional, physical, and academic needs of the students through necessary supervision and activity.
- Support parents in the area of discipline by communicating with parents, when necessary, and by creating mechanisms specifically designed to meet individual needs of Christian character development.

Communication

The faculty and Administrator are willing to assist students and parents with their needs and concerns. Every effort should be made to do this during normal school hours. In cases of emergencies or matters serious in nature, the faculty or Administrator can be called at home, using sound judgment in determining when it is appropriate to call.

A Christian school is made up of people: parents, Administrators, Board members, teachers, and students. Like any other group of humans, the people associated with a Christian school have the potential for misunderstanding, disagreement, and even wrongdoing. When differences develop between individuals, we need to approach solving those problems with the biblical procedure found in Matthew 18:15-17. We call it the “Matthew 18 principle” for solving person-to-person problems. The following are the words of Jesus from Matthew 18:15-17 -- “Moreover if your brother sins against you go and tell him his fault between you and him alone, if he hears you, you have gained your brother. But if he will not hear, take with you one or two more, that ‘by the mouth of two or three witnesses every word may be established.’ And if he refuses to hear them, tell it to the church. But if he refuses even to hear the church, let him be to you like a heathen and a tax collector.”

Based on the above scripture, the problem solving principles for our school are:

- Keep the matter confidential. Do not gossip about a concern with others (Proverbs 11:9).
- Keep the circle small. Go directly to the person with whom the problem exists.
- Be straightforward. Present issues lovingly yet clearly (Proverbs 27:6).
- Be forgiving. (Galatians 6:1)
- The parent and teacher should agree to share the matter with the school administrator, if necessary, for resolution to an issue.
- The Administrator should explain the problem to the School Board President and the President will decide how the matter should be presented to the School Board, if necessary, for resolution to an issue.

Following the biblical principles described in Matthew chapter 18 will ensure the normal flow of harmony and good fellowship in our Christian school.

Field Trips

Field trips are a highlight to all educational experiences. Helderberg Christian School will provide field trip opportunities at different times throughout the year. Parental cooperation is essential when planning field trips and new ideas are welcome. Please be alert to field trip notices and contact the teacher with questions or suggestions. HCS requires the help of parents or grandparents to drive on field trips.

Health

All our faculty and staff are CPR and First Aid certified. Our school has a certified nurse on call during school hours and is available to come in when needed. The services our nurse provides or coordinates are:

- Annual vision and hearing checks of all students;
- Maintenance of cumulative health records;
- Notification to parents of any health problems found;
- Compliance with and enforcement of mandatory immunization requirements;

- Administration of medications to students during school hours.

A copy of each student's immunization record, medical release form, emergency release form, medical history form and physical form from your family physician must be on file prior to the first day of school.

OTHER

Evacuation Plans

Our school has evacuation plans for FIRE, LOCK DOWN (if someone dangerous enters the building), and BOMB THREATS. Fire drills are practiced regularly.

Transportation

Public School Transportation: Students living within 15 miles of HCS may receive public school bus transportation. Written requests must be submitted to the local public school by the parents before APRIL 1st. Parents may contact the Administrator or their local public school for the correct transportation request form. It is the parent's responsibility to inform your local bus garage of any change in your transportation needs. It is of vital importance to HCS that all students abide by appropriate bus safety behavior. Bus safety should be discussed and enforced both at home and at school. School bus seat belt laws are in the hands of the parents and parents must communicate to the school bus driver your preference regarding your child wearing a seat belt. The HCS school office has a form for parents to fill out, sign and give to the bus driver requesting seat belt restraint for your child. Students are expected to remain in their seat and never move seats once a bus is moving, nor should they be making excessive loud noises while riding the bus. All HCS students are expected to have respectful conduct on the bus to other students and the drivers. If there is misconduct while on the bus disciplinary procedure will be followed.

Private Transportation: Parents may elect to transport their own children or establish car pools as an alternative form of transportation to and from the school. Parents are asked to fill out a Volunteer Driver Form and submit it to the Administration for approval prior to transporting HCS students, other than your own child, in personal vehicles. Only approved volunteer drivers will be allowed to transport HCS students in personal vehicles. Volunteer Driver forms can be picked up in the school office and must be filled out annually.

Parent Involvement

HCS parents are encouraged to be involved in their child's education. We challenge each of our parents to get involved on a regular basis in our school. The time, no matter how great or small, parents can contribute to our school, is of great service to us! Parents can get involved in many ways; contact the administrator or teacher for specific needs.

- Fundraising
- School promotion and recruitment
- Classroom participation/observation
- Programs and open house
- Holiday and birthday parties
- Field trips
- Parent Teacher Fellowship

- Hot lunch
- Specific Skills or Talents parents can share
- Chapel

Each family is encouraged to teach their children the disciplines of a Godly life in such areas as daily prayer and Bible reading, obedience to parents, respect for others, regularly attending a local church, and using discretion in choices. Parents are expected to be in agreement with the statements of faith, philosophy, purpose, and mission, as well as the disciplinary policy of HCS. Parents are required to sign a statement that they have read and agree with the school By-laws and Parent & Student Handbook.

By completing your child's application, you are agreeing to the statements and agreeing to abide by the regulations contained in this handbook. Any exceptions or variation from these regulations must be approved by the School Board.

Admissions

- Helderberg Christian School System is open to all students entering Kindergarten through 12th grade regardless of sex, race, national or ethnic origin. It is our policy to admit children of Christian families who regularly attend church.
- Each student must re-register for each new school year and pay the required non-refundable registration fee.
- Maximum grade size will be 16 students unless special arrangements have been made for a specific class.

Withdrawal Policy

Any parent who desires to withdraw their student from HCS for any reason must follow these procedures:

1. The school must be notified in writing at least two weeks prior to the proposed withdrawal. If the reasons for withdrawal are other than due to the family relocating to another location, the Administrator reserves the right to meet with the parents regarding their decision.
2. Prior to the actual date of withdrawal, all tuition must be paid up to date and the student must return all textbooks and other school property to the school.
3. If a student withdraws at any time during a month, the tuition for the month will be owed to the school.

Application Procedure

For consideration of admission, an application, non-refundable registration fee, and parent information sheet must be submitted for each child. Prior to the first day of school, the permission slip, health form and emergency release form must also be submitted. Transferring students may be required to have a student and teacher interview and evaluation prior to the first day of school to determine adequate placement. **Mail application with registration fee to: Helderberg Christian School, P.O. Box 225, East Berne, NY 12059**

Financial Information

A. Tuition (All checks must be written out to “Helderberg Christian School.”)

1. Total Kindergarten tuition (full day): \$3864.00 plus registration and book fees

Non-refundable registration fee (with application): \$100.00

Book Fees (see below)

2. Total 1st through 4th Grade tuition: \$4230.00 plus registration and book fees

Non-refundable registration fee (with application): \$100.00

Book Fees (see below)

3. Total 5th through 8th Grade Tuition: \$4717.00 plus registration and book fees

Non-refundable registration fee (with application): \$100.00

Book Fees (see below)

4. Total 9th through 12th Grade Tuition: \$4906.00 plus registration and book fees

Non-refundable registration fee (with application): \$100.00

Book Fees (see below)

Early registration fee of \$50.00 (deadline is March 31st)

Registration fee of \$100.00 is non-refundable (due with application for submission)

B. Book Fees

HCS is increasing our budget to continue providing quality Christian curriculum. Non-refundable book fees for all students will cover curriculum expenses for a portion of the consumable textbooks your child(ren) will use this year. **All book fees are by August 1st.**

<u>Kindergarten book fee:</u>	\$100.00
<u>1st and 2nd grade book fee:</u>	\$200.00
<u>3rd and 4th grade book fee:</u>	\$250.00
<u>5th and 6th grade book fee:</u>	\$250.00
<u>7th and 8th grade book fee:</u>	\$300.00
<u>9th and 10th grade book fee:</u>	\$300.00
<u>11th and 12th grade book fee:</u>	\$300.00

Tuition and Registration Payments Policy

1. Annual registration fee (due with application) is non-refundable.
2. A discount of 5% will be given if the full year's tuition is paid in advance and received by the first day of school.
3. Tuition payments are due on the first of each month.

4. A Tuition Coupon Book will be mailed to you upon acceptance to HCS. Each monthly payment must be submitted with the appropriate coupon taken from the Tuition Coupon Book.
5. All checks must be written out to "Helderberg Christian School"
6. Mail all payments to:
Helderberg Christian School
PO Box 225
East Berne, NY 12059
7. If payments are not received by the 15th of the month, a letter will be sent to the parents requesting immediate payment.
8. Payments not received by the 15th of the month will be assessed a late fee of \$20. This fee will be charged for each month's tuition that is not received by the 15th of the month.
9. If an account reaches 30 days past due, a second letter will be sent to the parents and the school board and administrator will be notified of the account status.
10. If an account reaches 45 days past due, the parents will be asked to contact the school board and make arrangements for immediate payment of all outstanding balances.
11. If an agreement cannot be reached between the parents and the school board, or if the parents do not honor a payment arrangement, the account will be sent to an outside collection agency.
12. If the account reaches 90 days past due, and there is no payment arrangement or payment activity on the account, then HCS reserves the right to suspend the student until all past due balances have been paid.
13. Parents who have outstanding balances from the prior year will not be allowed to register for the next school year until all balances are paid.

Scholarship

HCS offers a scholarship program to families with financial needs to assist with monthly tuition payments. Details of the program and how it works are as follows:

Scholarship Program Policy

1. Families will be encouraged to cover as much of the cost of tuition as possible.
2. Families who wish to be considered for tuition assistance should submit an application for Confidential Financial Analysis (CFA) no later than June 1 for the following school year. Parents will be responsible for the \$15 non-refundable application fee. If submitted after June 1 the parents are at risk of not being considered.
3. Tuition assistance will be awarded based upon demonstrated need in the CFA and available funds in the Scholarship Program.
4. Tuition assistance will not exceed 25% of the gross monthly tuition.
5. Parents will be notified at least 45 days prior to the start of the school year regarding how much assistance has been awarded and how much they will be expected to pay.
6. Tuition assistance is awarded for a period of one year. Parents will need to fill out a new application for CFA each school year.
7. Parents will be expected to report any significant changes in their financial status during the school year.
8. Tuition assistance cannot be combined with an advance payment discount.

Share the burden program

In an attempt to make quality Christian education available to as many families as possible, HCS regularly solicits contributions from caring members of our community who desire to participate in our Share the Burden Program. The amount of funds available through this program will vary from year to year. Tuition assistance “gifts” or payments given to the school that are designated for a specific family or recipient are not considered to be tax deductible. If you feel you qualify for this scholarship, see CFA worksheet (Confidential Financial Assistance- a national grant and aid assessment program www.cfslogin.com). The Helderberg Christian School code is 75075.

Application deadline is June 30th.

Addendum 1:

Notwithstanding anything in this handbook to the contrary, if there is conflict between this handbook and any other provisions recited within the adopted organizational By-laws, the provisions of the By-laws which reserve to the school’s greater rights and prerogatives, a broader exercise of authority or various discretionary powers shall govern and the handbook shall be construed accordingly. In event that any area of practice, school administration or organizational conduct is not addressed by this handbook but is addressed in the By-laws and its terms would otherwise be applicable to an event, circumstance or occurrence, the provisions of the By-laws shall be deemed to be operative. The rights, powers, prerogatives, and remedies provided in the By-laws for the administration and management of the school and those set forth in this handbook shall be cumulative and concurrent and may be pursued singularly, successively, or together.