

HOUMA CHRISTIAN SCHOOL

Mission Statement

**Houma Christian School
is committed to
the cultivation and intellectual development
of each student in the pursuit
of academic excellence,
thereby helping to propel them
to higher levels of education and achievement.
Furthermore,
Houma Christian values the integration
of faith in Jesus Christ
throughout the educational process
for the maturing of mind, body, and spirit.
Houma Christian will teach, model, and practice
the Biblical principles of family life.**



SCHOOL HANDBOOK 2014-2015

**109 Valhi Blvd., Houma Louisiana 70360
(985) 851-7423 Office (985) 872-4958 Fax
houmachristianschool.com**

A ministry of Living Word Church

Houma Christian School Statement of Faith

- 1. We believe the Bible to be the inspired, the only infallible, authoritative, inerrant Word of God. John 10:30; 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 our Lord Jesus Christ (John 10:33), in His virgin birth (Isaiah 7:14), His sinless life (Hebrews 4:15, 7:26), in His miracles (John 2:11), in His vicarious and atoning death through His shed blood (1 Corinthians 15:3, Ephesians 1:7), in His bodily resurrection (John 11:25, 1 Corinthians 15:4), in His ascension to the right hand of the Father (Mark 16:19), and in His personal return in power and glory (Acts 1:11, Revelations 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, man is 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, 5:24; Romans 3:23, 5:8-9; Ephesians 2:8-10; Titus 3:5**
- 5. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is able to live a Godly life, that the ministry and indwelling of the Holy Spirit is available for every believer, and is not a prerequisite to salvation. John 14:16; Acts 1:5-8; 2:2-4; 12:18.**
- 6. 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**
- 7. We believe in the spiritual unity of believers in our Lord Jesus Christ, no matter to which Bible-believing denomination a person belongs, ever-seeking, together, to become more and more in every way like Christ who is the head of His body, the church. Ephesians 4:16**
- 8. We believe in the biblical principles of marriage and family life. 1 Corinthians 7:1-10; 1 Corinthians 13:1-13; Ephesians 5:22-23; Hebrews 13:4; 2 Corinthians 6:14; Genesis 1:27**

STATEMENT OF PHILOSOPHY

Houma Christian School admits students of any race, color, national or ethnic origin to all the rights, privileges, programs, and activities generally accorded to or made available to its students. Houma Christian School does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, admissions policies, athletic and other school-administered programs. Houma Christian School is a part of the ministry of Living Word Church, a non-denominational Christian Church dedicated to the propagation of the gospel of Jesus Christ. Admission to Houma Christian School is not now and will never be solely based on membership in or participation in the ministry of Living Word Church.

Houma Christian School has been established to provide an academically excellent Christian education undergirded by a faith in God and in the Bible. The curriculum and its related activities are planned to meet the needs of students desiring a quality education in a Christian environment.

A quality education is based on traditional, fundamental discipline with emphasis placed on sound habits, skills, and attitudes. The whole child must be considered by providing guidance in learning to respect and relate to others, to accept responsibility, to establish sound moral and spiritual values, and to use individual talents and abilities to the glory of God.

A Christian environment can be obtained by comprehensive spiritual training which will provide for the developing of full Christian personalities on the premises given by God in the Scriptures; teaching of all courses of study in a Christian atmosphere, giving a reason for being, based upon a Christian view of God and the world, establishing absolute values based on Scriptural principles, and preparing Christian young people for effective service to God and to the community.

Houma Christian School is staffed with an alert, well-trained Christian faculty which takes pleasure in teaching, displaying genuine interest in the students, and working in harmony with each other. Students are provided an avenue of participation collectively under the leadership of a student council and individually through freedom to offer suggestions for the improvement of any program. The administration works creatively and professionally with both groups, recognizing that the faculty are members of the professional team, that students are most directly involved in their own development, and that all prosper most effectively in a harmonious relationship in which all share responsibility for the successful culmination of the school's program.

Houma Christian School is dedicated to the fullest possible development of each student committed to its care by striving to provide opportunities whereby the student can develop their individual potential. Houma Christian School aspires to help each student establish a personal relationship with Jesus Christ, cultivate a loyalty to democratic principles, develop a well-integrated personality that is spiritually alert, morally sound, emotionally and intellectually mature.

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Academic Policies

Houma Christian School is a state approved institution. Houma Christian School follows all regulations per the Louisiana Department of Education's Bulletin 741 for private schools.

Homework

1. Students are required to do their own homework. Homework is given to provide the student an opportunity to practice/study subject material.
2. All homework is subject to grading.
3. No homework assignments will be given on Wednesdays. However, a teacher may give a test on Thursday.
4. Teachers grades K-6th will send test folders home once a week (Wednesdays) to be signed and returned to school.
5. High school tests will be made available for students to check out if needed.
6. Students who are caught sharing answers on a written homework assignment without permission of the assigning teacher will receive an '0' on the assignment. See page 14 for cheating and forgery consequences.
7. High School students who miss one or two days of school may call one of their classmates to receive the assignments for that day or check houmachristianschool.com.
8. On the second consecutive day absent elementary parents may call the office before 9:30 to pick up assignments from the school office at the end of the day.

Exams

Students in grades 9-12 will take a midterm and a final exam each semester.

Students in grades 9-12 may be exempt from the midterm/final after meeting the following criteria:

1. Have completed and returned all homework for the course on time, taken all tests and completed all makeup work.
2. Have carried an "A" on each quarter.
3. Have an "A" in conduct.

Students in grades 7-8 will take a cumulative test at the end of each semester in reading, English, and Mathematics.

Reports to Parents

The school seeks to be in continuous contact with parents of students in order to keep the parents informed of the students' progress in the school program. Parental support is needed and valued; therefore, the school seeks to work closely with the home.

Every parent and student will receive an activation code for an online program, WebPam. WebPam is a communication tool for teachers, students, and parents and works in conjunction with the school's electronic grading system. Any and all correspondence is password protected in a secure site. Teachers may post assignments on houmachristianschool.com for students. However, that website is not the definitive source for assignments, and students are ultimately responsible for the assignments that are given in their classes.

Report cards are sent home 4 times (Elementary) and 8 times (High School) a year. WebPam is the only grade book that Houma Christian School utilizes. Grades will be updated every two weeks in WebPam.

Report cards are printed on computer. These report cards are allowed to be kept at home, however, report card envelopes are to be signed and returned to school. If the envelope is lost, a \$1 fee must be paid for a new one.

Grading System

Grade point averages for Honors, Advanced Placement, Dual Enrollment, and the Valedictorian Requirements are found on page 22.

A = 100-93

B = 92-85

C = 84-75

D = 74-67

F = Below 67 (Denotes failing work)

S = Satisfactory (A/B)

NI = Needs Improvement (C)

U = Unsatisfactory (D/F)

A plus (+) or a minus (-) may be used to on the report card to indicate a strength or a weakness in the areas indicated by subheadings.

Honor Rolls

Houma Christian School maintains the following Honor Rolls for each quarter or nine weeks:

1. "A" Honor Roll – All "A's" in all subjects with no grade lower than an "A" in conduct.

2. "AB" Honor Roll – All "A's" and "B's" in all subjects, with no grade lower than a "B" in conduct.

Note: Any student making a "C" in academics or a "C" in conduct will be disqualified from either of the honor rolls.

Students who display outstanding academic excellence will be recognized annually as follows:

Faculty List – To qualify for the Faculty List a student must have all "A's" & "B's" on the report card in academics and in conduct.

Principal's List – To qualify for the Principal's List a student must have all "A's" on the report card in academics and in conduct.

High School Classification Requirements

- To be a sophomore (10th grade) 6 credits must be completed before the fall semester.
- To be a junior (11th grade) 12 credits must be completed before the fall semester.
- To be a senior (12th grade) 18 credits must be completed before the fall semester

High School students who fail more than one subject may forfeit their class placement.

Promotion and Retention

1st - 3rd Grade:

In order to be promoted, students in grades 1 thru 3 must meet the following criteria:

1. Pass reading for the year (An F in the 4th nine weeks will result in referral to administration for possible retention.)
2. Pass either math or language for the year
3. Meet expected minimum attendance requirements as described on page 8.

Note: A student who fails reading for the year cannot be promoted to the next grade.

4th - 6th Grade:

In order to be promoted, students in grades 4-8 must meet the following criteria:

Not fail two major subjects or one major and two minor subjects.

Major subjects: English, reading, math, science, social studies

Minor subjects: spelling, handwriting

Meet expected minimum attendance requirements as described on page 8.

7th - 8th Grade:

In order to be promoted, students in grades 7-8 must meet the following criteria:

Not fail two major subjects or one major and two minor subjects.

Major subjects: English, reading, math, science, social studies

Minor subjects: physical education, study skills

Meet expected minimum attendance requirements as described on page 8.

Note: A quality point average of not less than 1, with a corresponding mark of absolute D, is required as a passing mark for the grading period.

Leadership and Athletic Eligibility

Cheerleaders, team members, and leadership must maintain at least an overall 2.0 average with nothing lower than a "C" in conduct in order to participate. Eligibility will be reviewed every report card. Any suspension may result in losing leadership positions. Habitual behavioral issues may result in the student being dismissed from selected sport and/or club or recommended expulsion. HCS will follow all eligibility guidelines from the LHSAA with regards to athletics. Students who are suspended will forfeit their leadership position and opportunities to be recognized on Homecoming and Prom court.

Make-Up Work

Students with absences will be allowed to make-up work within three to five days of student's return to school. Make-up test in grades 7th - 12th will be completed on Tuesdays or Fridays after school. If the student receives an incomplete on a report card, the work must be completed within two weeks from the end of the grading period or the "I" will automatically become an "F".

Teachers will assist students in making up work. Students are not permitted to miss regularly scheduled classes in order to make-up work.

Additional Academic Programs

Innovative Studies Program is designed to provide opportunities for advanced students to excel. Students can go at their own pace through the pace curriculum as well as earn advanced and college credit through dual enrollment at Fletcher Community College or Nicholls State University.

Summer Skills Program Houma Christian School offers the Warrior Summer Tutorial Program to help students close academic gaps in the areas of math and reading.

ARRIVALS AND DISMISSALS

Due to the increased numbers in student enrollment in recent years, there will be a change in the take-in and dismissal times for high school students for the 2014-2015 school year. High School students are now expected to be at school prior to the first bell which rings at 7:25 A.M. K4 and Elementary students must be at school before the first bell which rings at 8:00 A.M. High School students should not arrive at school before 7:10 A.M. (unless enrolled in before care) nor should they remain at school past 2:30 P.M. unless enrolled in after care. K4 and Elementary students may arrive at school no sooner than 7:40 A.M. (unless enrolled in before care) nor should Elementary students remain at school after 3:10 P.M. (unless enrolled in after care). Provisions will be made for families with siblings in both elementary and high school.

Dismissals are as follows: High School 2:15, K4 (PK) - 2:30, 1st - 6th - 3:00

Please, if at all possible, make arrangements for your child's ride home before the child comes to school in the morning. Write a note to the teacher making her aware of your child's riding arrangements. It is understood that sometimes matters beyond your control cause these plans to change. If this should happen please call the office as soon as possible and the message will be given to your child. Please note: Students will not be allowed to leave campus with anyone other than the people listed on the blue Emergency Card.

Any high school student remaining at school after 2:30 P.M. or any elementary student remaining at school after 3:10 P.M. will automatically be sent to aftercare and required to pay for that day's care. Failure to pay could result in a child's dismissal from Houma Christian School. Any student found in any other location to avoid after care will be fined and serve 1 day detention.

When HCS has a home game, practice or any after school activities, siblings of the students participating in the events are not allowed to stay after school. Parents must secure a ride home for them.

Late To School

High school students who arrive after 7:25 A.M. and elementary students who arrive after 8:00 A.M. are Late to School and need to be signed in by a parent or guardian (car pool driver). Students will not be allowed to sign themselves in (only student drivers sign themselves in). There will be a \$25.00 fine on the fourth, eighth, and every fourth subsequent late arrival.

The following consequences will be issued for late arrivals:

1st-3rd: warning, 4th-7th: Friday detention, 8th-11th: Saturday School, and 12th: Out of school suspension
Continued late arrivals could result in dismissal of the student from Houma Christian School. These will accumulate for the school year.

Student Drivers

Student drivers have the same privileges and responsibilities as adult drivers. All fines are the same as adults. Driving is a privilege for students at HCS. On the issuance of a 4th late arrival a student's driving privileges will be suspended for two weeks. Habitual late arrivals could result in the student not being allowed to drive to school.

The school will require that a student driver who needs to check out during school hours will be required to have written permission from their parent/guardian.

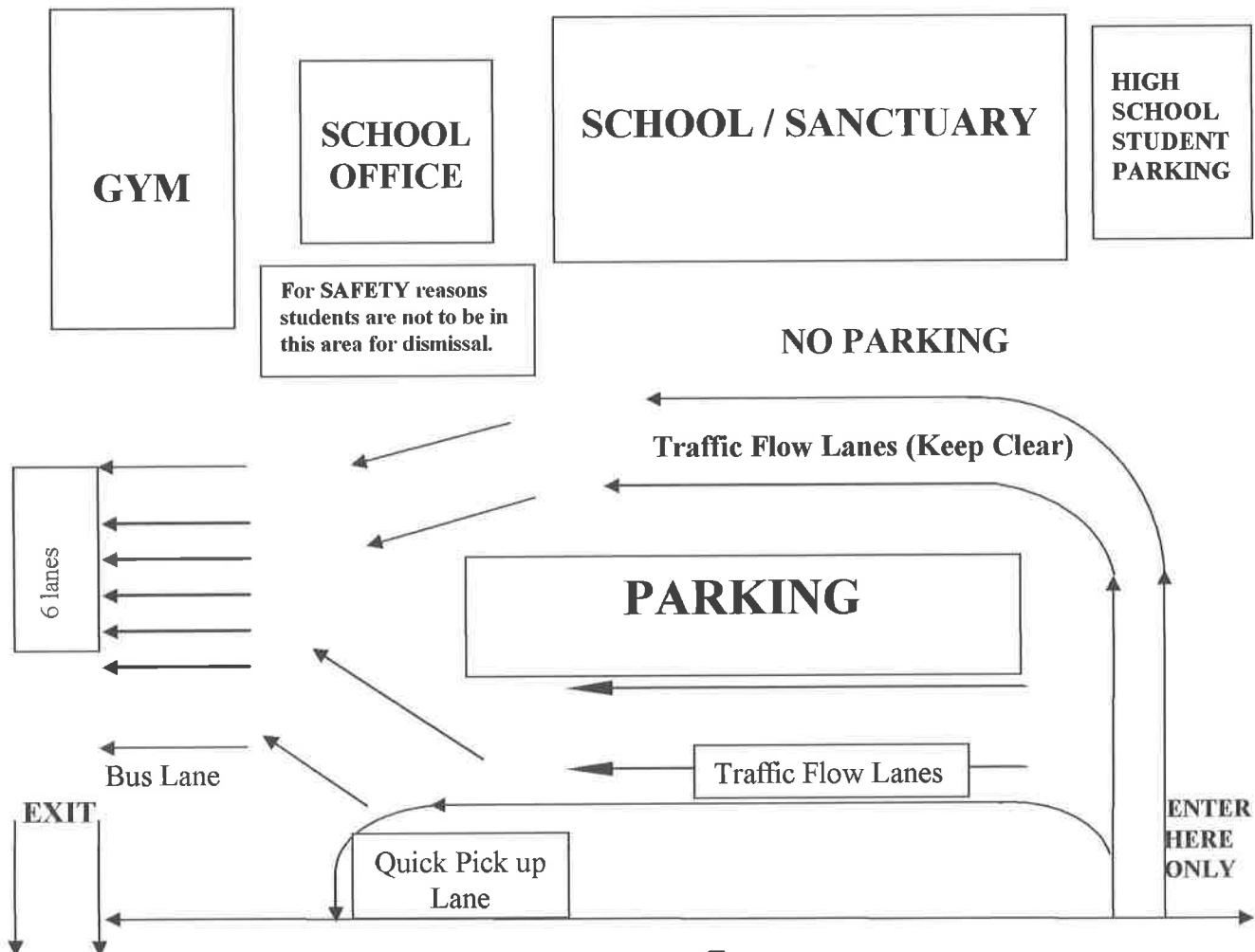
ARRIVAL RULES AND MAP

1. All students are to be dropped off in front of the gym until 8:00. After 8:00 students must check in at the office before proceeding to class.
2. Remain in 1 of 2 lanes until you reach the drop off point or park and escort your child to the gym.
3. Licensed high school students may drive their own vehicle to school. Student parking is on the side of the church building.

DISMISSAL RULES AND MAP

1. Remain in vehicles.
2. Form 6 lines to pick up students after school.
Elementary parents will be allowed to line up after 2:45. Parents of high school students with elementary siblings need to line up after 2:45.
3. Parents cannot congregate in hallways waiting for dismissal bell in the afternoon. Parents, please refrain from parent/teacher discussions at pick-up.
4. Elementary parents, you may **not** check your child out after 2:30.
5. High School parents, you may **not** check your child out after 1:45.
6. No eating or drinking before school in the gym or under the canopy after school.
7. Please do not block traffic flow during dismissal. Pull up all the way to the front of the lane before loading child.

ON RAINY DAYS PICKUP WILL BE IN FRONT OF THE GYM.



ATTENDANCE

All HCS students, staff and support personnel will be issued photo identification (ID) cards. Student ID cards are also a season pass into every HCS sport home game. Replacement cards will cost \$5.00. Additionally, for safety and accurate accountability reasons other ID card usage may be instituted, as applicable, during the school year.

Policies Concerning Absences

Attendance at school provides a student with the classroom experience. This experience is composed of participation in class activities and direct instruction conducted by the classroom teacher. The instructional program designed by each teacher is a progressive and sequential experience. It is generally impossible for that experience to be "made up." For this reason, failure of a student to attend class will be seen as a serious problem.

Failure of a student to attend school will be considered an absence. Each absence will be considered excused or unexcused. An *excused absence* is an absence due to a personal illness while under a doctor's care. These excuses must be turned in within 3 days of students return or the absence will become an unexcused absence. When a student will be out of school for any reason, and the time of the absence is known in advance, it is the responsibility of the parents to contact the principal or teachers and to secure the class assignments for that period of time.

The authority for determining the legitimacy of an absence rests with the school administration. After 10 unexcused absences, the Child Welfare and Attendance office will be notified that the student is truant. The child may forfeit all course work done during the term. **Houma Christian School requires students to attend school 165 days in order to receive course credit. An attendance hearing must be conducted for any student at HCS having 10 unexcused absences.**

Upon returning to school after an absence, the student is to bring a signed note from the parent detailing the date and cause of absence. All notes should be neatly written. The teacher will ensure that the note is properly filed.

Regular and punctual attendance on the part of all students is necessary for success in school. An absence is considered "excused" if it involves illness as documented by a physician, or a death in the immediate family. Notes for excused absences must be sent to the teacher on the day the student returns to school. Parents are asked to schedule doctor and dental appointments so as not to conflict with class time.

Failure to follow the attendance policy of the school may jeopardize the student's grades or subject the student to punitive action by the Child Welfare and Attendance Office.

College Visits

Seniors are allowed two college visitation days during the school year. Students must follow the procedure below in order to be approved for a college visit.

- A. The senior student brings a note from his/her parent requesting a college day. The note must be approved by the administration.
- B. The senior student must provide verification of the visit from the university upon his/her return to school.

Truancy

Truancy is an excessive number of unexcused absences with or without the knowledge and consent of parents and/or school staff. Truancy will result in the student being reported to the District Attorney's Office.

Student Check Out

Students will **NOT** be allowed to check out for lunch.

Parents **must** come to the office to check out a student. **Parents are not allowed to go directly to the classroom to check out their child.** Please do not call the office and request the student be called out of class to be waiting to be picked up.

If the student is to be checked out by someone other than an authorized person on the Emergency Card, a note of consent must be given to the office before the student will be allowed to leave. This is to ensure your child's safety.

Cutting Class

Definition of the word CUT: choosing not to attend any class, classes, or school activity while on campus without proper permission. (The student parking lot is considered off campus.) Students will be suspended from school for cutting.

School Rules- Elementary Students K-6th grade

Young Warriors are:

*Safe
Respectful
Responsible
Life Long Followers of Christ*

Be Safe	Keep your hands and feet to yourself Follow all school procedures
Be Respectful	Wait your turn Listen to adult directions Use kind words Clean up after yourself
Be Responsible	Wear your uniform correctly Leave novelty items and toys at home Arrive on time to all events Complete assignments
Be Life Long Followers of Christ	Follow the school rules and remind others to follow them. Leave all areas better than you found them

Rules on Duty and Recess

Be Safe	Walk on the cement Keep your hands and feet to yourself Remain in your assigned play area Follow all school procedures
Be Respectful	Follow adult directions Play fairly and allow others to play Use kind words Follow game rules
Be Responsible	Return play equipment Put liter in the trash cans Use restrooms at recess
Be Life Long Followers of Christ	Invite others to play- be a friend Solve problems with words Get adult help for big problems Be open to playing different ways

Lunch Room Rules

Be Safe	Follow procedures in the lunch line Ask permission to leave the table Keep the floor and table clean
Be Respectful	Follow adult directions Communicate in a quiet voice Use kind words
Be Responsible	Clean up your area Stay in the seating arrangement as assigned by your teacher Ask permission to leave the table
Be Life Long Followers of Christ	Look for ways you can help others Use good table manners Use appropriate language at the table

High School Rules- 7th- 12th grades

Warriors:

*Worship God
Always,
Respecting themselves and others, being
Responsible, recognizing the
Individual gifts of
Others,
Resulting in a life of
Service*

Worship God Always,	Honor the Lord in all you do Whatever task has been placed before you do it with all of your might as to give glory to God.
Respecting themselves and others,	Use encouraging words Follow school procedures
being Responsible,	Be Safe Be Prepared Be Honest
recognizing the Individual gifts of others	Listen to each other Share ideas Let everyone have a turn
Resulting in a life of Service	Serve one another Be a good steward of all that God has provided Represent Jesus at home, school, work, church, and play

Conduct

Discipline

Students are expected to conduct themselves as responsible citizens at all times. The students will show respect for the rights and property of others, and display attitudes and actions expected of Christian young ladies and gentlemen.

A disciplinary tracking form along with a schedule of consequences will be used to communicate with parents.

Corporal Punishment

When other methods of punishment have been tried and have not succeeded in bringing about the desired behavior change, the administration of the school may approve the use of corporal punishment. If necessary, the parent will be invited to come to the school to administer corporal punishment upon the request of the principal to avoid possible suspension.

All parents have entrusted their children to Houma Christian School Administration concerning discipline and have signed a contract stating their agreement with corporal punishment (paddling).

School Detention & Suspensions

School or classroom discipline begins with verbal correction; punish work, infractions, etc. Sometimes, because of the continued misbehavior or because of the severity of the infraction the following steps will be taken:

1. **In School Detention** will be served during lunch or recess. May include physical training used as a deterrent.
2. **After School Detention** will be served Friday from 2:50 - 4:15. The student reports to the detention room to clean classrooms punish work, etc.
3. **Saturday Detention** will be served monthly from 8:00 a.m. - 10:00 a.m. The student reports to school to do indoor/outdoor maintenance, etc.
4. **Suspension** - The administrator has at all times the authority to suspend a student. The length of suspension will be 1-5 days as determined by the administrator. After serving a suspension, the student may be required to be counseled by school personnel. Assignments and tests missed during the suspension will be subject to dropping one letter grade. (Ex. If a student scores an "A" on an exam upon returning from a suspension, he/she will receive a "B".)

The following acts may result in suspension of the student:

- Using cell phone on campus
- Cursing
- Cheating/ forgery
- Fighting
- Disrespect for authority
- Continued, deliberate disobedience
- Lying to a staff member
- Harassment/ bullying
- A serious breach of conduct either on or off campus

5. **Expulsion** - A student may be expelled from school for a serious breach of conduct or repeated problems with behavior or academic performances. In the case of such action, the parent and the student may request an appeal before the school board.

The following acts could result in an expulsion of the student:

- Possession of a weapon or instrument that could be used as a weapon
- Involvement in a break-in or vandalism of any property
- Possession, use, or sales of drugs, tobacco products, or alcoholic beverages
- Sexual misconduct
- Felony violations of federal, state, or city law
- Other behaviors that interrupt the instructional process

Further, the administration has a moral and legal responsibility to maintain suitable standards within the school, to assure the welfare and health of all students. It is essential that a pregnant student report her pregnancy to the administration as soon as the pregnancy is confirmed by any type of confirmation.

Nothing in this policy shall be construed as setting forth the exclusive use of suspension or termination for misconduct. The use of suspension or termination is delegated to the principal for use at his professional discretion to deter misbehavior.

Redemptive Discipline Policy

Houma Christian School

In accordance with the mission statement of Houma Christian School to integrate the values of Christ throughout the student's personal and educational process, HCS will incorporate an innovative process called "Redemptive Discipline" (RD).

Redemptive Discipline seeks to demonstrate a degree of compassion and mercy towards students whose actions are of a more serious nature, while also fostering accountability and personal responsibility for one's actions.

HCS reserves the right to evaluate situations on an **individual basis**. These situations include, but are not limited to: pregnancy, sexual activity, pornography, abortion, use of alcohol, tobacco, or illegal drugs; inappropriate material on public internet (social) websites such as Facebook, Myspace, etc... **RD will be considered only if both student and parent show a contrite heart and a willingness to comply with the guidelines set forth in the RD policy.**

Following is a list of possible expectations for continued enrollment at HCS:

- The student is willing to make a public confession of repentance.
- The student and parents are willing to meet with the pastoral counsel on a scheduled basis.
- The student is willing to meet with HCS staff member(s) for specific scripture reading, journaling, and accountability.
- The parents are cooperative with HCS and supportive of its expectations.
- The student commits to abstain from communication which "glorifies" the offending act.
- The student is willing to undergo necessary random testing until otherwise notified.
- The student and parent agree to home-school for a period of time in which the student completes lessons assigned by HCS and graded for credits.
- Parents agree to pay additional fees which may be incurred from any of the above.
- The student and parents grant permission to HCS to address the issue publicly when necessary.
- The student and parents are willing to accept certain limitations regarding school activities as deemed appropriate by HCS administration.

Redemptive Discipline is an alternative to the policy of immediate termination. However, termination may still occur if the student and/or parents fail to meet requirements set forth in the RD contract or if deemed necessary by the HCS school board.

The procedure will be as follows:

- First, the normal disciplinary measures will be followed as per the administrative office.
- Second, if requested, the School Board Discipline Committee will meet to gather information and hear an appeal from the student and parent(s).
- Third, a vote will be taken to determine if Redemptive Discipline will be used.
- Finally, if approved, an individualized contract will be signed by the student and parent(s).

Cheating / Forgery/ Plagiarism

Cheating, forgery, and plagiarism are serious offenses. It involves taking information from another source and presenting it as one's own information. Thus, it involves both the components of stealing and lying. Teachers are required to take precautions in terms of test security and the structure to the classroom testing environment in order to protect students from unnecessary temptation. Students should always be reminded by the teacher of the consequences of cheating. Cheating is defined as copying homework, handing in another's work, plagiarism in research papers and compositions, and unauthorized assistance on tests or quizzes. Forgery is lying about a parent's knowledge of grades, discipline forms, or assignments.

If it is determined that a student has cheated on a test, the following actions will be taken:

1. The student will receive a zero on the assignment.
2. The parents will be called by the administration.
3. If the student holds any sort of leadership position in a club, class, or is an athlete or cheerleader, the student may lose that position, but not removed from the club or team. Cheating is a violation of honor and leadership is a matter of honor.
4. Students caught cheating or forging will incur the following penalties:
9th - 12th - 1st offense - 1 day suspension; 2nd offense - 2 day suspension;
3rd offense - recommended expulsion
4th - 8th - 1st offense - 1 day suspension; 2nd offense - 2 day suspension;
3rd offense - recommended expulsion
K - 3rd - Corporal punishment or 1 day suspension

HCS K4 UNIFORM REQUIREMENTS

Uniforms and Outerwear must be purchased from Schooltime or Jake's.

GIRLS

1. **Pre-K Smock:** Plaid with HCS log on the white, Peter Pan collar. Length must be mid-knee when standing up. Shorts must be worn under jumpers.
2. **Socks:** Black or white, solid color, CREW socks only (No ankle or no-show socks)***No LOGOS
3. **Tights:** Black or white **NO LEGGINGS
4. **Shoes:** Black, navy, gray or white. TENNIS SHOE with non-marking soles, VELCRO or ELASTIC closures only. NO lace ups or high tops. **MUST BE 100% SCHOOL COLORS**

BOYS

1. **Pants:** Navy - ELASTIC WAIST ONLY
2. **Walk-Shorts:** Navy - ELASTIC WAIST ONLY
3. **Knit Shirts:** Gray - long sleeve or short sleeve, with HCS logo on left chest
4. **Socks:** Black or white CREW socks only (No ankle or no-show socks)*** NO LOGOS
5. **Shoes:** Black, navy, gray or white TENNIS SHOE with non-marking soles. VELCRO or ELASTIC closures only. NO lace ups or high tops. **MUST BE 100% SCHOOL COLORS**

OPTIONAL ITEMS

SWEATERS: Must be purchased at Schooltime or Jake's

SWEATSHIRTS: Sweatshirts, (hoodies), with the HCS logo, will be sold at school. No other sweatshirts will be allowed. Sweatshirts must be worn over a uniform shirt.

JACKETS/COATS: Must be purchased at Schooltime or Jake's.

HCS ELEMENTARY K5-6th UNIFORM REQUIREMENTS

New requirements in blue

Uniforms and Outerwear must be purchased from Schooltime or Jake's. Every article of the uniform must have a logo with the exception of the girls plaid.

GIRLS

(Skirts, Pants, and Shorts must be worn at the natural waistline).

1. **Phase in JUMPER:** K5-3rd only plaid jumper (Length: The jumper must be mid-knee when standing up)
2. **Phase in SKIRT:** 4th-6th only plaid skirt (Length: The skirt must be mid-knee when standing up)
3. **BLOUSE:** K-3rd white sport collar or oxford style
4th-6th must wear oxford style only
4. **PANTS:** navy, pleated or flat front
5. **WALKING SHORTS:** plaid or navy (Length: 4 inches from the floor when kneeling)
6. **KNIT SHIRTS:** white - worn with shorts or pants - navy shirts may be worn with plaid shorts only
Knit shirts are to be worn with pants and shorts only, not with jumpers or skirts.
7. **Undergarment** shorts should be worn under all jumper/skirts for all grades
Girls Winter Wear: During winter months, girls may wear solid white, navy, gray, or black tights. **NO LEGGINGS**

BOYS

(Pants, and Shorts must be worn at the natural waistline).

1. **PANTS:** gray or navy
2. **SHIRTS:** choice of white oxford or knit (white or navy) - navy shirts may be worn with gray pants or shorts only.
3. **WALK-SHORTS:** gray or navy

SOCKS: Pre K-6th Girls / Boys - **Solid white or black crew socks only** NO LOGOS (No ankle or no-show socks)

BELTS: Mandatory for boys and girls - must be **SOLID (no stripes, jewels, studs, etc.) navy, black, or brown in leather, cloth or elastic styles - must be worn with all pants or shorts (with the exception of the girl's plaid shorts)

SHOES: Kindergarten - Must wear Velcro tennis shoe. 1st - 6th Girls/Boys - black, navy blue, gray or white lace style, tennis shoe with non- marking soles. NO HIGH-TOPS Velcro is okay. ** Must be 100% school colors. **

HCS 7th - 12th UNIFORM REQUIREMENTS

GIRLS

1. **SKIRT:** plaid skirt- (Length: The skirt must be mid-knee when standing up)
2. **BLOUSE:** white oxford

SOCKS: White or black crew socks only. NO LOGOS (No ankle or no-show socks)

Girls Winter Wear: During winter months, girls may wear solid white, navy, gray, or black tights. **NO LEGGINGS**

SHOES: HCS has acquired a special contract with Shoe Carnival in Houma. They have assured us that they will have all the acceptable shoes for HCS in stock. Only these shoes will be allowed!

BOYS

1. **PANTS:** gray only - **Must be worn at the natural waistline.**
2. **SHIRTS:** white oxford

BELTS Mandatory - must be **SOLID leather black or brown NO ORNAMENTAL BELT BUCKLES

SOCKS: White or black crew socks only. NO LOGOS (No ankle or no-show socks)

SHOES: HCS has acquired a special contract with Shoe Carnival in Houma. They have assured us that they will have all the acceptable shoes for HCS in stock. Only these shoes will be allowed!

P.E. UNIFORMS: High School Boys and Girls P.E. uniforms will be navy shorts and gray shirts with logo. Navy sweatpants with logo are optional for winter. P.E. uniforms are purchased through the athletic department.

OPTIONAL ITEMS (Elementary and High School)

SWEATERS: Must be purchased at Schooltime or Jake's

SWEATSHIRTS: Sweatshirts (hoodies) with the HCS logo will be sold at School. No other sweatshirts will be allowed. Sweatshirts must be worn as an over - garment over a uniform shirt.

JACKETS/COATS: Must be purchased at Schooltime or Jake's

Dress Standards

Uniforms shall be worn by all students of HCS. The uniforms shall be approved by the administration and shall be worn in accordance with rules established.

Girls will be required to closely observe the regulation governing skirt lengths. The skirt must touch the floor while kneeling; the back of the skirt must touch the bend of the knee. Walking shorts must be no shorter than 4 inches from the floor when kneeling. A student in violation of skirt or short length regulations will be allowed to call home for another skirt or will be required to lengthen her skirt by ripping the hem. HCS reserves the right to send a student home if this length is continually violated.

All students are to wear uniforms presenting a neat appearance at all times. Personal grooming is an important aspect of school life.

In addition, the following rules shall be in effect:

1. No cut, slit in hem, or holes in knees of pants.
2. Shirts for school typically are knit pullovers or cotton button-downs with collars. Shirts must be worn tucked in trousers or skirts at all times. **UNDERSHIRTS, T-SHIRTS (solid white only)**.
3. Students are not to wear sunglasses, hats, caps, or sweat bands.
4. Regulations regarding haircuts, jewelry, makeup, etc. are as follows:
 - a. Earrings: Earrings are to be worn by **girls only** and should match. Girls are allowed to wear only one pair (one earring per ear) of earrings at a time **in the ear lobe only**. Oversized jewelry is not permitted to be worn.
 - b. Make-up: Make-up may be worn by girls in the 7th through 12th grade. It should not be excessive as we want the natural beauty of our girls to show.
 - c. No facial hair is allowed. Male students who come to school with facial hair will be given detention. Parents will be called if this problem continues.
5. Appropriate dress
 - a. No crop tops, bare midriffs, short shorts, tank tops, nor tight fitting clothes will be allowed on school property or at school functions on or off campus.
 - b. Appropriate dress also applies to parents and visitors to HCS.
6. Skirts, dresses, and evening apparel worn at school events should be modest and no shorter than 4" above the knees. *** Disciplinary action will be taken when student returns to school.**

Tattoos

Tattoos are NOT ALLOWED.

Hair

Elementary K-6th Boys- "Clean Cut"- hair must be above the eye brows, above the ears and off of the shirt collar. No ponytails, braids, etc.

High School Boys 7th-12th- Boys' hair cannot be lower than the eyebrow. Also, hair may not be longer than mid-ear or touch the collar. It may not appear messy in any way. Sideburns must be no lower than the ear lobe. No pony tails, braids, etc. No flips or mop-heads are allowed. Height of hair will fall under maintenance.

Girls and Boys:

- (a.) **Elementary students grades K- 6th** are not allowed to dye their hair.
- (b.) **High school students' grades 7th - 12th** that dye their hair must dye it a natural hair color. No extreme contrasting colors. All hair color is subject to the approval of the administration.

Fingernail Polish

- 1. Students (boys or girls) are not allowed to bring fingernail polish to school.
- 2. Girl students are allowed to wear fingernail polish in good taste only, as determined by the administration.
- 3. Failure to comply with the above policy may result in a \$25 administrative fine and will lose Fingernail Polish Privileges.

Physical Education

- 1. During P.E. classes, high school students must wear regulation shorts, shirt, and white socks. Students may wear any tennis shoe as long as it's not offensive. Jogging uniforms may be worn during the winter. Uniforms are to be purchased from the Athletic Department at HCS.
- 2. Students who fail to dress out for P.E. will be penalized academically.

Formal Dress Rules

These rules apply to all students from HCS or other schools.

- 1. Strapless dresses must come up high on your chest, fit close to the chest, and show no cleavage. If it has a V-neck, the "v" must not go lower than 3 inches below the tracheotomy hole.
 - a. This can be fixed with a piece of fabric and a sewing machine.
 - b. If it doesn't fit to the chest, use body tape.
 - c. If it doesn't stay up without tugging on it, sew straps on it.
- 2. All dresses must have backs that go up to the shoulder blades.
 - a. If backs are lace-up, fabric must be sewn in to cover it up.
 - b. No skin may show around the middle, front, back or sides.
 - c. Fabric may be sewn to fix this problem also.
 - d. Halters are allowed if the back comes to the shoulder blades, no cleavage may show, and the V-neck rule above applies.
- 3. Slits in dresses must not be higher than mid-thigh, when seated. Stitch it up if it is too high.
- 4. For dresses with uneven hem lines, the short side must be regulation length. (To the knees) No solution to this problem. You might want to find another dress!
- 5. Absolutely no cleavage showing.
- 6. Dresses that are not floor length must come at least to the knees.

There will be someone posted outside the door to monitor dress problems.

You may be asked to wear a jacket or sweater if inappropriately dressed. Don't ruin your special night by breaking the rules!

Fun Day and Field Trip Standards

For High School Fun Day students may only wear HCS issued Physical Education shorts. On Elementary Fun Day students may wear shorts that are no shorter than 2 inches above the knee when kneeling.

On field trips, dress will be determined based on the nature of the field trip. Administration will approve any deviation from the standard uniform upon approval of a field trip. This information will be conveyed to students on the permission slip.

Lunch

Lunch times are as follows:

PK	10:25 - 10:55
K	10:30 - 11:00
1st-2nd	10:35 - 11:05
9th-12th	11:10 - 11:40
7th-8th	11:40 - 12:10
3rd-6th	12:20 - 12:50

Only food and drinks served by the cafeteria are allowed except lunches brought from home.

The School Wellness Policy prohibits students from bringing fast foods into the school. We at HCS will be following this policy.

We ask that if parents are joining their children for lunch that they participate in the school lunch program.

Students will not be permitted to call home for lunch or lunch money.

Students in K4 - 6th grades will not be allowed to heat up food at school.

Medical

Medication: The school accepts no responsibility for the administering of medication in any form.

Medication Policy

1. Students are not to bring any medication to the school office.
Parents must make arrangements with the administration if an Epi-pen or inhaler is needed.
If there is other critical needs please schedule a conference with the administration so arrangements can be made to keep your child healthy and in school.
2. Parents will be permitted to come to school and administer medication to their children.
3. The school specifically forbids and accepts no responsibility for students administering medication to each other.
4. Over-the counter medications are NOT to be in the students' possession. Possession of medication at school may result in suspension/expulsion.

Medication Policy for Prescribed Drugs

The parent must come to the school to administer all prescribed medication.

Drugs, Alcohol, and Tobacco

HCS reserves the right to randomly drug test students and employees.

Total abstinence and absence (use or possession) from tobacco, alcoholic beverages, non-prescribed use of drugs and inhalant is expected of all students **at all times**. (Twenty-four (24) hours per day - seven (7) days per week.) Students taking medicine or prescribed drugs are to follow school written guidelines. (I Cor. 6:19, 20; I Cor. 8:9) Any violation of this policy will be dealt with severely including suspension and possible expulsion, depending on circumstances.

Use of, Selling, or Distributing Drugs

The Scripture gives us guidelines in this situation. Romans 13:1-7 instructs us to be subject to the civil authorities since they are ordained of God. In obedience to the Scripture, we have checked with the civil authorities and find that "crime is committed when drugs are sold or in some cases possessed." The official position for HCS is to report all such violations to the local law enforcement agencies as well as consider what action will be taken as an institution in reference to that student's future at HCS.

High School (7-12) Parents must sign a permission/consent form for hair testing for students to attend HCS. These tests will be random or done under suspicion due to drug related behavior. If the results are positive, they will be verified. If verification returns positive, the student will be expelled from HCS.

HCS will randomly bring in Police Dogs for searches. HCS will report to authorities any parent who has knowledge of alcohol, tobacco, or drug usage while students in are in their charge.

Electronic Telecommunication Devices

The use of cell phones, the possession of IPODs, CD players, etc. during school hours is strictly prohibited. (7th - 12th grades only)

Houma Christian School will start a new cellphone policy for the 2014-2015 school year. Once students arrive on campus, all cellphones **MUST** be kept in lockers and/or vehicles and must be turned off. If a cellphone goes off during school hours by ringing, vibrating, etc. or is visible in any manner, the phone will be confiscated and will be returned to the parent/guardian and the student will receive an administrative disciplinary consequence such as but not limited to out of school suspension, Saturday School, and detention. Phones may be confiscated up to five days. All confiscated cell phones can and will be reviewed by administration. If confiscated phones show other students using a phone during school hours, they will also be subjected to the same disciplinary actions. Repeat violators of the cell phone policy may be recommended for expulsion from Houma Christian School.

Consequences will be issued based on individual infractions and will not be subjected and/or limited to the following as discretion is with the acting administrator.

<u>Offense</u>	<u>Consequence</u>
Possession in class (not ringing or using)	Physical training (1st Offense)
	Saturday School (2nd Offense)
	1 day Suspension (3rd Offense)
Ringing, notifications sound, in class	Saturday School (1st Offense)
	1 day Suspension (2nd Offense)
	Lose Phone Privilege (3rd Offense)
Using Phone During School Hours on Campus/Texting, Talking, Taking Pictures, Social Media	1 day Suspension (1st Offense)
	3 day Suspension (2nd Offense)
	Expulsion (3rd Offense)

Habitual offenses for cell phone may result in loss of phone privileges and/or expulsion from Houma Christian School. Parents need to strongly consider whether their child is responsible enough to have a cell phone at school. Parents and students must sign form and return.

Racially Discriminatory Acts or Remarks

No student shall undertake, participate in, or support any action, verbal or otherwise, which is intended to harm, injure, harass, or insult any other student on the grounds of race, color, national or ethnic origin. Students violating this policy shall be subject to appropriate discipline, and repeated violations shall be grounds for dismissal.

Married Students

Married students may not attend school at HCS. Students who marry are classified by law as adults and no longer answer to their parents or guardians. HCS, as an institution, will deal only with students who are still responsible to parents or guardians.

Emergency Closing

If the school closes or delays the start of school on any day because of bad weather, the announcement will be made on local radio stations.

During hurricane season the policy of Houma Christian School will be the same as that of the Terrebonne Parish Public School system unless notified otherwise. Therefore, if an emergency closing of the Terrebonne Parish schools is necessary, Houma Christian School will close also. Please check with the local radio stations to ensure validity.

Please check the school website (houmachristianschool.com) for additional updates.

Visitors

The school is proud of its facilities and its programs; however, it is impossible to accommodate visitors to the building without prior planning. Non-student visitors to the campus must be cleared with the office prior to their being invited to school. Students are not allowed before, during, or after school to congregate with non-student visitors in the parking lot or anywhere else on campus.

1. A visitor is defined as a non - HCS student or a non - staff or faculty member of Houma Christian School or Living Word Church.
2. All visits (except parent lunch visits) require prior planning and approval through the school office.
3. After approval all visitors must sign in at the school office and must wear a Visitors Pass while on campus.

Miscellaneous

Parent / Teacher Communication

All meetings with teachers must be scheduled. Please do not approach a teacher during or after school for impromptu meetings.

Gum Rules

1. Students are not allowed to have or chew gum at school.
2. Failure to comply with rule 1 above will result in the following:
 - a. First offense - \$25.00 fine
 - b. Second offense - \$25.00 fine -and Parent/Principal Conference.
 - c. Third offense - The student will be suspended.

Lockers

1. A \$10.00 fee will be assessed for any high school student who wishes to rent a locker for the school year. Students with cell phones must have a locker.
2. Once assigned a locker students may not change lockers.
3. Students are not allowed to permanently attach anything to his/her locker, either on the inside or the outside.
4. Please use care when using your lockers and report any broken parts to the office.

Media

All media (not limited to magazines, newspapers, books, etc.) with **material offensive to Jesus** will not be allowed on the school grounds. Disciplinary action will depend on content of magazine.

Withdrawals

1. Give the school a 24 hour notice.
2. Complete the Withdrawal Commitment Form.
3. Pay outstanding tuition, fines, or concessions fees.
4. Return all library books.
5. Return all textbooks.

In signing the Withdrawal Commitment Form you are relinquishing your enrollment at Houma Christian School and the place will be filled by another applicant.

All of the above listed must be fulfilled before records or student transcripts will be sent to the transferring school.

Issuance of Textbooks

Students will be issued textbooks with the condition recorded at the beginning of each course. Students are responsible for their textbooks. Textbooks that are lost or damaged will be charged to the students' FACTS account. Report cards will be held until all books are turned in or paid for.

Parking Permit

Cost: \$15.00 per year

Parking Permit: A permit is to be secured on the rear view mirror

Students are to apply for a parking permit through the office *before* driving on campus.

1. Permits must be on rearview mirror and visible at all times.
2. \$25.00 fines will be given to students who do not park in designated areas.
3. Permits may be revoked for the following reasons:
 - School discipline issues
 - Observed unsafe driving practices
 - Disregards to parking policies
4. Only seniors, juniors, and sophomores are eligible for driving permits.

Grade Point Average Amendments

The Board of Elementary and Secondary Education has amended the grade point average calculation for the TOPS award in the state of Louisiana. In response to this update Houma Christian is updating its quality point's awards for different classes. Students who are enrolled in an honors class, advanced placement class, or participating in dual enrollment with a local college may earn more than a 4.0 for an A. The grading scales are listed below.

Regular Classed	Honors Classes	Advanced Placement and Dual Enrollment Classes
A – 4.0	A – 4.5	A – 5.0
B – 3.0	B – 3.5	B – 4.0
C – 2.0	C – 2.5	C – 3.0
D – 1.0	D – 1.5	D – 2.0
F – 0.0	F – 0.0	F – 0.0

This updated grade point average calculation will be retroactive for the incoming freshman for the 2013-2014 school year and will continue with subsequent classes.

HCS Valedictorian Requirements

The Houma Christian School Valedictorian and/or Salutatorian will exemplify the virtues and characteristics that are embodied in our school mission statement and philosophy. While the valedictorians and salutatorian will demonstrate high academic standards, they will also model high moral and spiritual behavior that is in line with the very Godly principals that serve as the foundation from which our school resides. Below is a list of the requirements for Houma Christian School Valedictorian/Salutatorian:

Academic

- ** Must have the highest overall GPA upon graduation**
- ** Must be enrolled in the highest core offering (honor track)**
- ** Must take the following classes:**
 1. Biology II / and or Physics
 2. Calculus
 3. AP English (when offered)

Character / Attitude

- ** Student admitted on Redemptive Policy during or after ninth grade will be ineligible.**
- ** Student with more than one suspension on or after the eleventh grade will be ineligible.**

